

# Change of ABN

Providers often want to change from a sole trader to a company for tax purposes. However, there may be other reasons you wish to change your ABN.

The NDIS Commission tracks provider registration based on the provider's ABN. This means any changes to the ABN will require the provider to apply for a new registration.



## What is the process to change my business ABN?

- 1 Submit a new Application with the NDIS Commission**  
You will need to resubmit an application in the NDIS commission portal with your new ABN. To submit the application, click [here](#).
- 2 GCC will provide you with a quote**  
When you submit your application, you will receive an "initial scope of audit" document. Please send this to our friendly sales team at [NDIS@gccertification.com](mailto:NDIS@gccertification.com) to receive a quote for your audit.
- 3 Prepare for your audit and schedule an audit date**  
Our operations team will reach out to you to schedule a date for your audit. We will work with you to find a suitable audit date.
- 4 Complete your audit and report**  
Once your audit has been completed successfully, your audit report will be submitted to the NDIS Commission, and a final copy will be sent to you for your records.

## Why do I need to resubmit an application?

Each application and registration is associated with a specific company ABN. A change in ABN is treated by the NDIS Commission as a separate entity and, therefore, an entirely separate registration. Registration is not transferrable between ABNs, each separate ABN requires its own application and registration.

## How do I resubmit my application?

To submit a new application, complete the online application [here](#). If you no longer plan to provide services as a sole trader and have transferred the participants to the new registration, you can voluntarily withdraw your active registration by contacting the NDIS Commission directly. If your application is still pending and not approved yet, you can contact the NDIS Commission directly to withdraw your pending application voluntarily.

### What happens if I change my ABN after my audit, will my audit be valid?

If you have changed your ABN and your audit has taken place, you will need to undergo another audit, as the audit findings are non-transferable between applications. Contact our team immediately if you are changing your ABN.

### Can I use the same documentation for my second audit?

You can use the same documentation if the scope of audit is the same. However, you need to review and change business name, ABN, business type, insurances, etc, according to the new registered business.

### Can I change from a sole trader to a PTY, and will I have to redo my audit?

You can change from a sole trader to a PTY by re-submitting an application to the NDIS Commission with your new details. This will result in a new scope of audit, and you will need to undergo another audit. If you still intend to provide services under both sole trader and business, both companies will need to be audited and maintain the registration. If you no longer plan to provide services as a sole trader and have transferred the participants to the new registration, you can voluntarily withdraw your active registration by contacting the NDIS Commission directly. If your application is still pending and not approved yet, you can contact the NDIS Commission directly to withdraw your pending application voluntarily.

