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| **CCS Application Checklist**  **ENTITY Documents** | | |
| **Document** | | **Completed and on file**  **Yes/No** |
| **1** | ACNC Registration as NFP  (Registered Charities Certificate) |  |
| **2** | ANZSIC and Business Details  (Australian Business Register) |  |
| **3** | Certificate of Incorporation  (Consumer Affairs Victoria) |  |
| **4** | Organisation Register of Current Committee Members |  |
| **5** | Rules of Association  (Copy of Current Model Rules) |  |
| **6** | Updated ABN Records  (Copy of ANZSIC ABN Records Report) |  |
| **7** | Licence to Operate a Children’s Service  (Copy from Department of Education) |  |
| **8** | Letter from Department of Education  (Decision to grant Children’s Services Licence) |  |
| **9** | Financial Statements  (Most recent Audited Financial Statements) |  |
| **10** | CoM Minutes  (Minutes from most recent AGM) |  |