

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.

DEFINITION OF A LARGE CO-OPERATIVE

A co-operative is a large co-operative for a particular financial year unless it is defined as a small co-operative. A co-operative is defined as a small co-operative for a particular financial year if:

- **does not issue shares to more than 20 prospective members** during that year; or, if it has done this, the amount raised by the issue of those shares does not exceed \$2 million.

and

- does not have securities on issue to non-members during that year, other than:
 - shares in the co-operative; and
 - securities issued in respect of the co-operative's obligations under section 163 of the *Co-operatives National Law (ACT)*.

and

- satisfies **at least 2** of the following criteria:
 - the consolidated revenue of the co-operative and the entities it controls (if any) is **less than \$8 million** for the previous financial year;
 - the value of the consolidated gross assets of the co-operative and the entities it controls (if any) is **less than \$4 million** at the end of the financial year;
 - the co-operative and the entities it controls (if any) had **fewer than 30 employees** at the end of the financial year. In counting employees, part-time employees are to be taken into account as an appropriate fraction of a full-time equivalent. For example, four half-time employees should be counted as two employees.

Consolidated revenue and the value of consolidated gross assets are to be calculated in accordance with accounting standards in force at the relevant time (even if the standard does not apply to the financial year of some or all of the entities concerned).

If the co-operative is not a large co-operative, complete and lodge *Form C12 - Annual Return - Small Co-operative*. For further information visit the Access Canberra website.

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.**
- Financial reports are required as of the annual report. Refer to the document checklist at part 6.

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.

Details of co-operative

1. Provide details of the co-operative

Co-operative registration number

Name of co-operative

Financial Year

2. Date of financial year end (dd/mm/yyyy)

Note: The date must match the financial year end date in the rules.

/ /

Annual General Meeting and Membership Details

3. What date was the annual general meeting held? (dd/mm/yyyy)

/ /

4. What date were financial reports provided to members? (dd/mm/yyyy)

/ /

5. What is the total number of co-operative members at the end of the co-operative's financial year?

(This should match your register of members.)

Document

6. Your annual report cannot be processed without the following documents;

<input type="checkbox"/>	The financial report required under section 270 of the <i>Co-operatives National Law (ACT)</i> including: <ul style="list-style-type: none"> the financial statements for the year; and the notes to the financial statements; and the directors' declaration about the statements and notes
<input type="checkbox"/>	The annual directors' report required under section 270 of the <i>Co-operatives National Law (ACT)</i>
<input type="checkbox"/>	The auditor's report, prepared in accordance with Division 3 of Part 2M.3 of the <i>Corporations Act 2001</i> (as applying under section 283 <i>Co-operatives National Law (ACT)</i>)
<input type="checkbox"/>	If a concise report under section 284(1) of the <i>Co-operatives National Law (ACT)</i> has been prepared and given to members, a copy of the concise report
If there have been changes to the co-operative's details (directors, secretary, chief executive office, co-operatives address) you must also attach the appropriate form.	
<input type="checkbox"/>	Form C8 – Notice of Change of Details of Co-operative Officers completed and attached
<input type="checkbox"/>	Form C8A – Notice of Change of Registered Office Address completed and attached

Declaration and signature

7. I declare that:

- the board has resolved that it is satisfied that the co-operative is solvent.
- I am authorised to lodge this annual return for this co-operative.
- the particulars of the co-operative's name, registered address, directors and secretary as recorded in any of the Co-operative's publicly available registers are correct.
- 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.
- no director of the co-operative is disqualified under sections 181 and 182 of the *Co-operatives National Law (ACT)*.
- at least two directors of the co-operative are ordinarily resident in Australia in accordance with section 172 of the *Co-operatives National Law (ACT)*.
- copies of all documents and instruments accompanying this annual report are true copies.

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					