



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

Updated Jul 2018

Please read this information before completing this form.

This form can be completed in Adobe Reader and saved for your records.

When should this form be lodged?

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 and remain registered.

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

Proposed association name (part 1)

Set out the spelling of the name of the proposed association **EXACTLY** as you wish it to appear on the certificate of registration.

Please note that the name will appear on the certificate in CAPITAL letters.

The name **must** end in the word 'INCORPORATED' or the abbreviation 'INC'.

When choosing a name for an association it is important to appreciate Fair Trading may refuse to register a name in certain circumstances, including where:

- * it closely resembles the name of an existing or former incorporated association and the public would likely be misled,
- * it is the same as a registered business, company or co-operative name,
- * it is considered to be offensive or undesirable, or
- * if the name or words in the name are restricted by state or federal law.

To reduce delay you should nominate up to 3 different names, in order of preference. The first available name will be registered. Before making this application, it is a good idea to read the fact sheet titled 'Naming your incorporated association' on www.fairtrading.nsw.gov.au.

Application details (part 2)

Indicate whether the application is authorised by:

- * 5 or more individuals (the association should keep a copy of any document recording the authorisation), **OR**
- * an existing unincorporated body (a copy of the special resolution authorising the application must be attached).

First public officer (part 3)

The public officer of the association must:

- * be aged 18 years or more,
- * reside in NSW,
- * not be a bankrupt, and
- * not be a mentally incapacitated person.

First official address (part 4)

The official address must be an address in NSW where:

- * the person who is to be the association's first public officer can generally be found, and
- * documents can be served on the association by post.

The official address CANNOT be a post office box.

For most associations the official address will also be the address where the register of committee members and other records of the association will be kept. The public officer must notify Fair Trading of a change in the official address within 28 days.

Constitution (part 5)

Identify whether the proposed association will have the Fair Trading model constitution or its own constitution.

For information on the matters that must be addressed in the constitution please read the fact sheet titled 'About the Constitution' on www.fairtrading.nsw.gov.au.

Objects (part 6)

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 (part 7)

Tick **one** box that best describes the main activity of the association.

Financial details (part 8)

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, the financial year end is 30 June.

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

Gross receipts/total revenue - 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.

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.

Declaration and privacy acknowledgement (part 10)

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

How to lodge and pay

- * **By email** to registrylodgements@finance.nsw.gov.au.
- * **By post** to Registry Services, PO Box 22, Bathurst NSW 2795.
- * **In person** at any **Service NSW Centre**. For the address of your nearest Service NSW Centre please telephone 13 77 88 or visit www.service.nsw.gov.au/service-centre.
- * **The application fee must be paid at the time of application.** There is no GST payable.
- * Payment can be made by:
 - * cheque or money order made payable to NSW Fair Trading, or
 - * credit card by completing the payment details on last page.
- * When paying by credit card a surcharge of 0.40% will be charged on the total amount due.
- * Receipts will only be issued on request.

What happens when you lodge your application?

- * The application will be reviewed. You will be notified in writing if further information is required.
- * This form may be returned if:
 - * it is not completed correctly, or
 - * it does not have the necessary attachments, or
 - * it is received without payment.
- * If your application is approved, the association will be registered and you will receive a certificate of registration.
- * If your application is refused, you will receive written notification of the reasons.
- * If any change occurs in the information you have provided in your application, you must notify NSW Fair Trading as soon as possible.

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 Fair Trading to have the decision reviewed.
- * If you are dissatisfied with the outcome of the internal review you may apply to the NSW Civil and Administrative Tribunal for a review of the decision.

Contacting Registry Services

Telephone	1800 502 042 or (02) 6333 1400
Mail	Registry Services PO Box 22 Bathurst NSW 2795
Email	registryinquiries@finance.nsw.gov.au
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.

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.



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by 5 or more individuals OR by an existing unincorporated body**

Associations Incorporation Act 2009 (section 6)

Please read the information before completing this form.

This form can be completed in Adobe Reader and saved for your records.

Fee - \$133.00 if name is currently reserved

Fee - \$170.00 if name is NOT reserved

1. PROPOSED ASSOCIATION NAME (in order of preference)

1.	<input type="text"/>	INCORPORATED	Office use App / Rej
2.	<input type="text"/>	INCORPORATED	App / Rej
3.	<input type="text"/>	INCORPORATED	App / Rej

IF INSUFFICIENT SPACE PLEASE ATTACH DETAILS OF PROPOSED NAMES

If the name is reserved, please enter a current reservation number

2. APPLICATION DETAILS

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

- 5 or more individuals, **OR**
- by a special resolution (motion) passed by an existing unincorporated body with 5 or more members
(Note - a copy of the special resolution (motion) to become incorporated must be attached to this form)

INSERT NAME OF EXISTING UNINCORPORATED BODY

3. FIRST PUBLIC OFFICER (must reside in NSW)

Surname	<input type="text"/>	Title	<input type="text"/>	Date of birth	<input type="text"/>
				<small>DD MM YYYY</small>	
Given name (s)	<input type="text"/>	Daytime phone	<input type="text"/>		
Email	<input type="text"/>				

I currently reside within New South Wales

4. FIRST OFFICIAL ADDRESS (cannot be a Post Office box - see note 4)

Street address	<input type="text"/>				
Town/suburb	<input type="text"/>	State	<input type="text" value="NSW"/>	Postcode	<input type="text"/>

5. CONSTITUTION

The proposed constitution is

- Fair Trading model constitution (without modification) **OR** Own constitution (copy to be attached)

6. OBJECTS

The objects must be a clear **detailed** explanation of the purpose of the organisation

7. PRINCIPAL ACTIVITY

The principal activity of the association is (*tick 1 box only*)

- | | | |
|---|--|--|
| <input type="checkbox"/> 1. Aged care/respite care/home care | <input type="checkbox"/> 5. Education/employment/training/research | <input type="checkbox"/> 9. Religious |
| <input type="checkbox"/> 2. Arts/culture/literary/heritage | <input type="checkbox"/> 6. Environment/horticulture/animal protection | <input type="checkbox"/> 10. Social services/community association |
| <input type="checkbox"/> 3. Business/professional association | <input type="checkbox"/> 7. Legal/civic/advocacy services | <input type="checkbox"/> 11. Sporting |
| <input type="checkbox"/> 4. Child care services | <input type="checkbox"/> 8. Personal interest/hobby group/social group | <input type="checkbox"/> 12. Other |

8. FINANCIAL DETAILS

The financial year end of the association will be DD MM each year, as set out in the constitution

(If the association has adopted the MODEL CONSTITUTION its financial year MUST be 30 JUNE)

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

- Member fees Grants Donations Fundraising
- Other (*provide details*)

Will the **gross receipts/total revenue** of the association exceed \$250,000 in their first year of operation? Yes No

If you answered 'Yes' to the above question, please insert amount

\$

Will the **current assets** of the association exceed \$500,000 in their first year of operation? Yes No

If you answered 'Yes' to the above question, please insert amount

\$

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

9. OPTIONAL INFORMATION (*used for statistical purposes only*)

Is the association specifically established for the benefit of (*tick all that apply*)

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

10. DECLARATION AND PRIVACY ACKNOWLEDGEMENT

I declare:

- * 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:
 - * of the model constitution, OR
 - * 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 providing for the matters referred to in Schedule 1 to the Act.

I acknowledge:

- * 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

Date signed

 DD MM YYYY

Printed name

Who should NSW Fair Trading contact if there is a query about this form?

This information will be available to the public

Surname	<input type="text"/>	Given name(s)	<input type="text"/>
Title	<input type="text"/>	Daytime telephone	<input type="text"/>
Address	<input type="text"/>		
Town/suburb	<input type="text"/>	State	<input type="text"/>
		Postcode	<input type="text"/>
Email	<input type="text"/>		

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Credit card details

ONLY VISA & MASTERCARD CAN BE ACCEPTED

Please note that when paying by credit card a surcharge of 0.40% will be charged on the total amount due.

I the undersigned authorise NSW Fair Trading to deduct \$170.00* plus surcharge from my credit card

Name on card

Expiry date

MM
YYYY

Cardholder signature

Date signed

DD MM YYYY

Daytime telephone number of card holder

(For added security all information below the line is destroyed upon completion of processing)

Card no

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* If a reservation fee of \$51.00 has already been paid, you will only be charged \$133.00 for this application.