Notification of change of licence holder details

This form has been prepared to assist licence holders with providing written notice of a change in details outlined in the below table, as required by section 168 of the *Offshore Electricity Infrastructure Act 2021* (the OEI Act).

Written notice of a change must be given to the Offshore Infrastructure Registrar before the end of 30 days after the change occurs.

In making a notification, please refer to the [Registrar Forms Guidance – Offshore Electricity Infrastructure](http://www.offshoreregistrar.gov.au/).

For information about how the Registrar collects, uses and discloses personal information, please refer to [https://www.nopta.gov.au/privacy.html](https://aus01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.nopta.gov.au%2Fprivacy.html&data=04%7C01%7Cdawn.belcher%40nopta.gov.au%7Caf86015851af4aa4dec708d9e6da3fee%7C2940859fee864ee3848f02ac9eba62b2%7C0%7C0%7C637794647314380519%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=L0dq4g0EhLE9v95kfkgDmbd1rwwf%2Fg4rsHFS56DeU7s%3D&reserved=0)

## Notice

Pursuant to section 168 of the OEI Act, *[Name of registered licence holder]* gives notice that one or more of the details in the below table have changed in relation to *[insert licence type and number]*.

The updated details are as set out below.

|  |  |
| --- | --- |
| **Licence holder’s name\*** | Click here to enter text. |
| **Licence holder’s address \*\*** | Click here to enter text. |
| **Licence holder’s telephone number** | Click here to enter text. |
| **Licence holder’s fax number (if any)** | Click here to enter text. |
| **Licence holder’s email address** | Click here to enter text. |

*\* If there has been a change of name, please provide a copy of certificate of registration on change of name, or equivalent confirmation.*

*\*\* If the licence holder has a registered office (within the meaning of the Corporations Act 2001) – this is to be the address of the registered office; or, otherwise – the head office or principal office of the licence holder.*

**Note:** Section 168 of the OEI Act also provides for changes in ACN/ARBN. If you consider that this may apply to you, please contact the Registrar.

|  |  |
| --- | --- |
| The licence holder consents to information being given by way of electronic communication. | Choose an item. |

## Signatures

1. **I am/ We are signing this form as either: \*#**

|  |  |
| --- | --- |
|  | The Directors/Director and Secretary of an Australian registered company applicant. |
|  | The Attorney appointed under a Power of Attorney of an Australian registered company applicant. |
|  | The person/s authorised to sign to legally bind a Foreign registered company applicant. ∞ |
|  | The Attorney appointed under a Power of Attorney of a Foreign registered company applicant. ∞ |

\* *Mark the applicable box.  
# If a signatory is a Government entity they should contact the Registrar prior to signing to discuss requirements.*

*∞ See the* [*Registrar Forms Guidance – Offshore Electricity Infrastructure*](http://www.offshoreregistrar.gov.au/) *for information on required evidence of signing authority/powers of attorney for foreign registered companies.*

1. **By signing this form, you confirm that the information provided in this form is true and correct.**

*Please note that giving false or misleading information is an offence under Part 7.4 of the Criminal Code Act 1995 (see in particular sections 136.1 and 137.1 of the Criminal Code Act 1995).*

### *A. If the signatory is an Australian registered company*

|  |
| --- |
| **Executed by (insert full name of company including the ACN)** |
|  |

*As a Director/ Sole Director/ Secretary, in accordance with section 127 of the Corporations Act 2001 (Cth), by:*

|  |  |
| --- | --- |
| *Signature* | *Signature* |
| *Full name (block letters)* | *Full name (block letters)* |
| *Office held (Director/Sole Director)* | *Office held (Director/Secretary) \** |
| *Date* | *Date* |

\* Record the applicable position held by the signatory. Section 127 of the *Corporations Act 2001* provides that a company may validly execute a document with or without a common seal if the document is signed by: (i) two directors of the company; (ii) a director and the secretary of the company; or (iii) where the company is a proprietary company and has a sole director who is also the sole company secretary, that director.

***OR*** *As the holder of a Power of Attorney for an Australian Registered Company*

I declare that I have a Power of Attorney authorising me to sign this notification on behalf of the Company named above, which has not been revoked as at the date of this notification.\*

|  |  |
| --- | --- |
| *Signed at (location):* | |
| *Signature of holder of Power of Attorney* | *Signed in the presence of: signature of Witness* |
| *Full name of Attorney (block letters)* | *Full name of Witness (block letters)* |
| *Position* |  |
| *Date* | *Date* |

|  |  |
| --- | --- |
| **Has a copy of the Power of Attorney document previously been provided to the Registrar? \*** | Choose an item. |
| **Date of Power of Attorney** | Click here to enter a date. |

\* A person signing as attorney for an Australian registered company must provide the Registrar with a copy of the Power of Attorney document for our records.

***OR B. If the signatory is a foreign registered company***

|  |
| --- |
| EXECUTED BY |
| Full name of company: |
| Country of registration: |
| Registration number in country of registration: |
| Australian Registered Body Number (ARBN): |

*As person/s who can legally bind the Foreign Company, in accordance with the laws of the company’s country of incorporation, by:*

|  |  |
| --- | --- |
| *Signature* | *Signature* |
| *Full name (block letters)* | *Full name (block letters)* |
| *Office held (Director/Other) \** | *Office held (Director/Secretary/Other) \** |
| *Date* | *Date* |
| (If required) Signed in the presence of: *Signature of Witness* | (If required) Signed in the presence of: *Signature of Witness* |
| *Full name and address of Witness (block letters)* | *Full name and address of Witness (block letters)* |

\* *See the* [*Registrar Forms Guidance – Offshore Electricity Infrastructure*](http://www.offshoreregistrar.gov.au/) *for information on required evidence of signing authority/powers of attorney for foreign registered companies.*

***OR*** *As the holder of a Power of Attorney for a Foreign Registered Company*

I declare that I have a Power of Attorney authorising me to execute this Application on behalf of the Foreign registered Company named above, which has not been revoked as at the date of this notification.\**∞*

|  |  |
| --- | --- |
| *Signed at (location):* | |
| *Signature of holder of Power of Attorney* | *Signed in the presence of: signature of Witness* |
| *Full name of Attorney (block letters)* | *Full name of Witness (block letters)* |
| *Position* |  |
| *Date* | *Date* |

|  |  |
| --- | --- |
| **Has a copy of the Power of Attorney document previously been provided to the Registrar? \*** | Choose an item. |
| **Date of Power of Attorney** | Click here to enter a date. |

\*A person signing as attorney for a foreign registered company must provide the Registrar with a copy of the Power of Attorney document for our records.

*∞ See the* [*Registrar Forms Guidance – Offshore Electricity Infrastructure*](http://www.offshoreregistrar.gov.au/) *for information on required evidence of signing authority/powers of attorney for foreign registered companies..*