



Update your NFP's details before it's too late

Use our Change of registration details form to update your NFP's authorised contacts.

Last updated 6 December 2024

If you're a non-charitable not-for-profit (NFP) with an active Australian business number (ABN), you now need to lodge an **annual NFP self-review return** to confirm your eligibility to self-assess as income tax exempt.

The first lodgment is for the 2023–24 income year and we've given you extra time to lodge until **31 March 2025**. You don't need to call us to request this additional time.

To lodge your NFP self-review return in **Online services for business**, you need to have up-to-date registration details. Some of the details you must tell us about include changes to:

- associates or authorised contacts
- your postal, email or business address
- your registered business name
- main business activity.

How to notify us of changes

- If you are an associate or authorised contact and can access your NFP's details through **online services**, it is the quickest and most convenient way to update registration details.
- If you are unable to update your NFP's registration details online, you need to notify us by downloading the fillable **Change of registration details (NAT 2943)** paper form.

- If you are a newly appointed associate and do not know who the previous associates are, complete the *Change of registration details form* and provide evidence of your approved nomination. This includes meeting minutes that reflect your nomination approval, or a notification from your board stating your approved role.

While we try to process applications in 28 days, allow up to 12 weeks for us to confirm that we have updated your details. Make sure you have updated your NFP's email address so you can be notified when we have processed the form.

Go to **Notifying us of changes to your not-for-profit** for more information on how to notify us of changes.

More information

- If you can't lodge the NFP self-review return online, you can lodge using our Self-help phone service on **13 72 26**. You'll need a reference number from any piece of correspondence we have sent your NFP, and your NFP's ABN. Find out more at **How to lodge the NFP self-review return**.
- Don't forget to check back to regularly updated guidance at **Not-for-profits – enhancing the transparency of income tax exemptions**.

Subscribe to our monthly **Not-for-profit newsletter** for the latest tax and super news, as well as tips and advice, sent directly to your inbox.

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Our commitment to you

We are committed to providing you with accurate, consistent and clear information to help you understand your rights and entitlements and meet your obligations.

If you follow our information and it turns out to be incorrect, or it is misleading and you make a mistake as a result, we will take that into account when determining what action, if any, we should take.

Some of the information on this website applies to a specific financial year. This is clearly marked. Make sure you have the information for the right year before making decisions based on that information.

If you feel that our information does not fully cover your circumstances, or you are unsure how it applies to you, contact us or seek professional advice.

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