



ACT
Government

Chief Minister, Treasury and
Economic Development

RTO Change of Circumstances Notification

Instructions for completion

All registered training organisations (RTOs) with an ACT Funding Agreement (ACTFA) have an obligation to notify Skills Canberra of any change in circumstances (ACTFA Section 4. (13)).

Change of circumstances may be notified using this form. This information is collected, used and stored in accordance with the *Information Privacy Act 2014* (ACT) and the *Territory Records Act 2002* (ACT).

Where Skills Canberra is notified of a change, it reserves the right to seek further and more detailed information in relation to the change, and may determine at its sole discretion, that such a change requires the RTO to re-apply for an Agreement.

Section 1 – Registered Training Organisation

RTO code

RTO name

Section 2 – Change of Circumstance

Provide details of the change(s) of circumstance.

Legal name*	<input type="checkbox"/>	
Trading name	<input type="checkbox"/>	
ABN/ACN	<input type="checkbox"/>	
Chief Executive Officer	<input type="checkbox"/>	
Ownership/control**	<input type="checkbox"/>	
Financial administration status*** (e.g. bankruptcy/liquidation)	<input type="checkbox"/>	
RTO Address	<input type="checkbox"/>	
RTO contact person	<input type="checkbox"/>	
Contact details (e.g. phone, email)	<input type="checkbox"/>	
Other (please specify)	<input type="checkbox"/>	

* For change of legal name/ABN, please attach a full ASIC report listing all details of the company/parent company.

** For change of ownership/control include an organisation chart reflecting new ownership and structure of the RTO.

*** For change to financial administration status include details of the appointed agent.

Section 3 – Declaration & Signature

The information provided in this form is true, correct and complete.

Name of
authorising
officer

Signature

Date signed:

Send completed form to:

Skills Canberra

Chief Minister, Treasury and Economic Development
Directorate

Email: skills@act.gov.au

Fax: (02) 6205 8448

Phone: (02) 6205 8555

Mail: GPO Box 158, CANBERRA CITY ACT 2601

Skills Canberra Office use only

Approving officer	
Signed	
Date	

Actioning officer	
Signed	
Date	

Comments