

Change of Legal Entity

RT07 CHANGE OF LEGAL ENTITY APPLICATION TO THE TRAINING ACCREDITATION COUNCIL

Please refer to the [Policy on the Change of Legal Entity](#) of a Registered Training Organisation prior to completing and signing this application.

SECTION 1 – CURRENT REGISTERED TRAINING ORGANISATION DETAILS

Legal name of RTO: _____
 Trading name(s): _____
 RTO number: _____

SECTION 2 – DETAILS OF SALE / TRANSFER / ASSIGNMENT

Date agreement reached: _____
 Settlement date: _____

SECTION 3 – DETAILS OF NEW ENTITY APPLYING FOR TEMPORARY REGISTRATION

Legal name of RTO: _____
 Trading name(s): _____
 Office Address: _____ Postcode: _____
 Postal Address: _____ Postcode: _____
 Telephone: _____ Facsimile: _____
 Email: _____ Website: _____
 ABN: _____ ACN: _____

Legally Responsible Person: _____
 Position: _____ Telephone: _____
 Email: _____ Facsimile: _____

Registration Contact Person: _____
 Position: _____ Telephone: _____
 Email: _____ Facsimile: _____

TGA Contact Person: _____
 Position: _____ Telephone: _____
 Email: _____ Facsimile: _____

SECTION 4 – OTHER DETAILS

Are all staff working for the RTO continuing employment in the same capacity under the new legal entity?	Yes	No
Are there any new staff with responsibilities that relate to the <i>Standards for RTOs</i> ? <i>If yes, please provide qualifications and current industry experience evidence for each staff member.</i>	Yes	No
Are there any changes to the resources or facilities as a result of the transfer / sale / assignment of the business?	Yes	No
Does the new legal entity propose to cease delivery of any qualifications on the RTO's delivery profile? <i>If yes, please provide details below:</i>	Yes	No

SECTION 5 - NAMES OF DIRECTORS, OWNERS AND PARTNERS OF NEW ENTITY

Please tick the appropriate box and provide details:

Corporation

(Names and contact details of all Directors and Company Secretary required)

Partnership

(Names and contact details of all partners required)

Incorporated association

(Names and contact details of the Chairperson and Secretary and registered office required)

Sole trader

(names and contact details required)

Name: _____

Position: _____

Contact details: _____

Name: _____

Position: _____

Contact details: _____

SECTION 6 – APPLICATION HISTORY OF NEW ENTITY

Do you, your organisation or related body* have a current application for registration as a training organisation with any other State/Territory registering body?

Yes

No

If yes, where? _____

Has your organisation or any related body* previously been a registered training organisation (RTO)?

Yes

No

If yes, please provide the following details: _____

Legal name of RTO: _____

Trading name(s): _____

State/Territory of Registration: _____

RTO number: _____

Period of registration: From: _____ To: _____

Are there any sanctions outstanding as a result of this registration?

Yes

No

If yes, please attach copies of relevant documentation from the State/Territory registering body detailing the reason for ending registration.

Has your organisation or any related body* previously been refused registration as a RTO by any State/Territory registering body?

Yes

No

If yes, please provide details of which State/Territory, dates, and grounds of refusal: _____

* 'Related body' means one which is linked to the applicant by common ownership or directors, common name, contractual arrangement, informal understanding or other means such that the related body has a vested interest in the services provided or has a potential ability to influence the provision of services.

SECTION 7 – UNDERSTANDING AND AUTHORISATION

CURRENT ENTITY

By signing below, I understand that:

- I have read the Training Accreditation Council's Policy on Change of Legal Entity of a Registered Training Organisation;
- I have reached agreement with new entity outlined below to apply to TAC to Change legal entity; and
- Arrangements have been made for records to remain with the new entity outlined below or be transferred to TAC.

Signature of legally responsible person: _____

Print name: _____

Date: _____

NEW ENTITY

By signing below, I understand that:

- The Training Accreditation Council will consider this application and may register the new legal entity for a period of three months.

Should Council approve this short term registration, I also understand that:

- The legal entity must make a full application for registration and undergo an audit against all of the *Standards for RTOs* within the three month period.
- If the new legal entity is unable to demonstrate compliance with the *Standards for RTOs*, registration of the new legal entity will expire at the end of the three month period.

Signature of legally responsible person: _____

Print name: _____

Date: _____

Please send your completed application form and supporting documentation by mail or email to:

Telephone: (08) 9441 1910

Facsimile: (08) 9441 1901

Registration Officer

Training Accreditation Council Secretariat

PO Box 1766

OSBORNE PARK WA 6916

Email: tac@des.wa.gov.auWebsite: www.tac.wa.gov.au