



RTO Change of Circumstances Notification

Instructions for completion

Registered training organisations (RTOs) with a Training Initiative Funding Agreement (Agreement) may use this form to notify Skills Canberra of any change of circumstances.

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, please attach a full ASIC report and 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

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