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| 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. |