

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

- This form **must** be lodged within 28 days after the appointment of an auditor by the directors of the co-operative or by the co-operative at a general meeting. Penalties may apply for failing to do this.
- If the previous auditor resigned and the co-operative is a large co-operative, the auditor must first have obtained the Registrar's consent to the resignation.
- If the previous auditor was removed at a general meeting, a copy of the notice of intention to move the resolution to remove the auditor must have been lodged with the Registrar as soon as possible after receipt of the notice by the co-operative and before the general meeting.
- In addition to the above, if an auditor has resigned, been removed or ceased in any other manner, the co-operative **must** complete and lodge Form C14, Notice of Resignation, Removal or Cessation of Auditor.

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

- 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

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.



Notice of Appointment of Auditor Form C14A

Co-operatives National Law (ACT) Act 2017- Section 303

Details of co-operative

1. Provide details of the co-operative

Co-operative registration number

Name of co-operative

Auditor details

2. Details of appointed auditor

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

Appointment details

3. Under which circumstances is the auditor appointed?(choose one option only)

By the Board

By the members at a general meeting

4. Date on which the auditor was appointed.

Date (dd/mm/yyyy)

/ /

Declaration and signature

5. I declare that:

- I am authorised by the co-operative to notify these changes.
- The auditor has consented to the appointment in accordance with section 309 of the *Co-operatives National Law (ACT)*.
- 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.

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					