



## Australian Charities and Not-for-profits Commission (ACNC)

CEHL lodge Annual Information Statements (AIS) for all Co-ops based on the Co-op's audited accounts.

It is the Co-op's compliance responsibility to update the ACNC with changes of Directors and Office Bearers within 60 days of the date of the change.

To do this, the Co-op needs to log in to the ACNC portal with an email & password and then update the Directors with names & dates etc.

Co-op's should maintain the register themselves to maintain confidentiality as changes in Directors and Office Bearers occur throughout the year, not just after the AGM.

The ACNC explained that if the Co-op calls the ACNC on 13 22 62 (between 1pm - 5pm), they will talk them through this process and get them sorted in 2 minutes. You can also email [advice@acnc.gov.au](mailto:advice@acnc.gov.au)

Please find the information on the ACNC website regarding accessing the charity portal for the first time. <https://www.acnc.gov.au/for-charities/manage-your-charity/charity-portal>

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## SEARCH THE ACNC CHARITY REGISTER

### Search for a charity

CHARITY NAME OR ABN

and/or

CHARITY LOCATION

## Charity Portal - Australian Charities and Not-for-profits Commission - [www.acnc.gov.au](http://www.acnc.gov.au)

This page has instructions for:

- signing up to the Charity Portal;
- getting a new password.

If you have trouble logging in or need help getting a new password, click on one of the two headings for simple step-by-step instructions.

If you have questions or need assistance, please get in touch with your coops allocated CEHL CDC.