

Request for contract novation

This form is to be used by contractors to notify the Assisted School Travel Program (ASTP) of any proposed changes to their contracted entity details. In accordance with clause 25.1 and 25.2, the ASTP needs to consider your request and advise whether it will consent to a novation/assignment of the [Contract Agreement](#). Please return this completed form with supporting documents to businessassurance.astp@det.nsw.edu.au

IMPORTANT: Submission of this form is not a guarantee that the department will approve a novation/assignment of the *Contract Agreement*. The contractor must not novate or assign the *Contract Agreement* and the new entity must not perform any services until, and only if, approval is granted in writing by the NSW Department of Education, Director Assisted School Travel Program.

Description	Current entity details		Proposed new entity details	
Entity name:				
Trading name:				
ABN:				
ABN status / effective date:				
ACN (if applicable):				
Entity type:				
Business address:				
Name of business owner(s):				
GST registered / effective date:				
Reason for the change in entity:				

Required documents attached:

- [NSW Statutory Declaration Forms](#) – declaring that the current entity is not going into liquidation
- [Certificate of the Registration of a Company](#)
- [Current & Historical Company Extract](#) – ASIC document showing the directors of the old and new entity. Only required if a company.

Authorised person:

Title: _____ First name: _____ Last name: _____

Signature:  _____ Date: _____