



## It's time to update your ABN details

Avoid missing out on important help and information by updating your ABN details.

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When did you last check your Australian business number (ABN) details on the Australian Business Register (ABR)? If you're not sure, it's time to check your details are correct.

It's important to check that your physical business address is listed as well as your postal address. Emergency services and government agencies use ABN details to identify businesses that need help during emergencies, such as natural disasters.




If your details are incorrect, you may miss out on important help, information, or support like financial grants.

Other ABN details include authorised contacts, contact details and business activities.


To act on behalf of a business online, your associates' details must be up to date on the ABR.


If you're a not-for-profit (NFP) organisation, we recommend updating any new associates and authorised contacts after each annual general meeting (AGM).

## How to update your ABN details

There are many ways to [update your details](#) . The fastest way is through ABR online services. Log in using [myGovID and Relationship Authorisation Manager \(RAM\)](#) . Soon myGovID will be changing its name to [myID](#) . It will have a new name and look - but you'll continue to use it in the same way.

It's your responsibility to keep your details up to date, but you can ask your registered tax professional to update them on your behalf by authorising them in RAM.

If you're no longer using your ABN, you need to [cancel](#)  it.

We review ABN entitlement regularly and may cancel your ABN if there are no signs of [business activity](#) .

QC 103157

## **Our commitment to you**

We are committed to providing you with accurate, consistent and clear information to help you understand your rights and entitlements and meet your obligations.

If you follow our information and it turns out to be incorrect, or it is misleading and you make a mistake as a result, we will take that into account when determining what action, if any, we should take.

Some of the information on this website applies to a specific financial year. This is clearly marked. Make sure you have the information for the right year before making decisions based on that information.

If you feel that our information does not fully cover your circumstances, or you are unsure how it applies to you, contact us or seek professional advice.

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