

# Notification of Change of Recorded Details

Form.08

Architects Board of Western Australia

15 November 2021

## Use of this Form

This form is to be used to notify the Board of changes to the registered, and recorded, details of natural persons and licensed corporations. It should be used in the following circumstances:

- change of name;
- change of contact details (no fee);
- change of directors or officers of a licensed corporation;
- change of responsible architect(s);
- removal from the register of defunct corporations (no fee);
- provision and update of insurance information (no fee); and
- advice of intention to amend a corporation's constitution.

For a change of name, a certified copy of a Deed Poll, Marriage Certificate or other relevant documentation must be attached. If the changed details relate to registered changes with the Australian Securities and Investment Commission (ASIC), a copy of the certificate issued by ASIC confirming the change must be attached.

If you are no longer practising architecture, or your qualifications have been withdrawn or cancelled, please contact the Board.

## Certificate of Registration / Licence

A replacement registration / licence certificate will only be issued prior to annual renewal if there is a change of name for the natural person or corporation, or a change to the responsible architect(s) for a corporation.

## Fees

The fee to amend particulars entered in the register is \$27 (GST free).

## Payment Method

Payment of fee to amend particulars entered in the register (\$27) can be made by:

- cheque made payable to Architects Board of WA;
- Visa or MasterCard; or
- eftpos at the Board's office.

## Privacy laws and use of this information

Information requested by the Board is strictly confidential. Only that information which is available for publication in the register may be provided to other registration authorities and to the public.

## Further Information

Please contact the Board if you require further information:

T. (08) 9287 9920  
E. [info@architectsboard.org.au](mailto:info@architectsboard.org.au)  
[architectsboard.org.au](http://architectsboard.org.au)



Architects Board  
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**Natural Person**  
**Change of Name**

\_\_\_\_\_  
Previous Name

\_\_\_\_\_  
Previous Trading Name (if applicable)

\_\_\_\_\_  
**New Name**

\_\_\_\_\_  
New Trading Name (if applicable)

\_\_\_\_\_  
Registration Number

\_\_\_\_\_  
Description of proof of name change that accompanies  
this form

**Change of Contact Details**

\_\_\_\_\_  
Name

\_\_\_\_\_  
New Address

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

Work Phone \_\_\_\_\_

Mobile \_\_\_\_\_

Home Phone \_\_\_\_\_

Email \_\_\_\_\_

**Corporation**  
**Change of Name**

\_\_\_\_\_  
Previous Corporation Name

\_\_\_\_\_  
Previous Trading Name (if applicable)

\_\_\_\_\_  
**New Corporation Name**

\_\_\_\_\_  
New Trading Name (if applicable)

\_\_\_\_\_  
Licence Number

\_\_\_\_\_  
ABN

\_\_\_\_\_  
ACN

**Change of Contact Details**

\_\_\_\_\_  
Name of Corporation

\_\_\_\_\_  
New Address

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

Contact Person \_\_\_\_\_

Phone \_\_\_\_\_

Mobile \_\_\_\_\_

Email \_\_\_\_\_



## Change of Company Director

\_\_\_\_\_  
Name of Corporation

If there are changes to the company director(s) of a licensed corporation, a copy of an ASIC certificate confirming the registered changes of director(s), and curriculum vitae for new directors, must be submitted with this form.

### Add Details of New Director(s)/Officer(s) Director/Officer 1

\_\_\_\_\_  
Full Name

Address

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

\_\_\_\_\_  
Architects Board of WA Registration Number (if applicable)

1. Have you been convicted of any offence in this State, or elsewhere, which has not been dealt with by a spent conviction order?  
 Yes  No
2. Do you have any prosecutions pending against you?  
 Yes  No
3. Are you, or have you previously been, registered as an architect in any State or Territory?  
 Yes  No
4. If you answered "Yes" to question 3:
  - (a) has your registration ever been suspended or cancelled?  
 Yes  No
  - (b) have you ever been dealt with for misconduct?  
 Yes  No
  - (c) are there any unresolved complaints pending against you?  
 Yes  No

5. Have you ever been a director, officer, shareholder or employee of a corporation which has been the subject of disciplinary proceedings for the contravention of any statute in WA or any other jurisdictions?  
 Yes  No

6. Are there any other matters which may be relevant to your suitability as a director of a licenced architectural corporation about which the Board should be informed?  
 Yes  No

If you have answered "Yes" to any of the above, excluding question 3, please provide details in a sealed envelope and submit with this application.

I certify that the information supplied by me on this form is true and correct.

\_\_\_\_\_  
Signature

\_\_\_\_\_

### Director/Officer 2

\_\_\_\_\_  
Full Name

Address

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

\_\_\_\_\_  
Architects Board of WA Registration Number (if applicable)

1. Have you been convicted of any offence in this State, or elsewhere, which has not been dealt with by a spent conviction order?  
 Yes  No
2. Do you have any prosecutions pending against you?  
 Yes  No
3. Are you, or have you previously been, registered as an architect in any State or Territory?  
 Yes  No



4. If you answered "Yes" to question 3:
- (a) has your registration ever been suspended or cancelled?
- Yes    No
- (b) have you ever been dealt with for misconduct?
- Yes    No
- (c) are there any unresolved complaints pending against you?
- Yes    No
5. Have you ever been a director, officer, shareholder or employee of a corporation which has been the subject of disciplinary proceedings for the contravention of any statute in WA or any other jurisdictions?
- Yes    No
6. Are there any other matters which may be relevant to your suitability as a director of a licenced architectural corporation about which the Board should be informed?
- Yes    No

If you have answered "Yes" to any of the above, excluding question 3, please provide details in a sealed envelope and submit with this application.

I certify that the information supplied by me on this form is true and correct.

\_\_\_\_\_  
Signature

Please attach separate pages for additional directors.

## Remove Company Director

\_\_\_\_\_  
Full Name

\_\_\_\_\_  
Full Name

\_\_\_\_\_  
Full Name

\_\_\_\_\_  
Full Name

\_\_\_\_\_  
Full Name

## Change of Responsible Architect(s)

\_\_\_\_\_  
Name of Corporation

### Add New Responsible Architect(s)

At least one registered architect, who is an officer or employee of the corporation, must have ultimate responsibility for the architectural work done by the corporation.

By signing below, the architect(s) consent to being the person(s) who will have ultimate responsibility for the architectural work to be done by the corporation.

\_\_\_\_\_  
Full Name

\_\_\_\_\_  
Registration Number

I consent to being a responsible architect for the corporation.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Full Name

\_\_\_\_\_  
Registration Number

I consent to being a responsible architect for the corporation.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Full Name

\_\_\_\_\_  
Registration Number

I consent to being a responsible architect for the corporation.

\_\_\_\_\_  
Signature

Please attach separate pages if required.

## Remove Responsible Architect(s)

\_\_\_\_\_  
Full Name

\_\_\_\_\_  
Registration Number

\_\_\_\_\_  
Full Name

\_\_\_\_\_  
Registration Number

\_\_\_\_\_  
Full Name

\_\_\_\_\_  
Registration Number

### Voluntary Removal of Corporation from the Register

\_\_\_\_\_  
Name of Corporation

\_\_\_\_\_  
Licence Number

\_\_\_\_\_  
Date Ceased Trading

### Amend Corporation's Constitution

If amending the corporation's constitution, please attach a copy of the proposed resolution.

\_\_\_\_\_  
Name of Corporation

\_\_\_\_\_  
Trading Name (if applicable)

\_\_\_\_\_  
Licence Number

### Update Insurance Information

Please attach a copy of the professional indemnity insurance certificate of currency showing the amount (minimum \$1,000,000) and period of cover.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Name of Employer (if applicable)



## Supporting Documentation Required

Please attach the following documents to this application form:

- Proof of change of name (if applicable);
- ASIC Company Statement showing any changes to the names of directors (if applicable);
- Curriculum vitae for new directors (if applicable);
- Copy of professional indemnity insurance certificate of currency (if applicable); and
- Proposed resolution if amending constitution (if applicable).

## Submission of Application

This application form and supporting documents can be provided to the Board as original documents or by email.

## Details of Person who Completed this Form

\_\_\_\_\_  
Full Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Position Held

\_\_\_\_\_  
Date

## Payment

Fees can be paid using one of the following methods:

### Cheque

Send cheque made payable to the Architects Board of WA.

### Credit Card

Visa    Mastercard

\_\_\_\_\_  
Card Number

\_\_\_\_\_  
Expiry Date

\_\_\_\_\_  
Name on Card

\_\_\_\_\_  
Amount Payable

\_\_\_\_\_  
Cardholder's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Cardholder's Daytime Phone Number

### In Person

Credit card and eftpos payments can be made at the Board's office between 9am and 4pm, Monday to Friday.

