

Form

Update RTO principal place of business or delivery site

# Update RTO principal place of business or delivery site

## About this form

Users are able to view the current principal place of business and existing delivery site records for RTOs in asqanet, but they are unable to update those records via asqanet at this time.

Use this form to:

* notify a change to the address of your RTO’s principal place of business (only if different to your head office); or
* amend the recorded details of one or more existing delivery sites.

|  |
| --- |
| Note |
| Please do **not** use this form to:  change the address of your RTO head office; or  add any new RTO delivery sites; or  remove any existing delivery sites altogether; or  amend records of the states or territories in which your RTO operates.  These changes must be managed via asqanet. |

## Submitting this form

Once you have completed *Section 1 Details* and *Section 4 Declaration*, and whichever of *Section 2 Principal place of business* or *Section 3 Delivery site* is required, email this form to [notifications@asqa.gov.au](mailto:notifications@asqa.gov.au).

# Section 1: RTO Details

|  |  |
| --- | --- |
| RTO Code |  |
| Name of Legal Entity |  |
| Australian Company Number |  |
| Australian Business Number |  |

# Section 2: Principal place of business

Type of update:  Update existing address(es)  Change to new address(es)

|  |  |
| --- | --- |
| **Street address** | |
| Address |  |
| Suburb |  |
| State |  |
| Postcode |  |
| Country (leave blank if Aus) |  |

# Delivery site

***Example***: use this section to make changes such as:

* *Existing*: ABC Training Company Pty Ltd 12 Smith St Gold Coast QLD 4215 Australia
* *Amended*: ABC Southport Campus 12 Smith St Southport QLD 4215 Australia

|  |  |
| --- | --- |
| **Amended details** | |
| Site Name |  |
| Site Address |  |
| Suburb |  |
| State |  |
| Postcode |  |
| Country (leave blank if Aus) |  |

|  |
| --- |
| Note |
| Please copy and paste the above table as many times as needed. |

# Section 4: Declaration

I declare that I am the chief executive officer and legally responsible person for the RTO and that the information provided by me is, to the best of my knowledge, true and correct.

|  |  |
| --- | --- |
| Name (please print) |  |
| Signature |  |
| Date |  |