



Australian
Charities and
Not-for-profits
Commission

We are pleased to confirm that the Australian Charities and Not-for-profits Commission (ACNC) has registered Illawarra and South Coast Central Service Office Inc (ABN: 50411260539) as a charity.

The date from which your charity is registered is 25/08/2025.

If your charity applied for Commonwealth charity tax concessions, your application will be passed on to the Australian Taxation Office (ATO).

This email contains important information about what your charity needs to do to remain eligible for registration. The ACNC regularly reviews charities to ensure they remain entitled to registration.

These are the things you must do:

1. Notify the ACNC of certain changes

Registered charities **must** notify the ACNC of certain changes, such as:

- a change in your charity's Address For Service. This is the primary email, physical or postal address where the ACNC sends all correspondence, including updates and reminders about when to lodge your Annual Information Statement, and
- when Responsible People (the board or committee members) either start with or leave the charity.

2. Submit an Annual Information Statement each year

Your charity's financial year ends on 30/06. Your charity's Annual Information Statement needs to be lodged within six months of this date.

The ACNC website [has more information about Annual Information Statement due dates](#) - including information for newly-registered charities. Even if your charity hasn't started operations, its Annual Information Statement must be submitted before the due date each year.

- If your charity [is also registered with the Office of the Registrar of Indigenous Corporations \(ORIC\)](#), you do not need to report to the ACNC and should continue to report to ORIC directly.
- Because the ACNC has [streamlined reporting arrangements in place](#), reporting to us on time may mean your charity will not need to lodge separate reporting to satisfy state and territory regulators.

You can notify the ACNC of changes to your charity's Address For Service and Responsible People, as well as submit Annual Information Statements, through the [ACNC Charity Portal](#). Information on [how to access and navigate the Portal is available on our website](#).

3. Maintain eligibility to be a registered charity

All charities (except a specific group of charities called Basic Religious Charities) must comply with the [ACNC Governance Standards](#). These standards set out a minimum standard of governance and help promote public trust and confidence in charities.

Charities that operate overseas - including those that send funds overseas - must comply with the [ACNC External Conduct Standards](#). These standards require charities to take reasonable steps to ensure appropriate standards of behaviour, governance, oversight and record-keeping when undertaking activities or providing resources overseas.

If your charity does not maintain its eligibility to be registered, its registration may be revoked. When a charity's registration is revoked, the ATO will remove its entitlement to charity tax concessions, and your organisation could be required to pay tax.

[A complete list of charity obligations to the ACNC is available on our website.](#)

Support and resources

The ACNC has resources to support you as you run your charity.

It is essential to provide a thorough [handover](#) if there is any change to your charity's board, or to key staff at your charity. Handovers help ensure incoming board members understand the ongoing obligations your charity must meet to maintain registration.

Other information and resources your charity and those involved in its governance may find useful include:

- your charity's registration record on the [ACNC Charity Register](#) and the ability to download a copy of its ACNC registration certificate via the [ACNC Charity Portal](#)
- the ACNC's [Governance for Good](#) publication, as well as our [Governing Charities online learning program](#). The Governing Charities program is designed to support leadership and accountability in the charity sector, and courses can be completed at a time suitable to you
- the ACNC's monthly newsletter, [The Charitable Purpose](#), which can help your charity's Responsible People and leaders stay up to date with the latest news and information.

If you have any questions or would like more information, visit acnc.gov.au or [submit a general enquiry](#).

We wish your charity all the best.

Kind regards,
Australian Charities and Not-for-profits Commission.

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prohibited.
