ABN details are kept by the Australian Business Register for the ATO.

Authorised contact person/s and contact details must be listed with the ATO/Australian Business Register.

It is a legal obligation to update details within 28 days of any changes to your registered business details.

If any changes occur between APM’s then details must be updated within 28 days. At the next Parish Council meeting please minute changes and follow the instructions for up-dating post-APM meeting below.

It is equally as important to remove authorised persons as it is to add authorised persons.

It is recommended that there are two authorised contacts for each ABN (Treasurer and one Warden).

**How to up-date details:**

1. AUSKEY – if the Parish ABN has an AUSKEY then details maybe updated on-line through the Australian Business Register at abr.gov.au.
2. APM – Minutes of meeting and Change of registration Details form (NAT 2943)

**APM**

Each year at the Parish APM a resolution is moved (including the name of the parish and its ABN) listing the authorised contacts to be added and removed for the ATO and the matters they are able to deal with on behalf of the entity – recommended ABN & GST, no other matters listed on the form are relevant.

An extract of the minutes, signed by the Parish Secretary or a known existing authorised contact person is required to be sent with the Change of registration details form. ‘At a duly constituted meeting of the Parish of <name> held <date, time, place> it was resolved ….’

**Change of registration Details form (NAT2943) – these may be obtained from the ATO – phone 13 92 26**

Section A is compulsory, then complete required Sections; D, E, G & H (section H maybe signed by an existing authorised person or the signature from the minutes being attached).

The completed form with the extract of the minutes attached must be forwarded to the ATO.

If you require assistance please contact the Registry.

**Contact: Andrew Apostolou** **or Jackie Mullan**

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