

## 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

- The Registrar may grant an extension of, or may shorten, time for doing anything required to be done by a co-operative by the *Co-operatives National Law (ACT)* or by the rules of the co-operative.
- Separate applications must be made where an extension is required for more than one purpose. For example to hold the annual general meeting and lodge the annual report/return with the Registrar in a particular year.

## 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.**

## FEES AND HOW TO PAY

- Please visit Access Canberra website to find fees for this registration
- The application fee must be paid at the time of application. There is no GST payable. Payment can be made by
  - cheque or money order made payable to `Access Canberra; or
  - credit card by completing the payment details on last page.

## 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 receive written notice of that approval.
- 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 NSW Fair Trading 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.



# Application for Extension or Shortening of Time Form C15

Co-operatives National Law (ACT) Act 2017- Section 609

## Details of co-operative

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

Co-operative registration number

Name of co-operative

## Purpose of extension or shortening of time

### 2. Is the application for an extension or shortening of time?

Extension

Shortening

### 3. What are you applying for an extension or shortening of time to do?

Hold the annual general meeting

Lodge annual return/report with the Registrar

Other (please specify below)

### 4. Date on which the auditor was appointed.

From date (dd/mm/yyyy)

/ /

To date (dd/mm/yyyy)

/ /

### 5. What are the reasons for applying for an extension or shortening of time?

## Declaration and signature

### 6. I declare that:

- I am authorised to lodge this application for this co-operative.
- 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 (Property Name, Unit, Flat No, Street Number, Street Name)					
Suburb / Town		State / Territory		Postcode	
Daytime telephone number					
Email address					