

Updating ABN Entity Name 2024

Updating and adding contact details to the Associations ABN

Please note: Consider who on your committee becomes the contact person and associate for the ABN. For the easiest access the associate person will need to have a MyGovID or the ability to gain one, our recommendation is that it's your Treasurer.

Step 1: Order Change of Registration Details form from the Australian Business Register

<https://iorder.com.au/publication/main.aspx>

The NAT number to insert is: **2943**

Add a couple of forms (up to 10) to your cart and have them posted to you (this is free), they can take a couple of weeks to arrive.

Step 2: Complete the Change of Registration Paperwork (in full)

Section A: This is the current information; your entity name can be found through ABN Lookup (<https://abr.business.gov.au/>)

Section B: Answer "Yes" if your entity name is not your School Association name e.g. Forth Primary School Association or Kingston High School Association or Hobart College Association.

Please note: We can not use incorporated or inc.

Section C: Answer "no"

Section D: Answer "yes" use the School's Address

Section E: Answer "yes" complete for the Treasurer

Section F: Answer "yes" – this person will be able to add contact people in the future and ideally will need online access to update annually – our recommendation is to list the Treasurer (and consider the Chairperson). You'll need tax file numbers to complete this section.

Section G: Answer "no"

Section H: The chairperson to sign

Step 3: What you'll need to submit with the form:

1. Committee Minutes that contain the following:

With the introduction of Education Act (TAS) 2016 all School Association committees became incorporated under this Act. They can longer use the word incorporation or inc. in their name. The ABN in the xx School Association's name needs to be amended to reflect these changes.

The change from the Incorporations Act to being incorporated under the Education Act (TAS) 2016 has removed the requirement of a Public Officer. The xx School Association deems that their representative, able to sign on the Associations behalf, is the Chairperson of the committee.

The Education Act (TAS) 2016 can be found here:

<https://www.legislation.tas.gov.au/view/html/inforce/current/act-2016-051>

MOTION: The xx School Association recognise that the xx, chairperson is the person authorised by the School Association Committee to sign the ATO "change of registration details" form declaration

MOVED: xx; SECONDED: xx – PASSED by majority vote

MOTION: The xx School Association appoints xx, Treasurer, as the ABN contact person and an associate and grants them the authority to amend and update the ABN of (Entity name), and make any other corrections required.

MOVED: xx; SECONDED: xx – PASSED by majority vote

FOR COMMITTEES NEEDING TO REMOVE INC. FROM THEIR ENTITY NAME

MOTION: The xx School Association request that the ABN Entity registered as [Entity name on ABN Look Up] be amended to xx School Association to reflect their incorporation under the Education Act (Tas) 2016.

MOVED: xx; SECONDED: xx – PASSED by majority vote

FOR COMMITTEES NEEDING TO UPDATE THEIR ENTITY NAME (please note this is untested)

MOTION: Prior to the implementation of the Education Act (Tas) 2016 the xx School Association was formally known as [ABN Entity Name] is now known as xx School Association. The School Association Committee request the amendment to the ABN Entity name to reflect these changes.

MOVED: xx; SECONDED: xx – PASSED by majority vote

FOR COMMITTEES NEEDING TO UPDATE THEIR ENTITY NAME AND REMOVING INC (please note this is untested)

MOTION: Prior to the implementation of the Education Act (Tas) 2016 the xx School Association was formally known as [ABN Entity Name] is now known as xx School Association. The School Association Committee request the amendment to the ABN Entity name to reflect these changes.

MOVED: xx; SECONDED: xx – PASSED by majority vote

2. AGM & Committee Minutes:

Minutes from your last AGM and the meeting that proceeded the AGM appointing Office-Bearers.

3. Constitution:

Your constitution can be found here: [Register of School Association Constitutions](#)

*If your ABN hasn't updated after 28days, please call the ABR on 13 92 26 (there might be an error with the length of the old entity name).

Step 4: Create a practice in updating contacts annually either manually or electronically

Step 4a: Order change of details form to manually change contact details

- <https://www.abr.gov.au/contact-us/contact-abr>
- Lodge a form by mail
- Change your ABN Details
- You can order 10, we recommend ordering extra

The outgoing treasurer is the person to complete and sign the form.

Lodge the form with minutes appointing new office bearers and AGM minutes.

OR

Step 4b: Create a myGovID (treasurer) and link with RAM

If you don't already have one visit <https://www.mygovid.gov.au/> and set up an account.

You'll need:

- A smart device (myGovID app)
- A personal email address
- Identification documents like;
 - Drivers licence
 - Passport
 - Birth Certificate
 - Medicare Card
- Link online services with MyGovID and RAM