



APRA



ASIC

## Financial Accountability Regime

Updating an accountable  
person's information

# Notifiable events



---

**Return purpose:** To update or correct an accountable person's information that has previously been submitted to the Regulators.

---



---

**Timing:** As per section 31 and 32 of the FAR Act, the Regulators must be notified within 30 days of the following events:

- a material change occurs to an accountable person's information - including updates to:
  - personal identification details
  - responsibilities
  - key functions
  - reporting lines
- a material change occurs to the information in an accountability statement
- a person ceases to be an accountable person
- an accountable person is dismissed or suspended because they have failed to comply with one or more of their accountability obligations\*

This form is also used to cancel a new accountable person's registration.

---

\*Note: To notify the Regulators of this event under paragraph 32(b) of the Act, the accountable entity will need to submit this form as well as the **FAR – Breach by Accountable Person** form.

# Notification – Create return

Access via: APRA Connect > Menu > Returns > Create Return

Return name:  \*

Select form set:  \*

1  Financial Accountability Regime - Notifiable Events

Effective Date:  dd/mm/yyyy \*

Create



In APRA Connect, select the **Financial Accountability Regime – Notifiable Events** form, name the return and add an effective date.



Once created, select the '+' icon to open the form.

30/04/2025 - J Jackson Update Status: No Data

Financial Accountability Regime - Notifiable Events

FAR - Notifiable Events

2

# Notification – Accountable person update and submission lodgement status

## Accountable person to be updated

Select accountable person to be updated

\* 1

## Submission lodgement status (you must select the relevant checkbox below)

Submitting as a draft (note this does not constitute a notification under sections 31 and 32 of the FAR Act)

Submitting as a notification under sections 31 and 32 of the FAR Act

2



Select the relevant accountable person from the drop-down list.

Only one accountable person can be selected per form.



Make formal submissions only by selecting the ***Submitting as a notification under sections 31 and 32 of the FAR Act*** checkbox.

# Notification – Activity information

## Activity information

Status

Update to existing accountable person \* **1**

Effective date of change (only pertains to cancellation, cessation and cessation-FAR dismissal)

Once you select the following checkboxes and click 'Validate and Save', the selection may not be amended. If you need to amend the selection, the current form must be deleted and recreated.

Updates to personal identification details  **2**

Updates to responsibilities

Updates to reporting lines

Updates to accountability statement



To update an accountable person's information, select the **Status: Update to existing accountable person**.



Select relevant update options to enable editing of the relevant sections of the form.

Note: **Updates to accountability statement** is only relevant for accountable entities classified as enhanced.

To save the **Activity information** click **Validate & Save**.



A form will then be created, connected to the accountable person and containing their prepopulated data.



Click **Edit** to open the form.

30/04/2025 - J Jackson Update

Status: In Draft

Financial Accountability Regime - Notifiable Events	Clear
FAR - Notifiable Events	Delete All   Clear All
4410: John Joe Jackson - <b>3</b>	Clear   Delete
FAR - Notifiable Events	Clear   Edit   View
FAR - Update Accountable Person	<b>4</b> <b>Edit</b>   View

# Notification – Personal identifying information

**Personal identification details: John Jackson** 1

Identifying information

Start date of personal identification change 2   \*

If details have been updated, please provide a description 3

Title  ▾

Given name(s)

Middle name(s)

Family name(s)  \*

Date of birth   \*

Director identification number. If the Accountable Person has a director identification number, the number must be provided, otherwise please enter 'N/A'



The accountable person's name will automatically populate based on the individual selected.



Enter the date the change(s) are effective.

If there are multiple changes with differing effective dates – enter the earliest date of change.



Include a brief description of the change/s.

# Notification – Employment information

Employment status table

Position title (role title)	<input type="text" value="Chief Risk Officer"/> *
Position title start date	<input type="text" value="15/03/2025"/> *
Position title end date	<input type="text"/>
Employer name	<input type="text" value="ABC 123 Pty Ltd"/> *
Employer name start date	<input type="text" value="15/03/2025"/> *
Employer name end date	<input type="text"/>

1



Select **Add** to add additional records.



If you wish to update the **Position title** **OR** the **Employer name**:

1. End date both records (**Position title end date** and **Employer name end date**).
2. Select **Add** to create a new record
3. Populate the new record, rekeying the data from the previous record that has not changed.



If you wish to update the **Position title** **AND** the **Employer name**:

1. Enter a **Position title end date** and **Employer name end date**.
2. Select **Add** to create a new record
3. Input the updated details

# Notification – Contact details and disqualification information

**Contact details**

Direct phone number  \*

Direct email address  \*

**Disqualification information** 2

Has this person ever been disqualified under s.42 of the FAR Act?  Yes  No \*

If the answer to the previous question is yes, please provide details

Variations or revocations of disqualifications



Update the accountable person's direct business phone number and direct business email address by amending the existing data.

Please don't include general enquiry phone numbers, or shared mailboxes.



This section only pertains to disqualifications under the FAR Act.

If **Yes** is selected, use the free text fields to provide details of the FAR disqualification, including any relevant conditions and dates.

# Notification - Responsibilities

**Responsibilities**

Commencement date (update if different from the previously notified Commencement date)   \* **1**

**Responsibilities information**

Accountable entity general and prescribed responsibilities  \*

Accountable entity general and prescribed responsibilities start date   \*

Accountable entity general and prescribed responsibilities end date   **2**

Joint responsibility  Yes  No \*

Limitations and exclusions  \*

If 'Responsibility information' has been updated, please provide a description **3**

**4**



Commencement date can only be amended if:

- The date is in the future
- The date is no more than 30 days in the past



Do not overwrite prepopulated records; only end date or add new records.

To update:

- If the AP has ceased to hold a responsibility, input the end date
- For corrections, enter the same end date as the start date to negate the record



Provide a brief description of the update



Select **Add** to create a new record and report new general and prescribed responsibilities

# Notification – Key functions

Key functions information

Key functions	Credit risk management	*
Key functions start date	28/06/2024	📅 *
Key functions end date		📅 1
If 'Key functions information' has been updated, please provide a description	2	

---

Key functions	Operational risk management	*
Key functions start date	28/06/2024	📅 *
Key functions end date		📅
If 'Key functions information' has been updated, please provide a description		

Add 3



**Note:** If key functions are not applicable, select **No key function held**. Include a start / end date for the period this applies.



Do not overwrite prepopulated records; only end date or add new records.

To update:

- If the AP has ceased to hold a key function, input the end date
- For corrections, enter the same end date as the start date to negate the record



Provide a brief description of the update made



Select **Add**, to create a new record and report new key functions

# Notification – Significant related entities (SREs)

Significant related entities - general responsibilities

Significant related entity  \*

Accountable person start date against the significant related entity  \*

Accountable person end date against the significant related entity  1

Significant related entity general responsibilities subpara. 10(1)(b)(ii) or 10(6)(b)(ii) of the FAR Act  \*

Accountable person start date against the significant related entity general responsibilities subpara. 10(1)(b)(ii) or 10(6)(b)(ii) of the FAR Act  \*

Accountable person end date against the significant related entity general responsibilities subpara. 10(1)(b)(ii) or 10(6)(b)(ii) of the FAR Act  1

If 'Significant related entities - general responsibilities' has been updated please provide a description  2

3



**Note:** This section is only relevant if the accountable entity has an SRE, **and** the accountable person holds a general responsibility for that SRE.



Do not overwrite prepopulated records; only end date or add new records.

To update:

- If the AP has ceased to hold an SRE general responsibility, input the end dates
- For corrections, enter the same end dates as the start dates to negate the record



If the record has been amended, provide a brief description of the update



If the AP holds new general responsibilities relating to an SRE, select **Add** to create a new record.

# Notification – Reporting lines

## Reporting lines

Position title of the person the accountable person reports to. Please enter 'No reporting line' if the accountable person is a director.

CEO and Managing Director \*

Reporting line start date

15/03/2025 \*

Reporting line end date

1

If 'Reporting line' has been updated, please provide a description

2

Add

3



Do not overwrite prepopulated records; only end date or add new records.

To update:

- If the reporting line details need to be updated, input the end date
- For corrections, enter the same end date as the start date to negate the record



Provide a brief description of the update



Select **Add**, to create a new record

# Notification – Supporting documentation and additional information

**Additional information**

**Supporting documentation** 1

Accountability statement

Effective date of the accountability statement  

Has there been, or will there be, a submission of an updated accountability map? Maps must be submitted via the FAR Accountability Map return 2  Yes  No

**Additional Information**

3

**Additional Information** 3

Additional information

Additional documents



The **Supporting documentation** section is only applicable to accountable entities classified as enhanced:

- Attach the updated accountability statement in PDF format
- Statements should be signed and dated



Accountability maps need to be submitted via the separate **FAR - Accountability Map** form



Select **Add** to expand the **Additional Information** section of the form

# Notification – Privacy collection notice

1

To read the Privacy Collection Notice, follow the link below:

<https://www.apra.gov.au/financial-accountability-regime>



Click on the link within the form to review APRA's FAR Privacy Collection Notice.

ASIC's Collection Notice is also available directly on the ASIC website:

[www.asic.gov.au](http://www.asic.gov.au)



**Note:** Entities are requested to note that where personal information is submitted to APRA on an individual's behalf, the person submitting that information must ensure that the relevant individual is aware of and has provided their prior written consent to the provision of the information to APRA, the circumstances of the provision of the information to APRA and the terms of the FAR Privacy Collection Notice, [ASIC's Collection Notice – FAR](#) and APRA's Privacy Policy. APRA may request a copy of this written consent.

ASIC also collects information for the purposes of administering the FAR jointly with APRA. Please refer to ASIC's Collection Notice – FAR and to ASIC's [Privacy Policy](#) for further information.

# Notification – submission

**Declaration**

I declare I am authorised to provide this information and that the information is true and correct.

Name:  \*

Title:  \*

Date:  \*

**1**

**View Return**

Return name: 30/04/2025 - JJackson Update      Return reference: FARNE55359

Return end date: 25/04/2025      Return due date:

Return status: Complete      Categories:

**Actions**

**2**  
Validate & Submit

**Submit Return**

Your return has been validated and can now be submitted. Please click the "Submit" button to confirm that you wish to submit this return.

Once submitted, a return can no longer be edited, but can still be viewed in submission history.  
If an error is subsequently discovered you can apply to resubmit the return using the "Request Resubmission" functionality.

**Please note final submission can take up to 2 minutes depending on the complexity of the return.**

**3**

To submit the form:



Click **Validate & Save**



Click **Validate & Submit**



Click **Submit**

- At each point, if errors / validation issues are noted, these are required to be resolved before proceeding to the next step.
- Error messages may continue to appear once addressed; simply proceed with submission.
- Entity FAR Administrators will receive an automated email notification with the return reference when the form has been successfully submitted.

# Viewing an accountable person's information

## Corporate Profile

The sections of your corporate profile are listed below. You should regularly check and ensure that your corporate profile is up to date.

### Corporate Profile

 FAR - Corporate Profile

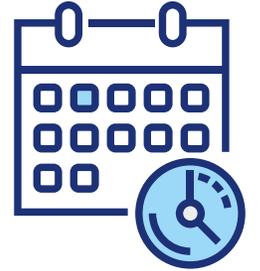
  FAR - Accountable Persons



Once a **Financial Accountability Regime – Notifiable Events** return has been submitted, the accountable person's updated information is immediately transferred to the entity's Corporate Profile.

This information can be reviewed in APRA Connect under the entity's **Corporate Profile**, by expanding the **FAR – Accountable Persons** folder and selecting the relevant accountable person.

# Notification – dates and reminders



## No resubmissions on *FAR – notifiable event forms*

To correct an error in an accountable person's data, simply create and submit a new *Financial Accountability Regime – Notifiable Events* form.

## Only future dates are editable

Only future start dates and future end dates can be overwritten in the *Financial Accountability Regime – Notifiable Events* form.

## End dated records

Once a record has been end dated, and the end date is in the past, the record will no longer populate in any future *Financial Accountability Regime – Notifiable Events* forms. However, all historical information can still be viewed via the entity's Corporate Profile.

## Correcting historical start dates

To correct an incorrect start date, where the start date is in the past, end date the record with an identical start date to negate the record. Then create a new record with the correct details.

# Information and support

## FAR videos

**APRA website:**

APRA > APRA's functions > Financial Accountability Regime > [FAR Presentations](#)

## APRA Connect support material

**APRA website:**

APRA > Data and Statistics > APRA Connect > [APRA Connect support material](#)

## FAR reporting form instruction guides

**APRA website:**

APRA > APRA's functions > Financial Accountability Regime > [APRA Connect FAR reporting forms - instruction guides](#)

## Information paper

**APRA website:** APRA > APRA's functions > Financial Accountability Regime > [Financial Accountability Regime: Information for accountable entities](#)

**ASIC website:** ASIC > Regulatory resources > Financial services > Financial Accountability Regime > [Financial Accountability Regime: Information for accountable entities \(RG 279\)](#)

## FAR single point of contact mailbox

[far@apra.gov.au](mailto:far@apra.gov.au)

**Thank you**