

1B. Deem refusal of registration application



Purpose

Use this form to require the ACNC to refuse an application for registration as a charity because a registration decision has not been made within the required time.

- ▶ If you choose to require the ACNC to refuse a registration application, you can then seek a review of the decision to refuse registration.

When to submit

You can only submit this form if:

- 60 days have passed since you applied for registration of your organisation, and
- if the ACNC has asked for more information, 28 days have passed since you gave it to us.

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.
- Make sure the declaration is signed. Section C explains who can sign the declaration.
- Attach any additional information to this form (for example, if you need more space).

Section A: Organisation information

! You must answer all questions in this section.

1 **What is your organisation's Australian Business Number (ABN)?**

2 **What is your organisation's name?**

This is your organisation's formal name as it appears on your application.

Section B: Details of application

! You must answer all questions in this section.

3 **What was the date your organisation applied for registration?**

Day	Month	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

4 **What was the date you supplied any additional information requested by the ACNC (if applicable)?**

Day	Month	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

5 **Do you now want the application for registration to be considered to be refused?**

Yes

Section C: Declaration

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

Penalties

Penalties may be imposed for giving false or misleading information.

Privacy

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 deem your application for registration as having been refused under section 30-15 of that Act. 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 (for example, through the use of the Charity Passport).

The ACNC's privacy policy is available on our website (www.acnc.gov.au). 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 subject to this form.

Name of person signing this form

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

Preferred phone number (landline or mobile)

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.

- ▶ If you are signing this form electronically, you must:
- use a digital ID
 - insert an image of your signature, or
 - draw your name.

Do not type your name in the signature field as the ACNC cannot accept this as a signature.

For further instructions on how to sign this form electronically, see the [forms section](#) of the ACNC website.

Signature

Date

Day

Month

Year

Lodging this form

Make a copy of this form (including any attachments) for your own records.

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

For information call Advice Services on:
13ACNC (13 22 62)