

3B. Change of charity details

Purpose

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

- Address For Service
- authorised person
- legal name
- governing document
- ABN
- legal structure

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

! If your charity's legal structure has changed you may need to complete a new registration application. Please visit acnc.gov.au/structurechange for more information or contact us on 13 22 62.

> To notify us of a change to your charity's Responsible People, log in to the Charity Portal at charity.acnc.gov.au.

> To notify us of a change to your charity's charitable purposes, log in to the Charity Portal at charity.acnc.gov.au.

When to submit

You must submit this form:

- within 60 days of the change taking place for a small charity, or
- otherwise within 28 days of the change.

> Please visit acnc.gov.au/charitysize for more information about charity sizes.

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 J 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 the ACNC Charity Register.

1 Provide your charity's ABN

If you are notifying us of a change in ABN, enter your old ABN here and your new ABN in Section G.

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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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 E, provide the old name of your charity here.

3 If there are any other names that your charity is known by, list them here.

! This information will appear on the ACNC Charity Register.

Section B: Notification of 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 J

Authorised person

› Complete Sections D and J

Legal name of charity

› Complete Sections E, F and J

Governing document (for example constitution, trust deed or rules)

› Complete Sections F and J

ABN (with no change to legal structure)

› Complete Sections G and J

Legal structure (with no change to ABN)

› You may need to complete a new registration application rather than this form. Please visit [acnc.gov.au/structurechange](https://www.acnc.gov.au/structurechange) for more information

Legal structure (with change to ABN)

› or contact us on **13 22 62**. If the changes can be updated on this form, where applicable please complete E, F, G, H and J.



If you want to apply to have any of these details withheld from the ACNC Charity Register, make sure you complete Section I.

5 From what date did the change take effect?

(DD/MM/YYYY)

Section C: Change of Address For Service



If your charity's Address For Service has changed, you must answer all questions in this section, unless otherwise indicated. This information will appear on the ACNC Charity Register.



The Address For Service is the primary address we will use for all communication with your charity. You must provide an email, postal or physical address. An email address as the Address For Service is often the most effective way we can communicate with your charity. If you provide a postal or physical address, this address must be in Australia.



If your charity is registered with ASIC, provide a street address.

6 What is your charity's new Address For Service?

Email address

Postal address (street address or PO Box)

Suburb or town

State/territory

Postcode

Section D: Add authorised person

7 Who is your charity's authorised person?

! If your charity is adding an authorised person, you must answer all questions in this section, unless otherwise indicated. This information will not appear on the ACNC Charity Register.

> Providing the details of an authorised person is required to verify their identity and to provide access to the Charity Portal. An authorised person is someone who has authority to sign on behalf of the charity, such as a chief executive officer, chief financial officer, company secretary or an agent acting on behalf of a charity such as a lawyer or adviser.

Full name

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

Email address

Date of birth (DD/MM/YYYY)

Preferred phone number

Section E: 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 Charity 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 document that includes the new name, and complete Section F.

8 What is your charity's new legal name?

Section F: Change of governing document

! If your charity's governing document has changed, you must complete this section. The new governing document will appear on the ACNC Charity Register.

You must:

- explain the change in the governing document
- provide a copy of the new governing document. If the governing document contains people's personal information, such as names or addresses, provide a second copy with these details removed. The second copy with the personal information removed will be the one on the ACNC Charity Register.

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

- | | | |
|--|--|---|
| <input type="checkbox"/> Name | <input type="checkbox"/> Not-for-profit clause | <input type="checkbox"/> Objects/purposes |
| <input type="checkbox"/> Document replaced due to change of legal structure (make sure you complete Section H) | <input type="checkbox"/> Winding up and/or revocation clause | <input type="checkbox"/> Other |

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

! Please ensure you attach your charity's new governing document.

! When changing your charity's details or governing document, ensure the information you provide is accurate and that any changes you make do not affect your charity's entitlement to registration. It is your responsibility to make sure your charity remains entitled to registration. If your new governing document affects its entitlement to registration, it can have consequences for your charity. [Read more about maintaining entitlement to registration.](#)

Section G: Change of ABN

! If your charity has changed its ABN, you must answer all questions in this section, unless otherwise indicated. The new ABN will appear on the ACNC Charity Register unless you apply to have it withheld.

11 What is your charity's new ABN?

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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12 Why has your charity's ABN changed? (Please tick all that apply)

- Correcting information on the Australian Business Register (ABR) meant it was issued with a new ABN
- It has a new legal structure. (Note: You may need to complete a new registration application. Before you submit this form, see acnc.gov.au/structurechange to determine whether your charity needs to submit a new application.)
- Other (provide details below)

Section H: New legal structure

! If your charity has a new legal structure, you must answer all questions in this section, unless otherwise indicated.

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

No > Please go to question 15.

Yes > Please continue.

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

! If the original charities are no longer operating, you should apply to have their registrations revoked by logging in to the Charity Portal at charity.acnc.gov.au.

15 What was your charity's previous legal structure (as stated in its previous governing document)?

Check your charity's governing document if you are unsure.

Unincorporated association

Trust

Incorporated association

Cooperative

Company limited by guarantee

Other (provide details below)

Company limited by shares

16 If your charity has any of the following numbers, provide them below.

> This information does not appear on the ACNC Charity Register. To reduce red tape, it helps us to know if your charity 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)

Indigenous Corporation Number (ICN)

Australian Registered Body Number (ARBN)

Incorporated association number

State or territory of incorporation

Section I: Apply to have details withheld

> You can apply to have details withheld from the ACNC Charity Register in limited circumstances. Primarily this is in situations where publishing the details on the ACNC Charity Register could endanger public safety. See acnc.gov.au/withhold for more information.

17 Which details do you want to have withheld from the ACNC Charity Register?

Address For Service

Governing documents

Name of charity and ABN

18 Why should these details be withheld?

For example, an explanation of how publishing the details could endanger public safety. (Attach more pages if needed.)

Section J: Declaration

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

Penalties

Penalties may be imposed for giving false or misleading information.

Privacy Notice

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.

The ACNC's privacy policy is available on our website (acnc.gov.au/privacy). 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, 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

Preferred phone number

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

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.

Signature

Date (DD/MM/YYYY)

Submitting this form

Before submitting the form, make a copy for your own records (including any attachments).

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**