

ATO Change of Registration Details Information

ATO Change of Registration Details form.

Instructions for submitting this form:

- Complete Section A – if you don't know the club's legal name as it appears on the Australian Business Register, it can be found at [ABN Lookup](#)
- Complete Section F – select "Office bearer of a club/association". This is a person (typically the President or Treasurer) who is "authorised to make decisions and commitments on behalf of the company" in relation to the ATO. You may appoint multiple office bearers if desired.
- Complete Section H – if the existing signatory is unknown, the new office bearer must sign this section.
- Additional Requirement – For this change to be accepted by the ATO, you are required to have this ratified by the Board/Executive Committee and recorded in official meeting minutes. These minutes then need to be signed and certified (by a JP) and must be provided with the attached form.

Once this process is complete, the office bearer will need to create a [MyGovID](#) (not MyGov) account on behalf of the club. This account is much easier to set up when someone with a "strong identity strength" is applying. That means, someone with an Australian Passport. Remember, this needs to be the same person as the Office Bearer declared in Section F of the attached form. Note: setting up a MyGovID account by someone without an Australian Passport is achievable, however, we have been advised that it requires considerably more identification to be provided.

Once the MyGovID is set up, all changes and updates to the ABN registration can be completed online.