

# Confirming your registration details

The first time you try access one of your creditor claims against an insolvent company, you will be required to confirm your creditor details. You do this by confirming your ABN and selected a matching record from the Australian Government Business Register.

A web page similar to below appears where you can confirm your ABN to confirm your details.

The screenshot shows the myob user interface. At the top, there is a navigation bar with 'myob | Recovery Help Contact Q Debtors' and a notification bell icon with '(2)'. Below this is a section titled 'User details' with an '[Edit]' link. The user details are as follows:

Name	Smith, John
First Name	John
Last Name	Smith
Username/Email	insol2test+MUNCHER@gmail.com

Below the user details is a section titled 'Confirm Details' with a link for 'ABR Search'. Underneath, there is a heading 'Enter your registration number' and a note: 'Creditor details for Rock Munchers require validation. Please complete your details:'. There is a form field for 'Registration number (ABN)' with a red error icon, and a green 'Search' button.

## 1. Enter your ABN and Click Search

This screenshot shows the 'Enter your registration number' form. It includes the following fields:

- Registration number (ABN):** A text input field containing '30145989537' and a green 'Search' button.
- Individual/Sole Trader:** A checkbox that is currently unchecked.
- Creditor Name (as supplied):** A text input field containing 'Rock Munchers'.
- Creditor Name:** A text input field containing 'Mount Gambier Rock Munchers Pty Ltd'.

A list of search results appears that match the Australian Government Business Register.

If you do not have an ABN, tick “Individual/Sole Trader”.

## 2. Select one of the search results

An ABN Lookup returned these matching details:

Name	Type	Use
Mount Gambier Rock Munchers Pty Ltd	Business	<input checked="" type="checkbox"/>

### 3. Complete the Delegated Authority Declaration

Delegated Authority

I state that I am authorised to act on the behalf of

Mount Gambier Rock Munchers Pty Ltd

When the correct business name is selected you then would tick the delegated authority checkbox to declare that you are authorised to act for the selected business.

### 4. Select one of the communication options

Tick the appropriate communication option:

#### Electronic Communication

Authorise that I will receive electronic communications

- for this and all future external administrations
- for this external administration

If you select "*for this and all future external administrations*" your email address will be set as the main recipient for all creditor claims belonging to your business.

OR

#### Post

I want to receive all correspondence in relation to this administration via post

### 5. Confirm your registration

Your registration is now complete.

### Additional Assistance

If you require additional assistance, please go to <https://creditors.zendesk.com/hc/en-us/sections/115000093974-Register>.