

## Form C101 CHANGE OF LEGAL ENTITY / OWNERSHIP

### PLEASE COMPLETE ALL FIELDS

#### Details of Legal Entity (Provider) making this submission

Legal Entity Name

Business/Trading Name

ACN

#### Details of Legal Entity (Provider) to be removed from NEAS scope

Legal Entity Name

Business/Trading Name

ACN

#### Signature of Principal Administrator of Provider making this submission

I certify that the information contained in this submission is complete and correct.

Date

### ATTACHMENTS

Certificate of Registration of Business/Trading Name of ELT Centre, showing ownership by legal entity (copies of ASIC documents showing names and addresses of Directors or ASIC printout showing directors of Legal Entity)

[Statutory Declaration by Principal Administrator](#)

Organisational chart of ELT Centre showing positions, names of incumbent and lines of responsibility

Evidence of secure tenure of premises, for example, copy of relevant pages of current lease or proof of ownership

Copy of Principal Administrator's position description including percentage of time dedicated to ELT operation

Copy of Academic Manager's position description which includes teaching load if applicable

If there has been a change of Principal Administrator and/or Academic Manager, the following form(s) should also be attached, along with documents listed thereon:

[Change of Principal Administrator](#)

[Change of Academic Manager](#)

FEE

**There is no fee for this service.**

### SUBMISSION OF DOCUMENTS

Send completed forms and attachments to:

[neas@neas.org.au](mailto:neas@neas.org.au)

**Please ensure that all documentation is complete.**

**CONFIDENTIALITY:** The information contained in this submission remains confidential to the Directors and Staff of NEAS and to individual NEAS Quality Assessors who are under contract of confidentiality to NEAS. The information may also be made available to governments.