|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Create New Organisation | |  | | Update Existing Organisation | | | | | | |  |
| **Organisation Contact Details** | | | | | | | | | | | |
| Organisation Name: | Click here to enter text. | | | | | | | | | | |
| Trading Name: | Click here to enter text. | | | | | | | | | | |
| Main Phone: | Click here to enter text. | | | | | | | Fax: | | Click here to enter text. | |
| Tax Number: | Click here to enter text. | | | | | | | Type: | | Choose an item. | |
| GST Registered: | Choose an item. | | | | ACNC Registered: | | | | | Choose an item. | |
| Incorporated In: | Choose an item. | | | | | | | | | | |
| Website: | Click here to enter text. | | | | | | | | | | |
| Mobile: | Click here to enter text. | | | | | | | | | | |
| Email: | Click here to enter text. | | | | | | | | | | |
| Remittance Email: | (if different to email above. All DHHS Grant Funding remittances will be sent to this address)  Click here to enter text. | | | | | | | | | | |
| Postal Address: | Click here to enter text. | | | | | | Suburb: | | | Click here to enter text. | |
| State: | Choose an item. | | | | | | Postcode: | | | Click here to enter text. | |
| Street Address: | Click here to enter text. | | | | | | Suburb: | | | Click here to enter text. | |
| State: | Choose an item. | | | | | | Postcode: | | | Click here to enter text. | |
| **Organisation Bank Details** *(Note - only one account is used for all DHHS Grant Funding)* | | | | | | | | | | | |
| Bank Name: | Click here to enter text. | | Account Name: | | | | | | Click here to enter text. | | |
| BSB Number: | Click here to enter text. | | Account Number: | | | | | | Click here to enter text. | | |
| **Chairperson Contact Details** | | | | | | | | | | | |
| Name: | Click here to enter text. | | | | | | | | | | |
| Main Phone: | Click here to enter text. | | | | | Mobile: | | | Click here to enter text. | | |
| Email: | Click here to enter text. | | | | | | | | | | |
| **Chief Executive Officer (CEO) Contact Details** | | | | | | | | | | | |
| Name: | Click here to enter text. | | | | | | | | | | |
| Main Phone: | Click here to enter text. | | | | | Mobile: | | | Click here to enter text. | | |
| Email: | Click here to enter text. | | | | | | | | | | |
| **Chief Financial Officer (CFO) Contact Details** | | | | | | | | | | | |
| Name: | Click here to enter text. | | | | | | | | | | |
| Main Phone: | Click here to enter text. | | | | | Mobile: | | | Click here to enter text. | | |
| Email: | Click here to enter text. | | | | | | | | | | |
| **Treasurer Contact Details** | | | | | | | | | | | |
| Name: | Click here to enter text. | | | | | | | | | | |
| Main Phone: | Click here to enter text. | | | | | Mobile: | | | Click here to enter text. | | |
| Email: | Click here to enter text. | | | | | | | | | | |
| **Quality and Safety Officer Contact Details** | | | | | | | | | | | |
| Name: | Click here to enter text. | | | | | | | | | | |
| Main Phone: | Click here to enter text. | | | | | Mobile: | | | Click here to enter text. | | |
| Email: | Click here to enter text. | | | | | | | | | | |
| **Program/Service Co-ordinator Contact Details** | | | | | | | | | | | |
| Name: | Click here to enter text. | | | | | Program: | | | Click here to enter text. | | |
| Main Phone: | Click here to enter text. | | | | | Mobile: | | | Click here to enter text. | | |
| Email: | Click here to enter text. | | | | | | | | | | |
| **Other Contact Details** (including Board Members) | | | | | | | | | | | |
| Name: | Click here to enter text. | | | | | | | | | | |
| Position: | Click here to enter text. | | | | | | | | | | |
| Main Phone: | Click here to enter text. | | | | | Mobile: | | | Click here to enter text. | | |
| Email: | Click here to enter text. | | | | | | | | | | |
| **Other Contact Details** (including Board Members) | | | | | | | | | | | |
| Name: | Click here to enter text. | | | | | | | | | | |
| Position: | Click here to enter text. | | | | | | | | | | |
| Main Phone: | Click here to enter text. | | | | | Mobile: | | | Click here to enter text. | | |
| Email: | Click here to enter text. | | | | | | | | | | |
| **Other Contact Details** (including Board Members) | | | | | | | | | | | |
| Name: | Click here to enter text. | | | | | | | | | | |
| Position: | Click here to enter text. | | | | | | | | | | |
| Main Phone: | Click here to enter text. | | | | | Mobile: | | | Click here to enter text. | | |
| Email: | Click here to enter text. | | | | | | | | | | |
| **Other Contact Details** (including Board Members) | | | | | | | | | | | |
| Name: | Click here to enter text. | | | | | | | | | | |
| Position: | Click here to enter text. | | | | | | | | | | |
| Main Phone: | Click here to enter text. | | | | | Mobile: | | | Click here to enter text. | | |
| Email: | Click here to enter text. | | | | | | | | | | |
| **Other Contact Details** (including Board Members) | | | | | | | | | | | |
| Name: | Click here to enter text. | | | | | | | | | | |
| Position: | Click here to enter text. | | | | | | | | | | |
| Main Phone: | Click here to enter text. | | | | | Mobile: | | | Click here to enter text. | | |
| Email: | Click here to enter text. | | | | | | | | | | |
| **Other Contact Details** (including Board Members) | | | | | | | | | | | |
| Name: | Click here to enter text. | | | | | | | | | | |
| Position: | Click here to enter text. | | | | | | | | | | |
| Main Phone: | Click here to enter text. | | | | | Mobile: | | | Click here to enter text. | | |
| Email: | Click here to enter text. | | | | | | | | | | |

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| --- | --- | --- | --- |
| **Create/Update Details Authorisation** | | | |
| Authorised By:  (Name and Title) | Click here to enter text. | Date: | Click here to enter a date. |