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

* 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

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<th>Signed</th>
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<th>Actioning officer</th>
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Comments