



Fair Trading

ABN 81 913 830 179

Application for registration of an incorporated association by 5 or more individuals OR by an existing unincorporated body Associations Incorporation Act 2009 (section 6)

Form A2

Office use only AFFIX DOCUMENT BARCODE LABEL HERE

Received at: Date: Receipt no.:

Please read the information provided before completing this form. The form should be completed in BLACK or BLUE ink and BLOCK LETTERS

Application fee \$124.00 (GST free) Fee must accompany form

Application details

Reservation number [grid]

This application for the registration of an incorporated association has been authorised by

- 5 or more individuals, or by a special resolution passed by an existing unincorporated body with 5 or more members and is known as (Note - a copy of the special resolution must be attached to this form)

Association details

Name [text] Incorporated

Official address

(This address cannot be a POST OFFICE BOX - see notes for requirements for the official address)

Address [text] Town/Suburb [text] State NSW Postcode [text]

Details of the first public officer of the association

Surname [text] Given name (s) [text] Title [text] Date of birth [DD/MM/YYYY]

Constitution, objects and principal activity

The proposed constitution is: Fair Trading model constitution Own constitution (copy to be attached) The objects of the association will be:

[Empty box for objects of the association]

The principal activity of the association is [X] (cross 1 box only)

Table with 3 columns and 4 rows listing activity categories: 1. Aged care, 2. Arts/culture, 3. Business & professional, 4. Child care, 5. Education/employment, 6. Environment/horticulture, 7. Legal/civic, 8. Personal interest, 9. Religious, 10. Social services, 11. Sporting, 12. Other

Contact details of the person lodging this document

PLEASE TURN OVER

Surname [text] Given name (s) [text] Title [text] Daytime telephone [text] Address [text] Town/suburb [text] State [text] Postcode [text] Email [text]

Financial details

The first financial year of the association will end on:

Date

/
DD / MM

(If the association has adopted the model constitution its first financial year will end on 30 June following incorporation)

The major sources of income of the association will be *(tick one or more)*

Member fees Grants Donations Fundraising

Other *(provide details)*

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The income, assets, expenditure and liabilities of the association and of any trust of which the association will be the trustee during the associations first financial year are **estimated** to be

	Association	Trust
Gross receipts*/total income	\$	\$
Expenditure	\$	\$
Current assets*	\$	\$
Total assets (includes current assets)	\$	\$
Liabilities	\$	\$

***See attached notes for the definition of gross receipts/total income and current assets.**

Is a person holding any property in trust or otherwise on behalf of the proposed association? Yes No

Are there any mortgages, charges or other securities of any description affecting any property of the association? Yes No

(If 'yes' attach a statement giving a description of the mortgage or other security details of the property affected, the outstanding amount of the mortgage or security and the name and address of the mortgage or security holder)

Does the proposed association intend to apply for registration as a charity under the *Charitable Fundraising Act 1991*? Yes No

The following information is optional and is used for statistical purposes only

Is the association specifically established for the benefit of *(tick one or more)*

Aboriginal and Torres Strait Islanders People with a disability
 People from cultural and linguistically diverse backgrounds Women

Declaration and privacy acknowledgement of public officer

I

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Name of public officer

declare that

- I have been nominated to be the first public officer of the association,
- I am authorised to apply for registration of the above named association,
- the particulars within this application are true,
- if this application is approved the proposed association will have at least 5 members at the time of registration, and
- the proposed association has approved the adoption
 - o of the model constitution, OR
 - o of the constitution attached to this application AND that constitution complies with the requirements of the *Associations Incorporation Act 2009*, including but not limited to that it provides for the matters referred to in Schedule 1 to the Act, and

I acknowledge that

- NSW Fair Trading is collecting and holding information (including personal information) supplied in this form for the purposes of the *Associations Incorporation Act 2009* and in particular, inclusion in a register maintained under that Act which is open to public inspection,
- NSW Fair Trading may disclose personal information to persons or bodies and to receive information from them in respect of purpose(s) related to the association's incorporation and activities, and
- I have a right to seek access to and correction of the personal information supplied/collected from me.

Signature

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Date

/
DD / MM / YYYY



Form A2

Please read the information before completing this form.

The form should be completed in BLACK or BLUE ink and BLOCK LETTERS.

When should this form be used?

This form should be used for an application for registration authorised by

- 5 or more individuals, or
- an unincorporated body having 5 or more members

An incorporated association must have at least 5 members in order to be registered.

Who can complete and lodge this application?

This form must be completed by the first public officer of the proposed association.

Application details

Reservation number - this application cannot be lodged unless the name of the proposed association has first been reserved by lodging Form A1, 'Application for reservation of name'. The reservation number issued by Fair Trading should be set out here. If this document is lodged at the same time as Form A1 this box can be left blank.

Indicate whether the application is being made on behalf of a group of individuals for a new association or whether an existing unincorporated body is to become registered under the Act. In this case the name of the unincorporated body must be entered in the space provided.

Association details

Name - set out the name of the proposed association EXACTLY as you wish it to appear on the certificate of incorporation.

Official address of the association - the association's official address is an address in NSW where a premises of the association is located or where the public officer resides, is employed or carries on his or her business. A post office box number cannot be entered as the official address.

For most associations this address will also be the address at which the register of committee members and other records of the association should be kept. The public officer is required to notify Fair Trading of a change in the official address within 28 days.

Details of the first public officer

Public officer - the public officer of the association must be a person aged 18 years or more who is resident in NSW. The public officer must not be a bankrupt or a mentally incapacitated person.

Constitution, objects and principal activity

Constitution - identify whether the proposed association will have the model constitution or its own constitution. Information on matters that must be addressed in the constitution is available on the Fair Trading website.

Objects - it is not necessary to complete this item if the objects are attached or included as part of the constitution. An association that adopts the model constitution must set out or attach its objects to this form.

Principal activity of the association - insert an X in the box that corresponds to the activity that best describes the main activity of the association. Mark ONE box only.

Financial details

Financial year end - the association's financial year end is required to be set out in the association's constitution. If the association has adopted the model constitution its first financial year will end on the 30 June following incorporation.

Source(s) of income - set out the major source(s) of the association's income.

Estimates of the income etc - the **estimated** income, expenditure, current assets and total assets and liabilities of the association and any trust of which the association will be the trustee during the first year of operation of the association. If the association is the trustee of more than one trust the relevant details for any additional trust should be provided on a separate sheet.

Gross receipts/total income - is the total revenue recorded in the association's income and expenditure statement or an estimate of the revenue a new association expects to earn in the first 12 months.

Current assets - are assets, **other than** real property or assets capable of depreciation, held by the association at the end of the association's last financial year. Current assets include amounts held in financial institutions including bank accounts and term deposits, inventory and debtors.

Note: The *Associations Incorporation Act 2009* established a two tier reporting regime for associations registered in NSW:

Tier 1 associations are larger associations. The association is a Tier 1 association if

- the **gross receipts/total income** of the association for the association's financial year exceed \$250,000, or
- the **current assets** of the association for the association's financial year exceed \$500,000.

From 1 July 2010, Tier 1 associations are required to provide an audited financial statement that complies with prescribed accounting standards each year. Other associations (Tier 2) are only required to lodge a summary of their financial affairs.

See the fact sheet titled 'Financial reporting requirements' on www.fairtrading.nsw.gov.au for information on reporting requirements of Tier 1 and Tier 2 associations.

Property held in trust for the proposed association - if a person is holding property in trust on behalf of the proposed association attach details of the property and its approximate value. You should contact Registry Services for information concerning the transfer of property held on trust into the name of the association.

Mortgages, charges or other securities affecting the association - if a mortgage, charge or other security will affect property of the proposed association, please attach details of the property affected, the outstanding amount of the mortgage or security at the date of application and the name and address of the mortgage or security holder.

Charitable status - indicate whether the association intends to apply for registration as a charity.

Declaration and privacy acknowledgement

The declaration must be completed by the person nominated to be the first public officer of the association.

Checklist

- Have you reserved the name for the proposed association?
- Will the proposed association if registered have at least 5 members?
- Is the person completing/lodging the application the first public officer of the proposed association?
- Is each section of the application completed?
- Has a copy of your constitution been attached?
(not necessary if the model constitution is to be adopted)
- Is a copy of the special resolution (if required) & any other relevant documentation attached?
- Have you attached the required fee?

Lodging the application and paying the fee

- This application can be lodged at any Fair Trading Centre or by mail to Registry Services, PO Box 22, Bathurst NSW 2795.
- For the address of your nearest Fair Trading Centre please telephone 13 32 20 or visit www.fairtrading.nsw.gov.au
- Fair Trading Centres will accept payment by cheque, cash, money order or credit card. Fees for mailed applications should be paid by cheque or money order.
- Cheques and money orders should be payable to 'NSW Fair Trading'.
(Please note receipts will only be issued upon request.)
- The application fee is not subject to GST.
- The application may be returned if
 - it is not completed correctly,
 - any necessary attachments are missing, or
 - it is received without payment.

What if my application is refused?

If you are dissatisfied with the decision made on your application, in the first instance, you may apply in writing to the Registry to have the decision reviewed.

If you are dissatisfied with the outcome of the internal review you may apply to the Administrative Decisions Tribunal for a review of the decision.

Contacting the Registry

Telephone (02) 6333 1400 or 1800 502 042

Mail Registry Services
PO Box 22
Bathurst NSW 2795

Website www.fairtrading.nsw.gov.au

Language assistance

Telephone - 13 14 50
Ask for an interpreter in your language.
TTY - 1300 723 404
Telephone service for the hearing impaired.