

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 SMALL CO-OPERATIVE

A co-operative is defined as a small co-operative for a particular financial year if:

- **it 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
- it 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**
- it 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 small co-operative, complete and lodge *Form C13 - Annual Report - Large 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.**
- **Do not attach financial statements. Unnecessary documents will be destroyed.**

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.)

Additional report directions from members

6. During this financial year, were there any directions by the co-operative's members to prepare additional reports under section 271 of the *Co-operatives National Law (ACT)*?

☐ No

Go to part 7

☐ Yes

What were the terms of these directions? What did they cover? Provide details, including the dates, of any directions to audit or review reports.

7. Date on which the board resolved that it is satisfied that the co-operative is solvent? (dd/mm/yyyy)

/ /

Document checklist

8. You do not need to attach any documents unless there have been changes of the co-operative's details (directors, secretary, chief executive office, co-operatives address).

If notifying of changes, you must attach the appropriate form. **Do not attach Financial Statements.**

☐ Form C8 – Notice of Change of Details of Co-operative Officers completed and attached

☐ Form C8A – Notice of Change of Registered Office Address completed and attached

Declaration and signature

9. I declare that:

- the board has resolved that it is satisfied that the co-operative is a small co-operative under section 4 of the *Co-operatives National Law (ACT)*.
- 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 office 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)*.
- the co-operative has the prescribed number of active members in accordance with the *Co-operatives National Law (ACT)*.

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