



Australian Government



Australian  
**Charities** and  
Not-for-profits  
Commission

# NOTIFYING THE ACNC OF CHANGES TO YOUR GOVERNING DOCUMENT

**GULNAAR GILHOOLY**

Advice Services Officer | Advice Services

March | 2022



# Notifying the ACNC of the changes

You must tell the ACNC if your charity has made any changes to its governing document.

You need to give the ACNC a copy of the new governing document.

To notify us, submit a copy of the updated governing document in the Charity Portal.

Log in to the Portal and select the charity for which you want to make the change. Then click 'Manage other charity details' and you will see a link to the form for changing a governing document.





If your charity's governing document has changed because its legal structure has changed, see our guidance on changing your charity's legal structure.

Follow the right legal steps to change your charity's governing document. This may mean complying with requirements from another regulator before notifying us at the ACNC.

- For example, companies limited by guarantee need to pass a special resolution to make a change, as do incorporated associations in Victoria. Notify us once the changes have formally taken place.

