

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. You may also obtain further information and forms at 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

Before applying for approval of a transfer of engagements each co-operative must send to each of its members a disclosure statement approved by the Registrar. If you have not already had the disclosure statement approved by the Registrar you must first complete an 'Application to Approve Disclosure Statement for Transfer of Engagements' (Form C3) available on the Access Canberra website.

Before making this application, the proposed transfer of engagements must have been approved by each of the co-operatives by:

- a special resolution passed by a special postal ballot; or
- a resolution of the board of the co-operative if you have been previously granted consent by the Registrar.

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 3.

FEES AND HOW TO PAY

- There is no prescribed fee for this application.

WHAT HAPPENS WHEN YOU LODGE YOUR APPLICATION

- The application will be reviewed. You will be notified in writing if further information is required.
- If your application is approved, you will be notified in writing. If the transfer of engagements is a total transfer, the registration of the transferring co-operatives will be cancelled.
- If your application is refused, you will receive written notification of the reasons.
- If any change occurs in the information you have provided in your application, 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

Post:

Access Canberra
Cooperatives Registration
GPO Box 158
Canberra, ACT 2601

In Person:

Please visit 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.

Details of co-operatives proposing to transfer engagements
1. Details of co-operatives involved in the transfer of engagements

If more than 2 co-operatives, attach a separate list with the additional details as specified below.

Co-operative accepting transfer

Co-operative registration number

Name of co-operative

State of registration

Co-operative accepting transfer

Co-operative registration number

Name of co-operative

State of registration

**2. Will the proposed transfer of engagements be a total or partial transfer of engagements?
 (choose only one)**
 Total transfer

 Partial transfer

Document checklist
3. Your application cannot be processed without the following documents
 A copy of the rules for each co-operative receiving the transfer of engagements.

4. I declare that:

- I am authorised to lodge this application on behalf of all co-operatives proposing to transfer engagements and all co-operatives involved in the transfer of engagements have passed a special resolution by special postal ballot or, if approved by the Registrar, a resolution of the board approving the proposed transfer of engagements.
- There have been no changes, additions or omissions to the disclosure statement(s) approved by the Registrar under section 397 or 477 of the *Co-operatives National Law (ACT)* sent to each of the co-operatives' members.
- There is no good reason why the transfer of engagements should not take effect.
- The particulars contained in this application and other documents are true and correct. I acknowledge that it is an offence under section 514 of the *Co-operatives National Law (ACT)* to provide the Registrar with false or misleading documents.

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 (<i>Property Name, Unit, Flat No, Street Number, Street Name</i>)					
Suburb / Town		State / Territory		Postcode	
Daytime telephone number					
Email address					