



Submit an Application for Re-registration (Part 1)

Use this guide to submit a provider re-registration application.

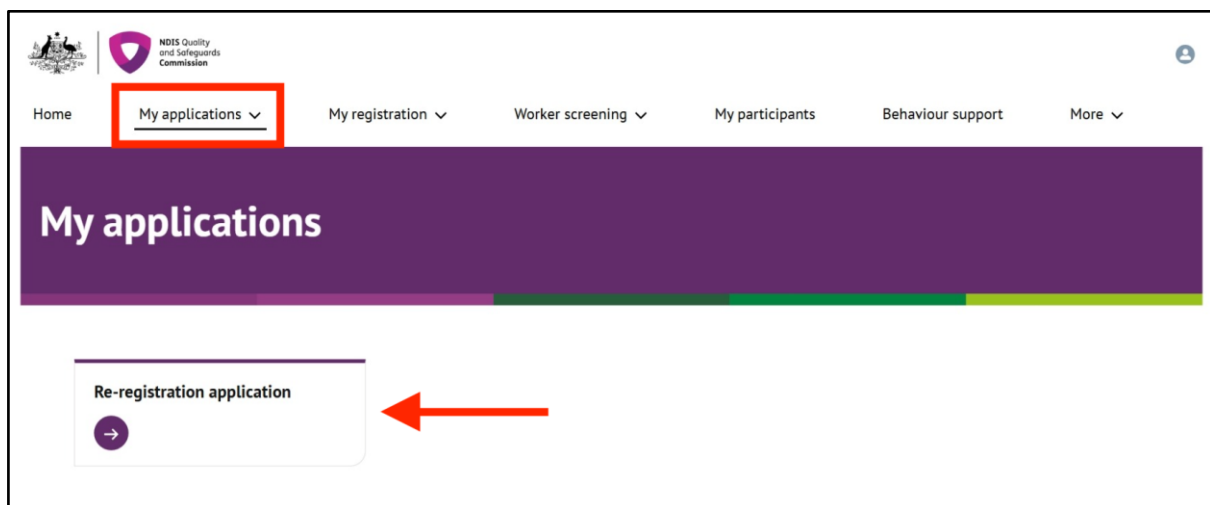
Before you get started

- Make sure you are logged in to the **new NDIS Provider Portal** using **myID**. You will need access permissions as a **Registrant**. If you haven't yet logged in, follow the instructions on our [Registered Providers Portal login page](#).
- If you are completing a new registration instead, refer to [Submit an application for registration \(part 1\)](#).
- 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.

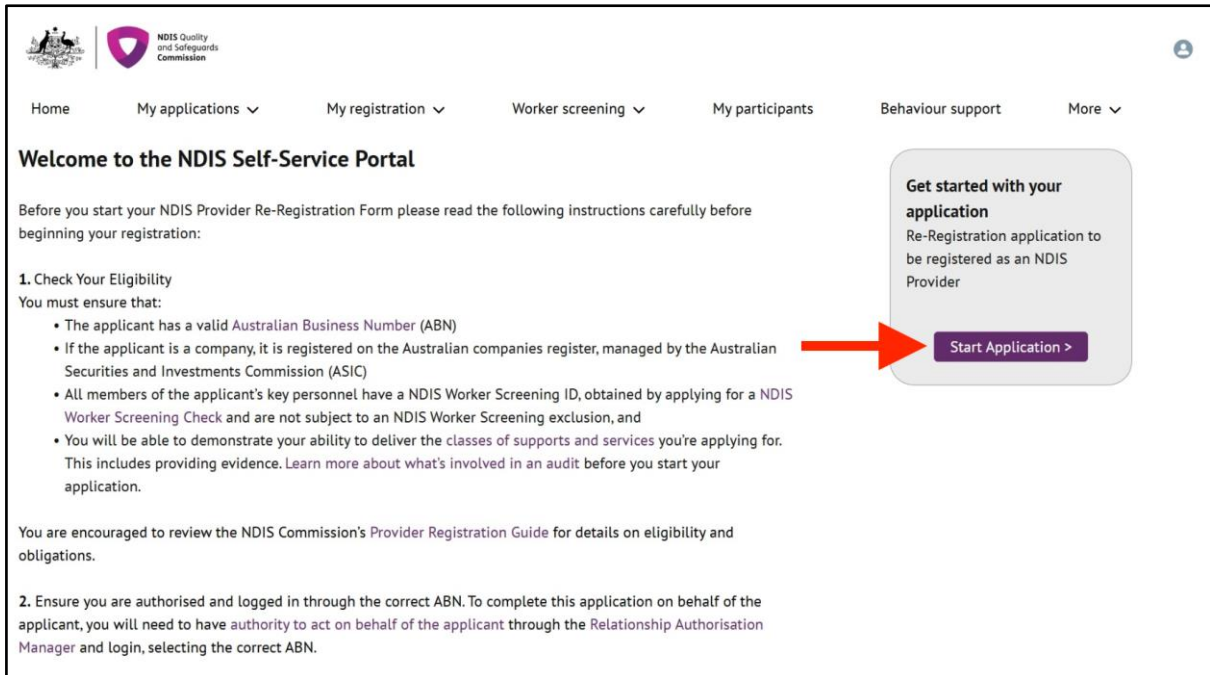
Prepare your submission

1. Start the submission:

- Select the **My applications** tab.
- Click **Re-registration application**.



- Read the NDIS Provider application form information carefully.
- Click **Start Application**.



The screenshot shows the NDIS Self-Service Portal. At the top, there is a navigation bar with links: Home, My applications, My registration, Worker screening, My participants, Behaviour support, and More. Below the navigation bar, the page is titled "Welcome to the NDIS Self-Service Portal". A message states: "Before you start your NDIS Provider Re-Registration Form please read the following instructions carefully before beginning your registration:". The first instruction is "1. Check Your Eligibility". It says "You must ensure that:" and lists four bullet points:

- The applicant has a valid Australian Business Number (ABN)
- If the applicant is a company, it is registered on the Australian companies register, managed by the Australian Securities and Investments Commission (ASIC)
- All members of the applicant's key personnel have a NDIS Worker Screening ID, obtained by applying for a NDIS Worker Screening Check and are not subject to an NDIS Worker Screening exclusion, and
- You will be able to demonstrate your ability to deliver the classes of supports and services you're applying for. This includes providing evidence. Learn more about what's involved in an audit before you start your application.

 Below this, it says "You are encouraged to review the NDIS Commission's Provider Registration Guide for details on eligibility and obligations." The second instruction is "2. Ensure you are authorised and logged in through the correct ABN. To complete this application on behalf of the applicant, you will need to have authority to act on behalf of the applicant through the Relationship Authorisation Manager and login, selecting the correct ABN." On the right side of the page, there is a box titled "Get started with your application" with the text "Re-Registration application to be registered as an NDIS Provider" and a purple button labeled "Start Application >". A red arrow points to this button.

Step 1: Start assessment

1. Read the instructions carefully.
2. Click **Next step**.




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[My applications](#)
[My registration](#)
[Worker screening](#)
[My participants](#)
[Behaviour support](#)
[More](#)

Step 1

Part 1 of Provider re-registration application

Welcome to Part 1 of your Re-registration application to continue being a Registered NDIS Provider. The applicant and all members of its key personnel are responsible for the content of this registration application. If you've used a consultant, consultancy service, advice service, or purchased policies to assist you with your application, the NDIS Commission expects that:

- The applicant and members of its key personnel:
 - were substantially involved in preparing the application and associated documents
 - understand what has submitted and can explain the content if required
 - can demonstrate the suitability of the applicant to deliver NDIS supports and services and not rely on the expertise of the consultancy or advice service
- The application is an accurate representation of the applicant and key personnel
- The responses in the application are specific to the applicant and are not a direct copy of purchased documents
- The application and supporting documents accurately set out the applicant complies with NDIS provider responsibilities, and
- The policies provided accurately reflect how the applicant will deliver NDIS supports and services.

The reliance on consultants and advice services that provide the same or very similar information and advice to multiple providers may indicate a lack of understanding on behalf of the applicant and its key personnel of the relevant NDIS Practice Standards and associated documents. Providing the same or similar information in your application may subvert the quality audit process and suitability assessment functions of the NDIS Commission. This increases the risk that your application includes false or misleading information, and your application may be refused.

Knowingly providing false or misleading information in connection with an application for registration is a contravention of section 73D of the *National Disability Insurance Scheme Act 2013* (NDIS Act) punishable by civil penalty. It may also be a criminal offence under section 137.1 of the *Criminal Code Act 1995* (Criminal Code).

File Upload Instructions

Please upload all the required documents to support your registration application. Make sure your documents are clearly labelled and relate to the registration you're applying for.

For clear file names, include:

- Organisation name
- "KP" (if required as an identifier)
- Purpose of file
- Date or version number

Example: ABC_SmithA_Declaration_20260228

Important Information

Documents must be complete, current, and easy to read. Upload each document as a separate file. Do not include special characters in file names. Incomplete, incorrectly named, or unclear documents may delay assessment of your application.

File Requirements

Accepted file formats: DOC, DOCX, JPEG, JPG, MSG, PDF, PNG, XLS, XLSX, TXT
Maximum file size: 100 MB


[Next step >](#)

Steps

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3. About the applicant
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5. Applicant's suitability
6. Key personnel suitability
7. Track completion of suitability assessments
8. Declaration & Submit

Step 2: Applicant ABN

1. Your Australian Business Number (**ABN**) details will be pre-populated and locked.
2. **Answer:** "Does the correct Legal name of the applicant appear?" (Yes/No).
3. Click **Next step**.

Your application has been automatically saved

Step 2

Applicant ABN

Your Australian Business Number (ABN) has been prepopulated from your NDIS registration record.

Instructions:

1. Ensure your ABN is active and registered to the legal entity applying for re-registration.
2. The applicant's ABN details will be automatically verified with the ABR. If the details do not match, you will not be able to proceed.

Important:

If the applicant does not have an ABN (such as it has been cancelled or made inactive), you must apply for one through the ABR before starting your re-registration application.

Once the applicant's ABN has been validated, you will be able to proceed to the next step of your registration application.

Applicant's Australian Business Number (ABN): 89637889475

ABN of Applicant

☒ ABN [REDACTED]

Legal name of Applicant

☒ [REDACTED]

***The ABN has matched with the following entity.**

The ABN entered has been validated against the Australian Business Register (ABR). If the legal name is incorrect, please check you have entered the correct ABN and/or that details lodged with the ABR are correct and up to date before proceeding any further with this application.

***Is the Legal Name displayed, correct?**

☒ Yes ☐ No

< Previous step
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Step 3: About the applicant

Your details from your previous registration will be pre-populated.

1. Check and update these details:

- Business Name of the applicant (your current registration is shown for reference).
- Applicant email address, phone number and website address (optional)

Your application has been automatically saved

Step 3

About the applicant

The information you provide in this application will be validated against other government data sources as relevant, including:

- Australian Business Register (ABR)
- Australian Securities and Investments Commission (ASIC)
- Australian Charities and Not-for-profits Commission (ACNC)

Important Guidance:
Before continuing, please ensure that all of your organisation's details are current and correct with the ABR, ASIC and/or ACNC. Inconsistencies between your application and government records may cause delays or prevent you from progressing with your registration. The information that must be consistent includes:

- Legal entity name
- Trading name(s)
- Business and registered addresses
- Contact details
- Registration status (active/in good standing)

What You Need to Do:

- As applicable, review the applicant's details on the ABR, ASIC and ACNC websites.
- Update any records where required before completing this page.
- If the applicant is a trust, provide accurate trustee information, ensuring it aligns with ABR records.
- As applicable, ensure that the ABN, entity type, and registered details you provide in this form match exactly with ABR, ASIC and ACNC records.

Once you have confirmed the applicant's details are correct and up to date, you may proceed with the application. The information in this section is pre-populated from your registration record. However, if this information is no longer accurate, please update relevant sections.

Below data is pre-populated from ABR/ASIC:

ABN of Applicant
Legal name of the Applicant
Applicant Entity Type
ACN of Applicant
ASIC registration status

ABN of Applicant
ABN [REDACTED]

Legal name of the Applicant
[REDACTED]

Applicant Entity Type
Company

ACN of Applicant
ACN -

ASIC registration status
[REDACTED]

To assist, the business name on the current registration is: **SOUL PROPERTY AGENTS**

* Business Name of Applicant
[REDACTED]

The ABN entered has been validated against the ABR. If the business name is incorrect, please check that details lodged with the ABR are correct and up to date before proceeding with your application.

* Applicant email address
provider@email.com

Provide the business email address for receipt of information related to this application.

* Applicant phone number
0287642228

Provide the business phone number that may be used to contact the applicant regarding this application.

Applicant website
[REDACTED]

To assist, the business name on the current registration is: **SOUL PROPERTY AGENTS**

* Business Name of Applicant
[REDACTED]

The ABN entered has been validated against the ABR. If the business name is incorrect, please check that details lodged with the ABR are correct and up to date before proceeding with your application.

* Applicant email address
provider@email.com

Provide the business email address for receipt of information related to this application.

* Applicant phone number
0287642228

Provide the business phone number that may be used to contact the applicant regarding this application.

Applicant website
[REDACTED]

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2. Check that the **Principal place of business address** is correct.

Note: The address populated is as per the address lodged with Australian Securities and Investments Commission (ASIC) for corporate entities and lodged with the Australian Business Register (ABR) for other entity types. If this address is incorrect, please lodge an update with ASIC and/or the ABR before progressing this application.

3. Type in the **Postal address**.

4. Click **Next Step**.

Principal place of business

The address populated is as per that lodged with ASIC for corporate entities and lodged with the ABR for other entity types. If this address is incorrect, please lodge an update with ASIC and/or the ABR before progressing this application.

Current registration's postal address: [Redacted]

Postal address to use

Use current registration's postal address

Enter the applicant's address that may be used to contact the applicant regarding this application.

Is the Applicant registered as a charity within the ACNC

No

The applicant's ABN has been validated against the ACNC's holdings.

Save as draft

< Previous step

Next step >

Step 4: NDIS support and services

Your support and service registration groups from your previous registration are pre-populated.

1. **Update your services if needed:**

- To add new services, click **+ Add support and services**, choose a registration group from the drop-down menu, answer any extra questions, and click **Save**.

Your application has been automatically saved

Step 4

NDIS supports and services you are applying to provide

On this page, you must select the NDIS supports and services the applicant is applying to deliver as a registered NDIS provider.

Instructions

- Review the list of NDIS Registration Groups (also called "Classes of Support").
- Select all registration groups that apply to the NDIS supports and services the applicant is applying to deliver as a registered NDIS provider.
- Only choose the registration groups for which the applicant is qualified, equipped and is intending to provide.
- The registration groups selected will determine:
 - The type of audit (verification or certification) required and associated costs
 - The supporting documents, policies, and qualifications the applicant will need to provide, and
 - The NDIS Practice Standards against which the applicant will be assessed and be required to comply with, if registered.

You are encouraged to review the NDIS Practice Standards Qualification and Professional Associations Required Documentation Guide to assist you in selecting the right registration groups and understanding competency requirements. The information in this section may be pre-populated from your registration record. However, if this information is no longer accurate, please update relevant sections.

***Select the registration groups the applicant is applying to provide as a registered NDIS provider**

0104 High Intensity Daily Personal Activities
Disability Support Worker

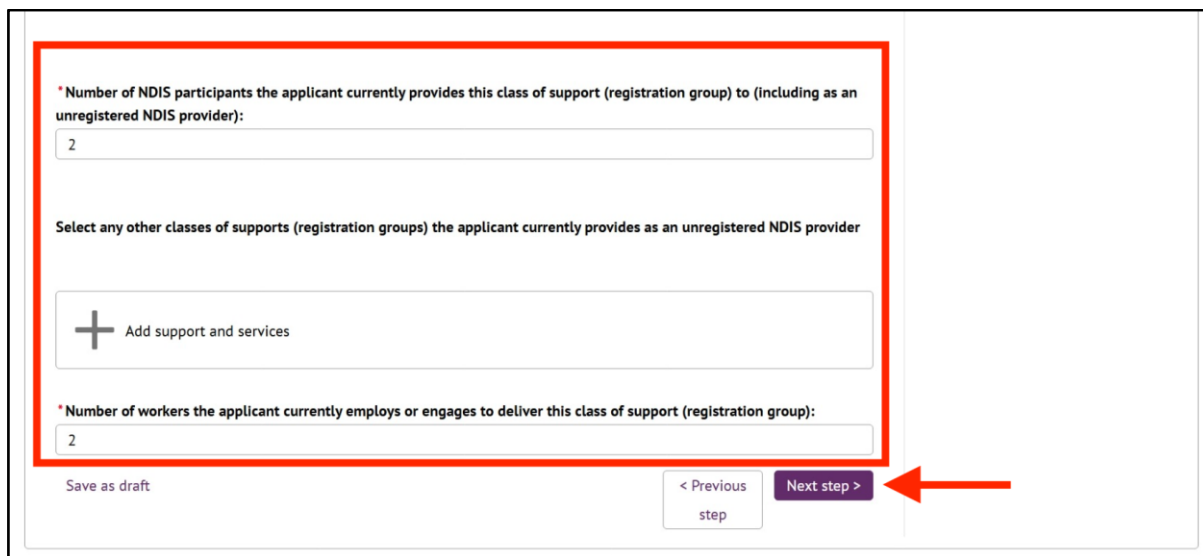
+ Add support and services

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- Check and/or update the number of NDIS participants you currently provide each class of support to.
- Check and/or add the number of workers you currently employ or engage to deliver each class of support.

2. Click **Next step**.



*Number of NDIS participants the applicant currently provides this class of support (registration group) to (including as an unregistered NDIS provider):

2

Select any other classes of supports (registration groups) the applicant currently provides as an unregistered NDIS provider

+ Add support and services

*Number of workers the applicant currently employs or engages to deliver this class of support (registration group):

2

Save as draft

< Previous step

Next step >

Step 5: Applicant's suitability

1. Answer **Yes** or **No** to each question about the applicant's history.
2. If you answer Yes to any question, click **+ Add details** to type in the details and upload supporting documents.

Your application has been automatically saved

Step 5

Applicant's suitability

As part of the NDIS Commission's registration requirements, applicants are required to undergo an assessment to determine their suitability to deliver NDIS supports and services.

There are questions on the registration application that cover the suitability criteria. All suitability assessments are on a case-by-case basis. The outcome of the suitability assessment will be considered by the NDIS Commission when determining this application.

If there are suitability issues of concern identified by the NDIS Commission, the applicant will be afforded a right of response before a decision is made on the application. When the NDIS Commission makes a final determination about the whole of the applicant's registration application, that determination will include reasons for the decision.

Important Guidance

This section relates to the applicant's suitability to deliver NDIS supports and services. The suitability of individual key personnel will be addressed separately on Page 5 of the application.

What You Need to Do

- Carefully review each question and provide accurate, complete information about the applicant. Providing as much information as you can as part of the application will mitigate any delays in the assessment of the application.
- If you are unsure whether a matter is relevant, it is advisable to disclose it - failing to do so may delay or affect your application.
- Ensure that you have undertaken due diligence on behalf of the applicant before answering. This may include:
 - Checking corporate and financial records
 - Reviewing compliance history with regulators
 - Confirming there are no undisclosed matters that may affect suitability
- Once you have confirmed the applicant's suitability details are correct, proceed to the next page to provide information about individual key personnel.

Further Guidance

For detailed information on suitability requirements, please refer to the NDIS Commission Suitability Guide

File Upload Instructions

- Clearly label document in naming format: OrganisationName_KeyPersonnelName_DocumentType_DateofAttachment
- Accepted file formats: DOC, DOCX, JPEG, JPG, MSG, PDF, PNG, XLS, XLSX, TXT
- Maximum file size: 100 MB

* Has the Applicant been convicted of an offence against a law? Convicted of an offence has the same meaning as section 852M of the Crimes Act 1914 (Cth) (Please select an option)

☒ Yes ☐ No

Convicted of an offence includes when a person has been:

- convicted, whether summarily or on indictment, of an offence.
- charged with, and found guilty of an offence but has been discharged without conviction, and
- found guilty of an offence, but a court has taken it into account in passing sentence on the person for another offence.

+ Add details

* Has the Applicant been insolvent under administration (bankrupt)? (Please select an option)

☐ Yes ☒ No

A person or company becomes insolvent when it is unable to pay its debts when they are due. If a company is in financial difficulty, the company's director or a creditor may appoint an external administrator.

* Has the Applicant been a Chapter 5 body corporate (within the meaning of the Corporations Act 2001)? (e.g. wound up or under administration) (Please select an option)

☐ Yes ☒ No

Includes a body corporate that is being wound up, that is under administration and that is restructuring.

* Has the Applicant been subject of investigation by a government department agency or statutory authority? (Please select an option)

☐ Yes ☒ No

Includes local, state, territory and Commonwealth government agencies, departments and statutory authorities. Provide details regardless of whether the applicant was found liable for any non-compliance, contravention or offence.

* Has the Applicant been subject of any findings or judgment in any proceedings in relation to fraud, misrepresentation or dishonesty? (Please select an option)

☐ Yes ☒ No

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3. Check the **Declaration** box to agree to comply with the NDIS Code of Conduct.
4. Type in the name of the person making the declaration.
5. Type in the Date of declaration.
6. Click **Next step**.

The Applicant is aware of its obligations as a NDIS Provider to comply with the [NDIS Code of Conduct](#)?

The Applicant is aware of its obligations as a NDIS Provider to only deliver and claim payment for [NDIS supports](#) as defined under the NDIS Act?

The Applicant is aware that should it be registered, it is required to comply with [conditions of registration](#), including meeting all requirements of applicable NDIS Practice Standards?

☒ I declare that the information provided by me on behalf of the Applicant is true and correct and I am aware of my obligations as an NDIS provider

*** Name of person making the declaration**

Patsy Provider

*** Date of declaration (Enter in DD/MM/YYYY or use date picker)**

10/09/2026

Save as draft

< Previous step

Next step >

Step 6: Key personnel suitability

1. Check and confirm your Key Personnel members.
2. To add any new members, select the ID type (**NDIS Worker Screening ID** or **NDIS WS Application ID**).
3. Type in the **ID number**.
4. Type in their **Last name**.
5. Click **Search**.

Your application has been automatically saved

Step 6

Key personnel suitability

As part of the NDIS Commission's registration requirements, all members of an applicant's key personnel are required to undergo an assessment to determine their suitability to be involved in the delivery of NDIS supports and services for which the applicant is seeking registration.

"Key Personnel" means individuals who hold key executive, management or operational positions in an organisation, such as directors, managers, board members, chief executive officer or chairperson. You must disclose the requested information for all key personnel.

There are a number of questions on the registration application that cover the suitability criteria. All suitability assessments are on a case-by-case basis. The outcome of the suitability assessment will be considered by the NDIS Commission when determining the application.

If issues of concern are identified by the NDIS Commission, the applicant will be afforded a right of response before a registration decision is made. When the NDIS Commission makes a final determination about the whole of the registration application, that determination will include reasons for the decision.

Important Guidance

Each member of key personnel must hold a NDIS Worker Screening ID (NWS ID) or NWS Application ID. For more information, see [Get access to the NDIS worker screening database, worker screening for registered providers and worker screening for unregistered providers](#).

Each member of the applicant's key personnel will be required to complete their own suitability declaration directly with the NDIS Commission.

Further Guidance

For detailed information on suitability requirements, please refer to the NDIS Commission [Suitability Guide](#).

Reminder

This section is about individual suitability of your key personnel.
The information provided is critical to the Commissioner's assessment of the application.
Incomplete or inaccurate details may result in delays or refusal of the application.

Once you have entered all required key personnel details, you may proceed.

Add key personnel

In this section, use the search bar to search for Key Personnel using their NDIS Worker Screening ID (NDIS WS ID) or NDIS Worker Screening Application ID and Last name. This search also performs a check with the NDIS Worker Screening Database to confirm the status of the Key Personnel.

Once the search returns with the relevant results, click on 'Add Key Personnel', to manage them in next section.

What You Need to Do

1. Search and list all members of the applicant's key personnel on this page.
2. Ensure that each member has applied for and obtained a NDIS Worker Screening ID or NDIS Worker Screening Application ID.
3. Confirm that each member can log in via [Digital ID](#) (as required) to complete their suitability declaration.
4. If there is any question about a person's qualification for key personnel status, it is advisable to include them. Failure to disclose relevant individuals may delay or negatively affect your application.

You are able to view and manage the Key Personnel for this application in this section.

Your application will not progress until all members of key personnel have applied for a NDIS Worker Screening Check. If any member of Key Personnel does not have a NWS ID with a status of pending or clearance, the application cannot progress until that is addressed.

Further information is accessible at [Worker screening | NDIS Quality and Safeguards Commission](#).

* Please add key personnel details before proceeding. Use search below to find and add key personnel.

* Search Worker Screening Details

User Info

NDIS WS ID / Application ID

Last Name

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6. Type in their **Position/Role**, **Work phone number** and **Email address**.
7. Click **Save**. Add more key personnel if needed.

Further information is accessible at [Worker screening | NDIS Quality and Safeguards Commission](#).

* Please fill in the mandatory details required for each listed Key Personnel below. Once complete, click on 'Send Assessment' to provide each member of Key Personnel with email correspondence containing instructions to complete their own individual suitability declaration.

NDIS WS ID / Application ID	Name	Screening Status
55417746	PETER ROGERS	Clearance

* Position/Role
Administration

* Work phone number
0413345123

* Work email address
peterrogers@example.com

The email entered will receive a requirement to complete an individual suitability declaration.

Cancel Save

8. Click Next step.

Manage key personnel

You can view and manage the Key Personnel for this application in this section.

Your application will not progress until all members of the applicant's key personnel have applied for a NDIS Worker Screening Check. If any member of Key Personnel does not have a NWS ID with a status of pending or clearance, the application cannot progress until that is addressed.

You must fill in the mandatory details required for each listed Key Personnel below. Once complete, click on 'Send Assessment' to provide each member with email correspondence containing instructions to complete their own individual suitability declaration.

The email will provide guidance on the purpose of the declaration, set out privacy matters, provide advice on implications of failing to complete the declaration and failing to provide true and accurate information.

The correspondence will also provide a unique access to the application that only displays their section of the application. If the member is a company director of the Applicant, they will need to provide their **Director ID** as provided by ASIC.

You can view the completion status of each member's suitability assessment in this section.

NDIS WS ID / APPLICATION ID	NAME	SCREENING STATUS
55417746	PETER ROGERS	Clearance

Save as draft

< Previous step Next step >

Note: To avoid delays in assessing your application, ensure that you include all Key Personnel, including ASIC or ACNC officeholders.

Step 7: Track completion of suitability assessments

1. Check the application status of all key personnel.
2. Click **Open** and fill in the mandatory details required for each key personnel.

Your application has been automatically saved

Step 7

Send suitability assessment

On this page, you must fill in the mandatory details required for each listed Key Personnel below. Once done, click on 'Send Assessment' to provide each member with email correspondence, with instructions to complete their own individual suitability declaration.

The email will provide guidance on the purpose of the declaration, set out privacy matters, provide advice on implications of failing to complete the declaration and failing to provide true and accurate information.

The correspondence will also provide a unique access to the application that only displays their section and provides guidance on how to obtain a Commonwealth digital statutory declaration through PRODA/Digital ID. If the Key Personnel is a company director or the Applicant, they will need to provide their Director ID as provided by ASIC.

You are able to view the completion status of each Key Personnel's suitability assessment in this section.

NO RECORDS TO DISPLAY

NDIS WS ID	First name	Last name	Application status	Action
66194078	SCOTT	VISION	Not Sent	Open
55417746	PETER	ROGERS	Not Sent	Open

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- Once all key personnel applications show as completed, enter in a **Primary Contact**.
- Click **Next step**.

Select primary contact

Select one Key Personnel to be the primary contact for your organisation. If your application is approved to be a registered provider, this person will be the main contact and will be issued access to the NDIS provider portal. The primary contact will also be responsible for managing portal access for other employees.

* Select a primary contact

Peter Rogers

Save for later

< Previous **Next >**

Note: If assessments are not complete yet, you can click **Save as draft** and return to complete this step later.

Step 8: Declaration and submit

- Check that all your information is correct on the summary screen.
- Check the **Declaration** boxes to agree that all the declarations listed.
- Click **Submit**.

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Your application has been automatically saved

Step 8

Declaration and Submit

You are now completing Part 1 of the NDIS Provider Registration Application.

Important Guidance:
By submitting this declaration, you confirm that the information provided in Part 1 of 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 before your application can progress to Part 2.

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

- Carefully review all information entered in Part 1 before submitting.
- Read the declaration statements in full to ensure you understand your obligations.
- Confirm that you are authorised to make this declaration on behalf of the Applicant (the organisation).
- Once satisfied, tick the acknowledgement box and click Submit Application to finalise Part 1.

The following declaration is provided for completion:

☒ I have attached all relevant supporting documentation.

☒ I have completed all sections of this application form applicable to my application.

☒ I have reviewed the requirements to provide notice of changes and events and submitted the required notification.

☒ I understand that the NDIS Commission is collecting this information for the purposes of administering the NDIS Act and NDIS Rules.

☒ I am an authorized member of the applicant's key personnel and I have authority to act on behalf of the applicant in making an application for registration.

☒ To the best of my knowledge, the information provided in this application is true, correct and accurate.

☒ I understand and acknowledge that the giving of false or misleading information, knowing that the information is false or misleading, to the Commonwealth is a contravention of section 73D of the National Disability Insurance Scheme Act 2013 (Cth) (the NDIS Act) and is a serious offence under section 137.1 of the schedule to Criminal Code Act 1995 which attracts a maximum penalty of imprisonment of 12 months.

☒ I have read and understood the Privacy Collection Statement and consent to the NDIS Commission collecting, using and disclosing my person information for the purposes and in the circumstances set out in Privacy Collection Statement, including for the purposes of the NDIS Commissioner undertaking statutory functions under the NDIS Act.

Signatory (member of key personnel)

Patsy Provider

*** Date of declaration (Enter in DD/MM/YYYY or use date picker)**

10/09/2026

Save as draft

< Previous step **Submit**

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4. Record the **Lodgement ID** shown on the confirmation page for your records.

Part 1 is complete. If there are no suitability issues, you can move on to Part 2. After you finish Part 2, you can link with an auditor.

Your application has been automatically saved

Congratulations, Part 1 of your application has been successfully submitted

Application Number:

BLA-0000003081



Next Steps

The NDIS Commission will assess the information provided. If further clarification is not required, Part 2 of the application will be accessible now.

You will be notified if further clarification or supporting information is required to resolve any suitability concerns. Once suitability matters are cleared, you will be invited to progress to Part 2 of the application.

[Go to 'My applications'](#)

Steps

☒ **Part 1 submitted**