

Confirming annual registration details

1. Click on your account name from the home menu.
2. When the annual registration confirmation is due to be completed, a message will display as follows:

Annual Registration Confirmation Due : [The annual confirmation is due for this account. Click here to complete.](#)

3. Click on the **Annual Registration Confirmation Due** link.
4. The Annual Registration Confirmation screen is displayed as follows:

Annual Registration Confirmation

Please review and update your registration information and *confirm* that it is correct. Any tax threshold entitlement will be withheld until your registration details are confirmed. Use the edit buttons to update your details then return to this page by clicking on the *bulletin message* again.

Name details

ABN	71097095611
Entity name	RCCC Civil Contracting Pty Ltd
All trading names	
Other names	

[Edit Name details](#)

Contact details

Contact details are incomplete. You must complete contact details before you can confirm registration.

Returns Contact

Name	
Phone	
Email	damian.pearce@rccc.com.au

Audits and Compliance Contact

As Above

Correspondence Address	PO BOX 575 KINGSTON TAS 7051
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Records At Address	LOT 26 Patriarch DR HUNTINGFIELD TAS 7055
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[Edit Contact Details](#)

5. To amend or add any details, click on the **Edit** button of the required section.
6. Make the required amendments.
7. Tick the **I confirm the registration details are correct** checkbox.
8. Click on the **Confirm** button.