

# Notice of Change of Details of Co-operative Officers Form C8

*Co-operatives National Law (ACT) Act 2017- Section 216*  
*Co-operatives National Law (ACT) Regulation 2017-Clause 3.5*

## PURPOSE

This form is to be used when a proposed cooperative wishes to register as a cooperative under the *Co-operatives National Law (ACT) Act 2017* (the Act). You can access the legislation at [www.legislation.act.gov.au](http://www.legislation.act.gov.au). You may also obtain further information and forms at [www.act.gov.au/accessCBR](http://www.act.gov.au/accessCBR).

## PRIVACY

The Act authorises the Registrar to collect the personal information required by this form for the purposes of registering a cooperative under the Act. The Registrar prevents any unreasonable intrusion into a person's privacy in accordance with the *Information Privacy Act 2014*. The Registrar provides identifiable information to law enforcement organisations and authorised organisations that have legal authority to request information under prescribed circumstances. The Act provides for some information about cooperatives to be publicly available.

## THINGS TO KNOW BEFORE STARTING YOUR APPLICATION

- This form **must** be used to notify changes in the following details of a co-operative or a subsidiary of a co-operative:
  - the appointment of a new secretary, chief executive officer or director (part 3 or part 4);
  - the cessation of appointment of a secretary, chief executive officer or director (part 5 or part 6);
  - change to the address of an existing director, secretary or chief executive officer (part 7); and/or
  - change of name of an existing director, secretary or chief executive officer (part 8).
- This form must be lodged within **28 days** of the change.

**Note: Most co-operatives will need to complete this form after each annual general meeting.**

## HOW TO COMPLETE THIS FORM

- Please use a blue or black pen and print clearly using block letters.
- Complete all parts of the form and the contact details in all cases.
- Attachments are required as part of this application. Refer to the documents checklist at part 12 of this form.

## FEES AND HOW TO PAY

- There is no prescribed fee for this application.

## WHAT HAPPENS WHEN YOU LODGE YOUR APPLICATION

- The form will be reviewed. You will be notified in writing if further information is required.
- When the form is completed correctly, the information will be recorded on the Register of Co-operatives. Confirmation the information has been recorded will be provided on request.
- If any change occurs in the information you have provided in this form, you must notify Access Canberra as soon as possible.

The *Co-operatives National Law (ACT) 2017* can be found at the Appendix to the *NSW Co-operatives (Adoption of National Law) Act 2012*.

**The above information is intended as a guide only and is included to assist you in completing and lodging this form. This page is not part of the form. If required, professional advice should be obtained regarding the matters dealt with in this form.**

## LODGEMENT AND CONTACT INFORMATION

**Email:**  
[accesscanberra.bil@act.gov.au](mailto:accesscanberra.bil@act.gov.au)

**Post:**  
Access Canberra  
Cooperatives Registration  
GPO Box 158  
Canberra, ACT 2601

**In Person:**  
Please visit [www.act.gov.au/accessCBR](http://www.act.gov.au/accessCBR)  
Or call **132281** to find an Access Canberra  
Service Centre

## TRANSLATING AND INTERPRETING SERVICE

If you require further information or require advice, a language assistance service is available by phoning the Translating and Interpreting Service (TIS) on 13 14 50.



# Notice of Change of Details of Co-operative Officers Form C8

Co-operatives National Law (ACT) Act 2017- Section 2016  
Co-operatives National Law (ACT) Regulation 2017-Clause 3.5

## Details of co-operative

### 1. Provide details of the co-operative

Co-operative registration number

Name of co-operative

## Type of change

### 2. What type of change are you notifying? (choose all that apply)

- Appointment of new secretary or chief executive officer - complete **part 3**.
- Appointment of new director - complete **part 4**.
- Ceasing secretary or chief executive officer - complete **part 5**.
- Ceasing directors - complete **part 6**.
- Change of name for existing secretary, director or chief executive officer - complete **part 7**.
- Change of address for existing secretary, director or chief executive officer - complete **part 8**.

## Appointment of secretary or chief executive officer

### 3. Provide details of appointment of secretary or chief executive officer

Secretary

Given names(s) (in full)

Surname

Address (Property Name, Unit, Flat No, Street Number, Street Name)

Suburb / Town

State / Territory

Postcode

Date of birth (dd/mm/yyyy)

/ /

Place of birth

Date appointed (dd/mm/yyyy)

/ /

Also appointed director?

Yes, date appointed / /  No

Email address

<b>Chief Executive Officer</b>					
<b>Given names(s) (in full)</b>					
<b>Surname</b>					
<b>Address</b> <i>(Property Name, Unit, Flat No, Street Number, Street Name)</i>					
<b>Suburb / Town</b>		<b>State / Territory</b>		<b>Postcode</b>	
<b>Date of birth (dd/mm/yyyy)</b>	/	/	<b>Place of birth</b>		
<b>Date appointed (dd/mm/yyyy)</b>	/	/			
<b>Also appointed director?</b>	<input type="checkbox"/> Yes, date appointed		/	/	<input type="checkbox"/> No
<b>Email address</b>					

## Appointment of directors

<b>4. Provide details of new directors</b>					
If more than 4 directors, attach a separate list with the additional details as specified below.					
<b>Director</b>					
<b>Given names(s) (in full)</b>					
<b>Surname</b>					
<b>Address</b> <i>(Property Name, Unit, Flat No, Street Number, Street Name)</i>					
<b>Suburb / Town</b>		<b>State / Territory</b>		<b>Postcode</b>	
<b>Occupation</b>					
<b>Date of birth (dd/mm/yyyy)</b>	/	/	<b>Place of birth</b>		
<b>Date appointed (dd/mm/yyyy)</b>	/	/			
<b>Email address</b>					

<b>Director</b>					
<b>Given names(s) (in full)</b>					
<b>Surname</b>					
<b>Address</b> <i>(Property Name, Unit, Flat No, Street Number, Street Name)</i>					
<b>Suburb / Town</b>		<b>State / Territory</b>		<b>Postcode</b>	
<b>Occupation</b>					
<b>Date of birth (dd/mm/yyyy)</b>	/	/	<b>Place of birth</b>		
<b>Date appointed (dd/mm/yyyy)</b>	/	/			
<b>Email address</b>					

<b>Director</b>					
<b>Given names(s) (in full)</b>					
<b>Surname</b>					
<b>Address</b> <i>(Property Name, Unit, Flat No, Street Number, Street Name)</i>					
<b>Suburb / Town</b>		<b>State / Territory</b>		<b>Postcode</b>	
<b>Occupation</b>					
<b>Date of birth (dd/mm/yyyy)</b>	/	/	<b>Place of birth</b>		
<b>Date appointed (dd/mm/yyyy)</b>	/	/			
<b>Email address</b>					

<b>Director</b>					
<b>Given names(s) (in full)</b>					
<b>Surname</b>					
<b>Address</b> <i>(Property Name, Unit, Flat No, Street Number, Street Name)</i>					
<b>Suburb / Town</b>		<b>State / Territory</b>		<b>Postcode</b>	
<b>Occupation</b>					
<b>Date of birth (dd/mm/yyyy)</b>	/	/	<b>Place of birth</b>		
<b>Date appointed (dd/mm/yyyy)</b>	/	/			
<b>Email address</b>					

### Cessation of secretary or chief executive officer

<b>5. Provide details of ceasing secretary or chief executive officer</b>					
<b>Secretary</b>					
<b>Given names(s) (in full)</b>					
<b>Surname</b>					
<b>Address</b> <i>(Property Name, Unit, Flat No, Street Number, Street Name)</i>					
<b>Suburb / Town</b>		<b>State / Territory</b>		<b>Postcode</b>	
<b>Date of birth (dd/mm/yyyy)</b>	/	/	<b>Place of birth</b>		
<b>Date ceased (dd/mm/yyyy)</b>	/	/			
<b>Also ceasing as director?</b>	<input type="checkbox"/> Yes, date ceased		/	/	<input type="checkbox"/> No
<b>Email address</b>					

<b>Chief Executive Officer</b>					
<b>Given names(s) (in full)</b>					
<b>Surname</b>					
<b>Address</b> <i>(Property Name, Unit, Flat No, Street Number, Street Name)</i>					
<b>Suburb / Town</b>		<b>State / Territory</b>		<b>Postcode</b>	
<b>Date of birth (dd/mm/yyyy)</b>	/	/	<b>Place of birth</b>		
<b>Date ceased (dd/mm/yyyy)</b>	/	/			
<b>Also ceasing as director?</b>	<input type="checkbox"/> Yes, date ceased		/	/	<input type="checkbox"/> No
<b>Email address</b>					

## Cessation of directors

### 6. Provide details of ceasing directors.

If more than 4 directors, attach a separate list with the additional details as specified below.

<b>Director</b>					
<b>Given names(s) (in full)</b>					
<b>Surname</b>					
<b>Date of birth (dd/mm/yyyy)</b>	/	/	<b>Place of birth</b>		
<b>Date ceased (dd/mm/yyyy)</b>	/	/			
<b>Email address</b>					

<b>Director</b>					
<b>Given names(s) (in full)</b>					
<b>Surname</b>					
<b>Date of birth (dd/mm/yyyy)</b>	/	/	<b>Place of birth</b>		
<b>Date ceased (dd/mm/yyyy)</b>	/	/			
<b>Email address</b>					

<b>Director</b>					
<b>Given names(s) (in full)</b>					
<b>Surname</b>					
<b>Date of birth (dd/mm/yyyy)</b>	/	/	<b>Place of birth</b>		
<b>Date ceased (dd/mm/yyyy)</b>	/	/			
<b>Email address</b>					

<b>Director</b>			
<b>Given names(s) (in full)</b>			
<b>Surname</b>			
<b>Date of birth (dd/mm/yyyy)</b>	/	/	<b>Place of birth</b>
<b>Date ceased (dd/mm/yyyy)</b>	/	/	
<b>Email address</b>			

### Changes of name of existing officer

**7. To be completed if the name of an existing officer (director, secretary or chief executive officer) has changed.**

If more than 1, attach a separate list with the additional details as specified below.

<b>Officer's name previously notified</b>			
<b>New given name (if applicable)</b>			
<b>New surname (if applicable)</b>			
<b>Date of birth (dd/mm/yyyy)</b>	/	/	
<b>Position (office) held</b>			
<b>Date of change (dd/mm/yyyy)</b>	/	/	
<b>Email address</b>			

### Changes of address of existing officer

**8. To be completed if the residential address of an existing officer (director, secretary or chief executive officer) has changed.**

If more than 1, attach a separate list with the additional details as specified below.

<b>Officer's name</b>				
<b>Date of birth (dd/mm/yyyy)</b>	/	/		
<b>Position (office) held</b>				
<b>New residential address</b> <i>(Property Name, Unit, Flat No, Street Number, Street Name)</i>				
<b>Suburb / Town</b>		<b>State / Territory</b>		<b>Postcode</b>
<b>Date of change (dd/mm/yyyy)</b>	/	/		
<b>Email address</b>				

## Declaration and signature

### 9. I declare that:

- I am a current office holder of the co-operative and I am authorised by the co-operative to notify these changes.
- The particulars contained in this form and any attachments are true and correct. I acknowledge that it is an offence under section 514 of the *Co-operatives National Law (ACT)* to give the Registrar a document containing false or misleading information.
- The officers named in this form have been advised that:
  - Information in this document will be placed on a register open to the public as required by the *Co-operatives National Law (ACT)*.
  - They have a right to seek access to and correction of information supplied.
  - They can apply to the Registrar of Co-operatives to have their personal information suppressed.

Signature	
Printed name	
Date of signing (dd/mm/yyyy)	/ /
Position (office) held	

**Who should Access Canberra contact if there is a query about this form?** (NOTE: This information is not going to be made public)

Given names(s) (in full)					
Surname					
Address (Property Name, Unit, Flat No, Street Number, Street Name)					
Suburb / Town		State / Territory		Postcode	
Daytime telephone number					
Email address					