Request to cancel recognition in Victoria

Group Training Organisation form

This form must be used to cancel recognition as a Group Training Organisation (GTO) in Victoria with the VRQA.

All sections must be completed to avoid delays in the processing of your application.

Submitting your application

This form must be emailed to: [vrqa.vet@education.vic.gov.au](mailto:vrqa.vet@education.vic.gov.au)

The VRQA will notify the State Revenue Office of the cancellation of your GTO in Victoria.

Your GTO will be removed from the National GTO Register for Victoria and from the VRQA website.

Privacy disclaimer

All information collected in this form is required by State or Commonwealth legislation and associated regulatory frameworks. The VRQA will only use this information in relation to its powers and functions under the *Education and Training Reform Act 2006*. To read the VRQA’s full privacy statement, see: [Privacy statement](https://www2.vrqa.vic.gov.au/vrqa-privacy-statement)

You can request access to the personal information that we hold about you and request that it be corrected.

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| --- | --- | --- | --- |
| GTO details | | | |
| GTO name (legal entity): |  | | |
| Trading name: |  | | |
| Cancellation date: |  | | |
| Postal address: |  | | |
| Phone No. |  | Email: |  |
| Contact person (name): |  | Position in GTO: |  |
| Reason for cancelling recognition | | | |
| Please provide information about why you wish to cancel your recognition as a GTO in Victoria. | | | |
| Cancelled Labour Hire License  Financial Difficulties  Business Discontinued  No longer operating in Victoria | | | |
| Other, please provide explanation: | | | |

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| Statutory declaration by the Principal Executive Officer | | | |
| **I,** |  | | (Full name of Principal Executive Officer) |
| **of** |  | | (Legal entity registered) |
| do solemnly and sincerely declare that:   * as Principal Executive Officer, I authorise the cancellation of our GTO recognition on behalf of our legal entity and its shareholders * all references to our organisation’s status as a GTO have been removed or are in the process of being removed from all marketing and advertising material, website(s), corporate stationery, other published material and signage. | | | |
|  | | | (Signature) |
| / / 202 \_ | | | (Date) |
| Declared at: | |  | (Location of signing) |
| **in the State of Victoria, this** | | / / 202 \_ | (Date) |
| (signature of person making this declaration – to be signed in front of an authorised witness) | | | |
| Authorised witness\* | | | |
| **Before me** | |  | (witness name) |
|  | (title) |
|  | (address) |
|  | (signature) |
| \* The authorised witness must write, type or stamp their name, the capacity in which they have authority to witness a statutory declaration and their address under section 30 of the *Oaths and Affirmations Act 2018*. For a list of authorised persons who may witness statutory declarations under section 30 of the *Oaths and Affirmations Act 2018* see: [www.justice.vic.gov.au/statdecs](http://www.justice.vic.gov.au/statdecs) | | | |