



**Application to change or add trading name/s OR
 to change the legal name where the ACN has not
 changed for an In-House Installing Work Licence**

*(Suitable for applicants who wish to change or add a trading name and suitable for
 applicants changing the legal name where the ACN number has not changed)*

If the ACN number has also changed submit the 'Application for an In-House Installing Work Licence'

PLEASE NOTE INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

**Please ensure you have provided all required information and supporting documentation as per the
 application checklist. Failure to submit a completed application will result in the cancellation of your
 application and loss of the application fee.**

Please print neatly in BLOCK LETTERS with a black or blue pen only

**Provide licence
 number and
 existing name as
 stated on licence**

IH Licence Number: _____
 Existing Legal Name: _____
 Existing Trading Name (if applicable): _____
 ACN: _____

**Change or
 addition of
 trading name/s**

Change or addition of trading name/s only

New Trading Name/s: _____

**Provide new
 legal and trading
 name/s**

Change of entity name where ACN has not changed

New Legal Name: _____
 Confirm ACN: _____
 New Trading Name/s (if applicable): _____

**Provide STREET
 ADDRESS of the
 principal place
 of business**

Principal Place of Business: _____
 Suburb: _____ State: _____ Postcode: _____

**If same as
 above address,
 please write
 "as above"**

Postal Address: _____
 Suburb: _____ State: _____ Postcode: _____

**Provide all
 relevant details**

Work Phone: _____ Facsimile: _____
 Mobile Phone: _____
 Email: _____

<p>Legal and Trading Name registration</p>	<p>Company and Business Name Registration (if applicable)</p> <p>Where trading in a name other than a first and surname, a copy of the Company Extract and if applicable the Business Name Extract issued by the Australian Securities and Investments Commission (ASIC) is required.</p> <p><input type="checkbox"/> Company Extract issued by ASIC - if applying as a body Corporate.</p> <p><input type="checkbox"/> Business Name Extract issued by ASIC – if applying using a Trading Name (<i>Where your business name is trading through a trust you will be required to provide a copy of your Trust Deeds</i>).</p>
<p>All required information is to be submitted for this application to be accepted</p>	<p>Application checklist - Please check</p> <p>Incomplete applications will not be accepted. This application must be accompanied by the following:</p> <p><input type="checkbox"/> Company Extract issued by ASIC - if applying as a body Corporate.</p> <p><input type="checkbox"/> Business Name Extract issued by ASIC – if applying using a Trading Name (<i>Where your business name is trading through a trust you will be required to provide a copy of your Trust Deeds</i>).</p>
<p>A Representative of the licence to sign and date before submitting for approval</p>	<p>Declaration</p> <p>This application form must be endorsed by a business representative</p> <p>In accordance with regulation 59 of the Electricity (Licensing) Regulations 1991, I declare that the information in this application or any documentation attached by me is complete and true to the best of my knowledge.</p> <p>Licence Representative Name: _____</p> <p>Licence Representative Signature: _____ Date: _____</p>