



RSL
Victoria

12 October 2022

Dear Secretary,

During a recent desktop review of the Australian Charities and Not-for-profits Commission (ACNC) Sub-Branches online portal register, it was noted that most Sub-Branches have only one Committee member listed as a responsible person with access to the RSL Sub-Branch ACNC online portal register.

As Committee members can change without notice, the login to the ACNC portal can be also lost, causing unnecessary difficulties to the remaining Committee members to gain accessibility to the ACNC portal. Without accessibility to the ACNC portal, a Sub-Branch cannot submit its Annual Information Statement and update its charity details.

To avoid this, it is strongly recommended that a Sub-Branch President, Treasurer and Secretary create their own login and password as a responsible person to access the Sub-Branch ACNC portal.

For this to occur the following action is required:

- **List President, Secretary and Treasurer as responsible persons**
The current responsible person will need to access the ACNC portal and ensure that all Committee members are listed as responsible persons. If they are not listed, they will need to be added. It is important that their email addresses are different, being either their Sub-Branch email address or their personal email address. The Sub-Branch email address cannot be used for all Committee members.
- **Create a login and password**
President, Secretary and Treasurer will need to create a login and password via the ACNC website <https://www.acnc.gov.au/> by clicking on "Charity Portal log in" choosing the option "sign up now" using the same email address of which it was initially used to list the Committee member as a responsible person in the ACNC portal. ACNC will send a security code to the email address. Use the security code in the ACNC website to continue the process to create the login and password.

If you incur any issues with the above process, please contact ACNC on 13 22 62.

Yours sincerely,

Rob Webster OAM
State President