

# 3B. Change of charity details



## Purpose

Use this form to tell the ACNC of a change to your charity's:

- address for service
- legal name
- governing documents
- ABN
- legal structure (i.e. a change from one legal structure to a different type of legal structure).

You can also use this form to apply to have any of this information withheld from the ACNC Register.

**!** If both your charity's legal structure and ABN have changed you may need to complete a new registration application rather than Form 3B. Please visit [acnc.gov.au/structurechange](http://acnc.gov.au/structurechange) for more information or contact Advice Services on 13ACNC.

**>** To tell the ACNC of a change to your charity's responsible persons, please use [Form 3A: Change of responsible person](#).

**>** To tell the ACNC of a change to your charity's subtype(s) (charitable purposes), please use [Form 1C: Change charity subtype](#).

## When to submit

You must submit this form:

- within 60 days of the change taking place for a charity with an annual revenue less than \$250 000, or
- otherwise within 28 days of a change.

## Instructions

- This form is fillable on your computer using the free [Adobe Acrobat Reader](#).
- You can also choose to print the blank form and fill it out by hand in blue or black pen.
- Make sure the declaration is signed. Section I explains who can sign the declaration.
- Attach any additional information to this form (for example, if you need more space).

## Section A: Charity information

**!** You must answer all questions in this section. This information helps us correctly identify your charity, as it appears on our ACNC Register.

### 1 What is your charity's Australian Business Number (ABN) as currently shown on the ACNC Register?

If you are notifying us of a change of ABN in Section F, provide the old ABN of your charity here.

### 2 What is your charity's name?

This is your charity's formal name as it appears on legal or other official documents.

If you are notifying us of a change of name in Section D, provide the old name of your charity here.

### 3 Is your charity known by any other names that you have not previously provided to us? If so please list these in the space below.

**!** This information will appear on the ACNC Register

## Section B: Notification of change

**>** Complete this section and then only the sections of the form for which you want to notify the ACNC of a change

### 4 Which of your charity's details have changed? (please tick all that apply)

Address for service (the primary address for communication with your charity)

**>** Complete Sections C and I

Legal name of charity

**>** Complete Sections D, E and I

Governing documents, (such as constitution, trust deed or rules)

**>** Complete Sections E and I

ABN of charity (with no change to legal structure)

**>** Complete Sections F and I

Legal structure of charity

- No change to ABN

**>** Complete Sections D, E, G and I

- ABN also changes

**>** You may need to complete a new registration application rather than this form. Please visit [acnc.gov.au/structurechange](http://acnc.gov.au/structurechange) for more information or contact us on 13ACNC. If the changes can be updated on this form, please complete sections D, E, F, G and I

**!** If you wish to apply to withhold any of these details please ensure you also complete Section H.

### 5 From what date did the change take effect?

Day

Month

Year

## Section C: Change of address for service

**!** If your address for service has changed, you must answer all questions in this section, unless otherwise indicated. This information will appear on the ACNC Register.

**>** The address for service is the primary address the ACNC will use for all communication with your charity.

You must provide the ACNC with either an email address or postal address, or both. If you provide an email address the ACNC will treat this as the primary address for service, and send all communication to the email address. If you provide a postal address, this address must be in Australia.

**!** If you are registered with ASIC, provide a street address so ASIC can access your address information.

### 6 What is your charity's new address for service?

Email address

Postal address (street address or PO Box)

Suburb or town

State

Postcode

### 7 Who is your organisation's contact person?

**>** This information will not appear on the ACNC Register. Providing the details of a contact person is optional, but will make it easier when you contact us.

Name

Position (for example, CEO, company secretary, treasurer)

Preferred phone number (landline or mobile)

## Section D: Change of charity name

**!** If the name of your charity has changed, you must answer the question in this section. This information will appear on the ACNC Register.

**>** The legal name is your charity's formal name as it appears on legal or other official documents. You will need to provide a copy of the updated governing documents that include the new name, and complete Section E.

**8 What is your charity's new legal name?**

## Section E: Change of governing documents

**!** If your charity's governing documents have changed, you must answer the following questions. The new governing documents will appear on the ACNC Register.

If you have changed your governing documents you must provide:

- an explanation of what has been changed
- a full copy of the new documents. If this contains personal information (e.g. names, addresses), please provide a second copy with these details removed.

**9 What has changed in your charity's governing documents? (Please tick all that apply)**

Name

Objects/purposes

Winding up and/or revocation clause

Not-for-profit clause

Document replaced due to change of legal structure (make sure you fill out section G)

Other

**10 If you selected 'other' please provide a short explanation of the change**

**!** Please ensure you attach your new governing documents. We will not be able to process this form without them.

## Section F: Change of ABN

**11 If your charity has a new ABN please provide the new ABN here**

**12 Why has your charity's ABN changed? (Please tick all that apply)**

Correction of information on the ABR required a new ABN to be issued

New legal structure established (you may need to complete a new registration application. Please refer to [acnc.gov.au/structurechange](http://acnc.gov.au/structurechange) for more information before submitting this form)

Other (please provide details below)

## Section G: New legal structure

**13 Has your charity changed its structure due to the merger of two or more charities currently registered with the ACNC?**

Yes > Please continue.

No > Please go to question 15

**14 If two or more charities have merged, please provide their original names and ABNs**

**!** If the above original charities are no longer operating, you should apply to revoke their registration using [Form 5A: Request to revoke a charity](#).

**15 What was your organisation's previous legal structure (as stated in your previous governing documents)?**

Check your organisation's governing documents if you are unsure.

Unincorporated association

Incorporated association

Company limited by guarantee

Company limited by shares

Trust

Cooperative

Other

If other please provide details

**16 If your organisation has any of the following numbers, please provide them below**

**>** Answer this question if it applies to your organisation. This information does not appear on the ACNC Register. To reduce red tape, it helps us to know if your organisation should report to us or another state, territory or Commonwealth regulator, such as the Australian Securities and Investments Commission (ASIC) or the Office of the Registrar of Indigenous Corporations (ORIC).

Australian Company Number (ACN)

Australian Registrable Body Number (ARBN)

Indigenous Corporation Number (ICN)

State or territory regulator number (for incorporated associations)

## Section H: Request to withhold details

**>** In limited circumstances, you can request to withhold from the ACNC Register the charity's name, address for service or parts of the governing documents, primarily where it could endanger public safety. Please visit [acnc.gov.au/withhold](http://acnc.gov.au/withhold) for more information.

**17 Which details that you have provided on this form do you want to be withheld?**

Address for service or other contact details

Governing documents

Name of charity and ABN

**18 Why should these details be withheld?** (for example, how publishing it could endanger public safety)  
Attach more pages if required.

## Section I: Declaration

Before you submit this form, check that you have provided true and correct information.

### Penalties

Penalties may be imposed for giving false or misleading information.

### Privacy

The information in this form is collected for the purpose of administering the *Australian Charities and Not-for-profits Commission Act 2012* (Cth). We will use this information to update your charity's details. If you do not provide us with the information requested on this form, we will be unable to do this. Where authorised to do so, we may give this information to other government agencies (for example, through the use of the Charity Passport).

The ACNC's privacy policy is available on our website ([www.acnc.gov.au](http://www.acnc.gov.au)). The policy contains important information about how you can access and request correction of information we hold about you, how you may complain about a breach of the Australian Privacy Principles and how the ACNC will deal with any privacy complaint. If you have any questions, our contact details are [advice@acnc.gov.au](mailto:advice@acnc.gov.au), 13 22 62 or GPO Box 5108 Melbourne Victoria 3001.

### Who can sign this form

This form must be signed by:

- a **responsible person** (such as a board or committee member or trustee), **or**
- an **authorised person** who holds a position in the charity that gives them authority to sign (such as a CEO or CFO), **or**
- an **agent** authorised by the charity to sign this form (such as a lawyer or an accountant), **or**
- **another registered charity** (lodging entity) that can legally change the governing rules of the charity in relation to a matter to which this form relates.

#### Name of person signing this form

**Position held** (for example, trustee, board or committee member, lawyer, accountant)

**Preferred phone number** (landline or mobile)

**Email address** (optional)

If you are acting on behalf of **another registered charity** (lodging entity) you will also need to complete the following fields.

Name of other charity

ABN of other charity

*I am authorised to make this declaration. The information contained within this application is true and correct.*

- >** If you are signing this form electronically, you must:
- use a digital ID
  - insert an image of your signature, or
  - draw your name.

Do not type your name in the signature field as the ACNC cannot accept this as a signature.

For further instructions on how to sign this form electronically, see the [forms section](#) of the ACNC website.

### Signature

### Date

Day	Month	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

## Lodging this form

Make a copy of this application (including any attachments) for your own records.

Email it to:  
**advice@acnc.gov.au**

Send it to:  
**Australian Charities and Not-for-profits Commission  
GPO Box 5108  
MELBOURNE VIC 3001**

Fax it to:  
**1300 232 569**

For information call Advice Services on:  
**13ACNC (13 22 62)**