



Notification of Change of RTO Details

RTO 4 NOTIFICATION OF CHANGE OF RTO DETAILS

To streamline the application process, change of details can now be submitted online through RTONet <https://stars.dtwd.wa.gov.au/>. Online applications can only be submitted by the legally responsible contact or registration contact person.

To access to this service for the first time the registration contact or legally responsible person can complete the required access forms available on <https://stars.dtwd.wa.gov.au/>.

CURRENT DETAILS OF THE RTO

Name of RTO legal entity: _____

Registered business (trading) name: _____

Provider Number: _____

CHANGE(S) REQUIRED

Please tick the appropriate box for the changes you wish to make to your organisation's details.

<input type="checkbox"/> Chief Executive / Legally Responsible	<input type="checkbox"/> Registration Contact Person
<input type="checkbox"/> TGA/Day to Day Contact Person	<input type="checkbox"/> Trading Name

	Street Address	Postal Address	Phone	Fax	Email	Website
Head Office	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
RTO's principal location	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Delivery site	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Name of site	_____					

Note:

- For information about changing the legal entity that is currently registered as an RTO. Please refer to www.tac.wa.gov.au for the policy on Change of Legal Entity of a Registered Training Organisation.
- If you are requesting a change in the RTO's registered business (trading) name or wish to add a new trading name, you need to provide a copy of the Business Name Extract showing details of the registration number and the proprietor of the name.

DETAILS OF RTO CHANGES

Please only fill in the RTO details you wish to change.

Add this trading name: _____

Delete this trading name: _____

Head Office

Street Address: _____

Postal Address: _____

Telephone: _____ Fax:: _____

Email: _____ Website: _____

RTO's Principal Location
If different to head office

Street Address: _____

Postal Address: _____

Telephone: _____ Fax:: _____

Email: _____ Website: _____

Delete Delivery Site

Street Address: _____

Postal Address: _____

Telephone: _____

Fax: _____

Email: _____

Website: _____

Add Delivery Site

Street Address: _____

Postal Address: _____

Telephone: _____

Fax: _____

Email: _____

Website: _____

New Chief Executive:

Name _____

Position _____

Telephone: _____

Fax: _____

Email: _____

New TGA Contact:

Name _____

Position _____

Telephone: _____

Fax: _____

Email: _____

New Registration Contact:

Name _____

Position _____

Telephone: _____

Fax: _____

Email: _____

Comments:

To change any of the RTO's details the Chief Executive or the Registration Officer must sign this form.

To change the Registration Officer, the Chief Executive must sign the form.

Signature: _____

Date: _____

Print name: _____

Position: _____

Please forward your completed application by mail or facsimile to:

Registration Officer
 Training Accreditation Council Secretariat
 Level 9, 20 Walters Drive
 OSBORNE PARK WA 6916

Telephone: (08) 9441 1910
 Facsimile: (08) 9441 1901
 Email: tac@des.wa.gov.au
 Website: www.tac.wa.gov.au