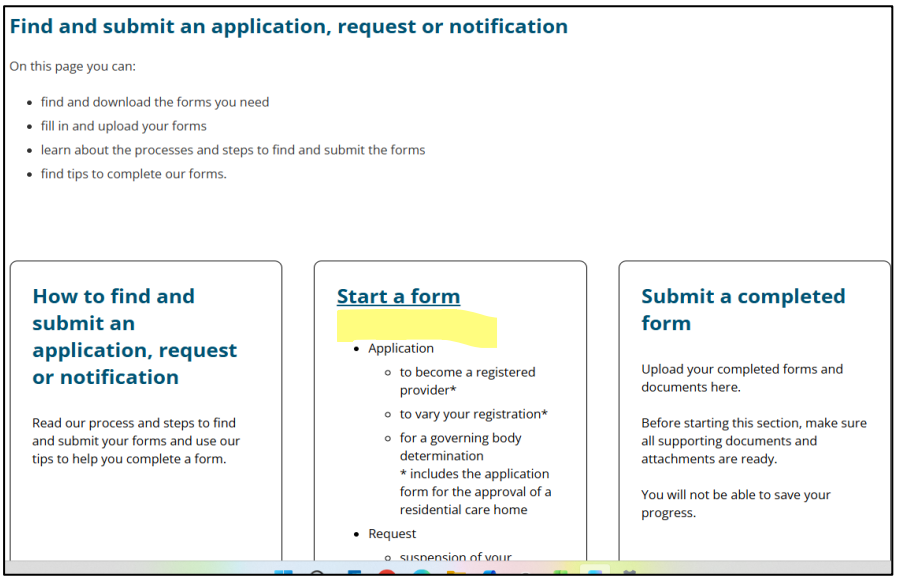
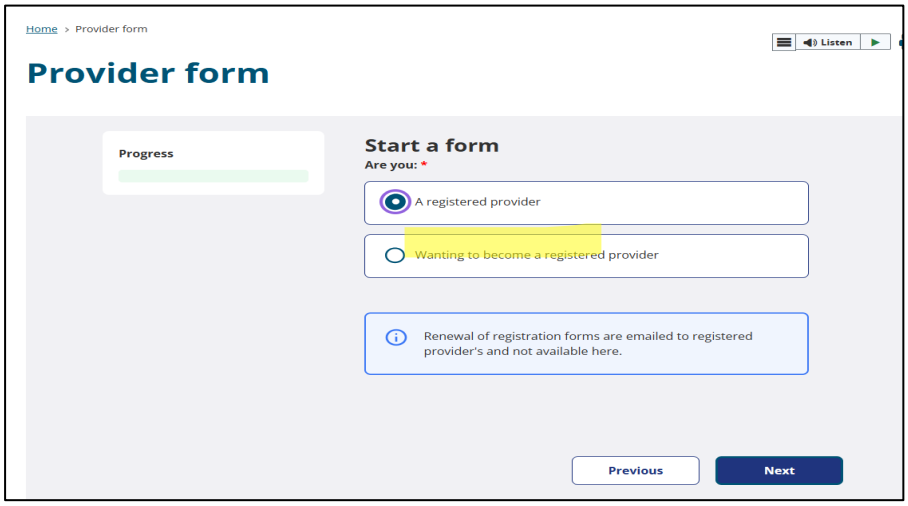
Appendix 3 – How to add a responsible person to your oganisation

1. To add a responsible person, you must complete both of the following forms:
    a. Change of circumstances form
    b. Adding a responsible person form
2. https://www.agedcarequality.gov.au/providers/provider-registration/applications-requests-and-notifications?utm_source=chatgpt.com
3. After opening the link, you will be directed to the applications and notifications page. From here, select '**Start a form'** to begin the process.



4. The following questions will appear, select the relevant options. In this instance we are selecting **'A registered provider'** then select next to continue.



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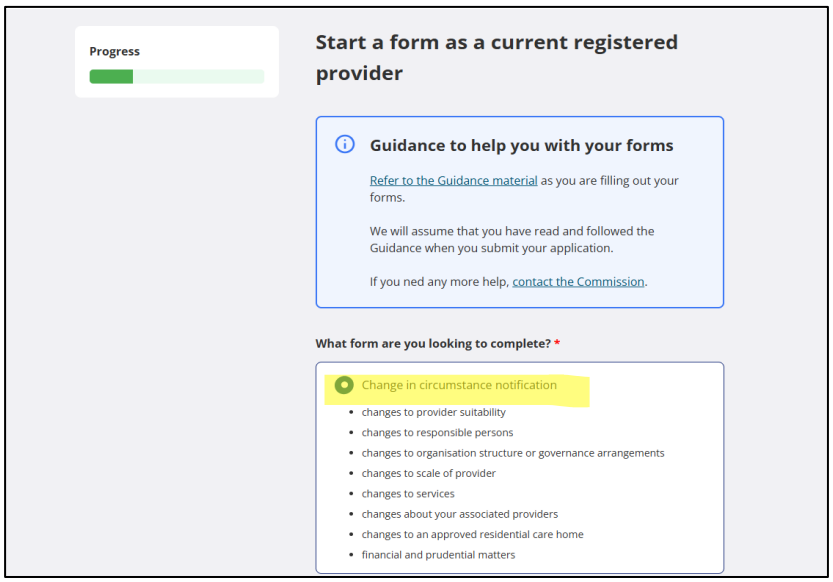
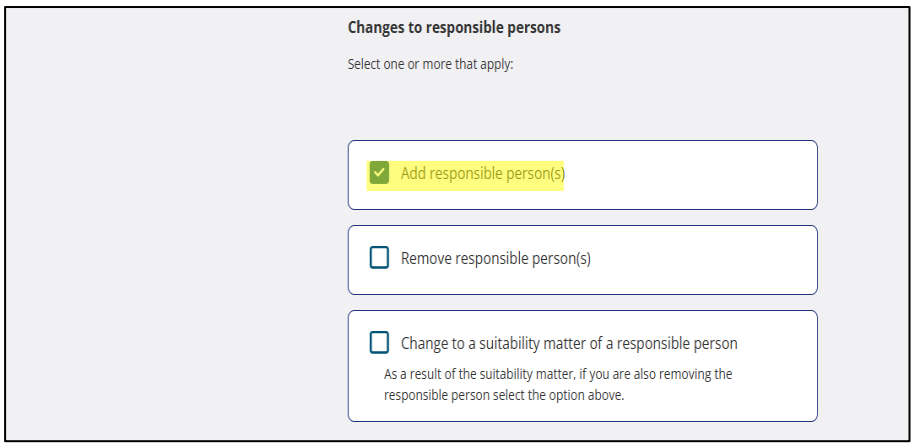
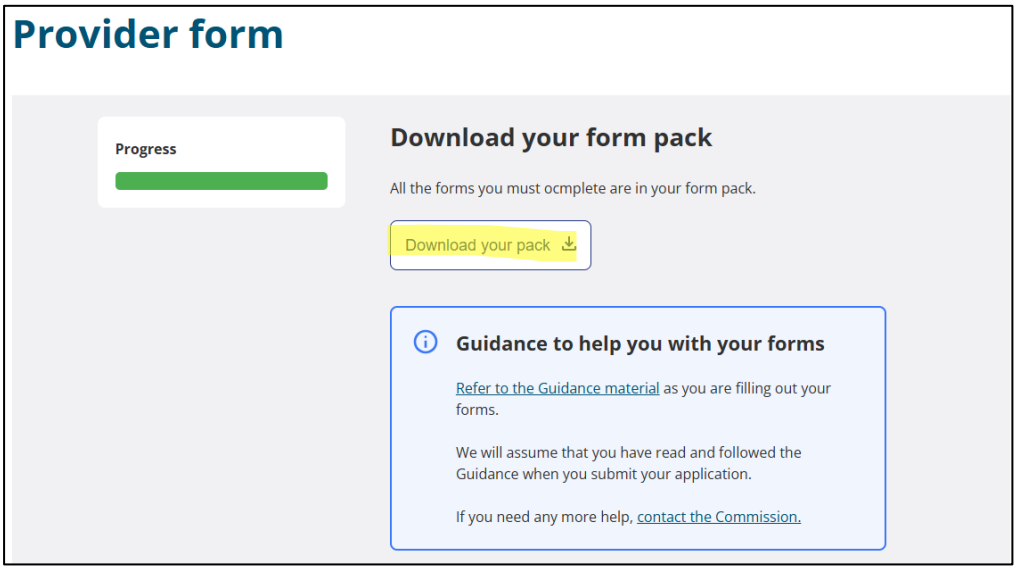
5. Scroll down to '**What form are you looking to complete?**' and select the first option **Change in Circumstances notification**, then select next.



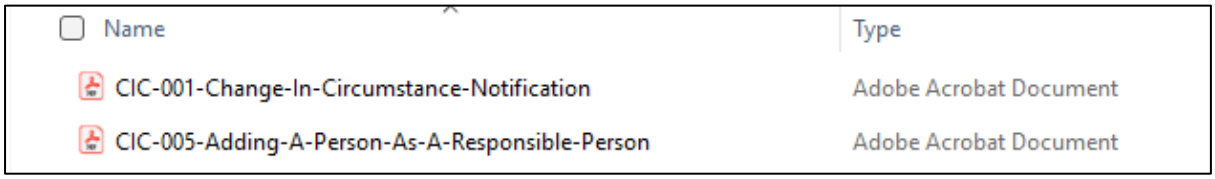
6. Scroll down until you locate the required selection, in this case it will be **"Add responsible person(s)".**



7. Scroll to bottom of page and click "Next"
8. You will then be able to select '**Download your pack'** to access the require forms



9. The downloaded documents will be saved as a Zip Folder in your computers Downloads folder (see example below)



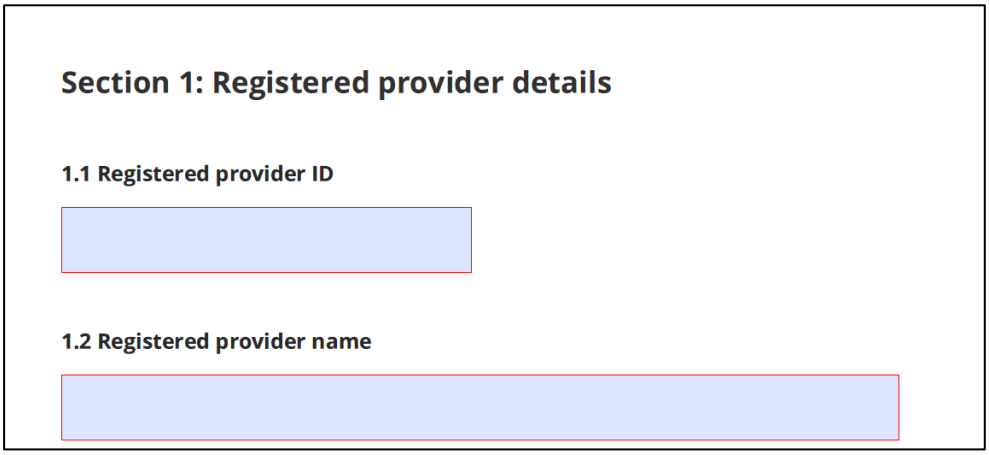
10. **Note:** *The base form (Change in Circumstance Notification)* must be included with every submission, if it is not included, the application will be rejected. The base form only needs to be completed once and after completion can be reused for further submissions.

Step 1: Change in Circumstance Notification form *(baseform)*

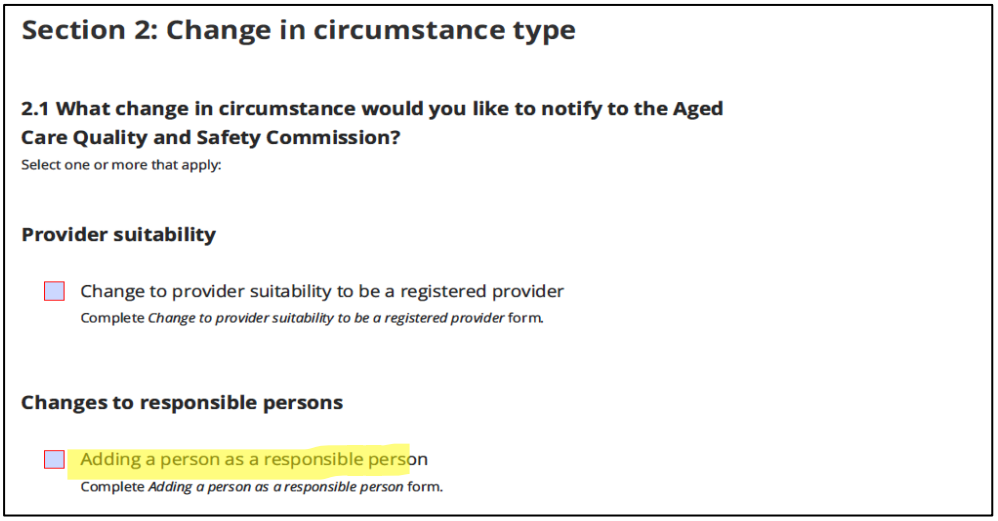
1. Scroll down to **Section 1***: 'Registered Provider Details'* and complete all mandatory fields.

   Note; To find your Registered Provider ID, log into GPMS and select 'Responsible Persons and Contacts'. Your Provider ID will appear on the top of the page.

   Note: The 'registered provider name' must match exactly what is listed in the GPMS.

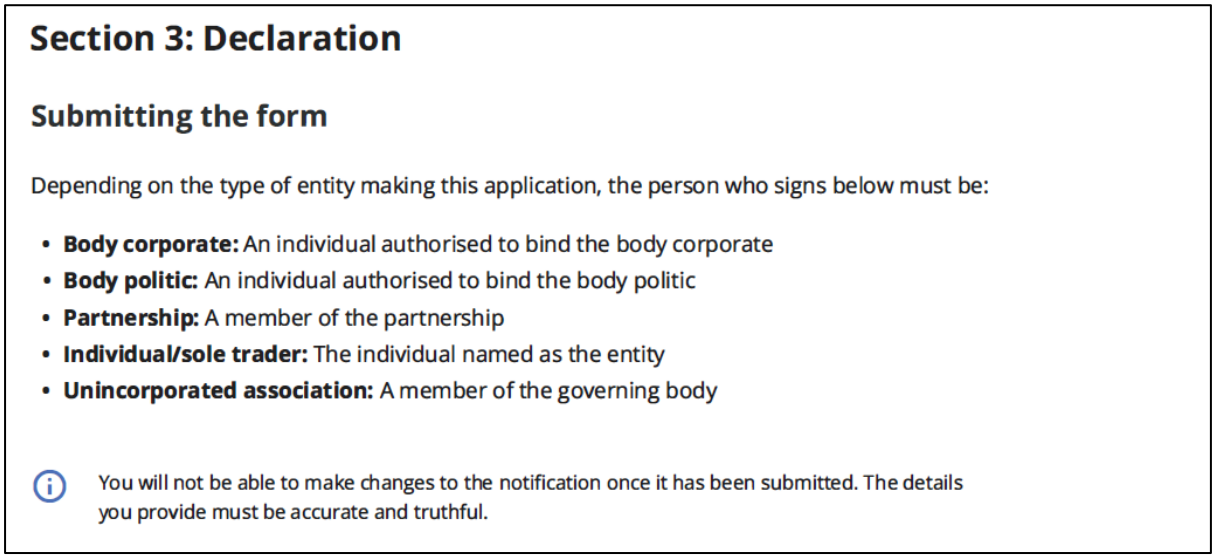


2. **Section 2:** Change in circumstance type – select the relevant options by ticking the appropriate boxes. In this case, select the second option '**Adding a person as a responsible person'.**



3. Complete all mandatory fields in the form up to **Section 3.7**

4. **Section 3:** Complete the declaration section with the required details. These contact details will be used by the ACQSC if they need to contact you regarding the form.



Section 3: Declaration

Submitting the form

Depending on the type of entity making this application, the person who signs below must be:

- **Body corporate:** An individual authorised to bind the body corporate
- **Body politic:** An individual authorised to bind the body politic
- **Partnership:** A member of the partnership
- **Individual/sole trader:** The individual named as the entity
- **Unincorporated association:** A member of the governing body

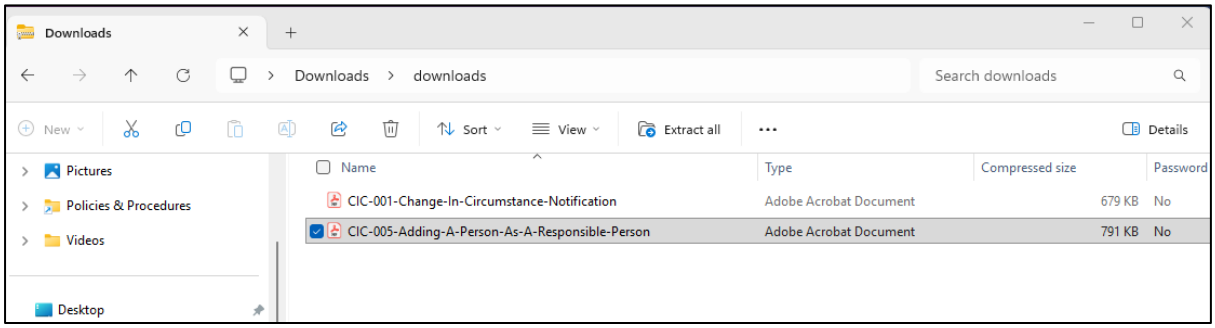
ⓘ You will not be able to make changes to the notification once it has been submitted. The details you provide must be accurate and truthful.

Step 2: How to complete 'Adding a responsible person' form

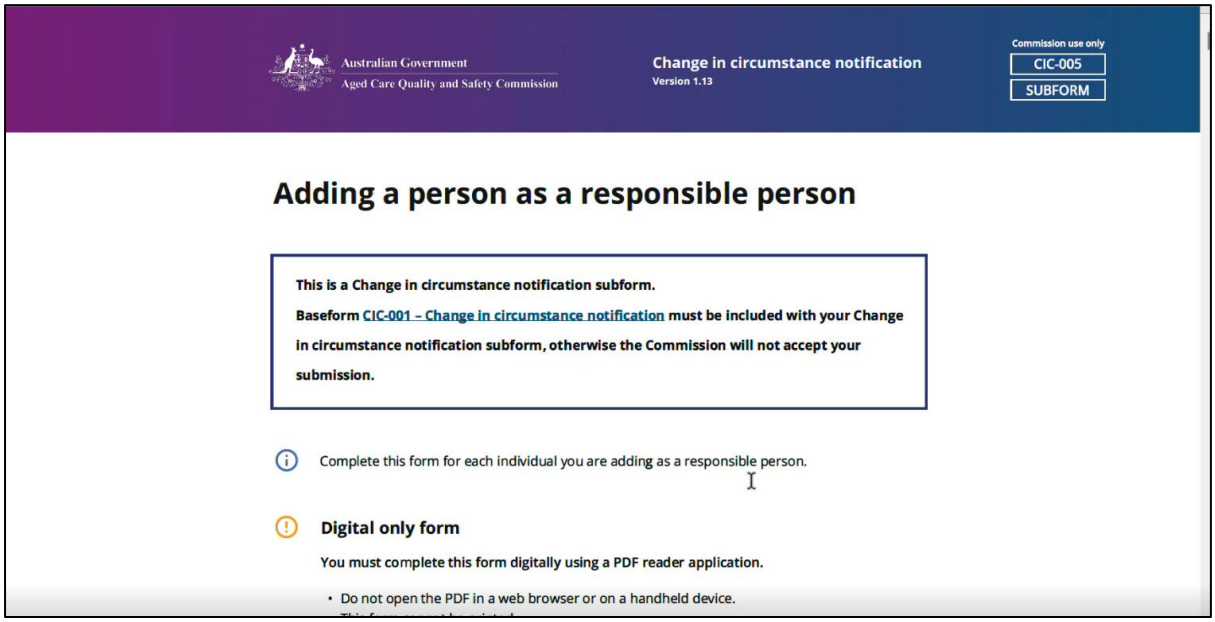
1. Return to your downloaded files and locate the following document:

CIC-005-Adding-A-Person-As-A-Responsible-Person document.

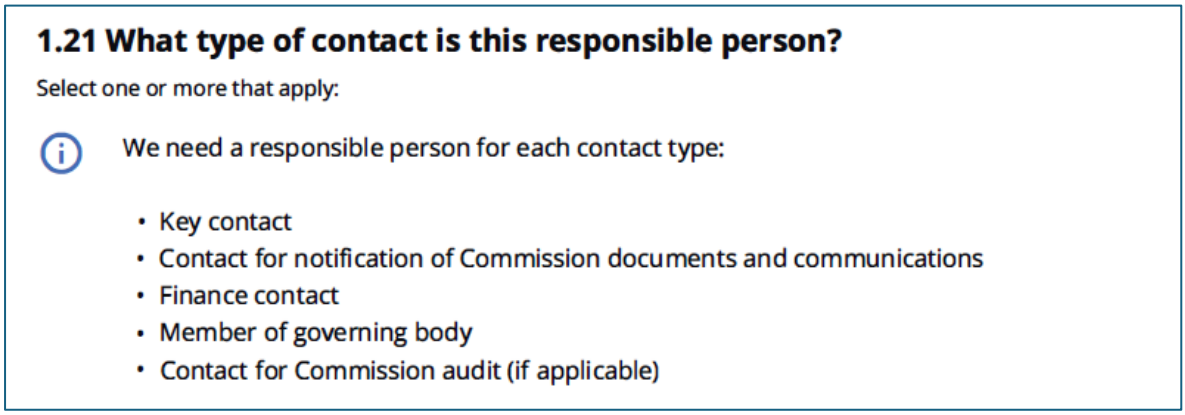
Note: *This form must be completed for each Responsible Person being added to GPMS*



2. Once the form is opened, the screen shown below will appear. Complete all required fields in full.



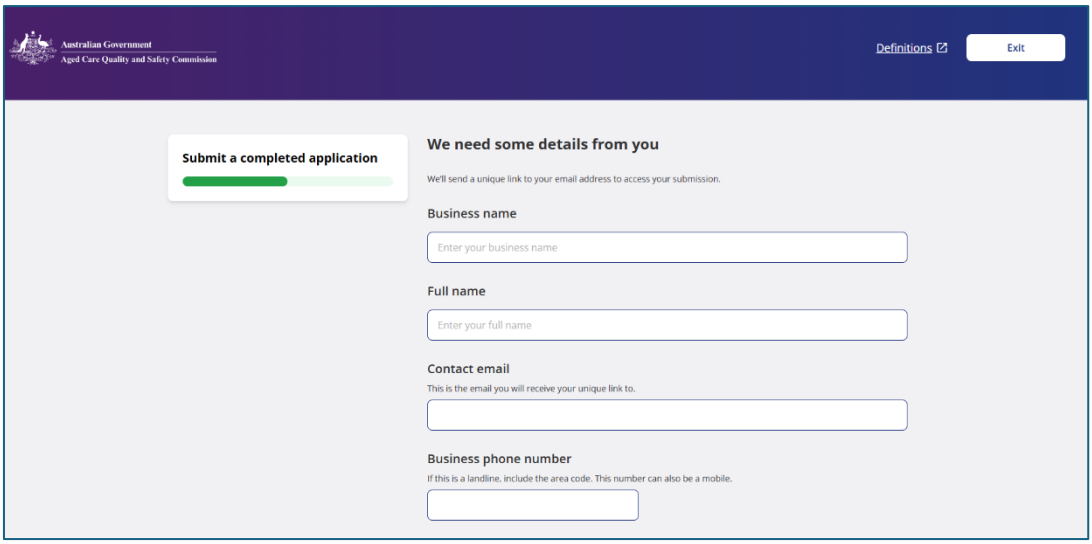
3. **Question 1.21** – as stated, you will need to list a responsible person for each of the below criteria, one responsible person can act as multiple key contacts. Select which ever option is relevant to this responsible person.
    a. Our recommendation is as follows:
    b. Key Contact – President
    c. Contact for notification of commission documents – the person submitting forms
    d. Finance Contact – Treasurer
    e. Member of governing body – Vice President or Secretary



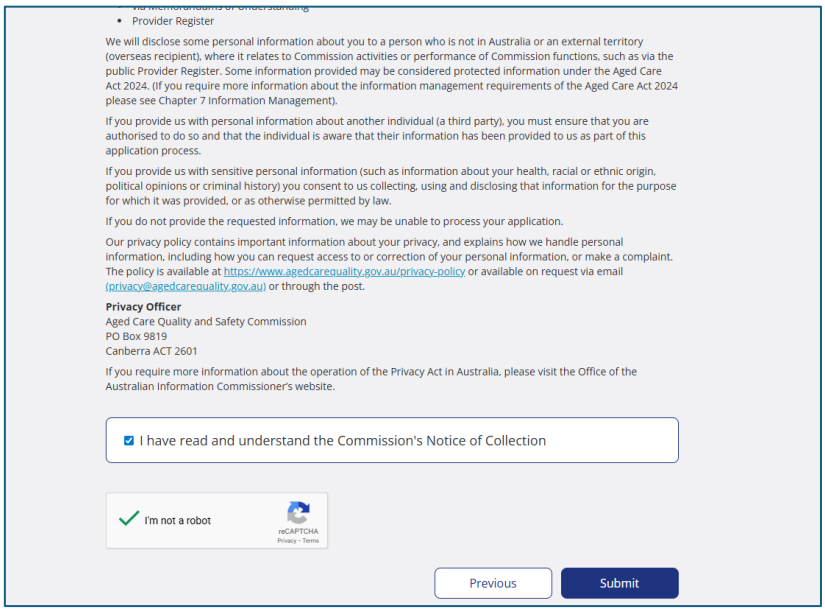
4. Skip questions 1.22 & 1.23 as these are only applicable to residential aged care homes
5. Continue completing the form in full through: Section 2, Section 3, Section 4, Section 5, Section 6, Section 7
6. Insolvency checks are not required unless further verification is needed, such as when a Responsible Person indicates they are currently or have previously been bankrupt or insolvent.
7. Save this completed document to you drive in preparation for upload, along with all required supporting documentation.

Step 3: Submitting the forms

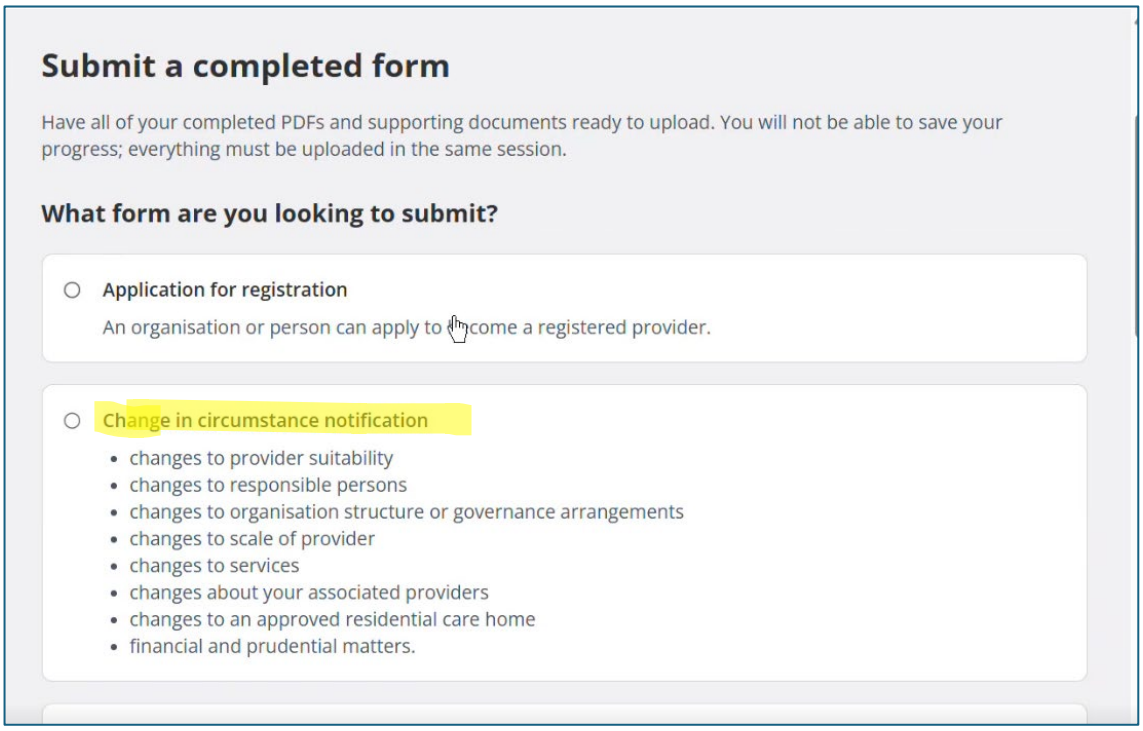
1. Click the commission website link located at the bottom of the previous form. This will direct you to the **Submit an Application** page.
   Link: https://forms.agedcarequality.gov.au



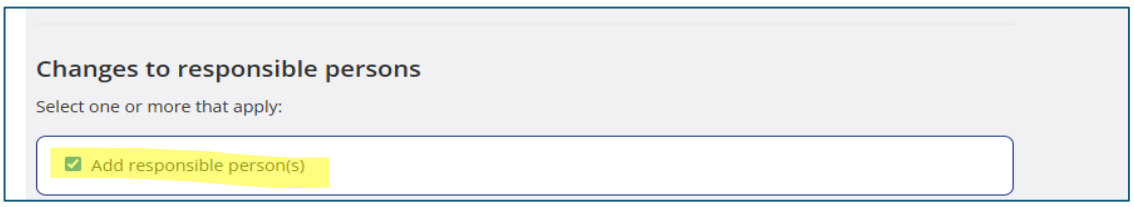
2. Enter all required service and personal details, tick the applicable boxes and then select Submit.



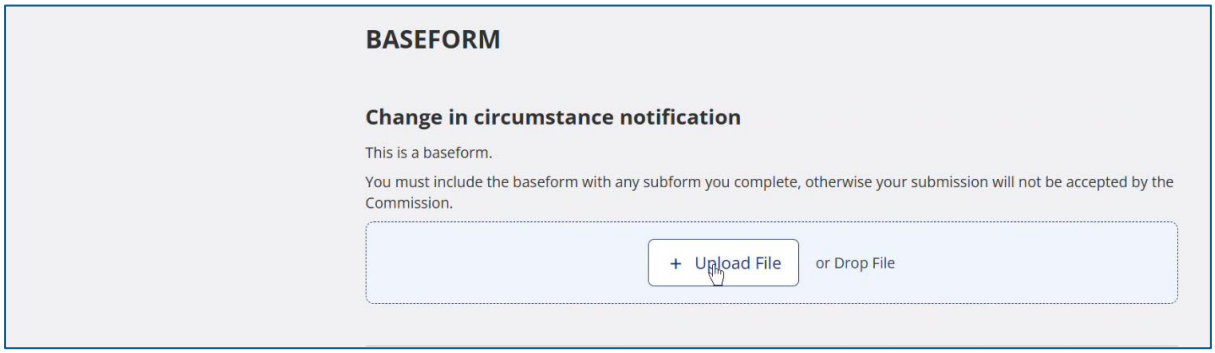
3. After completing the submission, a unique code will be sent to your nominated email address from the Customer Contact Team.
4. The email will include a secure link and a submission code, click on the link to proceed.
5. When the page loads, the screen shown below will appear. Select **'Change in Circumstance notification'** then next.



6. From here, select '**Add Responsible persons'** under the Change to responsible persons' section then select next.

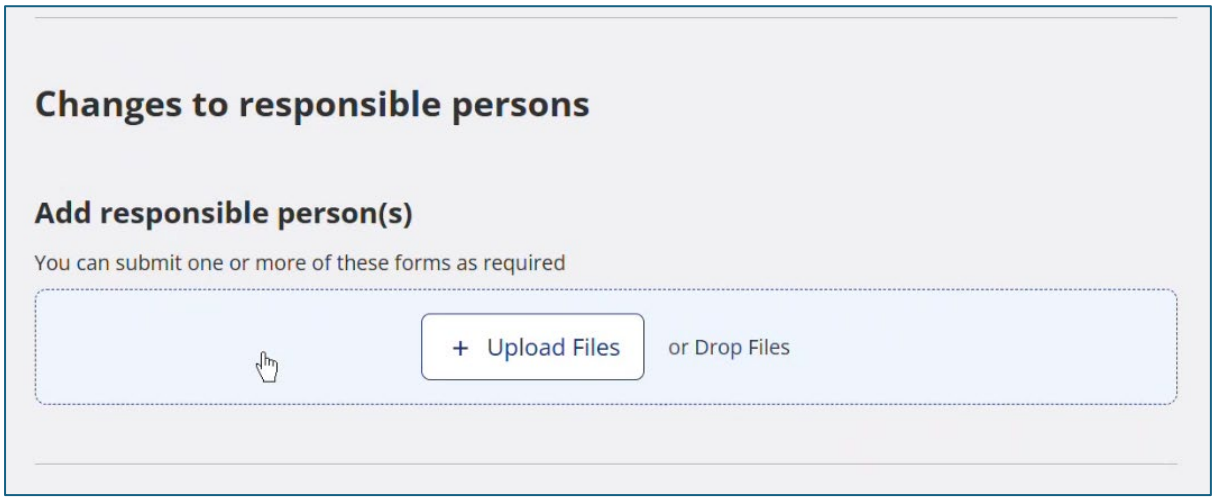


7. On the next page, scroll to the top of the screen and upload your '**Baseform'** which is the '**Change in Circumstance Notification form'**

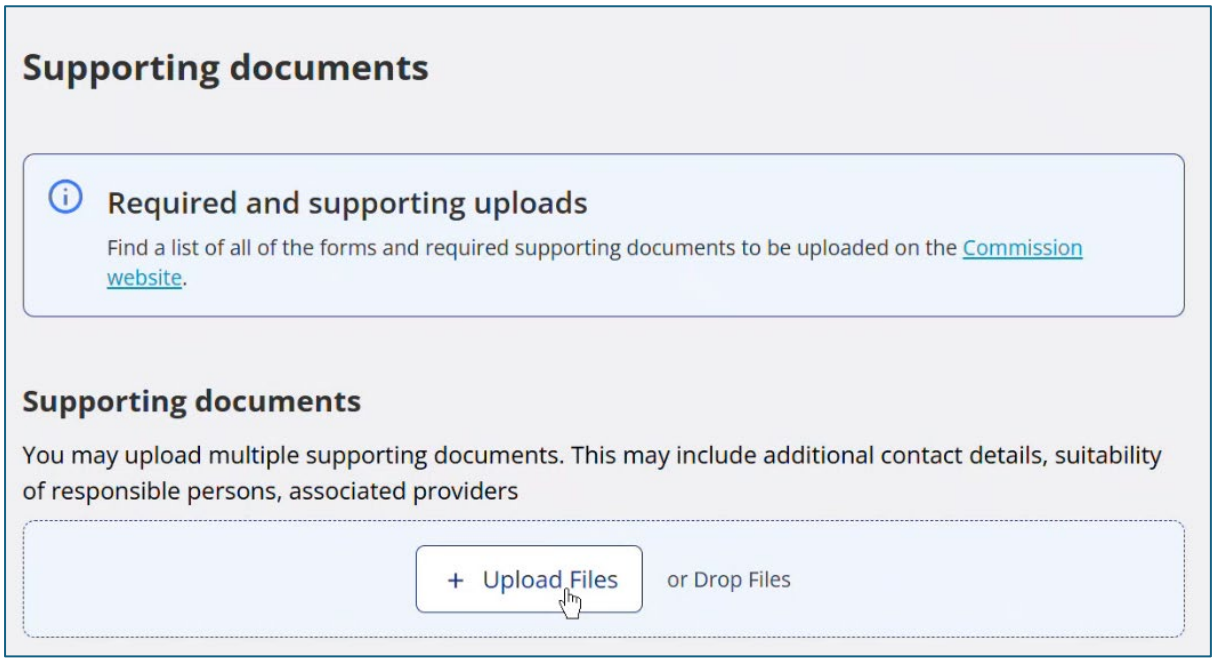


8. Upload your '**Adding a responsible person'** form under the 'Changes to responsible persons' section.

Note: multiple 'adding a responsible person's forms can be uploaded in this section if you are submitting more than one responsible person.

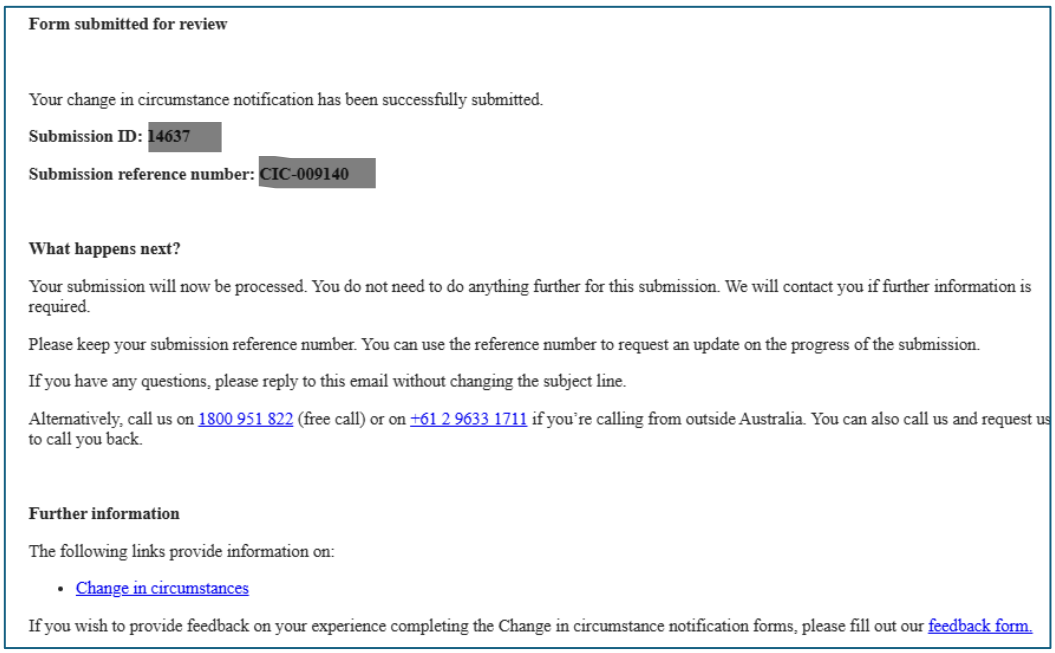


9. Navigate to the 'Supporting Documents' tab and upload all required documentation, which should include:
    a. National Police Check
    b. Insolvency Check (if required)
    c. Signed Responsible Persons Statutory Declaration



10. Once all required forms and supporting documents have been uploaded, select Submit to finalise the application. Here you will be asked to enter your unique code, which you would have received via email.

11. Confirmation of submission – you will receive an email to your nominated email address confirming that your forms have been successfully submitted and are now under review.



Form submitted for review

Your change in circumstance notification has been successfully submitted.

Submission ID: 14637

Submission reference number: CIC-009140

What happens next?

Your submission will now be processed. You do not need to do anything further for this submission. We will contact you if further information is required.

Please keep your submission reference number. You can use the reference number to request an update on the progress of the submission.

If you have any questions, please reply to this email without changing the subject line.

Alternatively, call us on 1800 951 822 (free call) or on +61 2 9633 1711 if you're calling from outside Australia. You can also call us and request us to call you back.

Further information

The following links provide information on:

- Change in circumstances

If you wish to provide feedback on your experience completing the Change in circumstance notification forms, please fill out our feedback form.

12. Once all forms have been reviewed and approved by the commission your 'Responsible Persons' will appear in the GPMS.