



# User Guide: Entity information

This guide explains how to manage and update entity information in the portal. You must keep the information you provide to the Regulator about your reporting entity up to date.

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.

## Contents

Navigate to the Entity information form .....	2
Step 1: Before you start .....	3
Step 2: Entity information .....	4
Step 3: Mailing address .....	5
Step 4: Contacts .....	6
Step 5: Registered business names .....	9
Step 6: Ultimate controlling entity .....	11
Step 7: Controlled entities .....	14
Step 8: Declaration .....	23
Step 9: Review and submit .....	24

## Navigate to the Entity information form

The screenshot shows the 'Payment Times Reporting Portal' Home screen. At the top, there are logos for the Australian Government Payment Times Reporting Regulator and the Payment Times Reporting Scheme, along with contact information for Ken Behrens. The main content area features five tiles: 'Maintain entity' (highlighted with a red border), 'Small business identification (SBI) tool', 'Submit and view payment times reports', 'Submit and view applications', and 'Submit notices'. Each tile contains a brief description of its function.

1. Select the **Maintain entity** tile from the Home screen.

The screenshot shows the 'Maintain entity' screen. At the top, there is a breadcrumb trail: 'Home > Maintain entity'. The main content area features two tiles: 'Entity information' (highlighted with a red border) and 'Entity details'. Each tile contains a brief description of its function.

2. Select the **Entity information** tile.

## Step 1: Before you start

### Before you start

You must give the Regulator information about your reporting entity and / or reporting nominee. Have these details ready to complete the questions in this form:

- the entity's name
- any registered business names
- the entity's ABN, ACN or ARBN
- the entity's email address and a mailing address in Australia
- the Australian and New Zealand Standard Industrial Classification (ANZSIC) Subdivision code and title
- financial year details
- whether the entity must comply with financial reporting standards
- the type of its principal governing body
- the name, telephone number and email address of:
  - a responsible member of the entity, plus
  - another individual authorised in writing to act on the entity's behalf, other than a responsible member
- Information about entities that control, or are controlled by your reporting entity or reporting nominee.

You must correct, give or update this information (as appropriate):

- as soon as practicable, if:
  - the submitted information was false, incorrect, or misleading, or
  - has not been given, or
- no later than immediately before giving a payment times report to the Regulator if, as a result in a change in circumstances:
  - the submitted information has later become incorrect or
  - was not previously required to be given and is now required to be given.

For additional information regarding the concepts in this form, please refer to our [Guidance](#).

**Continue**

3. Read the information on this page carefully and have these details handy to verify or update the information in the form.
4. Select **Continue** when you are ready to begin the form.



The entity information form will prefill data from the ABR and from previously reported entity information.



Several other steps will appear for subsidiary reporting entities, entities that have subsidiary reporting entities or reporting nominees.

## Step 2: Entity information

### Entity information

Before you start **Entity information** Mailing address Contacts Registered business names Ultimate controlling entity Controlled entities Declaration Review and submit

Check and update the information below. It comes from the Australian Business Register or our records.

Entity name  
**Department of the Treasury**

ABN  
**92 802 414 793**

**Do you need to update the entity name? \***

Yes

No

**Start date of your first reporting period**  
This start date has previously been submitted to the Regulator. It cannot be updated.  
01/07/2024

**When does your financial year typically end? Ignore minor adjustments if using a 52 or 53 week financial year.**

**Day \***  
30

**Month \***  
June

**Are your financial reports required to comply with AASB Standard 8 - Operating Segments, or an equivalent foreign financial reporting standard? \***

Yes

No

**What type of principal governing body does your entity have? \***  
Trustee

The Australian and New Zealand Standard Industrial Classification (ANZSIC) is used to compile and analyse industry statistics in Australia and New Zealand.

The Payment Times Reports Register categorises entities based on their ANZSIC division.

You need to choose the ANZSIC sub-division below for your group's primary business activity.

**ANZSIC sub-division \***  
67 - Property Operators and Real Estate Services

Continue

5. Check the **Entity name** and **ABN** details carefully. Select **Yes** to update, or **No** if correct.
6. The **Start date of your first reporting period** prefills from the first time you submitted this form or received a Determination from the Regulator. You cannot edit this date in the portal. If this date is not correct, send an email to [support@paymenttimes.gov.au](mailto:support@paymenttimes.gov.au) to request a change.
7. Select **Continue** when the information on this page is correct.

## Step 3: Mailing address

The address in this step reflects the **Service of notice address** in the Entity details process.

The screenshot shows the 'Mailing address' step in a multi-step process. The progress bar at the top includes: Before you start, Entity information, Mailing address (current), Contacts, Registered business names, Ultimate controlling entity, Controlled entities, Declaration, and Review and submit. Below the progress bar, a text box states: 'This is the address the Regulator will use for service of notice communications. Check and update this information, if necessary.' A card displays the 'Service of notice address' as: 'The Treasury, LANGTON CR, PARKES ACT 2600, Austria'. An 'Edit' button is at the bottom right of the card. A 'Continue' button is at the bottom right of the main form area.

8. Check the address information is correct.
9. If you need to make a correction, select **Edit**. A screen with the address fields will slide into view from the right hand side of the screen.

The screenshot shows the 'Service of notice address' edit form. The form is titled 'Service of notice address' and has a close button (x) in the top right corner. The form contains the following fields:

- Line 1 \***: The Treasury
- Line 2**: LANGTON CR
- Suburb / city \***: PARKES
- State / territory \***: ACT
- Postcode \***: 2600
- Country \***: Austria

The mandatory fields are marked with a red asterisk. Each field has a clear button (x) on the right side. The form is overlaid on a blurred background of the 'Mailing address' step.

10. The mandatory fields are marked with a red asterisk and cannot be left blank. Once the fields are complete, you can **save** the updated information.
11. Select **Continue** to move to the next step.

## Step 4: Contacts

In this step, provide the Regulator with details for two different individuals. These individuals must not be the same person. Enter details for:

- the Authorised contact, and
- the Responsible member.

Refer to the [Guidance materials](#) for more information.

### Contacts

Before you start Entity information Mailing address **Contacts** Registered business names Ultimate controlling entity Controlled entities Declaration Review and submit

You must provide details of:

1. a person with written authority to act on behalf of the entity, and
2. a responsible member of the entity.

The (1) authorised contact, and (2) responsible member *cannot* be the same individual.

#### Authorised contact

John Smith  
Senior Accountant  
John.Smith@treasury.com  
XXX

Restore to previous **Edit**

**+**

Add new authorised contact

#### Responsible member

Jane Smith  
CFO  
Jane.Smith@treasury.com  
XXX

Restore to previous **Edit**

**+**

Add new responsible member

**Continue**

12. Use the same process as the previous step to update the details for these contacts.

13. To change this information, select **Edit** or **+ Add new....** The address screen slides in from the right-hand side of the screen.

**Authorised contact**

**Given name**  
The given name should be provided. If the contact only has one name, it must be entered as the family name.  
Sarah

**Family name \***  
Nguyen

**Job title \***  
Senior Accountant

**Email \***  
Sarah.Nguyen@treasury.com

**Confirm your email address \***  
Sarah.Nguyen@treasury.com

**Primary contact number \***  
XXX

**Has this person received written authority to act on behalf of the entity? \***  
 Yes  
 No

14. Enter the updated information. Mandatory fields are marked with a red asterisk and cannot be left blank.
15. In the final part of the **Authorised contact** update, confirm that the entity has authorised this person in writing to act on its behalf for payment times reporting.
16. Select **Yes** to confirm they are authorised in writing.
17. Select **No** if you cannot confirm this person has written authorisation to act on behalf of the entity.
  - a) If you select No, you cannot record this person as an authorised contact. You must provide details for a person who has written authorisation to act on behalf of the entity.
18. Once these fields are complete, you can save the updated information.



When an entity's [principal authority or authorisation administrator](#) authorises a person to act on behalf of the business in [Relationship Authorisation Manager](#) (RAM), this counts as written authorisation.

19. Repeat these steps if you need to update the **Responsible member** information. You do not need to confirm that the Responsible member has written authorisation to act on behalf of the entity.

**Responsible member**

**Given name**  
The given name should be provided. If the contact only has one name, it must be entered as the family name.  
Priya

**Family name \***  
Singh

**Job title \***  
CEO

**Email \***  
Priya.Singh@treasury.com

**Confirm your email address \***  
Priya.Singh@treasury.com

**Primary contact number \***  
XXX

- 20. After you complete these fields, save the updated information.
- 21. The system displays the updated information. If you updated a record in error, select **Restore to previous** during the same session to undo the changes.

## Contacts

Before you start Entity information Mailing address **Contacts** Registered business names Ultimate controlling entity Controlled entities Declaration Review and submit

You must provide details of:

- 1. a person with written authority to act on behalf of the entity, and
- 2. a responsible member of the entity.

The (1) authorised contact, and (2) responsible member *cannot* be the same individual.

**Authorised contact**

Sarah Nguyen  
Senior Accountant  
Sarah.Nguyen@treasury.com  
XXX

Restore to previous Edit

Add new authorised contact

**Responsible member**

Priya Singh  
CEO  
Priya.Singh@treasury.com  
XXX

Restore to previous Edit

Add new responsible member



## Step 5: Registered business names

The portal prefills registered business name information from the Australian Business Register (ABR). Check this information and make sure it is correct; you can edit the entries as needed.

### If the ABR information is complete and correct

**Registered business names**

Before you start Entity information Mailing address Contacts **Registered business names** Ultimate controlling entity Controlled entities Declaration Review and submit

The Australian Business Register lists these business names as registered to your entity. You need to make sure this list shows every business name registered to your entity and is up to date. Check and update this information, if necessary.

[Add business names](#)

Search...

Registered business name	From	Actions
example business name	29/01/2026	Delete

1 10 Items per page 1-1 of 1 items

[Continue](#)

22. Select **Continue** if you do not need to change the information shown.

23. The portal will move you to Step 6: Ultimate controlling entity.

### Adding a Registered business name

**Registered business names**

Before you start Entity information Mailing address Contacts **Registered business names** Ultimate controlling entity Controlled entities Declaration Review and submit

The Australian Business Register lists these business names as registered to your entity. You need to make sure this list shows every business name registered to your entity and is up to date. Check and update this information, if necessary.

[Add business names](#)

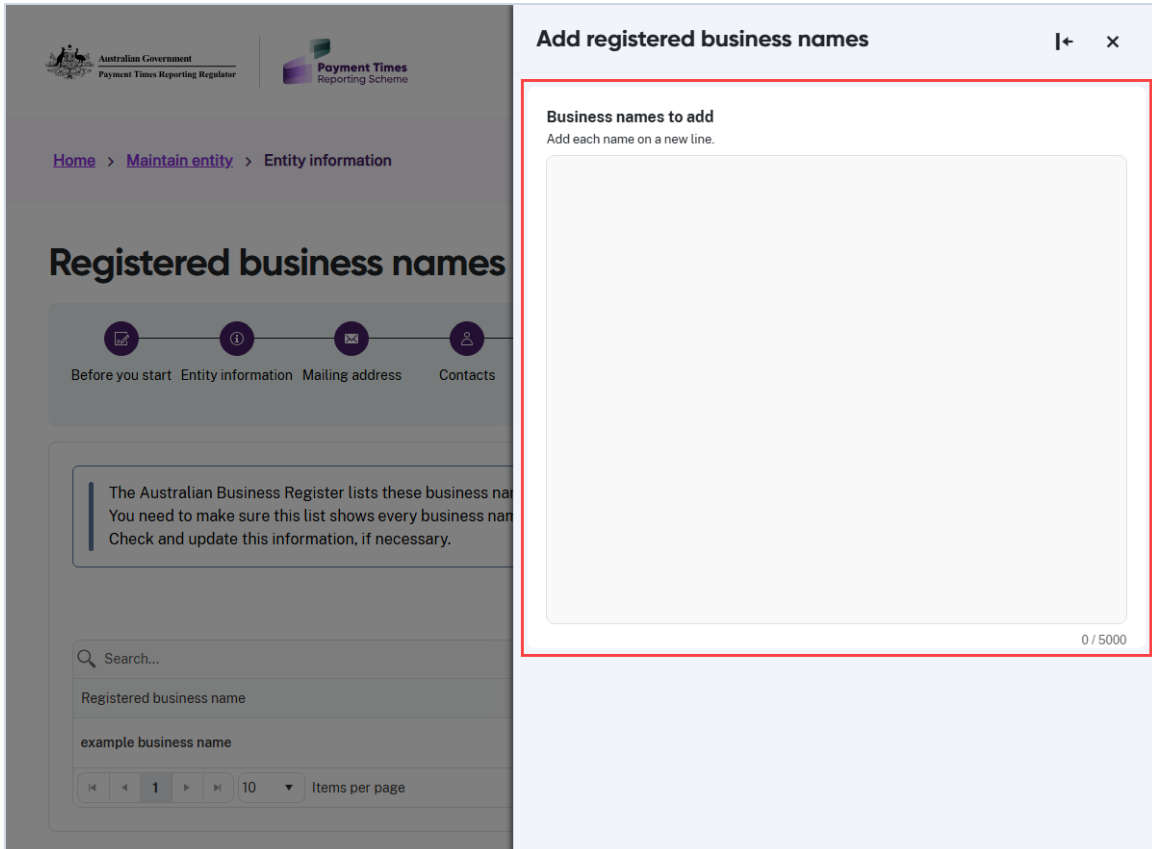
Search...

Registered business name	From	Actions
example business name	29/01/2026	Delete

1 10 Items per page 1-1 of 1 items

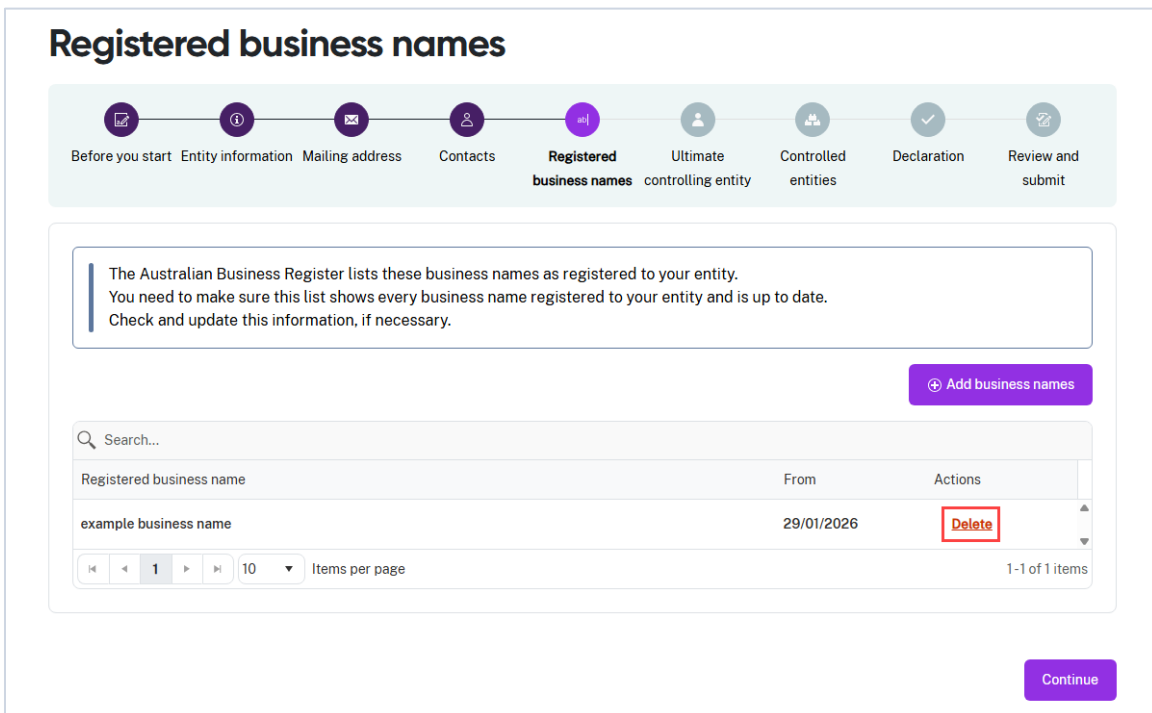
[Continue](#)

24. Select **Add business names** and the entry field slides in from the right-hand side of the screen.



25. Enter the additional business names. Each name must be on a new line.
26. Select **Continue** when you finish adding the additional business names.

## Deleting a Registered business name



27. Select **Delete** to remove each incorrect entry.
28. Select **Continue** when the remaining information is correct.

## Step 6: Ultimate controlling entity

This step records if the entity is controlled by an ultimate parent entity in the group structure.

**Ultimate controlling entity**

Before you start Entity information Mailing address Contacts Registered business names **Ultimate controlling entity** Controlled entities Declaration Review and submit

Is your entity controlled by one or more other entities? \*

Yes

No

Continue

29. If your entity is not controlled by any other entities, select **No**, then select **Continue**.

30. The portal will move you to Step 7: Controlled entities.

## Adding an Ultimate controlling entity

**Ultimate controlling entity**

Before you start Entity information Mailing address Contacts Registered business names **Ultimate controlling entity** Controlled entities Declaration Review and submit

Is your entity controlled by one or more other entities? \*

Yes

No

Provide details of the entity that controls your entity. It cannot be an entity controlled by another entity.

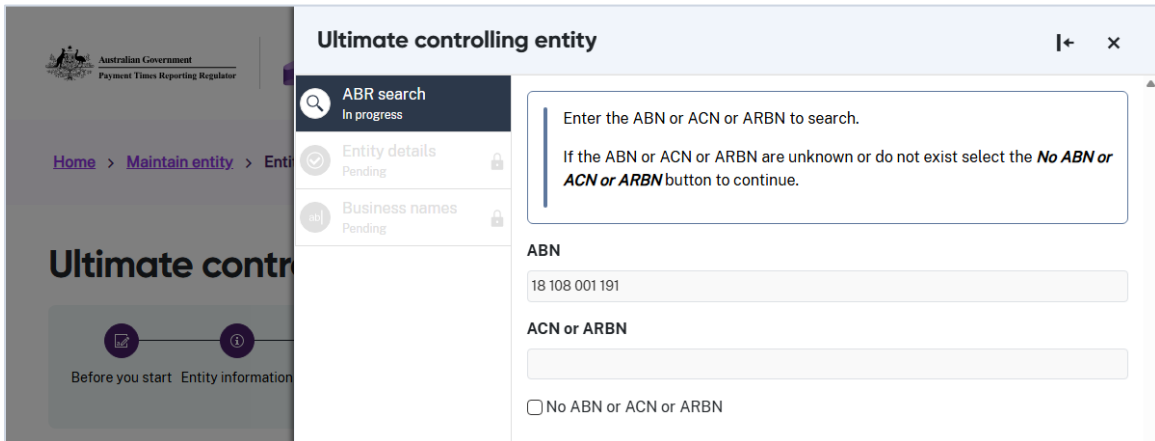
+  
Add new ultimate controlling entity

Continue

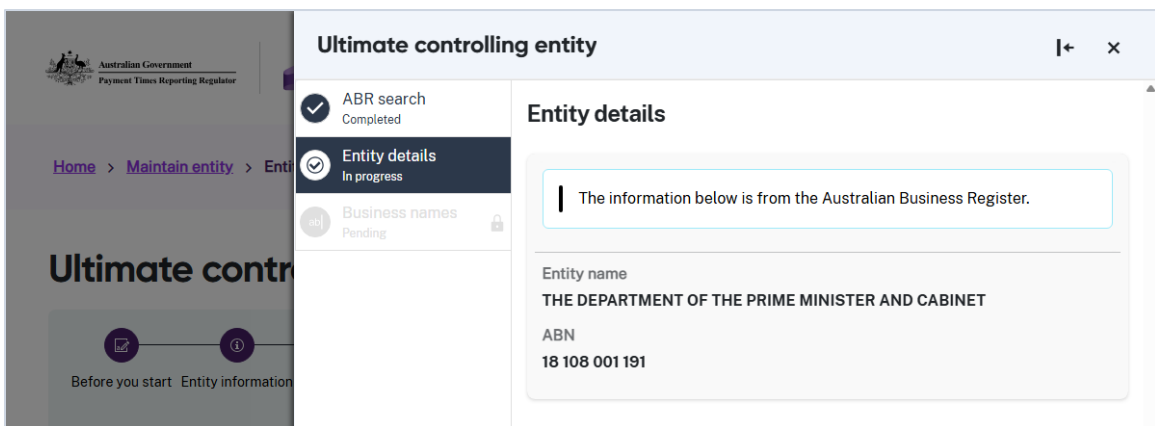
31. If you need to add the ultimate controlling entity, select **Yes** and the **+Add new...** tile appears.

32. Select **+Add new...** and the entry field slides in from the right-hand side of the screen.

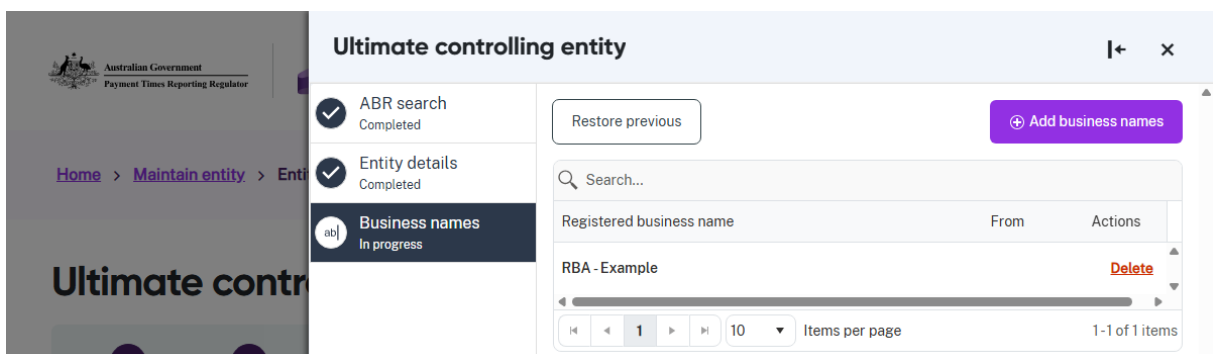
## Ultimate controlling entity with an ABN or ACN or ARBN



33. Enter the ABN in the search field and then select **Continue** to search the ABR.
34. If there isn't an ABN, but you have an ACN or an ARBN, enter the number and then select **Continue** to search the ABR.



35. Check the information returned from the ABR is correct and select **Continue** when it is.



36. This entity name will display as an Ultimate controlling entity and show the Registered business names from the ABR.
37. When this information is correct, select **Continue**.
38. The portal will move you to Step 7: Controlled entities.

## Ultimate controlling entity without an ABN, ACN or ARBN

Australian Government  
Payment Times Reporting Regulator

Home > Maintain entity > Entity information

### Ultimate controlling entity

ABR search  
In progress

Enter the ABN or ACN or ARBN to search.  
If the ABN or ACN or ARBN are unknown or do not exist select the **No ABN or ACN or ARBN** button to continue.

ABN  
[Input field]

ACN or ARBN  
[Input field]

No ABN or ACN or ARBN

Australian Government  
Payment Times Reporting Regulator

Home > Maintain entity > Entity information

### Ultimate controlling entity

ABR search  
Completed

Entity name  
In progress

Enter the name of the controlling entity to continue.  
Select the **Previous** button to search the Australian Business Register.

Entity name  
[Input field]

39. If the ultimate controlling entity does not have an ABN, ACN or ARBN, select the **check box** to enter the name of the Ultimate controlling entity without searching the ABR.
40. Check this information is correct. If it is, select **Continue**.
41. The portal will move you to Step 7: Controlled entities.

## Step 7: Controlled entities

If your reporting entity controls other entities, they must be reflected in this step. Read about *Identifying controlled entities* in the [Guidance materials](#) for more information.

### Entity without Controlled entities

### Controlled entities

Before you start

Entity information

Mailing address

Contacts

Registered business names

Ultimate controlling entity

**Controlled entities**

Declaration

Review and submit

**Does your entity have any controlled entities? \***

Yes

No

Continue

42. If your entity does not control any other entities, select **No**.
43. Select **Continue** and the portal will move you to Step 8: Declaration.

### Entity with Controlled entities with an ABN

### Controlled entities

Before you start

Entity information

Mailing address

Contacts

Registered business names

Ultimate controlling entity

**Controlled entities**

Declaration

Review and submit

**Does your entity have any controlled entities? \***

Yes

No

Add entity
Add multiple entities

Actions	ABR status	Entity name	ABN	ACN / ARBN	Business names
⋮	Existing	DEPARTMENT OF FINANCE	61 970 632 495		COMCOVER

⏪ ⏩ 1
Items per page
1-1 of 1 items

Continue

44. If your entity does control other entities as specified in the [Guidance materials](#), select **Yes**. The portal will then display ABR information for all controlled entities with an ABN and the name of all controlled entities without an ABN.
45. Check this information is correct. If it is, select **Continue**.

## Entity with Controlled entities without an ABN

### Controlled entities

Before you start Entity information Mailing address Contacts Registered business names Ultimate controlling entity **Controlled entities** Declaration Review and submit

Does your entity have any controlled entities? \*

Yes  
 No

[Add entity](#) [Add multiple entities](#)

Search...

Actions	ABR status	Entity name	ABN	ACN / ARBN	Business names
No records were available					

◀ ▶ 10 Items per page 0-0 of 0 items

[Continue](#)

46. If your entity controls one or more entities without an ABN and they are not shown, you must enter them by name.

## Add a single Controlled entity

### Controlled entities

Before you start Entity information Mailing address Contacts Registered business names Ultimate controlling entity **Controlled entities** Declaration Review and submit

Does your entity have any controlled entities? \*

Yes  
 No

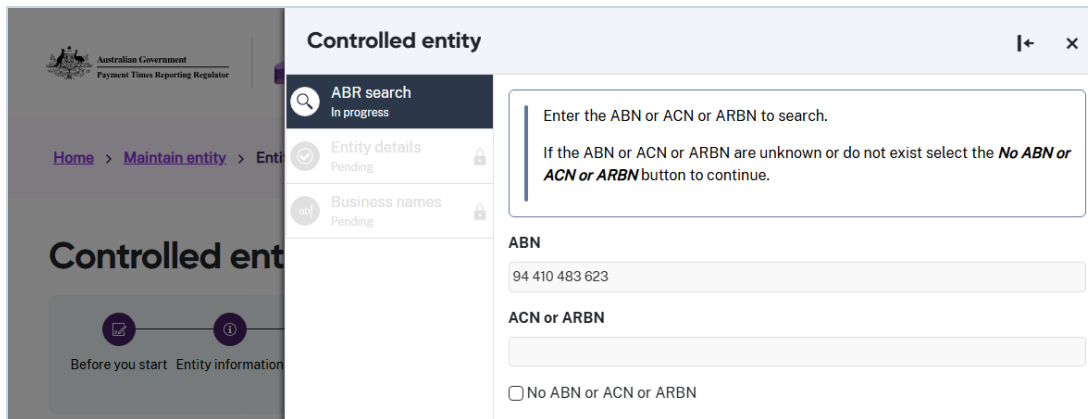
[Add entity](#) [Add multiple entities](#)

Search...

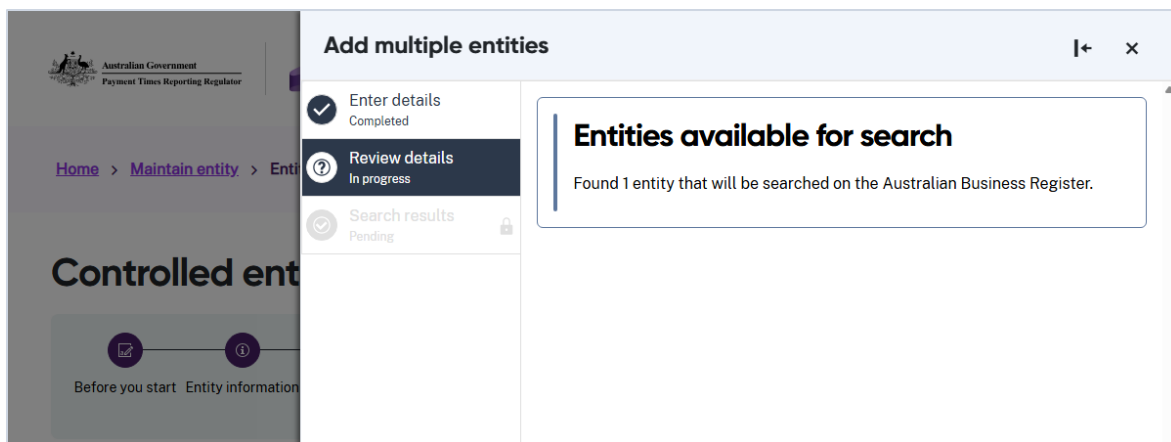
Actions	ABR status	Entity name	ABN	ACN / ARBN	Business names
⋮	Existing	DEPARTMENT OF FINANCE	61 970 632 495		COMCOVER

◀ ▶ 1 10 Items per page 1-1 of 1 items

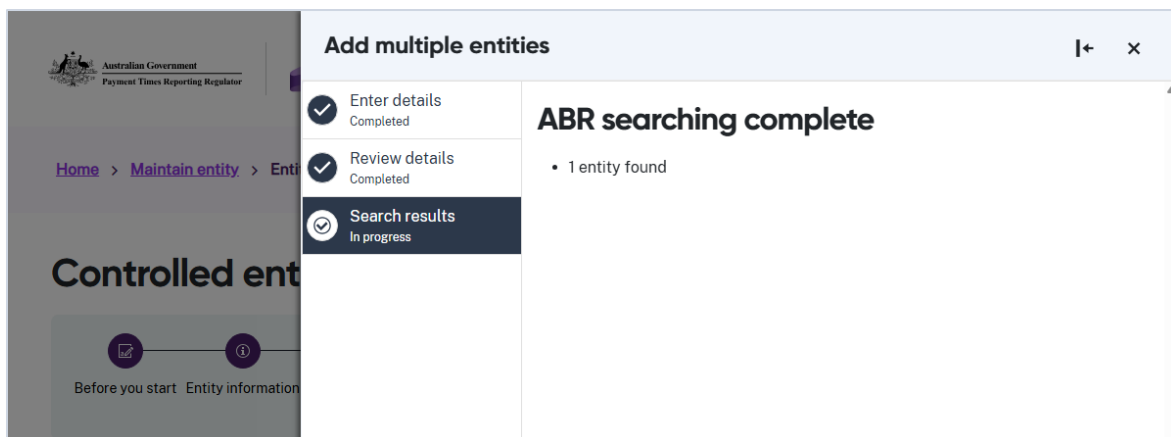
47. If you need to add one Controlled entity, select **Add entity** and the entry field slides in from the right-hand side of the screen.



48. If your Controlled entity has an ABN, enter it in the **ABN** field, then select **Continue**.

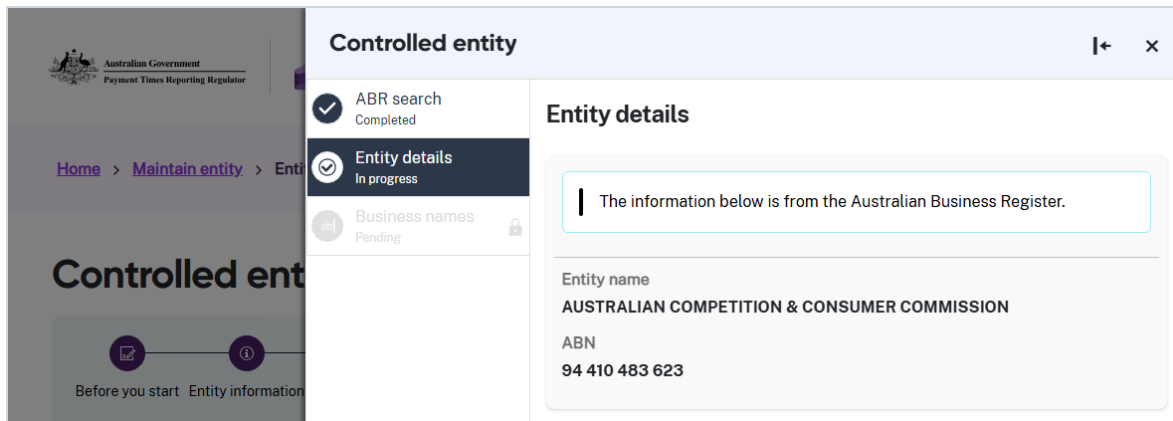


49. If your ABN is valid, the portal searches the ABR.

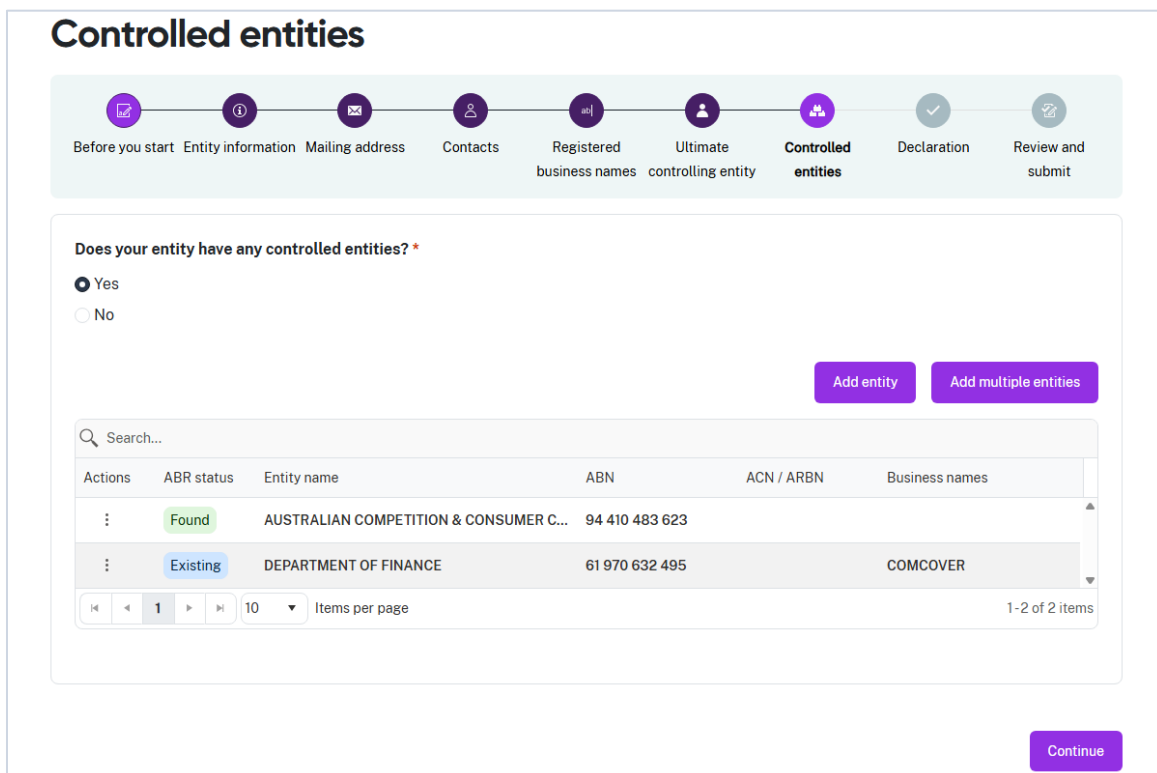


50. The portal shows you the search is complete.





51. Check the information returned from the ABR is correct
52. Select **Continue** when it is.



53. The portal displays the successfully added Controlled entity with any Registered business names. Check this information is correct.
54. If it is, select **Continue** to proceed to Step 8: Declaration.
55. If you need to update the Registered business name information for this Controlled entity, click on the **stacked dots** under Actions and select **Edit**.
56. Use the same process as Step 5: Registered business names to update this information.
57. Select **Continue** to proceed to Step 8: Declaration.

## Add multiple Controlled entities

### Controlled entities

Before you start Entity information Mailing address Contacts Registered business names Ultimate controlling entity **Controlled entities** Declaration Review and submit

Does your entity have any controlled entities? \*

Yes  
 No

[Add entity](#) [Add multiple entities](#)

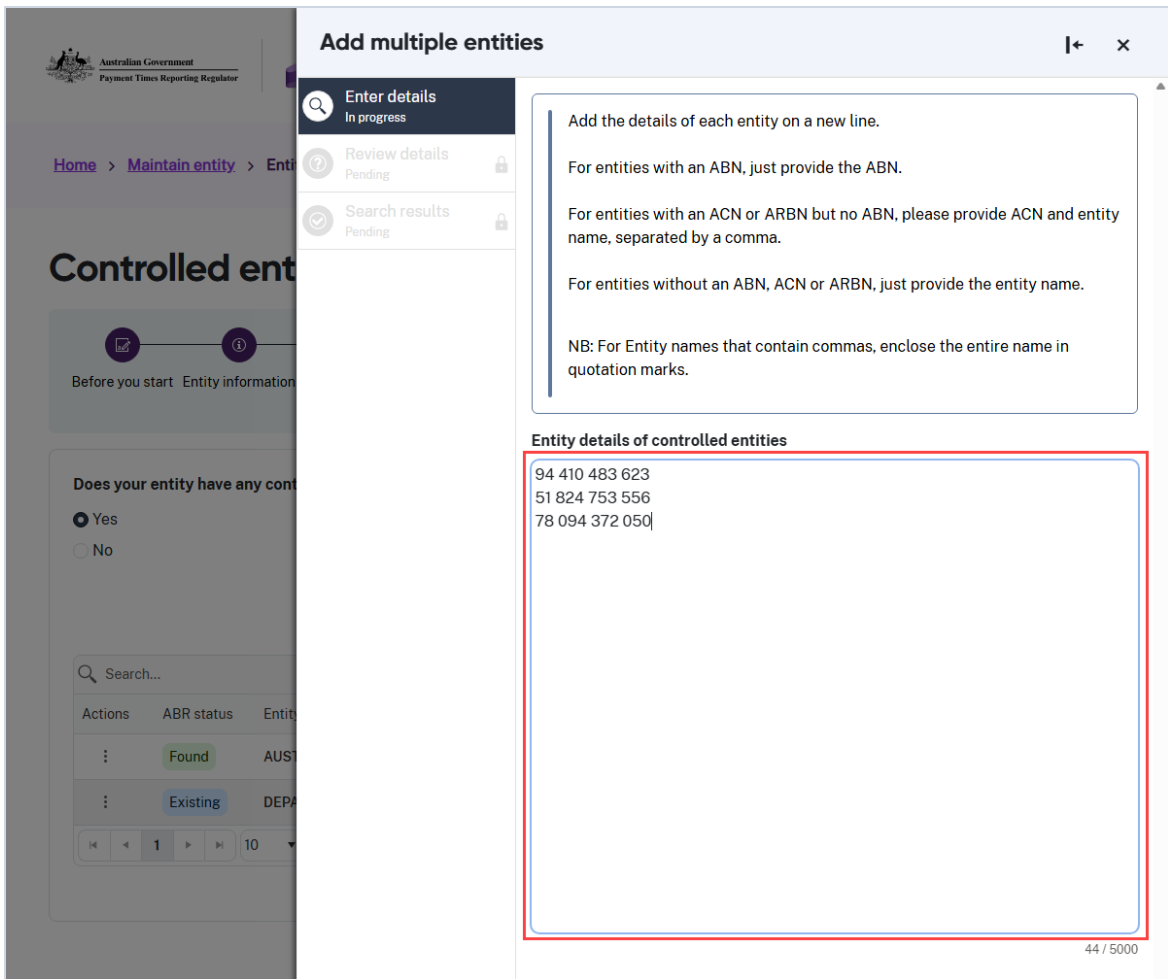
Search...


Actions	ABR status	Entity name	ABN	ACN / ARBN	Business names
⋮	Existing	DEPARTMENT OF FINANCE	61 970 632 495		COMCOVER

1 10 Items per page 1-1 of 1 items

[Continue](#)

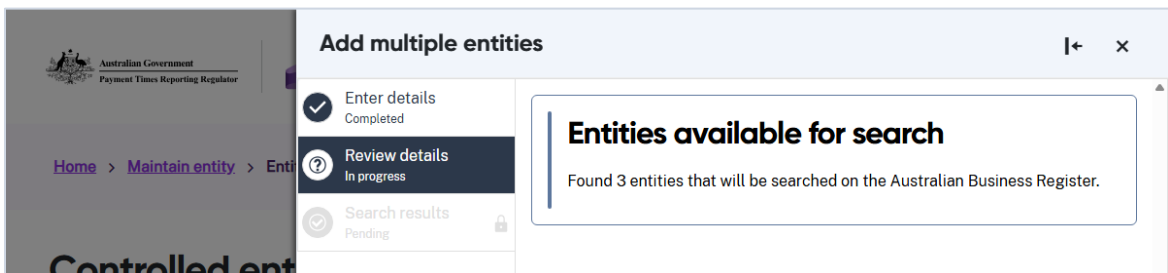
58. Select **Add multiple entities**, the entry field slides in from the right-hand side of the screen.



 Read the instructions on this screen carefully before entering any information.

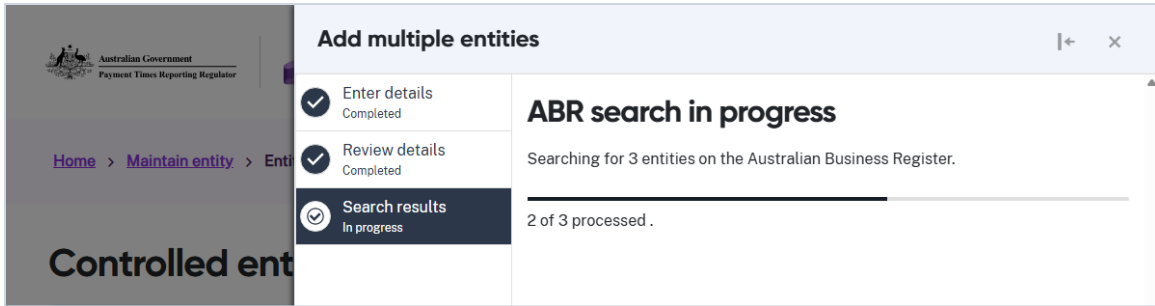
59. This example shows how to add Controlled entities with ABNs. Copy and paste the ABNs into the field. Each ABN must be on a new line.

60. Select **Continue** to validate the ABNs.

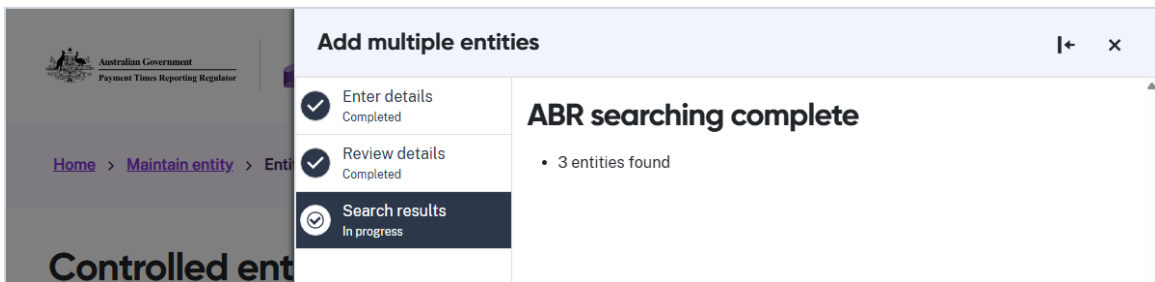


61. The portal displays the results of the validation.

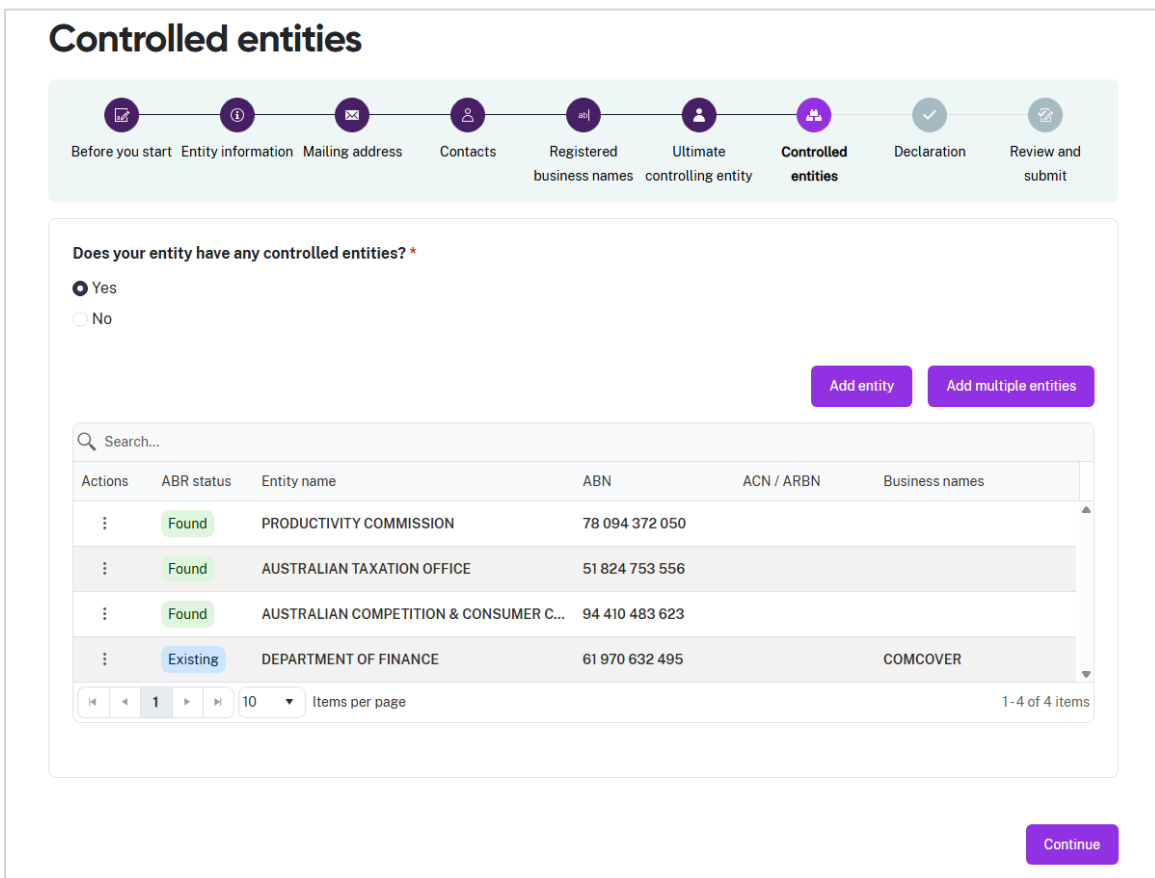
62. Select **Continue** to search the ABR.



63. The portal searches the ABR.



64. Select **Continue** to see the entity information retrieved from the ABR.



65. The portal displays the successfully added Controlled entities with any Registered business names. Check this information is correct.

66. If it is, select **Continue** to proceed to Step 8: Declaration.

## Delete a Controlled entity

The portal allows you to delete one Controlled entity at a time.

### Controlled entities





Before you start Entity information Mailing address Contacts Registered business names Ultimate controlling entity **Controlled entities** Declaration Review and submit

Does your entity have any controlled entities? \*

Yes  
 No

Add entity Add multiple entities

Search...







Actions	ABR status	Entity name	ABN	ACN / ARBN	Business names
	Found	PRODUCTIVITY COMMISSION	78 094 372 050		
	Found	AUSTRALIAN TAXATION OFFICE	51 824 753 556		
	Found	AUSTRALIAN COMPETITION & CONSUMER C...	94 410 483 623		
	Existing	DEPARTMENT OF FINANCE	61 970 632 495		COMCOVER

1 10 Items per page 1-4 of 4 items

Continue

67. To delete a Controlled entity, click on the **stacked dots** under Actions.

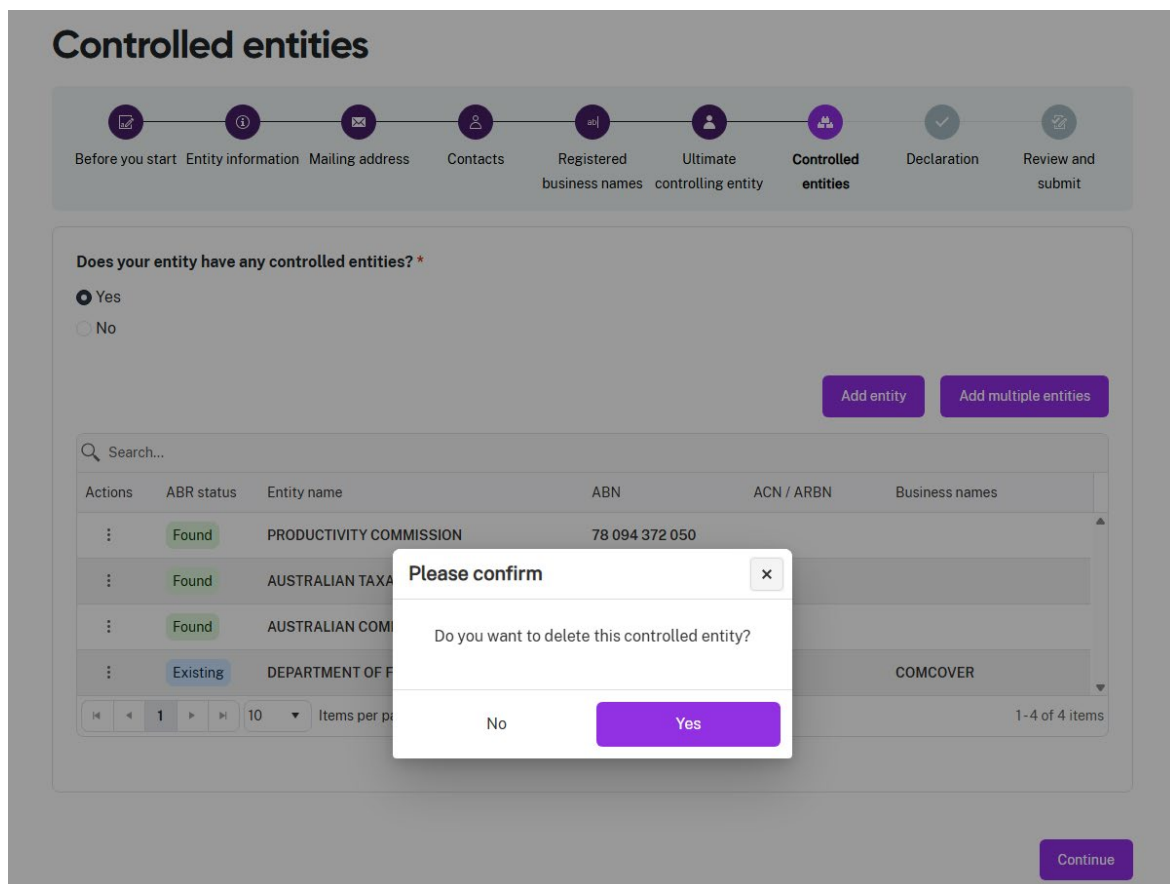
Search...

Actions	ABR status	Entity name	ABN	ACN / ARBN	Business names
  	Found	PRODUCTIVITY COMMISSION	78 094 372 050		
	Found	AUSTRALIAN TAXATION OFFICE	51 824 753 556		
	Found	AUSTRALIAN COMPETITION & CONSUMER C...	94 410 483 623		
	Existing	DEPARTMENT OF FINANCE	61 970 632 495		COMCOVER

1 10 Items per page 1-4 of 4 items

Continue

68. The portal displays two fields, select **Delete**.



69. The portal asks you to confirm that you want to delete the Controlled entity.
70. Select **Yes** to delete the entity, or **No** to cancel and return to the previous screen.
71. After you finish deleting Controlled entities, select **Continue**.

## Step 8: 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

I declare that:

- I am authorised to provide the information contained in this form.
- I have made all necessary enquiries, and that to the best of my knowledge the responses provided in this form 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.
- I understand that appropriate records of any information used in the preparation of a payment times report must be kept for a period of at least 7 years after the end of the relevant reporting period. I am aware that a failure to do so may amount to a contravention of a civil penalty provision of the PTR Act, which may result in the giving of infringement notices or the taking of other enforcement action.

Check this box to accept the declaration.

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

[Continue](#)

72. If you think there may be an error earlier in the form, you can click a **circle icon** in the progress guide to return to that section of the form.
73. Check the **declaration** box when you are satisfied the information in this form is correct and complete.
74. Select **Continue** to proceed to Step 9: Review and submit.

## Step 9: Review and submit

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

### Review and submit

**Entity information** ^

Existing details

Entity name  
**Department of the Treasury**

ABN  
**92 802 414 793**

Start date of your first reporting period  
**01/07/2024**

When does your financial year typically end? Ignore minor adjustments if using a 52 or 53 week financial year.  
**30 June**

Are your financial reports required to comply with AASB Standard 8 - Operating Segments, or an equivalent foreign financial reporting standard?  
**No**

What type of principal governing body does your entity have?  
**Trustee**

ANZSIC sub-division  
**67 - Property Operators and Real Estate Services**

Mailing address v

Contacts v

Registered business names v

Ultimate controlling entity v

Controlled entities v

Declaration v

Print Submit

75. Review the information in a section by clicking on the down arrow at the right hand side of the section name. Collapse the view of the section by clicking the up arrow.
76. Click a **circle icon** in the progress guide to return to that section of the form if you need to update information.
77. 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.
78. Select **Submit** to close this form and provide your Entity information to the Regulator.