



Update your NFP's associates and authorised contacts now

It's important to update your NFP's associates and authorised contacts.

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Non-charitable not-for-profit (NFP) organisations with an active ABN are preparing to lodge their first NFP self-review return by 31 October.

The critical first step in preparing for lodgment is to update any new associates and authorised contacts appointed to your NFP. This is because:

- the NFP needs to set up access to *Online services for business* to lodge the return
- it ensures authorised contacts can access the NFP's tax account and receive important tax information from us.

To update your NFP's details, download the *Change of registration details* form (NAT 2943) available at [Notifying us of changes to your not-for-profit](#). It's a legal requirement that ABN holders notify the Registrar of the Australian Business Register within 28 days of changes to their registration details.


Handover checklist for NFPs

Use our checklist if you're updating the NFP's associates or authorised contacts. These changes can include appointing a new treasurer, office bearer, committee member or employee.

The checklist is a handy tool that covers:

1. updating ABN registration details including associates, authorised contacts and addresses

2. providing access to key documents, online tools, and a list of useful contacts
3. handing over legal and tax information, including details of the NFPs legal structure, reporting obligations and governing documents.

See our [webinar](#)  to learn more about preparing to lodge the annual NFP self-review return and how to update your organisation's details.

View our updated guidance at [Reporting requirements to self-assess income tax exemption](#).

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