

PURPOSE

This form is used when an association wishes to apply under section 82 of the *Associations Act 1991* (the Act) for the Registrar-General's consent to apply for registration of the association as a company limited by guarantee under the *Corporations Act 2001 (Commonwealth)*. It is not possible to transfer the incorporation of an association from one State/Territory jurisdiction to another under 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.
- 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 the Access Canberra.
- The Act prohibits any person from serving as a committee member or the public officer if that person is bankrupt or personally insolvent, without leave from the ACT Supreme Court under section 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.
- If the public record is not up to date, the outstanding document(s) must be lodged before the Registrar-General will give consent to the transfer.

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. NAME OF ASSOCIATION	ASSOCIATION NUMBER
	Inc. A0

2. PUBLIC OFFICER DETAILS		
TITLE (<i>Mr, Ms</i>)	GIVEN NAMES	SURNAME
ADDRESS		
CITY / SUBURB / TOWN	STATE / TERRITORY	POSTCODE
	ACT	
PREFERRED TELEPHONE NUMBER	EMAIL ADDRESS	

3. DATE OF SPECIAL RESOLUTION

4. INTEREST IN REAL PROPERTY	
Has this association ever held an interest or share in real property (land) in the ACT? If yes, please attach an annexure which lists the full street address of each land parcel in which the association has/had an interest or share.	<input type="checkbox"/> Yes <input type="checkbox"/> No

5. STATEMENT BY PUBLIC OFFICER AND COMMITTEE (must be completed by the public officer and two committee members)		
As a current office-bearer of this association, I confirm that the particulars shown on this form are true and correct, and that the special resolution passed by the members, resolving to apply for registration of the association as a company limited by guarantee under the <i>Corporations Act 2001</i> , met the requirements of S.70 of the Act as. I have read the 'Privacy Statement' and 'Important Information' shown on the front page of the form.		
_____	_____	_____
Signature	Signature	Signature
_____	_____	_____
Name	Name	Name
_____	_____	_____
Position	Position	Position
Date / /	Date / /	Date / /

OFFICE USE ONLY	
Date Lodged	