

# Change of Business Name

You can use this form to update your registered business name or trading name if the change has not led to a change in ABN. If the registered business name has changed, you must include a copy of the ASIC Certificate of Registration upon submitting this form.

Please use black or blue pen and CAPITAL letters. Use an X in boxes where required.

## Step 1: ABN

Has your ABN changed?  Yes  No

**IF YOU ANSWERED YES ABOVE**, don't complete this form. You will need to register the new business entity by completing a new application via [mediasuper.com.au/employer-join](https://mediasuper.com.au/employer-join). You can then create a new Employer Portal account and change the status of your old employer account to inactive within the portal.

## Step 2: Current Employer Details with Media Super

Media Super employer number	Company ABN	Company ACN
<input type="text"/>	<input type="text"/>	<input type="text"/>
Registered business name (as per ABN)		
<input type="text"/>		
Trading name (if different from above)		
<input type="text"/>		
Company full address		
<input type="text"/>		
Suburb/town	State	Postcode
<input type="text"/>	<input type="text"/>	<input type="text"/>
Authorised contact name		
<input type="text"/>		
Position		
<input type="text"/>		
Telephone ( <input type="text"/> ) <input type="text"/>	Telephone (mobile) <input type="text"/>	
Email address <input type="text"/>		


## Step 3: New Employer Details

To update your registered business name, please include a copy of the **ASIC Certificate of Registration** upon submitting this form.

Registered business name (if changed)		
<input type="text"/>		
Trading name (if changed)		
<input type="text"/>		
Company full address		
<input type="text"/>		
Suburb/town	State	Postcode
<input type="text"/>	<input type="text"/>	<input type="text"/>

## Step 4: Declaration

■ I am the authorised contact for this company and can confirm the above information to be true

	Sign here:	Date
	<input type="text"/>	<input type="text"/>
Full name		
<input type="text"/>		
Position within company		
<input type="text"/>		
Telephone ( <input type="text"/> ) <input type="text"/>	Telephone (mobile) <input type="text"/>	

Please email this form to [enq@mediasuper.com.au](mailto:enq@mediasuper.com.au) or mail to Media Super, Locked Bag 5056, Parramatta NSW 2124.

### Privacy

Read the *Privacy Policy* and *Personal Information Collection Statement* at [mediasuper.com.au/privacy-policy](https://mediasuper.com.au/privacy-policy) for details about how we collect and disclose personal information or call **1800 640 886** for a copy.