

## 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 should be lodged within 28 days of passing the special resolution. If not, the co-operative will be required to pay a late fee.
- Where the special resolution relates to a rule amendment:
  - section 60 of the *Co-operatives National Law (ACT)* requires pre-approval of certain rules. Information in relation to the rules that require pre-approval can be found on the Access Canberra.
  - a consolidated copy of the rules of the co-operative, including the alteration must accompany this form.

## INSTRUCTIONS FOR COMPLETION & IMPORTANT INFORMATION

- 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 5 of this form.
- Cheques should be made payable to Access Canberra.

## WHAT HAPPENS WHEN YOU LODGE YOUR APPLICATION

- The application will be reviewed. You will be notified by email if further information is required.
- If your application is approved, the co-operative will be registered and you will receive an electronic confirmation of registration.
- 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:**  
[citl@act.gov.au](mailto:citl@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.



# Application to Register Rule Amendment(s)/Special Resolution(s) Form C10

Co-operatives National Law (ACT) Act 2017 – Section 63, 243 & 244

## Details of proposed co-operative

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

Co-operative registration number	
Name of co-operative	

## Type of resolution

### 2. In this (choose one option only)

<input type="checkbox"/> A special resolution
<input type="checkbox"/> A special resolution passed by special postal ballot
<input type="checkbox"/> A board resolution

## Date passed

### 3. What date was the resolution passed? (dd/mm/yyyy)

/ /
-----

## Details of rule amendment(s) /special resolution(s)

### 4. Provide a copy of the full text of the special resolution(s) and (if relevant) altered rule(s), including rule number(s). (If insufficient space a copy is to be annexed to this form)

--

## Document checklist

5. The following documents must be attached	
For amendment of the rules:	
<input type="checkbox"/>	A copy of the special resolution passed by the members
<input type="checkbox"/>	A copy of the full text of the individual rules amended
<input type="checkbox"/>	A consolidated copy of the rules including the amendment(s) (not required if a full set of rules is adopted by the co-operative)
For other special resolutions:	
<input type="checkbox"/>	A copy of the special resolution passed by the members

## Declaration and signature

6. I am a Director/Secretary/Authorised representative of the co-operative and I declare that:	
<ul style="list-style-type: none"> <li>I am authorised by the board of the co-operative to lodge this application.</li> <li>The resolution referred to in this application was passed in accordance with the <i>Co-operatives National Law</i>.</li> <li>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 <i>Co-operatives National Law (ACT)</i> to give the Registrar a document containing false or misleading information.</li> </ul>	
Signature	
Printed name	
Date of signing (dd/mm/yyyy)	/ /
Position (office) held	
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					

## 14. Payment

Please use the form at the following link to make payment: [Make a cooperative payment online](#).  
Alternatively, you will be contacted for payment once your application has been received.

Fees can be found on the cooperative page of the Access Canberra website at [www.accesscanberra.act.gov.au](http://www.accesscanberra.act.gov.au).

For queries regarding your application please contact the Community, Industry and Trader Licensing Unit (CITL) on 13 22 81 or by email at [citl@act.gov.au](mailto:citl@act.gov.au)