

**Notice for cancellation of self assessor registration*****About this form***

You must complete this form if you are registered under the *Duties Act 2001* as a self assessor and you cease to carry on the business to which your registration relates in Queensland. Before you begin, you should read the 'Guide to completing a Notice for cancellation of self assessor registration' to make sure that you understand your obligations and the meaning of terms used in this form.

Part A – Your details***1. Client name***

Name
For individuals, enter surname
and given names

ABN If applicable

Client number

Part B – Notification***2. Registration type***

Type of registration to be cancelled:

- General insurer/Life insurer
- Transfer self assessor
- Mortgage self assessor

3. Date ceased the business

When did you cease to carry on the business to which your registration relates in Queensland?

4. Business acquired by another person

If your business was acquired by another person, provide the following details:

Acquisition date

Acquirer name

Address

Postcode

Part C – Verification

I/we verify that the information supplied is true and correct and I have lodged all relevant returns up to and including the date of cessation.

Authorised person's signature

Name

Date

The Office of State Revenue is collecting the information on this form for the purposes of administering state revenue. This is authorised by the *Duties Act 2001*. Your personal information will not be disclosed without your consent, except in circumstances outlined in the *Taxation Administration Act 2001* or as otherwise authorised by law.

Office of State Revenue
GPO Box 2593
Brisbane Qld 4001
Email: duties@treasury.qld.gov.au
Ph: 1300 300 734

Visit www.qld.gov.au/osr for information about duties and other state taxes.

Guide to completing a Notice for cancellation of self assessor registration

Do not return this Guide with the completed form. Retain the Guide for future reference.

Am I required to complete a Notice for cancellation of self assessor registration?

You must complete a Notice for cancellation of self assessor registration if you are registered as a self assessor who:

- Carries on business in Queensland as a general insurer or life insurer, or
- In the ordinary course of business, acts as an agent for parties to documents or transactions on which duty is imposed,

and you cease to carry on the business for which you are registered.

What are my obligations?

If you cease to carry on the business that you are registered for, you must complete a Notice for cancellation of self assessor registration (Form OSR – D12.4) and lodge it with the Office of State Revenue within 14 days after you cease to carry on the business.

If you are a self assessor registered under the *Duties Act 2001* chapter 12 part 1 (a general insurer or life insurer), your registration will be cancelled from the date of your Notice. If you are a self assessor registered under the *Duties Act 2001* chapter 12 part 3 (in the ordinary course of your business you act as an agent for parties to documents or transactions on which duty is imposed), your registration will be cancelled from the return date for the return period in which we receive your Notice.

How to complete a Notice for cancellation of self assessor registration (Form OSR – D12.4)

This form has 3 parts (labelled A–C) and smaller questions within each part numbered individually. When completing this form, please print or type all responses in boxed spaces and tick appropriate boxes. If there is insufficient space, please attach additional forms or pages.

Part A – Your details

Please provide your client name, ABN (if applicable) and client number. For individuals, include your surname and any given names. Your client number will be found on previous correspondence that you have received from us.

Part B – Notification

If you have ceased to carry on business as a general insurer or life insurer, you will no longer be eligible for registration as a self assessor for insurance duty. If you are no longer carrying on a business in which you ordinarily act as an agent for parties to documents or transactions on which certain duties are imposed, your registration will be cancelled in relation to those duties.

Also provide the date when you ceased to carry on the business and, if the business was acquired by another person, the date that they acquired the business and their name and address.

Meaning of Terms

General insurer

A person who:

- (a) writes general insurance, other than as an insurance intermediary; and
- (b) is authorised under the *Insurance Act 1973* (Cwlth) to carry on an insurance business.

Life insurer

A person who:

- (a) writes life insurance, other than as an insurance intermediary; and
- (b) is registered under the *Life Insurance Act 1995* (Cwlth).

Self assessor

A person registered under the *Duties Act 2001* chapter 12, part 1, 2 or 3, as a self assessor.

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