

# 5A. Apply to revoke registration



## Purpose

Use this form to apply for your charity to no longer be registered as a charity with the ACNC.

**!** The ACNC can decide whether to accept your application, according to our [Choosing to revoke policy](#). If the ACNC agrees to revoke your charity's registration, the charity will no longer be eligible for charity tax concessions. For more information about tax concessions, contact the Australian Taxation Office on 1300 130 248.

## 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.
- Make sure the declaration is signed. Section C 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 appears on the ACNC Register.

**1 What is your charity's Australian Business Number (ABN)?**

**2 What is your charity's legal name?**

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

## Section B: Charity revocation

**!** You must answer all questions in this section. If your application is approved, the date of revocation will appear on the ACNC Register.

**3 Why do you want to revoke your charity's registration?**

- The charity is closing down permanently or has closed down (winding up)
- The charity is merging with another charity or has merged with another charity
- The charity is continuing, but does not want to remain registered
- The organisation is not entitled to be a registered charity
- Other (provide an explanation in Question 4)

**4 Explain the main circumstances of the change listed in Question 3** (for example, the charity has decided to close because it is no longer financially possible to operate)

**5 When should the revocation take effect?**

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

**>** If your charity is closing down, this should be the date your charity is to be wound up. If your organisation is no longer entitled to be a registered charity, it should be the earliest date the organisation was not entitled to registration.

**6 On the date given in Question 5, what were your charity's total assets and total liabilities (if any)?**

Note: Do not include cents.


Total assets \$  .XX

Total liabilities \$  .XX

**7 If your charity had assets on the date given in Question 5, when will these assets be distributed and to which organisations or activities?**

Attach more pages if required. You can also attach evidence relating to the distribution of assets, for example, through meeting minutes.

**8 If your charity has not filed an Annual Information Statement (AIS) for the most recent reporting period and your charity was still registered 6 months after the end of that period, please file your AIS before submitting this form, or explain why not below.** Attach more pages if required.

 If your charity has not filed an AIS, the ACNC may require you to do so before allowing your charity's registration to be revoked.

## Section C: 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 process your request to no longer be registered as a charity. 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 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

## 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)**