

4A. Request a substituted accounting period



Purpose

Use this form to request the Australian Charities and Not-for-profits Commission (ACNC) to approve a substituted accounting period for your charity.

- A substituted accounting period is a reporting period other than 1 July to 30 June. For more information, see our [Substituted accounting period policy](#).

When to submit

You must submit this form before the start of your next reporting period.

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 to complete a response).

Section A: Charity information

- You must answer all questions in this section. The information provided here appears on the ACNC Register.

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

2 What is your charity's name?

This is your charity's formal name as it appears on legal or other official documents.

Section B: Substituted accounting period

- You must answer all questions in this section. If your request is approved, the information provided here will appear on the ACNC Register.

3 On what date does your financial year end? (for example, if your reporting period is for a calendar year, you should list 31/12)

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

4 Why do you want to apply for a substituted accounting period? (for example, change to your governing documents, legal or funding or internal reporting requirement)

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 process your request for a substituted accounting period. 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, including the Australian Taxation Office, the Australian Business Register and the Australian Securities and Investments Commission.

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.

! If you are signing this form as an agent, you must hold written authorisation from the charity to submit this form and a declaration from the charity that it has provided true and correct information for this purpose.

Name of person signing this form

Position held (for example, trustee, director or committee member of trustee, 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 either:

- use a digital ID
- insert an image of your signature
- 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
<input type="text"/>	<input type="text"/>	<input type="text"/>

Lodging this form

Make a copy of this application (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)