

## PURPOSE

This form is to be used when an association submits an application to amalgamate associations under the *Associations Incorporation Act 1991* (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-General to collect the personal information required by this form for the purposes of issuing a registration under the Act. The Registrar-General prevents any unreasonable intrusion into a person's privacy in accordance with the *Information Privacy Act 2014*. The Registrar-General provides identifiable information to law enforcement and other organisations that have legal authority to request information under prescribed circumstances.

## INSTRUCTIONS FOR COMPLETION

- If completing by hand, please print; ensuring writing is clear and legible.
- This office will not accept lodgement of this form if it is not completed in full.
- Contact Access Canberra for payment options.
- Please retain your receipt as evidence of payment.

## IMPORTANT INFORMATION

- The amalgamation/incorporation of an association creates a legal entity, under the management of the committee members. The committee members are held accountable for ensuring that the association operates in compliance with applicable laws including the Act and the *Associations Incorporation Regulation 1991* (the Regulation).
- The public officer is responsible for acting as a point of contact between the association and the community and is expected to be able to represent the association in dealings with Access Canberra.
- The Act prohibits any person from serving as a committee member or the public officer if that person is bankrupt or personally insolvent, unless the ACT Supreme Court grants leave under S 63 of the Act. A search should be conducted of the records held by the Australian Financial Security Authority (AFSA) at [www.afsa.gov.au](http://www.afsa.gov.au) before accepting the nomination of a person as a committee member.
- If the association, the public officer or a committee member fails to meet their statutory obligations under the Act (such as failure to lodge annual returns), the Registrar-General may make an application to the ACT Civil and Administrative Tribunal (ACAT) for the disqualification of the office-holder. The disqualification will be for a period the ACAT considers appropriate if satisfied that the extent of noncompliance justifies disqualification.

## LODGEMENT AND CONTACT INFORMATION

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

**General Enquiries:**  
(02) 6207 3000

**Fax Number:**  
(02) 6207 0424

**Post:**  
Access Canberra  
Business and Industry Licensing  
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.

# APPLICATION TO AMALGAMATE ASSOCIATIONS – FORM A2

*Associations Incorporation Act 1991  
Associations Incorporation Regulation 1991*

**NOTE: THIS FORM IS USED TO APPLY FOR THE AMALGAMATION OF ASSOCIATIONS INCORPORATED UNDER THE ASSOCIATIONS INCORPORATION ACT 1991. AN INCORPORATED ASSOCIATION CANNOT APPLY TO AMALGAMATE WITH ANY ORGANISATION OTHER THAN ANOTHER ASSOCIATION INCORPORATED UNDER THE ACT.**

**NEW ASSOCIATION NUMBER**  
(Office Use Only)

**A0**

1. AMALGAMATING ASSOCIATIONS	ASSOCIATION NUMBERS
A)	A0
B)	A0
C)	A0

2. APPLICANTS AUTHORISED ON BEHALF OF AMALGAMATING ASSOCIATIONS
A)
B)
C)

3. NAME OF NEW ASSOCIATION TO BE FORMED BY THE AMALGAMATION

4. PREFERRED POSTAL ADDRESS OF THE AMALGAMATED ASSOCIATION		
	STATE / TERRITORY	POSTCODE

5. REGISTERED OFFICE OF ASSOCIATION		
An association is not required to have a registered office. If a registered office is established it must be located at a physical address in the ACT and be open for at least 3 consecutive hours between 9.00 am and 5.00 pm Monday to Friday (excluding public holidays).		
ADDRESS	OFFICE HOURS	
	FROM:	TO:
	STATE/TERRITORY	POSTCODE
	ACT	

## 6. NAME AND ADDRESS OF INAUGURAL PUBLIC OFFICER

(The public officer must be an ACT resident aged 18 years or older. If you do not want your residential address on the public record, please list an alternative address in the ACT)

TITLE (Mr, Ms)	GIVEN NAMES	SURNAME
HOME ADDRESS (Property Name, Unit, Flat No, Street Number, Street Name)		
CITY / SUBURB / TOWN	STATE / TERRITORY	POSTCODE
	ACT	
PREFERRED TELEPHONE NUMBER	EMAIL ADDRESS	

## 7. REGISTER OF MEMBERS

Address in the ACT at which the register of members may be viewed

	STATE / TERRITORY	POSTCODE
	ACT	

NUMBER OF CURRENT MEMBERS

## 8. INAUGURAL RULES OF THE ASSOCIATION

Has the association adopted the model rules from the <i>Association Incorporation Regulation 1991</i> ?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Has the association drawn up and adopted its own set of rules in place of adopting the model rules?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

## 9. DEEDS AND TRUSTS

Do any legal, financial or property deed or trusts exist which affect this association? If yes, a certified copy of each legal, financial or property deed or trust document which affects this association must be attached.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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## 10. CHECKLIST OF ATTACHMENTS

	ATTACHED	
If applicable, a copy of the association's constitution/rules. It is not necessary to attach a copy of the model rules if they have been adopted by the association.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If applicable, the completed Constitution/Rules checklist.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If applicable, a certified copy of each legal, financial or property deeds or trusts which affect this association.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If applicable, an annexure of the objects and purposes of the association.	<input type="checkbox"/> Yes	<input type="checkbox"/> No

**11. NAME AND ADDRESS OF EACH CURRENT COMMITTEE MEMBER**

(The committee listed should be those elected as a result of the AGM. If you do not want your residential address on the public record, please provide an alternative address which can include a PO box)

COMMITTEE POSITION	TITLE (Mr, Ms)	GIVEN NAME	SURNAME	EMAIL
ADDRESS				DATE OF APPOINTMENT

COMMITTEE POSITION	TITLE (Mr, Ms)	GIVEN NAME	SURNAME	EMAIL
ADDRESS				DATE OF APPOINTMENT

COMMITTEE POSITION	TITLE (Mr, Ms)	GIVEN NAME	SURNAME	EMAIL
ADDRESS				DATE OF APPOINTMENT

COMMITTEE POSITION	TITLE (Mr, Ms)	GIVEN NAME	SURNAME	EMAIL
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ADDRESS				DATE OF APPOINTMENT

COMMITTEE POSITION	TITLE (Mr, Ms)	GIVEN NAME	SURNAME	EMAIL
ADDRESS				DATE OF APPOINTMENT

COMMITTEE POSITION	TITLE (Mr, Ms)	GIVEN NAME	SURNAME	EMAIL
ADDRESS				DATE OF APPOINTMENT

**12. STATEMENT BY APPLICANTS**

(Must be completed by the authorised applicants of the amalgamating associations and the inaugural Public Officer)

I confirm the particulars shown on this form and the accompanying documents are true and correct, that I have been authorised to apply for the amalgamation of the associations identified in Item 1, and that the associations have passed a special resolution in line with S.26(1) and S.70 of the Act, agreeing to the amalgamation. I have read the 'Privacy Statement' and 'Important information' listed on the front page.

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Print name, Position

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Print name, Position

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Public Officer Signature Date

\_\_\_\_\_  
Print name

**OFFICE USE ONLY**

Date Lodged

## ASSOCIATION CONSTITUTION/RULES CHECKLIST

**The check list is not applicable if the association is adopting the model rules.**

Under schedule 1 of the *Associations Incorporation Act 1991*, matters to be provided for in the rules of the association, other than the model rules should be clearly identified.

Please indicate where the following matters are addressed within the association's constitution/rules. Please note that every criteria listed below is required to be included within the association's rules and should indicate the specific clause reference.

1. MEMBERSHIP QUALIFICATIONS	Clause No.
State any qualification that is a prerequisite to being admitted to membership of the association.	

2. FEES AND SUBSCRIPTIONS	Clause No.
State the amount of any entrance fee, subscription or other charge payable by members of the association.	

3. MEMBERS' LIABILITY	Clause No.
State the liability (if any) of members of the association to contribute towards payment of the debts and liabilities of the association or the costs, charges and expenses of winding-up the association.	

4. DISCIPLINE	Clause No.
State -           A)   The procedure (if any) for disciplining members;	
B)   The way (if any) in which a member may appeal in respect of any disciplinary action taken against the member; and,	
C)   The way (if any) in which a member may make representations to, or appear before, the association or its delegate, in relation to any charge made against the member.	

5. COMMITTEE OF THE ASSOCIATION	Clause No.
1)       State the name, constitution and powers of the committee of the association.	
2)       Make provision for the following matters in relation to the committee:	
A)   The election or appointment of members of the committee;	
B)   The term of office of members of the committee;	
C)   Any grounds on which the office of a member of the committee is taken to have become vacant;	
D)   The manner of filling a casual vacancy in the office of a committee member;	
E)   The number of members that constitute a quorum at a meeting of the committee; and,	
F)   The procedure to be followed at a meeting of the committee.	

<b>6. GENERAL MEETINGS</b>	Clause No.
Make provision for the following matters in relation to general meetings of the association:	
A) The frequency with which general meetings of the association are to be convened;	
B) The way in which general meetings and special meetings of the association are to be convened;	
C) The procedure to be followed at a general meeting of the association;	
D) The number of members that constitutes a quorum at a general meeting of the association;	
E) Whether or not members of the association are entitled to vote by proxy at a general meeting; and,	
F) The time within which and the manner in which notices of general meetings and notices of motion are to be given, published or circulated.	

<b>7. FINANCIAL YEAR</b>	Clause No.
State the date when the financial year of the association ends.	

<b>8. FUNDS</b>	Clause No.
1) State the source from which the funds of the association are to be or may be derived.	
2) State the way in which the funds of the association are to be managed and, in particular, the mode of drawing and signing cheques on behalf of the association.	

<b>9. COMMON SEAL</b>	Clause No.
Provide for the custody and use of the common seal of the association.	

<b>10. CUSTODY OF BOOKS AND DOCUMENTS</b>	Clause No.
Make provision for the custody of any books, documents or securities of the association.	

<b>11. INSPECTION OF BOOKS AND DOCUMENTS</b>	Clause No.
Provide for the inspection by members of any books or documents of the association.	