



The ACNC acknowledges the Traditional Custodians of country throughout Australia and their connections to land, sea and community.

We pay our respects to them and their cultures and elders, past and present.





Australian
Charities and
Not-for-profits
Commission

Your step-by-step guide to completing the Annual Information Statement (AIS)

Presented by:

Katrina Huynh - ACNC Reporting

Anne-Marie Middlemast - ACNC Education

28 October 2025

acnc.gov.au/webinars





Housekeeping



Having trouble with your audio?

Try listening through your phone.



Questions?

Type them in the Questions panel and our team will respond to you directly.



Want to watch this webinar again?

We will send you the recording and resources.



Australian
Charities and
Not-for-profits
Commission

Welcome from ACNC Commissioner, Sue Woodward AM

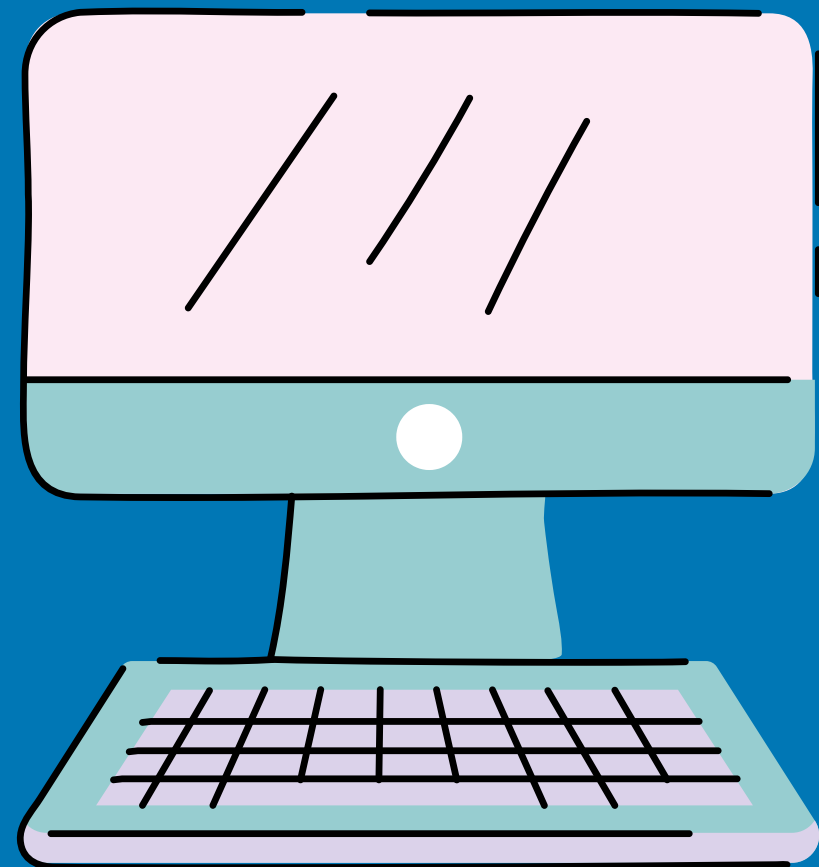




Ongoing obligations to the ACNC

- Report annually to the ACNC by submitting an Annual Information Statement
- Maintain entitlement to registration
- Comply with ACNC Governance and External Conduct Standards (if operating overseas)
- Notify the ACNC of changes to charity details
- Record-keeping





Completing the Annual Information Statement

ACNC Charity Portal

A screenshot of the ACNC Charity Portal website. The top navigation bar includes the Australian Government and ACNC logos, links for Media, Contact ACNC, About us, and a highlighted 'Charity Portal log in' button. Below this is a search bar and a row of service categories: FOR CHARITIES, FOR THE PUBLIC, SEARCH FOR A CHARITY, RAISE A CONCERN, and GUIDANCE AND TOOLS. The main banner features a blue background with the text '2025 ANNUAL INFORMATION STATEMENT AVAILABLE' and a call to action to log in to the portal. On the right, a laptop displays the portal's interface, showing the same banner and navigation elements. A person's hands are visible typing on the laptop keyboard.

Australian Government

Australian Charities and Not-for-profits Commission

Media Contact ACNC About us Charity Portal log in

English Site search

FOR CHARITIES FOR THE PUBLIC SEARCH FOR A CHARITY RAISE A CONCERN GUIDANCE AND TOOLS

2025 ANNUAL INFORMATION STATEMENT AVAILABLE

LOG IN TO THE ACNC CHARITY PORTAL TO START WORK ON YOUR CHARITY'S 2025 ANNUAL INFORMATION STATEMENT →

THE ANNUAL INFORMATION STATEMENT

My Portal

My charities

[Can't see your charity listed? Click here for help](#)

Click on a charity's name in the list to view and manage its record



Charity 

ABN

Charity Status

Reporting

[Example Charity](#)

42429242429

Registered

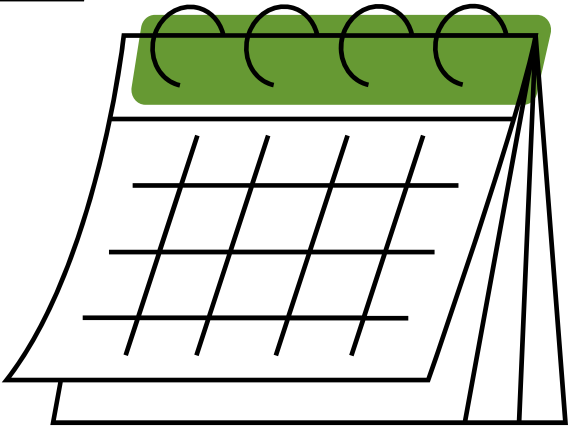
Due Date:
31/12/2026



Reporting due dates

Reporting period	AIS due date
1 July 2024 – 30 June 2025	31 Jan 2026
1 January – 31 December 2025	30 June 2026

acnc.gov.au/reportingduedates



My Portal

My charities

[Can't see your charity listed? Click here for help](#)

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Charity 

ABN

Charity Status

Reporting

Example Charity

42429242429

Registered

Due Date:
31/12/2026



My Portal

Example Charity

Example Charity

Reporting

People

Charity Details

Your role

Treasurer



Manage reporting

This is where you submit the Annual Information Statement (AIS).



Manage people

This is where you update your charity's Responsible and Authorised Persons.



Manage other charity details

This is where you can change your charity's Address For Service, name, governing document and apply for different charity subtypes.



Make an enquiry

This is where you contact us with an enquiry.

My Portal > Example Charity

Manage reporting

Example Charity

Reporting

People

Charity Details



Start 2025 AIS



Amend 2024 AIS



My Portal

Confirm Details

Confirm Details

Launch Form

Confirm Details

Charity *

Example Charity

Case Type *

AIS Submission



Start

My Portal

Confirm Details

Confirm Details ✓

Launch Form

The form will automatically load shortly

Case Number

CAS-1666530-R6C2F6

[Click here if you were not redirected to the form within 10 seconds](#)

Previous






Introduction

Before you start

Read the [2025 Annual Information Statement Guide](#) if you want an overview of the questions and further guidance on how to answer them.

Navigating the 2025 Annual Information Statement

Some important things to keep in mind when going through the form:

- A red asterisk  indicates that it is mandatory to provide a response to the question.
- A blue search icon  means the answer needs to be verified. Click the blue search icon to do this.
- Hovering over a question mark  will display help text.
- Clicking on either the 'Save' or 'Next' buttons  Save  Next at the bottom of each page will save your progress.
- Some responses in your charity's Annual Information Statement may be pre-filled based on information you have provided us with in previous years. Please review any pre-filled information to ensure its accuracy.
- You can download a PDF copy of your Annual Information Statement before and after submitting it in the 'Review and Submit' section.

Having information withheld from the Charity Register

Information you provide in the Annual Information Statement will be published on the Charity Register (unless otherwise stated or previously approved by the ACNC to be [withheld from the Charity Register](#)).






Introduction

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Information about your charity

▼ Charity details

This section of the Annual Information Statement asks for basic information about your charity.

Charity's Australian Business Number (ABN) 

42429242429

Charity's name 

Example Charity

Enter your charity's website address

https://charity.com

Use lower case letters only. If your charity does not have a website, leave this field blank or provide a web address for your charity's main social media page.

▼ Address For Service

1. Provide your charity's Address For Service details (we use this address to contact your charity).

Your charity's [Address For Service](#) will appear on the Charity Register and can be an email, postal or physical address.

*** Enter your charity's Address For Service email. Click the blue search icon to verify the address.**



*** Re-enter your charity's Address For Service email.**

Search for your charity's physical address. Start typing the address slowly and then select it from the list that appears.

[← Back](#)[Save](#)[Next →](#)

▼ Address For Service

1. Provide your charity's Address For Service details (we use this address to contact your charity).

Your charity's [Address For Service](#) will appear on the Charity Register and can be an email, postal or physical address.

* Enter your charity's Address For Service email. Click the blue search icon to verify the address.

eg: email@example.com



* Re-enter your charity's Address For Service email.

eg: email@example.com

Search for your charity's physical address. Start typing the address slowly and then select it from the list that appears.

eg: 123 Smith Street

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Save

Next →

Information about your charity

▼ Reporting details

Responding to the questions on incorporated associations and fundraising will help the ACNC improve the way charities report to government agencies.

If you do not provide these details, your charity may not be able to take advantage of improved reporting arrangements in its state or territory. For more information, see [our guidance on reducing red tape](#).

▼ Incorporated associations

2. Is your charity an incorporated association?

You should answer 'Yes' to this question if your charity is incorporated or registered under any of the following:

- the *Associations Incorporation Act 2009* of New South Wales
- the *Associations Incorporation Reform Act 2012* of Victoria
- the *Associations Incorporation Act 1981* of Queensland
- the *Associations Incorporation Act 2015* of Western Australia
- the *Associations Incorporation Act 1985* of South Australia
- the *Associations Incorporation Act 1964* of Tasmania
- the *Associations Incorporation Act 1991* of the Australian Capital Territory
- the *Associations Act 2003* of the Northern Territory

If your charity is not registered under one of the above Acts, answer 'No'.

▼ Incorporated association numbers

2a. Select the state or territory in which your charity is incorporated and provide its incorporated association number.

If you do not know your charity's incorporated association number, contact your charity's state or territory regulator.

Your charity still has obligations to its state or territory regulator. For more information, read [our guidance on state and territory regulators](#).

- ☐ Australian Capital Territory
- ☐ New South Wales
- ☐ Northern Territory
- ☐ Queensland
- ☐ South Australia
- ☐ Tasmania
- ☐ Victoria
- ☐ Western Australia

▼ Fundraising

3. Does your charity intend to fundraise in the next reporting period?

Yes

No

▼ Fundraising licence numbers

3a. Provide the fundraising licence numbers for the states or territories in which your charity conducts fundraising.

Not all fundraising activities require a fundraising licence. If your charity doesn't have a licence, or if you are unsure if your charity needs one, check with its [fundraising regulator](#).

- ☐ Australian Capital Territory
- ☐ New South Wales
- ☐ Northern Territory
- ☐ Queensland
- ☐ South Australia
- ☐ Tasmania
- ☐ Victoria
- ☐ Western Australia
- ☐ Online

▼ Charity size

* 5. Select your charity's annual revenue for the 2025 reporting period

- ☐ Annual revenue less than \$500,000 (small charity)
- ☐ Annual revenue between \$500,000 and \$2,999,999 (medium charity)
- ☐ Annual revenue of \$3 million or more (large charity)

Responding to this question correctly ensures your charity does not over-report or under-report. For more information, see [our guidance on charity size](#).

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Charity programs and activities

▼ Operations

A charity is considered to be operating if it undertakes any activities or programs. These activities can be financial (for example, spending money on projects or overseeing programs) or non-financial or strategic (for example, planning, employing staff, completing administrative work).

6. Did your charity operate in the 2025 reporting period?

If you answer 'No', any previous charity programs listed for your charity will be removed from the Charity Register. When your charity starts operating again, you will need to re-enter the charity program information. If you are unsure whether your charity operated in the 2025 reporting period, select 'Yes'.

*

Yes

No

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▼ Charitable purpose

In two or three sentences, provide a short summary to briefly describe how your charity's work helped achieve its overall mission and main aims.

This summary will be displayed on the Charity Register. Please avoid using dot points, numbered lists or other special formatting, as it may not appear correctly on the Register.

Example responses:

- *We provided counselling, support and other services to teenagers who, due to financial or family-related pressures, may be at risk of dropping out of secondary school. More: www.charityname.org.au/aboutus.*
- *We operated an animal shelter and vet clinic in the Dandenongs, east of Melbourne. There we tended to injured or lost animals and wildlife, rehabilitating them before releasing them back into the wild.*

* 7. Describe how your charity's work helped achieve its overall mission and main aims.

▼ Programs

A program is an activity or service that a charity runs (whether it be ongoing or temporary, small or large) to pursue its charitable purposes for its beneficiaries.

8. Add your charity's programs in the table.

*** You must add at least one program. You can add a maximum of 10 programs.**

We have used information you provided previously to pre-fill this section. Check your charity's programs and make any changes to ensure it is accurate for the 2025 Annual Information Statement.

To add a new program: Click on the 'Add a Program' button and provide details about the program.
To update details of an existing program: Click on the relevant program in the table below and it will open up so you can make changes.
To remove details of programs your charity no longer runs: Click 'Delete' next to the program information you wish to remove.

Charity programs			
Program name	Program classification	Beneficiaries	Locations
<div>⊕ Add a Program</div>			

Charity programs

* Program name

* Program classification

Click on the 'Search classification' button below to open a list of classifications for you to choose from.

Search classification ↗

Program classification



This classification list has been developed for the broader not-for-profit sector and the current descriptions are reflective of this. The descriptions are a guide only to select the appropriate classification.

Either use the keyword search or browse the categories on the right to find a classification that best suits the program.

Click on a category to open it. A category may contain more subcategories. When you have decided on the best classification for the program, click the blue 'Add' button.

You can only choose one classification for the program.

Classification search



Browse categories

- ▶ [Agriculture, fisheries and forestry](#)
- ▶ [Animal welfare](#)
- ▶ [Arts and culture](#)
- ▶ [Community development](#)
- ▶ [Economic development](#)
- ▶ [Education](#)

* Beneficiaries

From the list below, select the main beneficiaries of this program. Be as specific as you can.

- ☐ Early childhood – aged under 6
 - ☐ Children – aged 6 to under 15
 - ☐ Youth – aged 15 to under 25
 - ☐ Adults – aged 25 to under 65
 - ☐ Adults – aged 65 and over
 - ☐ Families

 - ☐ Aboriginal and Torres Strait Islander people
 - ☐ LGBTIQ+
 - ☐ Migrants, refugees or asylum seekers
 - ☐ People from a culturally and linguistically diverse background
 - ☐ People in rural/regional/remote communities

 - ☐ Financially disadvantaged people
 - ☐ People at risk of homelessness/ people experiencing homelessness
 - ☐ People with chronic illness (including terminal illness)
 - ☐ People with disabilities
 - ☐ Pre/post release offenders and/or their families
 - ☐ Unemployed persons
 - ☐ Veterans and/or their families
 - ☐ Victims of crime (including family violence)
-

* Program locations

Enter the location or locations for this program.

The location or locations you list will be important information on the public ACNC Charity Register. The more specific you are, the more likely people are to find your charity's work.

Enter the specific areas in which this program operates and helps or benefits its beneficiaries. It may be many locations or a single location.

If this program helps or benefits beneficiaries in multiple areas, either enter all the locations or provide the relevant suburbs and towns.

You can provide a maximum of 10 locations per program. If the program operates in more than 10 locations, you can provide locations based on region or state/territory.

Ensure you only enter Australian locations in the area below. For overseas locations, select the box 'This program is run outside Australia'.

NOTE: If your program's exact location is sensitive and should not be displayed on the Charity Register, you can enter a broader location such as the state or major city in which it operates. The locations entered for this program will appear on a map of programs on the Charity Register.

Operating location

+ Add location

☐ This program is run outside Australia

☐ This program is run online

Program weblink

http://www.example.com

8. Add your charity's programs in the table.



*** You must add at least one program. You can add a maximum of 10 programs.**

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To remove details of programs your charity no longer runs: Click 'Delete' next to the program information you wish to remove.

Charity programs				
Program name		Program classification	Beneficiaries	Locations
Edit 	Example program			Delete 
<div><div><div><div><div></div></div><div>Add a Program</div></div></div></div>				

▼ International operations


* 8a. Select the type of international work your charity undertakes. Select all that apply. 


- ☐ Transferring funds or goods overseas
- ☐ Operating overseas including delivering programs
- ☐ Other


Provide more details about your charity's international activities.

Limit your response to 1,000 characters

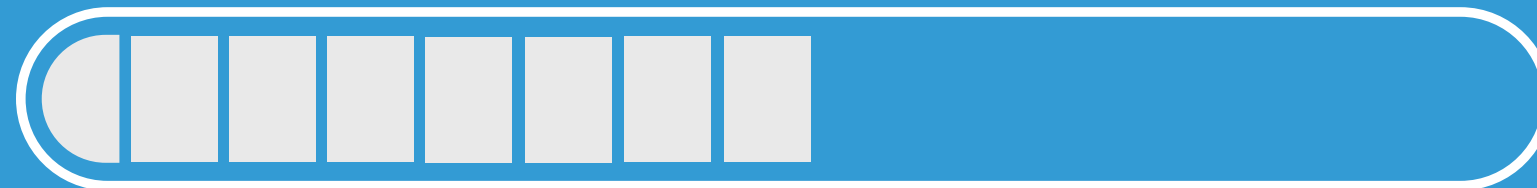
Note: Your charity must comply with the External Conduct Standards. For more information, read [our guidance on the External Conduct Standards](#).

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Great work! You're half way through
completing your AIS!



People, finance and reporting

▼ Human resources

This section asks questions about your charity's employee and volunteer numbers. It does not include contractors.

If your charity's employee numbers have changed significantly during the reporting period – for example, due to significant redundancies – please explain these changed circumstances as part of the summary of your charity's work in the Charity programs section.

▼ Employees

9. How many paid employees worked for your charity during the last pay period of the 2025 reporting period?

You might find this information in your charity's annual report, organisational chart or PAYG forms.

Note: Do not include paid contractors in this figure because contractors are not considered employees for the purposes of this question.

* Full-time employees (excluding casuals) ?

* Part-time employees (excluding casuals) ?

* Casual employees ?


▼ Your charity's full-time equivalent (FTE) staff figure

Full-time equivalent (FTE) staff refers to the number of full-time employees that your charity would have if it combined the hours of full-time, part-time and casual employees.

For many charities, this figure will be available in the payroll system or on PAYG forms. If your charity does not have this figure readily available, you can use the FTE calculator below to work it out.

10. Do you need help calculating the full-time equivalent (FTE) staff figure for your charity during the last pay period of the 2025 reporting period?

▼ Volunteers

* 11. How many unpaid volunteers helped your charity during the 2025 reporting period? 

If you are unsure of the exact number of volunteers who helped your charity during the 2025 reporting period, use your best estimate.

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People, finance and reporting

▼ Financial report details

This section asks questions about your charity's finances.

Providing financial information here will promote transparency and build public trust and confidence in the charity sector.

▼ Small charities

* 12. Did your charity use cash or accrual accounting in the 2025 reporting period?

Small charities – those with annual revenue below \$500,000 – may use cash accounting when preparing financial reports if they are not required to use accrual accounting under their governing document or by any other government department or agency, or funding body. For more information, read [our guidance on cash and accrual accounting](#).

* 12(a) Did your charity have any reportable related party transactions in the 2025 reporting period?

Yes ✓

No

Refer to the ACNC website for more information on [conflicts of interest](#) and [related party transactions](#).

* 12(b) Select the relevant transactions from the list below:

- ☐ Fees paid to a related party for providing goods or services to the charity
- ☐ Loans from/to a related party
- ☐ Salary/wages paid to a related party's relative(s)
- ☐ Transfer of charity property or assets to a related party
- ☐ Charity goods or services provided at a discount to a related party
- ☐ Significant use of charity property by a related party
- ☐ Investment in a related party
- ☐ Other

12(c) Include any other relevant details.

For example, provide more information on your charity's transactions. If you have provided a financial report, list the page number containing the related party transaction disclosure.

▼ Your charity's 2025 reporting period

According to our records, your charity's financial reporting period ended on 30/06/2025.

If your charity is not reporting for a full 12-month period in this Annual Information Statement, provide the date range that it is reporting for.

* 13. Is your charity reporting for a 12-month period?

Yes

No

Most registered charities report on a 12-month period – for example, a calendar year or a financial year.

▼ Financial report

15. Upload a copy of your charity's financial report for the 2025 reporting period.

+ Add document...

Maximum file size allowed is 9.0 MB.

Allowed file types: .DOC, .DOCX, .XLS, .XLSX, .PPT, .PPTX, .PDF, .CSV, .TXT, .RTF, .BMP, .GIF, .JPG, .JPEG, .PNG, .TIF, .TIFF

If your charity's financial report is in multiple documents, merge them into a single document and upload it here.

The file name of your charity's financial report must be 180 characters or less.

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People, finance and reporting

▼ Income and expenses

Complete the income statement summary and balance sheet extract.

- Check you are using financial statements from the **2025 reporting period**.
- Make sure you provide amounts for all of the items that make up the total.
- Enter amounts in full Australian dollars (no cents).
- Do not enter any dollar signs, commas, or decimal places.
- Do not leave mandatory fields blank. Enter a zero ('0') if there is no dollar figure for that field.

For help with questions in this section, click on 'More information' under each one. This will open up some help text and examples to help you answer the question. Click on 'More information' again to close the help for that question.

The National Standard Chart of Accounts (NSCOA) is a free tool and data dictionary for charities and not-for-profits which can also help guide your charity through this section of the Annual Information Statement. For more information, see [our guidance on NSCOA](#).

▼ Income statement summary

16. Total income/receipts

Gross income

a. Revenue from government (including grants)

*

[More information ►](#)

b. Donations and bequests



More information ►

c. Revenue from providing goods or services

More information ►

d. Revenue from investments

More information ►

e. Other revenue/receipts



More information ►

f. Total revenue/receipts (a+b+c+d+e)

\$0.00

More information ►

g. Other income (for example, gains)

*

More information ▶

h. Total income/receipts (f+g)

\$0.00

More information ▶

Expenses/payments

i. Employee expenses/payments

*

More information ▶

k. Grants and donations made for use in Australia

*

More information ▶

I. Grants and donations made for use outside Australia

*

[More information ▶](#)

m. Other expenses/payments

*

[More information ▶](#)

n. Total expenses/payments (i+k+l+m)

\$0.00

[More information ▶](#)

o. Net surplus/(deficit) (h-n)

\$0.00

[More information ▶](#)

[← Back](#)

[Save](#)

[Next →](#)

People, finance and reporting

▼ Balance sheet

Assets

Assets are any resources controlled by your charity at the end of the reporting period.

v. Total assets

*

[More information ►](#)

Liabilities

Liabilities are generally what a charity owes and represent a commitment to transfer your charity's economic resources.

They include anything of identifiable value that is owed by your charity at the end of the financial year.

aa. Total liabilities

*

[More information ►](#)

ab. Net assets/liabilities (v-aa)

\$0.00

More information ▶

Provide a short written description of your assets and liabilities.

This description can be as brief or as detailed as your charity wishes to provide. Example: "Our charity currently has a savings account containing \$2000, and owns a block of land. Our charity also has a bank loan for \$8000."

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People, finance and reporting


▼ State and territory reporting

You must answer the state and territory questions to take part in our streamlined reporting arrangements. Otherwise, you may need to report again to your state or territory regulator.

▼ Australian Capital Territory

The ACNC has an arrangement with the Australian Capital Territory (ACT) to streamline the way charities report to government. Answering these questions will help us reduce red tape for your charity.

For more information, see [our guidance about reporting in the ACT](#).

ACT1. What was the date of your charity's annual general meeting (AGM)? 



dd/mm/yyyy

ACT2. Has your charity met the minimum membership requirements? 

Yes

No

Responsible People

▼ Responsible People

A Responsible Person is someone with responsibility for governing your charity (for example, a board member, committee member or trustee). For more information, see our [guidance on Responsible People](#).

Note: Only the name of each Responsible Person and the position that person holds in the charity will appear on the Charity Register. If you want to have a Responsible Person's name and position withheld from the Charity Register, apply to do so before you submit your charity's Annual Information Statement. For more information, see our [guidance on withholding details from the Charity Register](#).

17a. Review and edit your charity's current Responsible People and their positions

In the table below, check the list of your charity's current Responsible People.

- **To change the position of a Responsible Person:** click 'Edit' in the table then change the position and provide the start date for the new position.
- **To remove the position of a Responsible Person:** click 'Edit' and then simply add an 'end date' to the record.
- **To remove a Responsible Person:** Click 'Edit' to all positions associated with the Responsible Person and then provide the date they stopped being a Responsible Person.

Ensure this table only lists your charity's Responsible People at the time you complete the 2025 Annual Information Statement.

Note: The changes you make will be saved but they won't be displayed until after you submit your charity's Annual Information Statement.

Review Responsible People and their position			
Family name	Given name	Current position	New position or end date

17b. Add a new Responsible Person

In the table below, add any Responsible People for your charity who are not included in the table above, even if they started after the end of this reporting period. If a Responsible Person has another position that is not listed above, you can add it in the table below.

Click on 'Add Responsible Person', then enter their details, and click 'Update' to add them to the table.

Note: The changes you make will be saved but they won't be displayed until after you submit your charity's Annual Information Statement.

Add Responsible People	
Family name	Given name
<div>+ Add Responsible Person</div>	

Before completing this section, tick the box below to confirm the details for your charity's Responsible People are correct.

* ☐ I confirm that the details for all Responsible People are correct.

Add Responsible People

Add a Responsible Person for your charity by completing the details below.

Note: Only the name of each Responsible Person and the position the person holds in your charity will appear on the ACNC Charity Register.

We request a date of birth and some other forms of contact to identify a Responsible Person if they want to discuss the charity with us. We use the additional information to verify the identity of a Responsible Person for the purposes of administering the *Australian Charities and Not-for-profits Commission Act 2012* (Cth), and to continually improve our services.

Title

▼

* Family name

* Given name

Other given name

* Date of birth



dd/mm/yyyy

Is this person known by any other names?

Residential address

* Is the residential address:

* Search for the address. Start typing the address slowly and then select it from the list that appears to verify it.


* Primary phone number

Alternative phone number

* Email address


▼ Cultural and language diversity

The information provided in this section will not appear on the Charity Register. While you do not have to answer these questions, doing so will help us improve our services.

Is this person of Aboriginal origin? 

Yes

No

Is this person of Torres Strait Islander origin? 

Yes


No


What language does the person mainly speak at home?

Positions

* Position in organisation

* Start date



Delete 

+ Add more

* Have you searched the ASIC Register of Banned or Disqualified Persons for the name (and any known former names) of this Responsible Person?


Yes

No

Review and submit

▼ Review your Annual Information Statement

You can review your charity's Annual Information Statement before submitting it. To do so, click on the blue button below to download a copy of your Annual Information Statement to review.

 Review your charity's Annual Information Statement prior to submission

▼ Submit your Annual Information Statement

To submit your charity's Annual Information Statement, complete the relevant declaration below and then click on the 'Submit' button at the bottom of the page.

When you submit your charity's Annual Information Statement, you will be able to download a copy of the full submitted version to retain for your charity's records. You will also receive an email to confirm the successful submission.

Please complete the section below to tell us who is signing this declaration.

Title

▼

* Family name

* Given name

Other given names

* Primary phone number

Secondary phone number

* Email address

eg: email@example.com

Q

Position you hold in your charity ?

* Select the relevant declaration

Responsible Person

An explanation of the declaration options:

- A **Responsible Person** is a member of your charity's governing body, for example a board member, committee member or trustee. We accept that you are authorised to sign on behalf of the charity if you are one of its Responsible People.
- An **Authorised Person** holds a position in the charity which gives them authority to sign (such as a chief executive officer, chief financial officer, company secretary or senior manager).
- An **agent** is someone authorised by the charity to sign this application (for example, a lawyer or an accountant). The ACNC Act requires an agent to have written authorisation from the charity. See the ACNC's suggested [agent authorisation form](#).
- A **'lodging entity'**, under the ACNC Act, is another registered charity that can legally change the governing rules of the charity completing the application (for example, for religious charities, the denomination administration office may be able to change the charity's rules under canon law).

▼ Responsible Person's declaration

* ☐ Responsible Person's declaration

I declare that:

- I am **authorised to sign on behalf** of the charity whose ABN appears on this form about the contents of this form and any documents filed with this form; and
- The information given on this form, any documents filed with this form and any attached document is true, correct and complete.

Ensure you have answered all the relevant questions correctly and read the privacy notice before you complete the declaration and submit your charity's Annual Information Statement.

An incomplete statement may delay processing, and we may ask you to complete a new one.

* Date



24/10/2025

← Back

→ Submit

Receipt

Thank you for submitting your charity's 2025 Annual Information Statement.

Your submission number is: **CAS-1666500-S0D7N0**.

You will shortly receive a confirmation email.


If you realise after submission that you need to correct an error in either your charity's Annual Information Statement or its financial report, you can do so from within the [Charity Portal](#).

For small charities, this corrected statement or report is due within 60 days of identifying the error. For medium and large charities, the corrected statement or report is due within 28 days of identifying the error.

Information on the Charity Register

Unless the ACNC has approved an application to withhold information, the information provided in your charity's Annual Information Statement will be published on the [Charity Register](#).

If you would like to review and print your completed AIS, click the link below.

 [Download your submitted AIS](#)

We are always keen to hear your feedback, and have compiled a [short survey about the Annual Information Statement and guidance](#). We would appreciate you taking the time to share your thoughts – it only takes a few minutes to complete.

Other obligations

If you would like to update your charity's governing document, or update other charity details, you can do so in the [Charity Portal](#).

Congratulations!
You've submitted your AIS!





Check your Charity Portal access



Know your charity's AIS due date



Keep charity records

Resources

2025 Annual Information Statement guide:
acnc.gov.au/2025AISguide

Submit in the ACNC Charity Portal:
charity.acnc.gov.au





Stay in touch

Call our Advice team on **13 22 62** from 1-5pm, Vic time.

- Web guidance - acnc.gov.au
- Webinars - acnc.gov.au/webinars
- Contact us - acnc.gov.au/contact-us

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Thank you

View this or previous webinars, and register for future sessions, at acnc.gov.au/webinars

Questions, comments, feedback:
education@acnc.gov.au

