



Submit an Application for Registration (Part 1)

Use this guide to submit the first part of a provider 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 to submit registration applications. This access applies for a new NDIS Provider registration and is automatically assigned on the first click of the “Start or continue an application” button during the log in process. 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.

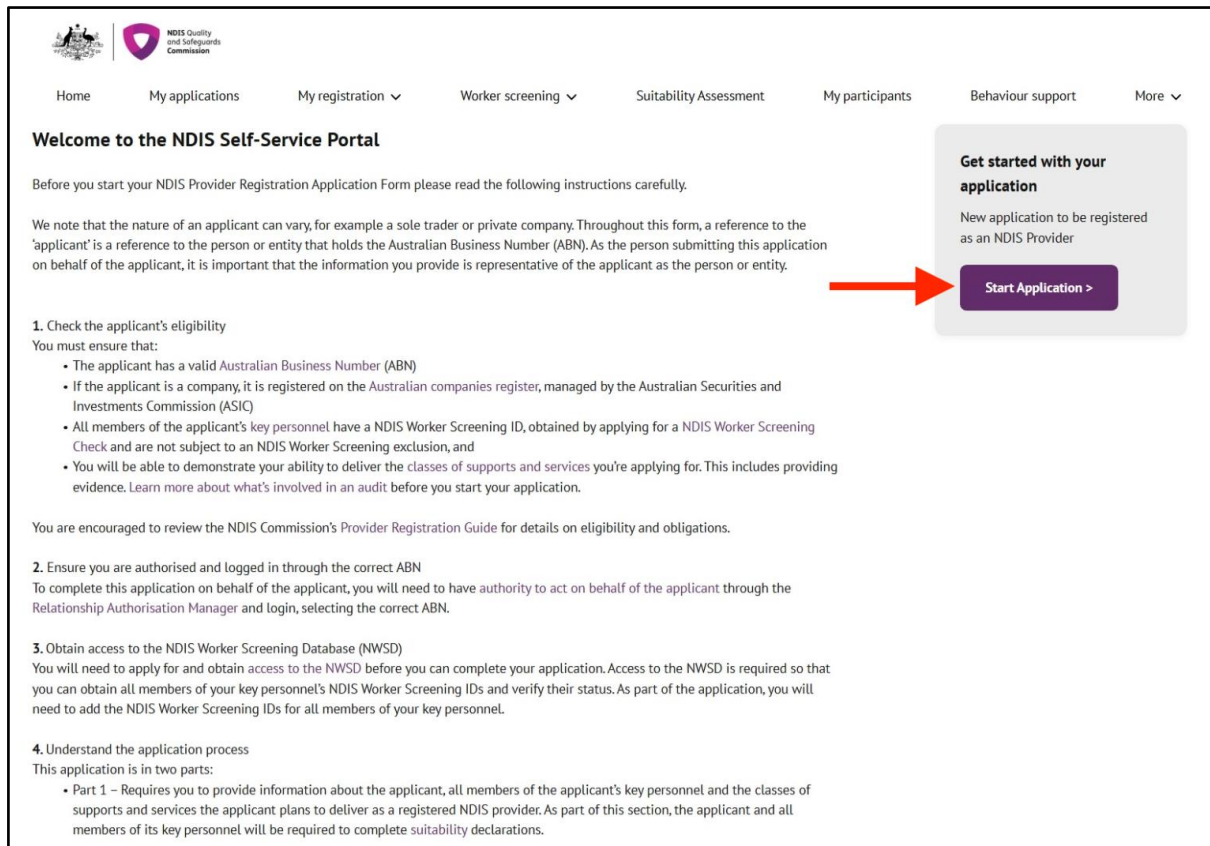
Prepare your submission

1. Start the submission:

- Select the **My applications** tab.
- Click **Provider 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, Suitability Assessment, My participants, Behaviour support, and More. Below the navigation bar, the main heading is "Welcome to the NDIS Self-Service Portal". A sub-heading reads: "Before you start your NDIS Provider Registration Application Form please read the following instructions carefully." Below this, a paragraph states: "We note that the nature of an applicant can vary, for example a sole trader or private company. Throughout this form, a reference to the 'applicant' is a reference to the person or entity that holds the Australian Business Number (ABN). As the person submitting this application on behalf of the applicant, it is important that the information you provide is representative of the applicant as the person or entity." To the right of the main content area, there is a grey box titled "Get started with your application" containing the text "New application to be registered as an NDIS Provider" and a purple button labeled "Start Application >". A red arrow points from the "Start Application >" button to the "Start Application" button in the list of instructions.

Welcome to the NDIS Self-Service Portal

Before you start your NDIS Provider Registration Application Form please read the following instructions carefully.

We note that the nature of an applicant can vary, for example a sole trader or private company. Throughout this form, a reference to the 'applicant' is a reference to the person or entity that holds the Australian Business Number (ABN). As the person submitting this application on behalf of the applicant, it is important that the information you provide is representative of the applicant as the person or entity.

1. Check the applicant's eligibility
You must ensure that:
 - 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.](#)
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.
3. Obtain access to the NDIS Worker Screening Database (NWSD)
You will need to apply for and obtain access to the NWSD before you can complete your application. Access to the NWSD is required so that you can obtain all members of your key personnel's NDIS Worker Screening IDs and verify their status. As part of the application, you will need to add the NDIS Worker Screening IDs for all members of your key personnel.
4. Understand the application process
This application is in two parts:
 - Part 1 – Requires you to provide information about the applicant, all members of the applicant's key personnel and the classes of supports and services the applicant plans to deliver as a registered NDIS provider. As part of this section, the applicant and all members of its key personnel will be required to complete suitability declarations.

Get started with your application
New application to be registered as an NDIS Provider
[Start Application >](#)

Step 1: Start assessment

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



HomeMy applicationsMy registration ▼Worker screening ▼Suitability AssessmentMy participantsBehaviour supportMore ▼

Step 1

Part 1 of new registered Provider application

Welcome to Part 1 of your new application to become 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

Steps

1. Start assessment
2. Applicant ABN
3. About the applicant
4. NDIS support & services
5. Applicant's suitability
6. Key personnel suitability
7. Track completion of suitability assessments
8. Declaration & Submit



Next Step >

Step 2: Applicant ABN

1. Type in the applicant's Australian Business Number (ABN).
2. Click **Search for ABN**.

The screenshot shows the 'Applicant ABN' step of a registration process. The top navigation bar includes links for Home, My applications, My registration, Worker screening, Suitability Assessment, My participants, Behaviour support, and More. A message at the top states 'Your application has been automatically saved'. The main heading is 'Step 2 Applicant ABN'. Below this, instructions and important notes are provided. A text input field is labeled '* Please provide the applicant's Australian Business Number (ABN)'. Below the input field, a red arrow points to a purple button labeled 'Search for ABN'. On the right side, a 'Steps' sidebar lists eight steps: 1. Start assessment, 2. Applicant ABN (highlighted with a blue circle), 3. About the applicant, 4. NDIS support & services, 5. Applicant's suitability, 6. Key personnel suitability, 7. Track completion of suitability assessments, and 8. Declaration & Submit.

Home My applications My registration Worker screening Suitability Assessment My participants Behaviour support More

Your application has been automatically saved

Step 2 Applicant ABN

Enter the applicant's Australian Business Number (ABN) to begin the application.

Instructions:

1. Enter the applicant's 11-digit ABN exactly as it appears on the Australian Business Register (ABR).
2. Ensure the applicant's ABN is active and registered to the legal entity applying for registration.
3. 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, you must apply for one through the ABR before starting your registration application.

The ABN provided must belong to the entity that will be delivering NDIS supports and services and entering into service agreements with NDIS participants.

If you are applying as a sole trader, enter your personal ABN.

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

* Please provide the applicant's Australian Business Number (ABN)

Enter the applicant's 11-digit ABN.

Search for ABN

Steps

1. Start assessment
2. Applicant ABN
3. About the applicant
4. NDIS support & services
5. Applicant's suitability
6. Key personnel suitability
7. Track completion of suitability assessments
8. Declaration & Submit

3. **Answer:** "Is the Legal name displayed correctly?" (Yes/No).
4. Click **Next step**.

The screenshot shows the 'ABN of Applicant' step. It displays the entered ABN and legal name of the applicant. A message states 'The ABN has matched with the following entity.' and provides instructions on how to proceed. A question is asked: 'Is the Legal Name displayed, correct?' with radio buttons for 'Yes' (selected) and 'No'. Below this, a red arrow points to a purple button labeled 'Next step >'. At the bottom, there are two buttons: '< Previous step' and 'Next step >'.

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 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 and up to date before proceeding any further with this application.

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

☒ Yes ☐ No

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.

Next step >

Step 3: About the applicant

1. Type in these details:

- Business Name of the applicant
- 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 the applicant details, as relevant, 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:

1. As applicable, review the applicant's details on the ABR, ASIC and ACNC websites.
2. Update any records where required before completing this page.
3. If the applicant is a trust, provide accurate trustee information, ensuring it aligns with ABR records.
4. 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.

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

[REDACTED]

ACN of Applicant

ACN -

ASIC registration status

[REDACTED]

***Business name of Applicant**

[REDACTED]

The ABN entered has been validated against the 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 with your application.

***Applicant email address**

patsy@example.com

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

***Applicant phone number**

0413345678

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

Applicant website

Steps

1. Start assessment
2. Applicant ABN
3. About the applicant
4. NDIS support & services
5. Applicant's suitability
6. Key personnel suitability
7. Track completion of suitability assessments
8. Declaration & Submit

2. Check that the **principal place of business address** is correct.
3. Type in the **Postal address**.
4. If your applicant entity type is a **Trustee**, you will be asked to type in the **number of trustees** in your entity.
5. If your applicant entity type is a Trustee, you will next need to add the details of each trustee:
 - Click **+ Add trustees**.
 - Choose **Company** or **Individual** for "Is the trustee an individual or company?".
 - If you choose Company, type in the Company trustee ACN and Trustee legal name, and upload a copy of the trust deed.
 - If you choose Individual, type in the Trustee legal name.
 - Click **Save**. Add more if needed.

***Enter the number of trustees in your Entity (only if Entity is based on a Trust Structure)**

3

Add trustees

If the applicant is established under a trust structure, you must provide details of the trustee(s) associated with the trust:

1. The trustee(s) can be either individual or corporate trustees
2. Ensure the trustee details you enter match the official records held with ABR, ASIC and/or ACNC
3. If there are multiple trustees, each must be listed in the application

File Upload Instructions

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

***Is the trustee an individual or company?**

Individual

***Trustee Legal Name**

Error: Trustee Legal Name is required.

Cancel Save

6. Click **Next step**.

***Principal place of business**

NORTH SYDNEY, NSW, Australia, 2060

The address populated is as per the 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.

***Postal address**

NORTH SYDNEY NSW 2060

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

☐ Can't find the address? Enter the address details manually

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

1. Click **+ Add support and services** to add a registration group (you must add at least 1).

Your application has been automatically saved

Step 4

NDIS supports and services the applicant is 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:

1. Review the list of NDIS Registration Groups (also called "Classes of Support").
2. Select all registration groups that apply to the **NDIS supports and services** the applicant is applying to deliver as a registered NDIS provider.
3. Only choose the registration groups for which the applicant is **qualified**, equipped and is intending to provide.
4. 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.

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

+ Add support and services

Add at least one registration group in 'Add support and services' section above.

Steps

1. Start assessment
2. Applicant ABN
3. About the applicant
4. **NDIS support & services**
5. Applicant's suitability
6. Key personnel suitability
7. Track completion of suitability assessments
8. Declaration & Submit

2. Choose the registration group from the drop-down menu.
3. Answer any extra questions that appear.
4. Click **Save**. Add more if needed.

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

*Registration Group

0102 Assistance to access and maintain employment or higher education

*Select the profession(s) the applicant intends to deliver under each registration group

☐ Developmental Educators
☒ Disability Support Worker
☐ Social Worker
☐ Teacher
☐ Welfare Worker

Cancel Save

5. Type in the number of NDIS participants you currently provide this class of support to (including as an unregistered NDIS provider).
6. Select any other classes of supports you currently provide as an unregistered NDIS provider.

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

0102 Assistance to access and maintain employment or higher education
Disability Support Worker;Social Worker

+ Add support and services

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

2

7. Type in the number of workers you currently employ or engage to deliver this class of support.
8. Click **Next step**.

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):

5

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

1. 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.
2. 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.
3. 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
4. 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

Steps

1. Start assessment
2. Applicant ABN
3. About the applicant
4. NDIS support & services
- 5. Applicant's suitability**
6. Key personnel suitability
7. Track completion of suitability assessments
8. Declaration & Submit

* 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)

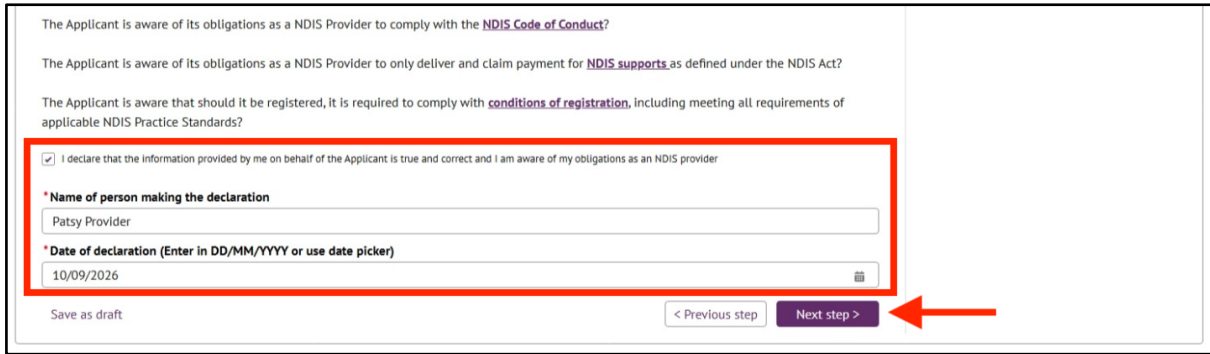
☐ Yes ☒ No

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

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. Select the ID type (**NDIS Worker Screening ID** or **NDIS WS Application ID**).
2. Type in the **ID number**.
3. Type in their **Last name**.
4. 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 Worker Screening Id NDIS WS Application ID

NDIS WS ID / Application ID

83918177

Last Name

Parker

Search

Steps

1. Start assessment
2. Applicant ABN
3. About the applicant
4. NDIS support & services
5. Applicant's suitability
6. Key personnel suitability
7. Track completion of suitability assessments
8. Declaration & Submit

5. Type in their **Position/Role**, **Work phone number** and **Email address**.

6. Click **Save**. Add more key personnel if needed.

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

* Please provide the following information for each Key Personnel member.

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

You must fill in the mandatory details required for each listed Key Personnel below. Once complete, click on 'Send Assessment' to provide each

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

7. 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 >

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

Steps

1. Start assessment
2. Applicant ABN
3. About the applicant
4. NDIS support & services
5. Applicant's suitability
6. Key personnel suitability
7. Track completion of suitability assessments
8. Declaration & Submit

- Once all key personnel applications have an application status of 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**.

NDIS Quality and Safeguards Commission

Home My applications My registration Worker screening Suitability Assessment My participants Behaviour support More

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

Steps

1. Start assessment
2. Applicant ABN
3. About the applicant
4. NDIS support & services
5. Applicant's suitability
6. Key personnel suitability
7. Track completion of suitability assessments
8. Declaration & Submit

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-0000002770

Next Steps
The NDIS Commission will assess the information provided in Part 1 of your application. If no further clarification is required at this time, 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 identified at this time. Once initial suitability matters are cleared, you will be invited to progress to Part 2 of the application.

Go to 'My applications' Start Part 2 of your application

Steps

- Part 1 submitted