

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 an Australian Government myID or the ability to gain one, our recommendation is that it's your Treasurer, but that may not suit your committee.

The easy way to update ABNs:

Determine who is listed on the ABN as a contact/associate, if you can. Follow these steps to link your ABN in the Australian Government's Relationship Authorisation Manager (RAM). Or seek the previous committee person add you as a contact and associate (they will need your full name, date of birth, address, phone and email address).

- a. Visit the Australian Business Register: "[Update our ABN details](#)"
- b. Select "Continue with Digital ID"
- c. Follow steps and prompts until you access the RAM
- d. Is your School Association ABN listed?
 - i. If it's not, select "add a business" if your School Association ABN is not listed
 - ii. Select "link your business" and enter your personal details – this will link ABN's you are listed as a contact/associate
 - iii. Return to the RAM
- e. Select the School Association entity and click "continue" to enter the ABN
- f. Select "Update ABN record"
- g. Update the ABN Name to [school name] School Association, the same name as your constitution (no inc. or incorporated please)
- h. Select the "Contacts" tab and add new contact persons
- i. Select the "Associates" tab and add new contact persons
- j. Finish by signing the declaration.

The harder way to update ABNs:

Step 1: Order a 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.

Available as an online form here:

<https://www.ato.gov.au/api/public/content/29fd1a6016a5485f97f03be4ea6c39f4>

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. Spreyton Primary School Association or Kingston High School Association or Hobart College Association.

Please note: We **cannot** 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" – complete for the Treasurer, once you are added you can add and remove contacts and associates from the RAM (see the easy way above)

Section G: Answer "no"

Section H: The chairperson to sign

Step 3: Paperwork you will need to submit with the change of registration form:

1. Committee Minutes that contain the following (include the preamble in the minutes):

Preamble: Tasmanian School Associations are formed under section 109 of the [Education Act \(TAS\) 2016](#) they are incorporated under this Act, not the *Associations Incorporation Act 1964*, they do not have a Public Officer. For the purposes of updating the ABN the Principal of the School Association is granted the right of the Association to act as Public Officer.

MOTION: The [school name] School Association recognise that the [name], Principal as the "public officer" and the person authorised by the School Association Committee to sign the ATO "change of registration details" form declaration.

MOVED: [name]; SECONDED: [name] – PASSED by majority vote

MOTION: The [school name] School Association appoints [name], 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: [name]; SECONDED: [name] – 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](#)

Step 4: If you have 2 or more ABN's associated with the School Association

1. Follow Step 1 to 3 for all ABN's
2. Once able, cancel the ABN that are not in use.
 - a. Follow the steps a. to e. in "The easy way to update ABNs"
 - b. Select "cancel ABN" and follow the steps

*If your ABN hasn't updated after 28days, please call the ABR on 13 92 26, there are often long waits but they have a call back service, have your tax file number handy (for ID purposes).

Step 4: Create a practice in updating contacts annually either manually or electronically following the steps outlined above

1. Store a document on Microsoft Teams that states the contact and associate details, include email addresses and phone numbers.
2. After the AGM, review who is attached to the ABN and modify as needed.