



Submit an Application for Re-registration (Part 2)

Use this guide to complete Part 2 of your provider re-registration application.

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](#).
- Make sure you have completed Part 1 of your re-registration application. See [Submit an application for re-registration \(Part 1\)](#) for instructions.
- 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: Start assessment

1. Open the application and click **Start Part 2**.

Application details

Application reference number
BLA-0000003040

Withdraw application Start Part 2

Status: Draft Type: Re-Registration Business name: [REDACTED] ABN: [REDACTED]

Application Details Provider Details Workforce Service Locations Audit Details Attachments

Application reference number: BLA-0000003040
Submitted date: 04/10/2026
Application type: Re-Registration
Submitted by: [REDACTED]

2. Read the application responsibilities and instructions carefully.
3. Click **Start application**.

Your application has been automatically saved

Step 1

Part 2 of provider registration application

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.

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

Steps

1. Start assessment
2. Service Profile
3. Service locations
4. Self-assessment against NDIS Practice Standards
5. Declaration & Submit

Start application

Step 2: Service profile

1. Your service profile details from your previous registration will be pre-populated.
2. Check and update any pre-populated information if needed:
 - Specific service and support categories your organisation is providing and intends to provide.
 - Selection for "**Are you an approved Residential Aged Care provider?**".
 - Number of NDIS participants** you currently provide supports or services for.
 - Number of workers** you currently employ or engage to deliver NDIS supports or services.

- **What kind of NDIS participants does your organisation support?**

Select the categories of disability.

- **What kind of age groups does your organisation support?**

Select the age group.

3. Click **Next step**.

Which service and support categories does your organisation intend to provide?
Select the services and supports the applicant intends to provide as a registered NDIS provider.
Ensure this aligns with the applicant's workforce capability and business structure.
Only nominate supports the applicant is equipped and prepared to deliver.

 Restrictive practices
  

 Add Intended Support Categories

Is the applicant an approved Residential Aged Care Provider?
*Please select an option

☐ Yes
 ☒ No

***Number of NDIS participants the applicant currently provides supports or services to (including as an unregistered NDIS provider):**

1

Indicate the number of NDIS participants the applicant currently provides NDIS supports or services to, if any. If the applicant is not yet delivering NDIS supports or services and therefore has no clients, indicate "0".

***Number of workers the applicant currently employs or engages to deliver NDIS supports or services:**

1

***What kind of NDIS participants does the applicant support?**
Identify the categories of disability the applicant currently supports or intends to support and/or provide services to (e.g. psychosocial disability, intellectual disability, physical disability, sensory disability, neurological conditions, autism spectrum disorder).

***Tick all that apply**

☐ Acquired brain injury
☐ Aged Care
☐ Autism
☐ Dementia
☒ Intellectual disability
☐ Mental health
☐ Physical disability including sensory disability
☐ Spinal injury
☐ Ventilator dependent

***What age groups does the applicant support or provide services to?**
Specify the age groups of NDIS participants the applicant supports or intends to support or provide services to (e.g. children 0–6, children 7–18, adults 18–65, older participants 65+).

***Tick all that apply.**

☐ 0 - 6 years
☐ 7 - 16 years
☒ 17 - 65 years
☐ Over 65 Years

Save as draft

< Previous step

Next step >

Step 3: Service locations

You must list all the places where you provide services and make sure they are correct.

Know your location types:

- **Outlets:** Your main offices or primary places of business.
- **Sites:** Extra places where you provide services, like therapy rooms or day programs.

What you need to do:

1. Click **Save as draft** to save your progress.
2. Go to the **Service locations** page in the portal.
3. Update your Outlets and Sites by doing the following:
 - Add any new or missing locations.
 - Fix any wrong information.
 - Change locations you no longer use to “inactive”.
4. Tick the box next to **I declare I have updated all my service locations**.
5. Click **Next step**.

The screenshot shows a web form titled "Outlets" and "Sites" with instructions and a declaration section. The declaration section is highlighted with a red box. The form includes a "Save as draft" button and a "Next step >" button.

Outlets
Outlets are the primary places of business or main locations where the applicant delivers or intends to deliver NDIS supports or services.
This includes your principal place of business, head offices, major offices, or main service hubs.
An outlet may serve multiple participant groups and cover a broad service area.
Important note: With your consent, outlet information may be available to NDIS participants and the public on the Provider Register published on the NDIS Commission website and the Provider Finder published by the NDIA. You must not include residential home details (including specialised disability accommodation addresses) of NDIS participants in your outlet list.

Sites
Sites are additional locations from which the applicant delivers or intends to deliver NDIS supports or services.
These may include branch offices, therapy rooms, residential service houses, day program locations, residential homes (including SDA addresses) or community hubs.
Sites are usually smaller, service-specific locations that may or may not be connected to an outlet.
Important note: The collection of this information is for the purposes only of the NDIS Commission and approved quality auditor's functions.

What You Need to Do
1. Click 'Save as draft' to save the progress of this application.
2. Go to the 'Service locations' page of the portal and update all of your outlets and sites:

- Add all and new missing locations
- Edit existing location information that is missing or incorrect
- Set locations you no longer use to inactive

3. Complete the declaration and continue this application

☒ I declare I have updated all my service locations

Save as draft

< Previous step Next step >

5. Declaration & Submit

Step 4: Self-assessment

1. Answer or update the self-assessment questions relevant for your selected NDIS support categories by clicking **View** beside each module.

All modules

Module Name	Number of Outcomes	Module Status	
Core Module	0/22	In Progress	View
Certification			
Module 1	0/8	In Progress	View
High Intensity daily personal activities (HIDPA)			
Core Module 4.3	0/1	In Progress	View
Management of Medication			
Module 2A	0/8	In Progress	View
Implementing Behaviour Support Plans			
Core Module 4.5	0/1	In Progress	View
Management of Waste			

 Please complete all modules before proceeding

[Save as draft](#)[< Previous step](#)[Next step >](#)

2. Click **Open** for each Outcome and:
 - Enter in the Provider response.
 - Tick the declaration checkbox.
 - Select the name of the person making the declaration.
 - (Optional) Upload any supporting evidence.
3. Click **Save**, and continue to answer the other outcomes.

Step 5: Declaration and submit.

1. Check all the **Declaration boxes** and confirm that all information provided is true and accurate.
2. Click **Submit**.

The following declaration is provided for completion:

☒ I understand and acknowledge that the giving of false or misleading information to a Commonwealth entity (including the NDIA and NDIS Commission), knowing that the information is false or misleading, to the Commonwealth is a serious offence under section 137.1 of the schedule to the Criminal Code Act 1995 which attracts a maximum penalty of imprisonment for 12 months.

☒ I have read and understand obligations of registered NDIS Providers to comply with conditions of registration under the NDIS Act and as detailed on the NDIS Quality and Safeguards Commission website.

☒ I understand and acknowledge that providing information or a document in, or in connection with, an application for registration that I know to be false or misleading in a material particular is a contravention of section 73D of the NDIS Act, for which there is a civil penalty of up to 60 penalty units.

☒ I understand my obligations to ensure all claims meet the requirements set out in the NDIS Act and NDIS rules. I will provide certified copies of documents, records or evidence to support claims as requested by the National Disability Insurance Agency.

☒ 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 National Disability Insurance Scheme Act 2013 (Chh) (the NDIS Act)

*** Signatory (key personnel)**

Peter Raccoon

*** Date of declaration**

24/09/2026

Save as draft

< Previous step

Submit

3. Record the lodgement details shown on the confirmation page for your records and download the generated scope of audit.

Part 2 is complete. You can now link with an auditor to complete your re-registration audit.

Your application has been automatically saved

Success

Part 2 of application successfully submitted

Congratulations you have completed your application for re-registration. For your application to be progressed you will need to undertake an independent quality audit conducted by an approved quality auditor.

Application Number:

BLA-0000003040

Download Scope of Audit

Here is your Initial scope of audit document that explains:

- the type of audit you need - either a verification audit or certification audit, depending on the risk level of your proposed supports and services
- your registration groups (also known as classes of support)
- your types of service delivery
- the relevant NDIS Practice Standards
- the information you need to share with your auditor.

Scope_of_Audit_ [redacted] 04/10/2026

Download

Steps

Part 2 submitted

