

NOTIFICATION OF CHANGE OF RTO DETAILS

Current details of the RTO		NTIS number
Legal entity:		
Trading name:		
CRICOS provider code (if applicable)		
Change(s) required <small>Please tick the appropriate box(s) for the change(s) you wish to make to your organisation details:</small>		
Head office	<input type="checkbox"/> street address	<input type="checkbox"/> postal address
	<input type="checkbox"/> phone	<input type="checkbox"/> fax
	<input type="checkbox"/> email	<input type="checkbox"/> website
RTO's principal place of business	<input type="checkbox"/> street address	<input type="checkbox"/> postal address
	<input type="checkbox"/> phone	<input type="checkbox"/> fax
	<input type="checkbox"/> email	<input type="checkbox"/> website
Others	<input type="checkbox"/> chief executive officer ¹	<input type="checkbox"/> NTIS day-to-day public contact
	<input type="checkbox"/> registration contact person	<input type="checkbox"/> trading name ²
	<input type="checkbox"/> delivery site ³	<input type="checkbox"/> other (specify) ⁴ :

Notes:

1. To change the chief executive officer you will need to submit with this form a new [Statutory Declaration](#) and [Conditions of Registration Declaration](#).
2. If you are requesting a change in the RTO's trading (business) name or wish to add a new trading name, you need to provide a copy of the Certificate of Registration of Business Name issued by the NSW Office of Fair Trading. The Certificate must show the legal name of the RTO next to the words 'Name of proprietor(s)'.
3. To relocate your RTO or to add delivery site(s), CRICOS providers need to submit a [site amendment application](#).
4. For information about changing the RTO's legal entity, please contact VETAB on 02 9244 5335.

Please only provide the details you want changed	
Add this trading name	
Delete this trading name	
New head office details ³	Street address
	Postal address
	Telephone Fax
	Website Email
RTO's new principal place of business ³ (if different to head office)	Street address
	Postal address
	Telephone Fax
	Website Email
Add this delivery site ³	Street address
	Postal address
	Telephone Fax Email
	Contact person
Delete this delivery site (all details will be deleted)	Address * if this site is listed on the APL, approval from the Training Market NSW is required (call 9266 8008)
New chief executive officer (NTIS head office contact)	Name Telephone Fax Email
New day-to-day public contact person	Name Position at RTO Telephone Fax Email
New registration contact person	Name Position at RTO Telephone Fax Email

To change any of the RTO's details, the chief executive officer must sign this form.

Signature	Position
Print Name	Date

Please fax your request to VETAB on 02 9244 5344 or mail to VETAB Locked Bag 21, Darlinghurst 1300

Office use only	<input type="checkbox"/> Changes made	<input type="checkbox"/> RTO informed	<input type="checkbox"/> Form filed	<input type="checkbox"/> Copy sent to manager
Signature	Name	Date		