

INFORMATION ABOUT FORM 2 – NOTICE BY BUSINESS OF CHANGE IN PARTICULARS



FORM 2 ENABLES A BUSINESS LISTED WITH THE BOARD OF ARCHITECTS OF QUEENSLAND PURSUANT TO THE ARCHITECTS ACT 2002 TO GIVE NOTICE TO THE BOARD OF A CHANGE IN PARTICULARS PURSUANT TO SECTION 141A(5) OF THE ARCHITECTS ACT 2002.

The effect of this notice, given pursuant to section 141A(5) of the *Architects Act 2002*, is to provide the Board of Architects of Queensland with details of a change in particulars to a business which has previously provided a Form 1 Notice to the Board that it uses the term “architect” or “registered architect” or other prescribed term in its business or registered business name pursuant to section 141A(2), in order to ensure that the notice is kept current in accordance with the *Architects Act 2002*.

The effect of a current notice pursuant to section 141A of the *Architects Act 2002* is to enable a business to use the title “architect” or “registered architect” or other term prescribed pursuant to section 114(1)(b) of the *Architects Act 2002* in its company or business name without thereby automatically offending against sections 113(1), 114(1), or 140(1)(a) of the *Architects Act 2002*.

Pursuant to section 141A(5) of the Architects Act 2002, a change of particulars needs to be notified within 21 days of the following changes occurring to a company listed with the Board:

Change in the business’s name;

Change in the business address or telephone number of the business;

Change in the place/s at which the business provides architectural services using an architect;

Change in the architect/s responsible for carrying out architectural services for the business at any place.

ALL the information provided on the Form 2 Notice will be available to the public. The Board reserves the right to notify any architects nominated as responsible architects on this form that they have been so nominated or removed. The Board reserves the right to change any information if it receives information that leads the Board to reasonably suspect information kept on the record may have changed.

Further FORM 2 NOTICES OF CHANGE IN PARTICULARS may be downloaded from the Board’s website www.boaq.qld.gov.au

The Board takes no responsibility for ensuring that information regarding business notices is current or correct and will not issue annual advices concerning the information contained herein.

Please complete the following details in BLOCK letters. Attach extra sheets if needed.

If you have any problems completing the form, please call the Board on 07 3069 2397 or email to registrar@boaq.qld.gov.au

Fee:

There is currently no fee payable for lodging this form.

LODGEMENT:

Forward this completed application, together with any additional pages to:

**The Registrar
Board of Architects of Queensland
GPO Box 316
BRISBANE QLD 4001**

or Deliver to: The Registrar
level 3
87 Wickham Terrace
SPRING HILL QLD 4000

Phone: 07 3069 2397
Website: www.boaq.qld.gov.au

Email: mail@boaq.qld.gov.au



**FORM 2 - NOTICE BY BUSINESS OF
CHANGE IN PARTICULARS**

Privacy Statement: In accordance with section 141A of the *Architects Act 2002* the information provided in this notice will be made available by the Board for inspection by members of the public

NAME OF BUSINESS LISTED UNDER s141a(2) ACN (if applicable)

PART 1: CHANGE IN NAME, ADDRESS AND/OR CONTACT DETAILS OF BUSINESS

NEW Name of Business:

Australian Company Number (ACN) if applicable:

NEW Business Street Address:

.....

NEW Postal Address:

NEW Business Telephone No.: NEW Email:

Practice Manager Name: Email

PART 2: CHANGE IN REGISTERED BUSINESS NAME/S USED BY THE BUSINESS

..... Business Reg. No.

**PART 3: CHANGE IN PARTICULARS AT A PLACE AT WHICH THE BUSINESS PROVIDES
ARCHITECTURAL SERVICES**

Name and/or address of place in Queensland where architectural services are provided:	Name of architect at the place responsible for carrying out architectural services:	Old Reg. No.	Signature of responsible architect
Name & Address 1.
Name & Address 2.

(Attach supplementary list if space insufficient)

DECLARATION:

I am the person authorised to give this notice and make this declaration on behalf of the above business.

I declare that the information provided in this notice is true and correct in every particular.

Full name of Signatory: Signature:

Position of Signatory in Business: Date:

(Director or Secretary)