



# Update your personal details

The fastest way to update your details is online at [www.abrs.gov.au](http://www.abrs.gov.au). Only use this form if you cannot update your details online or over the phone.

If you use this form your details will be updated on the Australian Business Registry Services (ABRS) system **only** and not in other government systems.

To prevent delays in processing this form, make sure you answer all compulsory questions.

### When completing this form:

- You must answer all questions in Sections A and C, and at least one question in Section B, otherwise we may need to contact you for more information.
- Print clearly using BLOCK LETTERS.
- Use a black or dark blue pen only.
- Place an **X** in all applicable boxes.
- Do not use correction fluid or covering stickers.
- Make sure you read the privacy statement and sign the declaration at the end of the form.
- Provide acceptable proof of identity documents – see section B.

**i For more information about director ID:**

- visit [www.abrs.gov.au/directorID](http://www.abrs.gov.au/directorID)
- phone **13 62 50** between 8.00am and 6.00pm, Monday to Friday
- phone **+61 2 6216 3440** if you're overseas.

**x** Penalties apply for providing false or misleading information.

## Section A: Your current details with the ABRS

**!** This section is compulsory.

Provide your details as they were when you last dealt with the ABRS. We will use these details to identify your record.

### 1 What is your director identification number?

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

### 2 What is your full legal name?

Family name

First given name

Other given names

### 3 What is your date of birth?

Day	Month	Year

### 4 What is your residential address?

This must be a street address where you live, for example, 123 Smith St. It cannot be a business address, post office box number, roadside mailbag, roadside delivery or other delivery point address.

Street address

Suburb/town/locality

State/territory

(Australia only)		

Postcode

(Australia only)			

Country if outside Australia


## Section B: Updated details

Complete the questions for the details which you need updated in our records.

### Supporting documents

You must provide **one** certified copy of an acceptable identity document from the list below to verify a change in your:

- name
- date of birth
- place of birth.

 We only accept proof-of-identity documents that are certified copies of original documents. **Do not send us original documents.** We may check the supporting documents you supply with the agencies that issued them.


### Australian documents

- Australian full birth certificate (not an extract)
- Australian change of name certificate
- Australian marriage certificate.

### Other documents

If you are a foreign resident and cannot provide one of the documents listed above, you can provide a certified copy of one of the following documents:

- national photo identification card
- foreign passport
- foreign birth certificate
- foreign marriage certificate
- foreign government identification
- foreign drivers licence.

 For information about certified copies of documents you need to provide with your form, see [www.abrs.gov.au/verify](http://www.abrs.gov.au/verify)

### 5 What is your new full name?

This is the full name that appears on all official documents or legal papers.


 You must provide a supporting document from the list above to verify your new full name.

Family name

First given name


Other given names

### 6 What is your correct date of birth?

 You must provide a supporting document from the list above to verify your correct date of birth.

Day / Month / Year  
 /  /

### 7 What is your correct place of birth?

 You must provide a supporting document from the list above to verify your correct place of birth.

Country

Suburb/town/locality

State/territory (if born in Australia)

## 8 What is your updated residential address?

This must be a street address where you live, for example, 123 Smith St. It cannot be a business address, post office box number, roadside mailbag, roadside delivery or other delivery point address.

Street address

Suburb/town/locality

State/territory

  
(Australia only)

Postcode

  
(Australia only)

Country if outside Australia

## 9 What is your updated postal address?

Your mail will be sent to this address. You can use your home address, post office box or registered agent's postal address. If your postal address is the same as the main residential address, place a cross in this box.

As above.

Street address

Suburb/town/locality

State/territory


  
(Australia only)

Postcode


  
(Australia only)

Country if outside Australia

## Section C: Phone and email contact details

 This section is compulsory.

## 10 How can we contact you if we need more information?

 You must provide at least one phone number.

Mobile phone number (include country code)


Business hours phone number (include country code)

Email (use BLOCK LETTERS)

Do you want these contact details updated on our records?

No

Yes

 We will use these details for any communications with you about any of your directorships. Please note, these details will **only** be updated in the ABRS.

# Section D: Declaration

---

## Before you sign this form

Make sure you have answered all the relevant questions correctly and read the privacy statement below before you sign and date this page. An incomplete form will delay processing.

## Privacy

The Registrar of the ABRS is legally authorised to collect information, including personal information, about the person who signed the declaration. For information about your privacy go to [www.abrs.gov.au/privacy](http://www.abrs.gov.au/privacy)

## Declaration

- I am the person identified in 'Section A' above.
- I declare that: The information given on this form is true and correct.

Signature

**You MUST SIGN here**

Date

Day		/	Month		/	Year				
-----	--	---	-------	--	---	------	--	--	--	--

## Lodging this form

- 1 Make a copy of this form for your own records.
- 2 Attach certified copies of your supporting identification documents to this original form and mail it to:

**Australian Business Registry Services**  
**Locked Bag 6000**  
**ALBURY NSW 2640**  
**Australia**

**i** We aim to process your form within 28 days of receiving all the necessary information. You will only hear from us during this time if your form is incomplete, incorrect or needs checking. In this case, it will take longer to process.

Do not lodge another form during this time, as this will not speed up the process. You will not be notified when your record has been successfully updated.