



Notification of Changes and Events

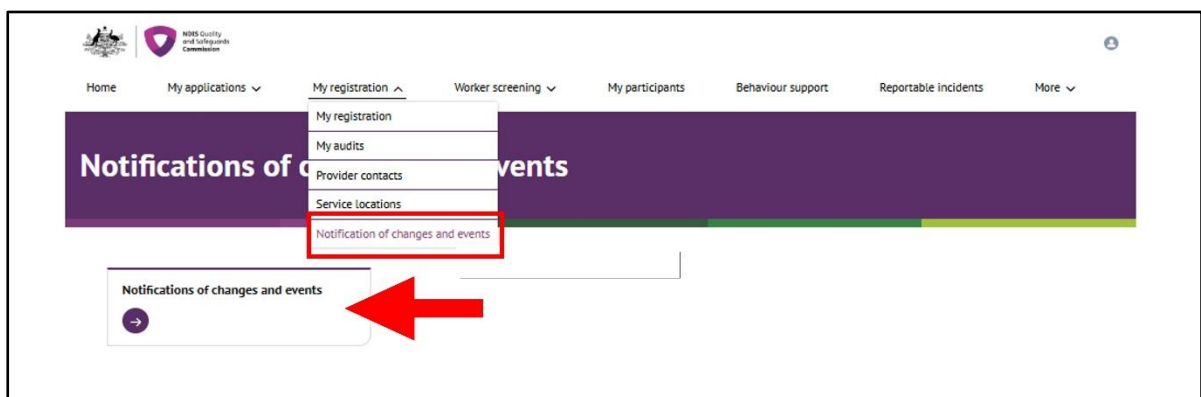
Use this guide to notify the NDIS of changes or events affecting your organisation or services. You need the **Access Delegate** role to notify changes or events affecting your organisation.

Before you get started

- Make sure you are logged in to the **new NDIS Commission Portal** using **myID**. You will need access permissions as a **Registrant**. If you haven't yet logged in, follow the instructions on [Registered Providers Portal Login page](#).
- At any step, if you do not have all the information available, you can use the **Save as draft** feature at the bottom of each page and come back to your drafts later to complete the lodgement.

Step 1: Change and event type

1. Select the **My registration** tab and select **Notification of changes and events**.
2. Select **Notifications of changes and event** tile.



3. Read the instructions on the page carefully.
4. Choose the **change or event type** from the menu:
 - Change in Financial Capacity
 - Significant Governance Change
 - Adverse impact on support access

- Emergency Notification
- Provider initiated Revocation
- Registration Suitability and Compliance

5. Answer: "Has the NDIA been notified of the change?" (**Yes/No**).

6. Click **Next step**.

* Change or event type (Select an option)

☒ Change in Financial Capacity

☐ Significant Governance Change

☐ Adverse impact on support access

☐ Emergency Notifications

☐ Provider Initiated Revocation

☐ Registration Suitability and Compliance

Has the NDIA been notified of the change? (Select an option)

☒ Yes

☐ No

Save as draft

Next step >

Step 2: Details

Depending on the change or event type selected, you will be asked to provide different responses.

If you selected **Change in Financial Capacity**, choose from the following change types:

- Bankruptcy
- Liquidation
- Administration
- Wind up order
- Receivership
- Other
- Unable to meet payroll obligations

Followed by the additional dynamic fields and options based on your selection.

* Financial capacity change type ☒ Bankruptcy ☐ Liquidation ☐ Administration ☐ Wind up order ☐ Receivership ☐ Other ☐ Unable to meet payroll obligations	
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If you selected **Significant governance change**, choose from the following change types:

- Merger
- Acquisition
- Change in ownership
- Change in ABN, Legal Name or Business
- Change in Key Personnel

Followed by the additional dynamic fields and options based on your selection.

* What is the change in Governance? (Select an option) ☒ Merger ☐ Acquisition ☐ Change in ownership ☐ Change in ABN, Legal Name or Business Name ☐ Change in Key Personnel	
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If you selected **Adverse impact on support access**, choose from the following notification types:

- Cessation of supports
- Not accepting referrals
- Shortfall of workers

Followed by the additional dynamic fields and options based on your selection.

* Notification Type ☒ Cessation of supports ☐ Not accepting referrals ☐ Shortfall of workers	
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If you selected **Emergency Notifications**, choose from the following options:

- Natural Disaster
- Emergency Situation

Followed by the additional dynamic fields and options based on your selection.

* Is this a Natural Disaster or Emergency situation ☒ Natural Disaster ☐ Emergency Situation	
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If you selected **Provider Initiated Revocation**, answer is the business has ceased trading:

- Yes
- No

Followed by the additional dynamic fields and options based on your selection.

* Has the business ceased trading ☒ Yes ☐ No	
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If you selected **Registration Suitability and Compliance**, choose from the following notification types:

- Suitability impact Provider
- Suitability impact Key Person
- Inability to comply with registration conditions
- Other

Followed by the additional dynamic fields and options based on your selection.

* Notification Type ☒ Suitability impact Provider ☐ Suitability impact Key Person ☐ Inability to comply with registration conditions ☐ Other	
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Once done, click **Next**.

Step 3: Declaration and submit

1. Check that all your information is correct on the summary screen.
2. Tick the **Declaration that responses are true** check box to agree that all information is correct.
3. Click **Submit**.

Your application has been automatically saved

Step 3

Declaration and Submit

You are now completing a notification of changes and events.

Notification of change ID :

BLA-0000003292

Date of Declaration :

02/10/2026

Created Date :

02/10/2026

Created By :

[Redacted]

Important Guidance
By submitting this declaration, you confirm that the information provided in the application is true, complete and accurate to the best of your knowledge. The information you have supplied will be assessed by the NDIS Commission to identify any suitability issues that must be addressed. Failure to provide accurate or complete information may result in delays, requests for clarification, or refusal to progress your application.

What You Need to Do

1. Carefully review all information entered before submitting.
2. Once satisfied, tick the acknowledgement box and click Submit

☒ Declaration that the responses are true. 

[Save as draft](#) [Previous step](#) [Submit](#)

Steps

1. Change and event type
2. Details
3. Declare and submit

4. Click **Back to portal home** to return to the portal homepage.

Your application has been automatically saved

Notification of changes and events submitted

Next Steps
The NDIS Commission will assess the information provided. You will be notified if further clarification or supporting information is required to resolve any concerns.

[Back to portal home](#)

Steps

- Notification of changes and events submitted