



Cessation of business by an incorporated limited partnership

Partnership Act 1891

This form is effective from 10 August 2020

ABN: 13 846 673 994

OFFICE USE ONLY

Date received

Instructions

Please use **BLOCK** letters when completing this form. Attach extra sheets if necessary. All dates should be DD/MM/YYYY.

Privacy statement—please read

The Office of Fair Trading (OFT) collects information, including personal information, on this form as required by the *Partnership Act 1891* to process your notification. Your personal information will be placed on a register which may be inspected by the public upon payment of a prescribed fee. Any documents required by the OFT are available for inspection by the public upon payment of a prescribed fee. Additionally, information on this form can be disclosed without your consent where authorised or required by law. Under the *Fair Trading Act 1989* information may also be shared on a confidential basis with other Australian fair trading agencies.

If you give the OFT an email address to communicate with you, the personal information in these communications will be stored on your email service provider's servers. These servers may be outside of Australia. By giving us your email address, you are consenting to the personal information contained within the emails to and from the OFT to be transferred outside Australia.

Please note

You must complete this form when an incorporated limited partnership has ceased to carry on business.

Fees

The applicable fee for this form is available on the Fair Trading website at www.qld.gov.au/fairtrading. No GST is payable on the fee.

Lodging party name and address

This section must be completed.

Name

Address

Suburb State Postcode

Phone Fax

Mobile Email

Part 1—Business details

Indicate the name of the incorporated limited partnership that has ceased to carry on business.

Firm name (please print)

.....

Registration number

Part 2—Notification

The *Partnership Act 1891* requires this to be completed.

Business ceased to be carried on in Queensland by the above mentioned incorporated limited partnership on / /

D D M M Y Y Y Y

Left blank intentionally,
please turn over for more details

Part 3—Signature

This form must be signed in accordance with the partnership agreement. Please photocopy this form if more signatures are required.

Individual

i) Full name of signatory

Signature Date / /
D D M M Y Y Y Y

ii) Full name of signatory

Signature Date / /
D D M M Y Y Y Y

iii) Full name of signatory

Signature Date / /
D D M M Y Y Y Y

When a signature on behalf of a corporation is required the full corporate name, the full name of the signatory and position held must be stated. The signatory must be a director or secretary.

Please photocopy this form if more signatures are required.

Corporation

i) Full name of signatory

Signature Date / /
D D M M Y Y Y Y

Position held of
(director/secretary) (name of corporation)

i) Full name of signatory

Signature Date / /
D D M M Y Y Y Y

Position held of
(director/secretary) (name of corporation)

i) Full name of signatory

Signature Date / /
D D M M Y Y Y Y

Position held of
(director/secretary) (name of corporation)

IMPORTANT!

Please make sure you:

- provide all necessary information and documentation
- sign the application
- return all pages of the application form.

Please lodge the completed application, any supporting documentation and applicable fees to the Office of Fair Trading at the address below, at one of our regional offices, or at a Queensland Government Service Office.

By mail:

Registration Services Unit, GPO Box 3111, Brisbane QLD 4001

In person:

Visit www.qld.gov.au/fairtrading or call **13 QGOV** (13 74 68) for information and your nearest Fair Trading Office or Queensland Government Service Office.

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 please turn over for more details

Payer details

This section must be completed if payment has been made by another person on behalf of the applicant.

Name

Postal address

Suburb State Postcode

Mobile Fax number

Receipt request Yes No

Email

Payment

Payment details

Cash—pay in person Debit/Credit card Money order Cheque
Do not send cash by mail

Make money order or cheque payable to the Office of Fair Trading.
A receipt will not be issued unless specifically requested.

Debit/Credit card

OFT cannot accept debit/credit card details over the phone, fax or email (including any attachments) in accordance with the Payment Card Industry Data Security Standard. If an email or fax is received containing debit/credit card details, it will be deleted immediately and your application and payment will not be processed.

Charge my:



Go online to www.qld.gov.au/fairtrading

Debit/Credit card number:

Cardholder's name:

.....

Amount authorised:

\$ Expiry date: /

Cardholder's signature:

.....



Online payments

Tick box if you wish to pay online

If you select this option, once OFT has received your documentation, an officer will be in contact to provide you with a Customer Reference Number (CRN). You can use this to pay via the following methods:



Go online to www.qld.gov.au/fairtrading



Payments can be made using **BPAY** through your bank or financial institution using the reference details that will be provided to you.



By post

A cheque or money order can be posted in, together with the application form.

Make money order or cheque payable to the Office of Fair Trading



In person

You can also visit a Fair Trading Office or an applicable Queensland Government Service Office to lodge this application and pay the applicable fees over the counter.

Visit www.qld.gov.au/fairtrading or call **13 QGOV** (13 74 68) for your nearest Fair Trading Office or Queensland Government Service Office.