

User Guide: Apply for more time to report

This guide outlines the step-by-step processes in the portal to submit an application to the Regulator for an extension of time to report.

For information about the applications available to you, visit the [Guidance](#) resources on the website.

To access the portal you need a [Digital ID](#) and authorisation from your entity in [Relationship Authorisation Manager](#) to act on its behalf for payment times reporting.

For more information, see **Help and support to use the portal** on the Regulator's website.

Version 1.0

Revision history

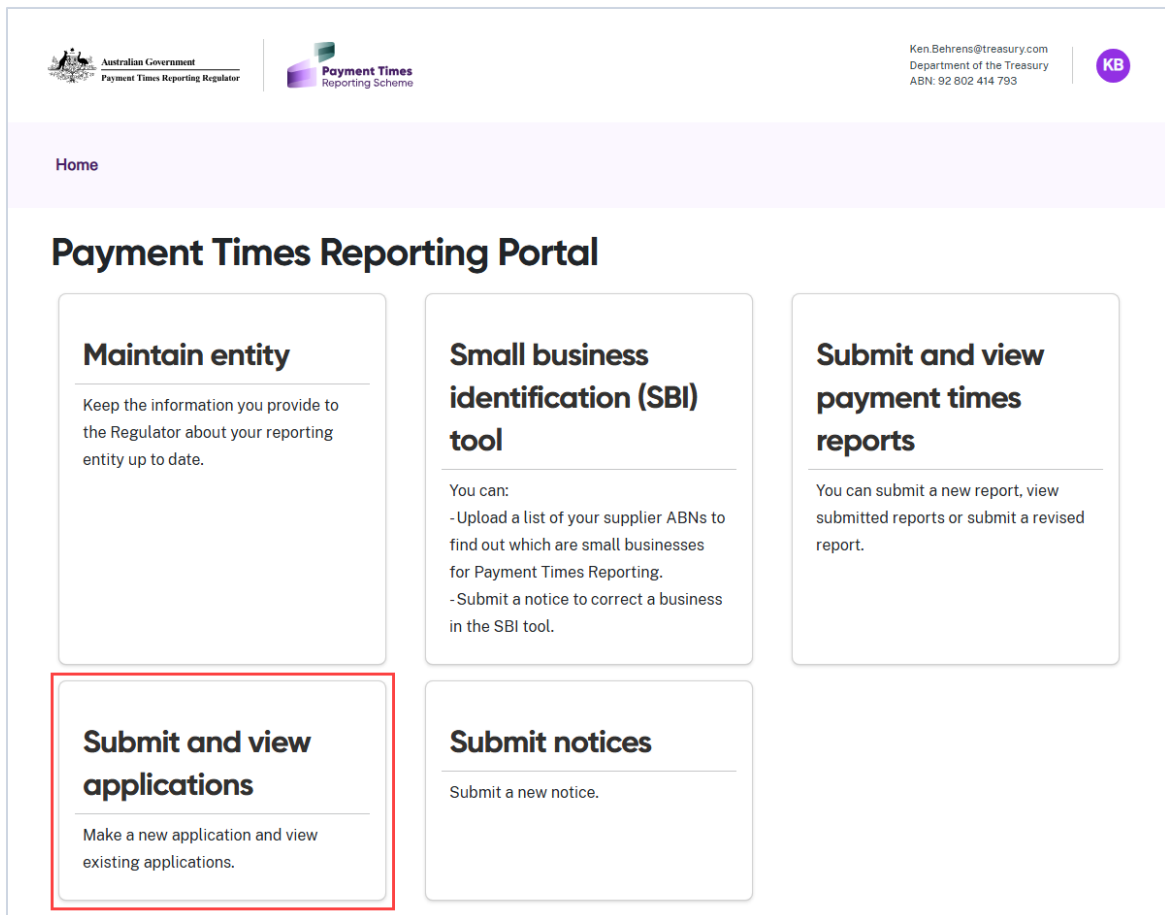
Version	Date	Description
1.0	16 Feb 2026	Initial version with release of new portal.

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Application for an extension of time - single


Navigate to Submit and view applications



1. Select the **Submit and view applications** tile from the Home screen.



Australian Government
Payment Times Reporting Regulator



Payment Times
Reporting Scheme

Ken.Behrens@treasury.com
Department of the Treasury
ABN: 92 802 414 793

KB

Home > Submit and view applications

Submit and view applications

Extension of time - single

Apply for an extension of 28 days or less to submit a payment times report.

The Regulator cannot extend an approved application.

Extension of time - modifiable

Apply for an extension of time to submit a payment times report.

You may apply to the Regulator to modify the original extension and further extend the due date for a payment times report.

Exempt entity

Apply for an exemption from reporting for up to two years.

Subsidiary reporting entity

Apply to be a subsidiary reporting entity.

Reporting nominee entity

Apply to be a reporting nominee.

Volunteering entity

Apply to be a volunteering entity.

Reconsideration of a reviewable decision


Apply to the Regulator to reconsider a reviewable decision.

2. Select the **Extension of time - single** tile.


Step 1: Before you start

Consider your circumstances carefully to confirm that this application type is right for your entity. Consult the [Guidance materials](#) or seek legal advice if you need help deciding.


Application for a single extension of time




Before you start




Entity details




Report details



Reason for extension



Declaration




Review and submit


Under section 13A of the *Payment Times Reporting Act* an entity may apply to the Regulator for further time to provide a payment times report. An extension of time application must be submitted before the due date of the report for which the entity is seeking an extension. A single extension to give a report can be for a maximum of 28 days and cannot be further extended for any reason.


Continue


Step 2: Entity details


Entity details


Before you start

Entity details

Report details

Reason for extension

Declaration

Review and submit

Entity details

Entity name
Department of the Treasury

ABN
92 802 414 793

Approver

Details of the responsible member of the entity who is authorised to approve this application.

The given name of the approving responsible member is required. If the member only has a single name, their name must be entered in the family name field.

Approving responsible member given name

Priya

Approving responsible member family name *

Singh

Approving responsible member role title *

CEO

Date application approved by responsible member *

01/01/2026

Continue

3. Enter the **Given name** of the responsible member for your entity. The responsible member is a person with the authority to approve the information in this application.
4. Enter the **Family name** of the responsible member for your entity.
5. Enter the **Role title** of the responsible member for your entity.
6. Enter the **date** the responsible member approved this application, then select **Continue**.

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Step 3: Report details

In this step, enter the reporting period for which you are requesting an extension of time to report.

Report details

Before you start

Entity details

Report details

Reason for extension

Declaration

Review and submit

Reporting period an extension is being sought for

Reporting period end date *
31/01/2026 ×

Current due date
30/04/2026

Proposed report submission date *
28/05/2026 ×

The proposed report submission date cannot be more than 28 days after the current due date.

Continue

7. Enter the **End date of the reporting period** for which you are requesting an extension.
8. Enter the **Date** you propose to submit the report for this reporting period. For this type of application, you cannot propose a date more than 28 calendar days after the due date for this reporting period.
9. Select **Continue** to move to the next step.

Step 4: Reason for extension

You must explain the circumstances that caused your entity to apply for extra time to report.

The screenshot shows the 'Reason for extension' step in a multi-step process. The progress bar at the top indicates the current step. Below the progress bar, there is a dropdown menu labeled 'Extension is required due to *' with the text 'Please select'. Below this, there is a section titled 'Supporting documents' with instructions on how to upload files and a list of permitted file formats. At the bottom, there is a 'Continue' button.

Reason for extension

Before you start Entity details Report details **Reason for extension** Declaration Review and submit

Extension is required due to *

Please select

Supporting documents

Upload any documentary evidence in support of the stated circumstance(s) above. To select multiple files, click on the first file to select it, then hold the control (ctrl) button and select the additional file.

The following file formats are permitted: .DOCX, .PDF, PNG, .JPG, .GIF, .XLSX, .CSV, .MSG, .TXT

Upload supporting documents

Select files... Drop files here to upload

The maximum number of files you can upload is 5.

Continue

10. The drop-down list displays some common circumstances an entity may experience to cause them to apply for more time to report.

This screenshot shows the 'Reason for extension' step with the dropdown menu expanded. The dropdown menu lists several common circumstances: 'Circumstance(s) beyond the control of the entity that impact the ability to prepare a report', 'Conflicting corporate reporting obligations (such as business activity statement lodgements, financial reporting requirements, GST returns)', 'Need to update ABR details', 'Need to update/correct entity information details', 'Need to update SBI Tool', and 'Other'. Below the dropdown menu, there is a 'Continue' button.

Reason for extension

Before you start Entity details Report details **Reason for extension** Declaration Review and submit

Extension is required due to *

Please select

Please select

Circumstance(s) beyond the control of the entity that impact the ability to prepare a report

Conflicting corporate reporting obligations (such as business activity statement lodgements, financial reporting requirements, GST returns)

Need to update ABR details

Need to update/correct entity information details

Need to update SBI Tool

Other

Upload supporting documents

Select files... Drop files here to upload

The maximum number of files you can upload is 5.

Continue

11. Select the **reason** your entity needs an extension of time to report.
12. Select **Other** if the listed circumstances do not describe the reason your entity is applying for an extension.

Reason for extension

Before you start

Entity details

Report details

Reason for extension

Declaration

Review and submit

Extension is required due to *

Other

Other (provide details) *

Example

7 / 10000

Supporting documents

Upload any documentary evidence in support of the stated circumstance(s) above. To select multiple files, click on the first file to select it, then hold the control (ctrl) button and select the additional file.

The following file formats are permitted: .DOCX, .PDF, PNG, .JPG, .GIF, .XLSX, .CSV, .MSG, .TXT

Upload supporting documents

Select files...

✓ Done

Example document.docx

520.84 KB

✕

The maximum number of files you can upload is 5.

Continue

14. If you selected **Other**, you must **provide details** explaining why your entity needs an extension of time to report.
15. You have the option to upload documentary evidence in support of your entity's application. Read the information in the **Supporting documents** section of this step carefully before uploading any documents.
16. Click **Select files...** to launch your file directory.

A screenshot of a Windows File Explorer window titled 'Open'. The address bar shows 'Home'. The left sidebar has 'Home' selected. The main area shows 'Quick access' with links to 'Documents', 'Downloads', 'Pictures', 'Music', 'Videos', and 'Desktop'. Below that is a 'Favorites' section. At the bottom, there is a 'File name' input field, a file type dropdown set to 'All Files (*.*)', and 'Open' and 'Cancel' buttons.

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17. Navigate through your folder structure to find your file or files.
18. You can upload up to 5 files. Select the required file/s and select **Open** to upload the document/s.

Reason for extension

Before you start

Entity details

Report details

Reason for extension

Declaration

Review and submit

Extension is required due to *

Other

Other (provide details) *

Example

7 / 10000

Supporting documents

Upload any documentary evidence in support of the stated circumstance(s) above. To select multiple files, click on the first file to select it, then hold the control (ctrl) button and select the additional file.

The following file formats are permitted: .DOCX, .PDF, PNG, .JPG, .GIF, .XLSX, .CSV, .MSG, .TXT

Upload supporting documents

Select files...

✓ Done

Example document.docx

520.84 KB

X

The maximum number of files you can upload is 5.

Continue

19. Your files will display in the window.
20. If you upload the wrong document, select the **X** to remove it.
21. After you attach the correct files to the application, select **Continue**.

Step 5: Declaration

The declaration links to the Digital ID credentials you use to log in to the portal.



Read this declaration carefully. You are making a statement that may lead to regulatory action if the information in this form is not true and correct.

Declaration

Before you start

Entity details

Report details

Reason for extension

Declaration

Review and submit

I declare that:

- I am authorised to provide the information contained in, and attached to, this form.
- I have made all necessary enquiries, and that to the best of my knowledge the responses provided in this form and any attached documents are correct and complete.
- I understand that it may be a criminal offence and/or a contravention of a civil penalty provision of the *Payment Times Reporting Act 2020 (PTR Act)* to provide false or misleading information or documents to the Payment Times Reporting Regulator (**the Regulator**), including because of the omission of any matter or thing without which the information or document is false or misleading, and that this may result in the giving of infringement notices or the taking of other enforcement action.
- I understand that personal information under the *Privacy Act 1988* and protected information under the PTR Act will be collected by the Regulator when this form is lodged, and that it may be shared for the purposes of the PTR Act or otherwise in accordance with law.
- There is a record of the written approval of this form by a responsible member of the Entity.

☒ Check this box to accept the declaration.

Given name	Family name	Date of application
Ken	Behrens	04/02/2026


Continue


22. If you think there may be an error earlier in the application form, you can click a **circle icon** in the progress guide to return to that section of the form.
23. Check the **declaration** box when you are satisfied the information in this application form is correct and complete.
24. Select **Continue** to proceed to Step 6: Review and submit.


Step 6. Review and submit


This step lets you review all information in the application form before you submit it.


Review and submit


Before you start

Entity details

Report details

Reason for extension

Declaration

Review and submit

Application details

Entity details

Entity name
Department of the Treasury
ABN
92 802 414 793

Approver details

Approving responsible member given name
Priya
Approving responsible member family name
Singh
Approving responsible member role title
CEO
Responsible member approval date
01/01/2026

Report details

Reason for extension

Declaration

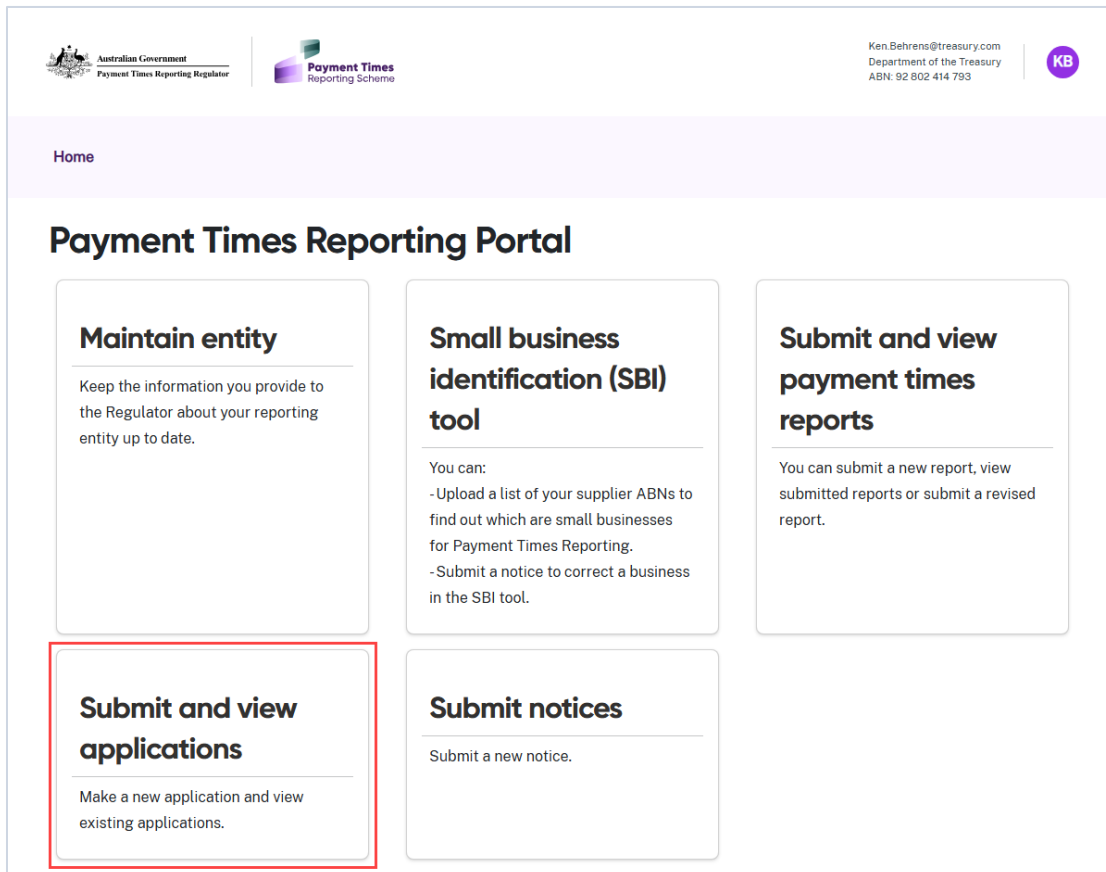
Print

Submit


25. Review the information in a section by clicking on the **down arrow** at the right hand side of the section name. In this example, the **Approver details** section is expanded to show the summary details displayed by the portal.
26. Collapse the view of the section by clicking the **up arrow**.
27. Click a **circle icon** in the progress guide to return to that section of the application form if you need to update information.
28. Select **Print** to print a paper copy of the form using a connected printer, or to save a copy as a PDF. The form prints with all sections expanded to show all details.
29. Select **Submit** to close this form and submit your entity's application to the Regulator.

Application for an extension of time - modifiable


Navigate to Submit and view applications



1. Select the **Submit and view applications** tile from the Home screen.



Australian Government
Payment Times Reporting Regulator



Payment Times
Reporting Scheme

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Home > Submit and view applications

Submit and view applications

Extension of time - single

Apply for an extension of 28 days or less to submit a payment times report.

The Regulator cannot extend an approved application.

Extension of time - modifiable

Apply for an extension of time to submit a payment times report.

You may apply to the Regulator to modify the original extension and further extend the due date for a payment times report.

Exempt entity

Apply for an exemption from reporting for up to two years.

Subsidiary reporting entity

Apply to be a subsidiary reporting entity.

Reporting nominee entity

Apply to be a reporting nominee.

Volunteering entity

Apply to be a volunteering entity.

Reconsideration of a reviewable decision


Apply to the Regulator to reconsider a reviewable decision.

2. Select the **Extension of time - modifiable** tile.


Step 1: Before you start

Consider your circumstances carefully to confirm that this application type is right for your entity. Consult the [Guidance materials](#) or seek legal advice if you need help deciding.


Application for a modifiable extension of time




Before you start




Entity details




Report details



Reason for extension



Declaration



Review and submit

Under section 13B of the *Payment Times Reporting Act* an entity may apply to the Regulator for further time to provide payment times report. An extension of time application must be submitted before the due date of the payment times report for which the entity is seeking an extension. A modifiable extension to give a report can be extended multiple times.

Continue

Step 2: Entity details

Entity details

Before you start

Entity details

Report details

Reason for extension

Declaration

Review and submit

Entity details

Entity name
Department of the Treasury

ABN
92 802 414 793

Approver

Details of the responsible member of the entity who is authorised to approve this application.
The given name of the approving responsible member is required. If the member only has a single name, their name must be entered in the family name field.

Approving responsible member given name
Priya

Approving responsible member family name *
Singh

Approving responsible member role title *
CEO

Date application approved by responsible member *
01/01/2026

Continue

- Enter the **Given name** of the responsible member for your entity. The responsible member is a person with the authority to approve the information in this application.
- Enter the **Family name** of the responsible member for your entity.
- Enter the **Role title** of the responsible member for your entity.
- Enter the date the responsible member approved this application, then select **Continue**.

Step 3: Report details

In this step, enter the reporting period for which you are requesting an extension of time to report.

Report details

Before you start

Entity details

Report details

Reason for extension

Declaration

Review and submit

Current approved extensions are listed below

Application Id	Application Type	Reporting Period End Date	Current Due Date

<<

<

1

>

>>

Reporting period an extension is being sought for

Reporting period end date *

31/12/2025

Current due date

31/03/2026

Proposed report submission date *

30/06/2026

Continue

- The portal displays any current approved extensions in the table.
- Enter the **End date of the reporting period** for which you are requesting an extension.
- Enter the **Date** you propose to submit the report for this reporting period.
- Select **Continue** to move to the next step.

Step 4. Reason for extension

You must explain the circumstances that caused your entity to apply for extra time to report.

Reason for extension

Before you start

Entity details

Report details

Reason for extension

Declaration

Review and submit

A modifiable extension can only be granted due to exceptional circumstance(s) beyond the control of the entity that impact the entity's ability to prepare a report.

Provide details of the exceptional circumstance(s) which warrant additional time to submit a payment times report. *

Example

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Impact on preparing a report:
Describe how the circumstance(s) impact your ability to submit a report. *

Example

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Plan to address circumstance(s) requiring extension:
Detail how the extension of time will enable you to complete your reporting obligations (e.g. plan and schedule of actions to address the above circumstance(s)) *

Example

7 / 10000

Supporting documents


You **must** upload documentary evidence in support of the stated circumstance(s), impacts, and plan above. To select multiple files, click on the first file to select it, then hold the control (ctrl) button and select the additional file.

The following file formats are permitted: DOCX, .PDF, PNG, .JPG, .GIF, .XLSX, .CSV, .MSG, .TXT

Upload supporting documents *

Select files...

✓ Done

 Example document.docx
520.84 KB

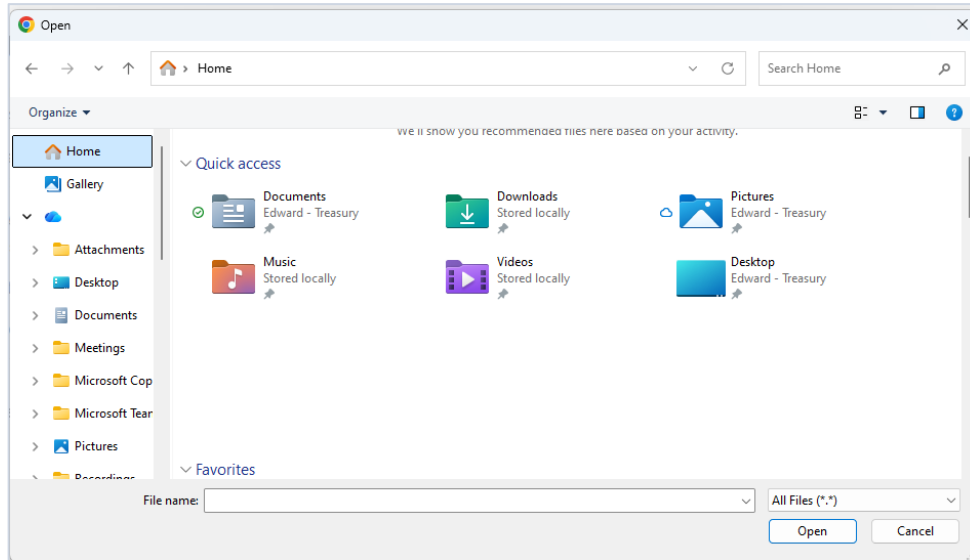
✕

The maximum number of files you can upload is 5.

Continue

11. Read the information about modifiable extensions on this page of the application form carefully.
12. All fields in this step are mandatory fields and are marked with a red asterisk. They cannot be left blank.
13. Enter the details of the **exceptional circumstance(s)** that justify additional time for your entity to report.
14. Enter a description of **how these circumstance(s) impact your entity's ability** to report.
15. Enter details of **how an extension of time to report** will enable your entity to meet their reporting obligations.

16. You must upload documentary evidence in support of your entity's application for a modifiable extension of time to report.
17. Read the information in the **Supporting documents** section of this step carefully before uploading any documents.
18. Click **Select files...** to launch your file directory.



19. Navigate through your folder structure to find your file or files.
20. You can upload up to 5 files. Select the required file/s and select **Open** to upload the document/s.

Supporting documents


Upload any documentary evidence in support of the stated circumstance(s) above. To select multiple files, click on the first file to select it, then hold the control (ctrl) button and select the additional file.


The following file formats are permitted: .DOCX, .PDF, PNG, .JPG, .GIF, .XLSX, .CSV, .MSG, .TXT

Upload supporting documents

Select files...

✓ Done

 Example document.docx
520.84 KB



The maximum number of files you can upload is 5.

Continue

21. Your files will display in the window.
22. If you upload the wrong document, select the **X** to remove it.
23. After you attach the correct files to the application, select **Continue**.

Step 5: Declaration

The declaration links to the Digital ID credentials you use to log in to the portal.



Read this declaration carefully. You are making a statement that may lead to regulatory action if the information in this form is not true and correct.

Declaration

Before you start

Entity details

Report details

Reason for extension

Declaration

Review and submit

I declare that:

- I am authorised to provide the information contained in, and attached to, this form.
- I have made all necessary enquiries, and that to the best of my knowledge the responses provided in this form and any attached documents are correct and complete.
- I understand that it may be a criminal offence and/or a contravention of a civil penalty provision of the *Payment Times Reporting Act 2020 (PTR Act)* to provide false or misleading information or documents to the Payment Times Reporting Regulator (**the Regulator**), including because of the omission of any matter or thing without which the information or document is false or misleading, and that this may result in the giving of infringement notices or the taking of other enforcement action.
- I understand that personal information under the *Privacy Act 1988* and protected information under the PTR Act will be collected by the Regulator when this form is lodged, and that it may be shared for the purposes of the PTR Act or otherwise in accordance with law.
- There is a record of the written approval of this form by a responsible member of the Entity.

☒ Check this box to accept the declaration.

Given name	Family name	Date of application
Ken	Behrens	04/02/2026


Continue


24. If you think there may be an error earlier in the application form, you can click a **circle icon** in the progress guide to return to that section of the form.
25. Check the **declaration box** when you are satisfied the information in this application form is correct and complete.
26. Select **Continue** to proceed to Step 6: Review and submit.


Step 6: Review and submit


This step lets you review all information in the application form before you submit it.


Review and submit


Before you start

Entity details

Report details

Reason for extension

Declaration

Review and submit

Application details

Entity details

Entity name
Department of the Treasury
ABN
92 802 414 793

Approver details

Approving responsible member given name
Priya
Approving responsible member family name
Singh
Approving responsible member role title
CEO
Responsible member approval date
01/01/2026

Report details

Reporting period an extension is being sought for
31/12/2025
Current due date
31/03/2026
Proposed report submission date
30/06/2026

Reason for extension

Declaration

Print

Submit

27. Review the information in a section by clicking on the **down arrow** at the right hand side of the section name. In this example, the **Approver details** and **Report details** sections are expanded to show the summary details displayed by the portal.
28. Collapse the view of the section by clicking the **up arrow**.
29. Click a **circle icon** in the progress guide to return to that section of the application form if you need to update information.
30. Select **Print** to print a paper copy of the form using a connected printer, or to save a copy as a PDF. The form prints with all sections expanded to show all details.
31. Select **Submit** to close this form and submit your entity's application to the Regulator.