



**Australian Government**  
**Attorney-General's Department**

Business Support Unit  
Classification Operations Branch  
Locked Bag 3, HAYMARKET NSW 1240  
Ph: (02) 9289 7100 Fax: (02) 9289 7101  
Email: [accounts@classification.gov.au](mailto:accounts@classification.gov.au)

**Account Details Update Request Form**

Completed forms should be returned, to the fax number or the email address provided above, for processing.

|   |  |   |  |
|---|--|---|--|
| Business Name registered with AGD                             |  |   |  |
| Select Item for update & Fill in new details at selected area | <input type="checkbox"/> Business Name | <input type="checkbox"/> Postal Address | <input type="checkbox"/> Contact Name          |
|   | <input type="checkbox"/> Phone No.     | <input type="checkbox"/> Fax No.        | <input type="checkbox"/> Email Address         |
| New Business Name   |  |   |  |
| New Postal Address  |  |   |  |
|   |  |   |  |
|   |  | Postcode                                |  |
| New Contact Name  |  |   |  |
| New Phone No.   |  |   |  |
| New Fax No.   |  |   |  |
| New Email address   |  |   |  |
| <b>AGD COB Internal Use only</b>                              |  |   |  |
| Requesting Officer  | Name                                   |   | Section  |
|   |  |   | Date   |
| Processing Officer  | Name                                   | Date received                           | Date processed in BOSS                         |
|   |  |   | Date request to FSAO (Attach SAP Request Form) |
| Account ID  | BOSS ID Code                           |   | SAP ID Code                                    |