



Change in contact details

Form

Digital only form

This form is only available as a digital form.

To complete this form, you must use a PDF reader.

Do not open the PDF in a web browser or on a handheld device.

You cannot print this form.

Use this form to change the contact details in the Commission's Application Programming Interface (API).

To submit your completed form:

- Save this form as a PDF.
- Email this form as an attachment to APIRegistration@agedcarequality.gov.au

Section 1: Provider details

Provider details

1.1 Australian Business Number (ABN)

Should match the ABN in the Australian Business Register.

1.2 Entity name

Should match the entity legal name in the Australian Business Register.

1.3 Provider ID for your API registration

Section 2: Updated provider contact

This is a contact person from your organisation. We will contact them for all communications and copy them into technical notifications. This contact replaces existing provider contact details in our records.

You must provide one contact person. You can provide up to 3 contacts.

Updated provider contact	
2.1 Are you updating your provider contact?	Yes Complete the rest of this section. No Go to Section 3: Updated technical contacts.
2.2 Contact 1 (required)	
2.2.1 First name	
2.2.2 Last name	
2.2.3 Contact number Australian landline or mobile only.	
2.2.4 Email address Must be a valid address that you monitor and that matches the email domain for your organisation.	
2.3 Contact 2 (optional)	
2.3.1 First name	
2.3.2 Last name	
2.3.3 Contact number Australian landline or mobile only.	
2.3.4 Email address Must be a valid address that you monitor and that matches the email domain for your organisation.	

Updated provider contact	
2.4 Contact 3 (optional)	
2.4.1 First name	
2.4.2 Last name	
2.4.3 Contact number Australian landline or mobile only.	
2.4.4 Email address Must be a valid address that you monitor and that matches the email domain for your organisation.	

Section 3: Updated technical contact

This contact person will take over technical contact responsibilities for this provider. If you're connecting through a third-party software operator, this is the operator's contact, not your staff. This replaces existing technical contact details in our records.

Updated technical contact	
3.1 Are you updating your technical contact?	Yes Complete the rest of this section. No Go to Section 4: Declaration.
3.2 Contact 1 (required)	
3.2.1 First name	
3.2.2 Last name	
3.2.3 Contact number Australian landline or mobile only.	
3.2.4. Email address Must be a valid address that you monitor. This can be a shared mailbox for technical team access.	

Updated technical contact	
3.3 Contact 2 (optional)	
3.3.1 First name	
3.3.2 Last name	
3.3.3 Contact number Australian landline or mobile only.	
3.3.4. Email address Must be a valid address that you monitor. This can be a shared mailbox for technical team access.	
3.4 Contact 3 (optional)	
3.4.1 First name	
3.4.2 Last name	
3.4.3 Contact number Australian landline or mobile only.	
3.4.4. Email address Must be a valid address that you monitor. This can be a shared mailbox for technical team access.	

Section 4: Declaration

This is a contact person from your organisation. We will contact them for all communications and copy them into technical notifications. This contact replaces existing provider contact details in our records.

Declaration	
I confirm that I am authorised to submit this change on behalf of the Provider named above and all information in this form is true and correct.	
4.1 Full name of responsible person Needs to match the name of a responsible person recorded in the Government Provider Management System (GPMS) for his provider.	
4.2 Position title	
4.3 Date Provide the date as DD/MM/YYYY.	



End of form. To submit your completed form, save this file and email it to APIRegistration@agedcarequality.gov.au.

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