

## Update address details

- Both incorporated societies and charitable trusts must have a current registered office address. This address must be a physical address and not a post office box, private bag, or document exchange (DX) address.
- Recording an address for premises and an address for communication with the Registrar is **optional**. However, it can be a useful way to provide the public and the Registrar with information about your society or trust. Any information supplied will be displayed on the website.
- You will need your **registry key** to update address details online. [Learn more about registry keys.](#)
- You do not need to be a registered user to update address details online but it can speed things up if you are completing several different updates online. If you have not logged on as a registered user, a 'Logon' screen will be displayed - simply select **Continue** to proceed as a casual user.

## The steps to update address details online

Updating your address details online is fast and simple. Here are the recommended steps:

Select **Maintain Organisation Details - Update Address Details** from the menu on the left of the screen.

If this is the first time you are using this option in this session, a help screen will be displayed. Select **OK** to continue.

If you know the organisation number enter it on the next field. To find the organisation number use the **Locate Organisation** button to search for and select the organisation number.

Select **Continue** to display the 'Your Contact Details' screen.

If you are a casual user (that is, not logged on) enter your contact details.

If you logged on as a registered user these details will already have been entered for you. Check your phone, fax and email details and edit them if required.

If you want the system to save your contact details for the rest of this session (which is useful if you are going to file more documents online now), put a tick in the box next to **Save contact details for this session**.

Select **Continue**.

Enter the registry key then select **Continue** to display the 'Update Address Details' screen.

Select the **Update** button next to the **Organisation Addresses** heading to display the 'Update Organisation Address Details' screen. This screen displays a list of current organisation addresses such as the

Registered office address

Address for premises and

Address for communication.

To add a new type of address, or modify an existing address, select the **Add Address** button.

Use the pick list to select an address type to add or modify. The **Address** and **Effective Date** fields will be displayed.

Complete the **Address** fields. If the address is the same as the Registered Office Address, you can use the **Copy Registered Office Address** button to insert it.

**Note** | The address for communication also allows you to enter an email address and mobile phone number.

The **Effective Date** defaults to today's date. Amend this, if required, to create a pending address.

**Note** | The effective date can be up to six months in the future, but cannot be a date that has already passed.

Select **Continue** to return to the 'Update Organisation Address Details' screen. The proposed update will be listed on your screen. If required, a **Delete** button next to your proposed change can be used to remove the change if you decide you do not want to submit it.

Repeat Steps 2-6 to add or modify other addresses, as required.

Select the **Submit Changes** button. The register will be updated immediately with the changes you have made. You will see a confirmation screen once this is done. You can use **[Ctrl] + [P]** buttons on your keyboard to print this screen.

Select **OK** to return to the 'Update Organisation Details' screen.

You can either update any other **Organisation Details** or **Organisation Officers or Trustees** as required or select **Exit** to return to the 'Maintain Organisation Details' menu.

From here you will be able to use other services or leave the website.



[Update an organisation's address details now \(remember you will need the registry key\)](#)