

## Minor amendment of a registered training contract

**Examples** of minor amendments include changes to:

- the apprentice or trainee's name – e.g. through marriage or by deed poll (please ensure the documentation states the person's name as it is now and what it was previously)
- the employer's trading name
- correct a typographical error in a party's name or address
- a party's address.

**(Evidence:** An original document or a copy certified by a Justice of the Peace is required for change of apprentice or trainees name or date of birth. Please do not send an original document through the post.)

**Amendments will not take effect until the Department of Trade, Employment and Training's records are updated.**

<b>APPLICANT AND TRAINING CONTRACT DETAILS</b> (The applicant must advise the other party to the training contract of the amendment)			
<b>Applicant's name (apprentice/trainee or employer)</b>			
<b>Applicant's signature:</b>		<b>Date:</b>	
<b>Training contract registration number:</b>		(This 9 digit number starting with 20 appears on all documentation from the department or your Provider.)	
<b>Apprentice or trainee's name:</b>		<b>Date of birth:</b>	

<b>(A) CHANGE OF APPRENTICE OR TRAINEE'S NAME</b> (documentary proof of change is required) <b>OR EMPLOYER'S TRADING NAME</b>	
<b>Previous name or trading name:</b>	
<b>New name or trading name:</b>	

<b>(B) CHANGE OF RESIDENTIAL AND/OR POSTAL AND/OR WORKPLACE ADDRESS AND/OR EMAIL AND/OR CONTACT PERSON AND/OR PHONE NUMBER(S)</b>			
Indicate which party the change relates to: <input type="checkbox"/> Apprentice or trainee <input type="checkbox"/> Employer <input type="checkbox"/> Parent or guardian			
<b>New residential address:</b>		<b>Postcode:</b>	
<b>New workplace address:</b>		<b>Postcode:</b>	
<b>New postal address:</b>		<b>Postcode:</b>	
<b>New email address:</b>			
<b>New contact person:</b>		<b>Phone number:</b>	

<b>(C) OTHER AMENDMENT</b>

### How to return this form

Please return the completed form to MEGT (Australia) Ltd at [cpuqueriesqld@megt.com.au](mailto:cpuqueriesqld@megt.com.au) or via mail: PO Box 311, Toowong DC, Qld 4066.