



Australian Government
Department of Education

Child Care Service
Application for approval under the family assistance law
Required Documents

1. Does the operator/provider have a trading name (business name) different to their legal name?

If the Certificate of Business Name does NOT contain the applicant's name, also attach the Business Name Extract.

- Certificate of business name registration attached; and/or
- Business name extract attached

2. What type of entity is the operator/provider?

Incorporated Body

- Certificate of Incorporation or Registration
- Rules/Constitution of Association
- Annual General Meeting Minutes (if applicable)
- A Letters Patent (if applicable)

Indigenous Corporation

- Certificate of Incorporation or Registration
- Rules/Constitution of Association
- Annual General Meeting Minutes (if applicable)

Individual/Sole Trader

- Name and address of proprietor
- Place of business

Organisation established through a specific piece of Commonwealth or State/Territory legislation

- Certificate of Incorporation or Registration
- Rules/Constitution of Association
- Annual General Meeting Minutes (if applicable)

Partnership

- Partnership Agreement

Private Company

- Certificate of Incorporation or Registration
- Company Extract Report from ASIC or, if a registered charity, a copy of the Registration with ACNC

Public Company

- Certificate of Incorporation or Registration
- Company Extract Report from ASIC or, if a registered charity, a copy of the Registration with ACNC

Registered Cooperative

- Certificate of Incorporation or Registration
- List of Directors
- Certified copy of the rules as registered
- Name of Auditor and Solicitor
- Board appointed person

Australian Government

- Legal authority of operator/provider representatives

State/Territory Government

- Legal authority of operator/provider representatives

Local Government

- Extract of relevant legislation
- Copy of other relevant legislation

Unincorporated Body

- Rules/Constitution of Association
- Proof of Identity (100 points)

3. Is the operator/provider a trustee?

- Trust Deed

4. Is your service approved to operate under State or Territory law?

If the service is approved, they must attach a copy of the approval.

- Service Approval

5. Does the service have: Worker's Compensation Insurance and, Public Liability Insurance?

- Worker's Compensation Insurance - Certificate of Currency
- Public Liability Insurance - Certificate of Currency

6. Declaration

- Signature Form