

PURPOSE

This form is to be used to change the particulars of an association's committee, under the *Associations Incorporation Act 1991* (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-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 competing 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.
- The current committee should endeavour to have all outgoing committee members sign next to their details
- Contact Access Canberra for payment options.
- Please retain your receipt as evidence of payment.

IMPORTANT INFORMATION

- The 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 insolvent or bankrupt, 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 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

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
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.

1. ASSOCIATION NAME	ASSOCIATION NUMBER
Inc.	A0

2. NAME AND ADDRESS OF EACH CURRENT COMMITTEE MEMBER
 (The committee listed should be those current at the date of lodgement. If you do not want your residential address on the public record, please provide an alternative address which can include a PO box. If there are more committee members than the form allows, please copy this page and attach with application).

COMMITTEE POSITION	TITLE <i>(Mr, Ms)</i>	GIVEN NAME	SURNAME	EMAIL	
ADDRESS				STATUS (i.e. new, continuing)	DATE OF CHANGE
COMMITTEE POSITION	TITLE <i>(Mr, Ms)</i>	GIVEN NAME	SURNAME	EMAIL	
ADDRESS				STATUS (i.e. new, continuing)	DATE OF CHANGE
COMMITTEE POSITION	TITLE <i>(Mr, Ms)</i>	GIVEN NAME	SURNAME	EMAIL	
ADDRESS				STATUS (i.e. new, continuing)	DATE OF CHANGE
COMMITTEE POSITION	TITLE <i>(Mr, Ms)</i>	GIVEN NAME	SURNAME	EMAIL	
ADDRESS				STATUS (i.e. new, continuing)	DATE OF CHANGE
COMMITTEE POSITION	TITLE <i>(Mr, Ms)</i>	GIVEN NAME	SURNAME	EMAIL	
ADDRESS				STATUS (i.e. new, continuing)	DATE OF CHANGE

3. NAME AND SIGNATURE OF OUTGOING COMMITTEE MEMBERS

(Each outgoing committee member must sign this form acknowledging that they are no longer a member of the committee. A statement should be attached explaining the circumstances behind any missing signatures).

COMMITTEE POSITION	TITLE (<i>Mr, Ms</i>)	GIVEN NAME	SURNAME
DATE OF CHANGE		SIGNATURE OF OUTGOING COMMITTEE MEMBER	
COMMITTEE POSITION	TITLE (<i>Mr, Ms</i>)	GIVEN NAME	SURNAME
DATE OF CHANGE		SIGNATURE OF OUTGOING COMMITTEE MEMBER	
COMMITTEE POSITION	TITLE (<i>Mr, Ms</i>)	GIVEN NAME	SURNAME
DATE OF CHANGE		SIGNATURE OF OUTGOING COMMITTEE MEMBER	
COMMITTEE POSITION	TITLE (<i>Mr, Ms</i>)	GIVEN NAME	SURNAME
DATE OF CHANGE		SIGNATURE OF OUTGOING COMMITTEE MEMBER	
COMMITTEE POSITION	TITLE (<i>Mr, Ms</i>)	GIVEN NAME	SURNAME
DATE OF CHANGE		SIGNATURE OF OUTGOING COMMITTEE MEMBER	
COMMITTEE POSITION	TITLE (<i>Mr, Ms</i>)	GIVEN NAME	SURNAME
DATE OF CHANGE		SIGNATURE OF OUTGOING COMMITTEE MEMBER	
COMMITTEE POSITION	TITLE (<i>Mr, Ms</i>)	GIVEN NAME	SURNAME
DATE OF CHANGE		SIGNATURE OF OUTGOING COMMITTEE MEMBER	

4. STATEMENT BY COMMITTEE (Must be completed by two current committee members)

We confirm that the committee listed in this document is the outcome of a meeting or reflects a process that was conducted in accordance with the association's rules/constitution lodged with the Access Canberra

_____/_____/_____
Signature Date Print name and Position

_____/_____/_____
Signature Date Print name and Position

OFFICE USE ONLY

Date Lodged