



Notice of change of registered office

Co-operatives National Law (Queensland)

This form is effective from 1 December 2020

ABN: 13 846 673 994

OFFICE USE ONLY

Date received

Instructions

Please complete in **BLOCK** letters. Attach extra sheets if needed. All references to dates should be in DD/MM/YYYY.

Privacy statement—please read

The Office of Fair Trading (OFT) collects information, including personal information, on this form as required by the *Co-operatives National Law (Queensland)* to process your application. Your personal information will be placed on a register which may be inspected by the public upon payment of a prescribed fee. Any documents required by the OFT are available for inspection by the public upon payment of a prescribed fee. Additionally, information on this form can be disclosed without your consent where authorised or required by law. Under the *Fair Trading Act 1989* information may also be shared on a confidential basis with other Australian fair trading agencies.

If you give the OFT an email address to communicate with you, the personal information in these communications will be stored on your email service provider's servers. These servers may be outside of Australia. By giving us your email address, you are consenting to the personal information contained within the emails to and from the OFT to be transferred outside Australia.

Fees

The applicable fees for this form are available on the Fair Trading website at www.qld.gov.au/fairtrading. No GST is payable on the fees.

Part 1—Applicant details

Applicant name, address and contact details

Contact person submitting application.

Preferred title Mr Mrs Ms Miss Other (specify)

First name Last name

Address

Suburb State Postcode

Phone () Fax ()

Mobile Email

Preferred contact method? Phone Fax Mobile Email

Part 2—Co-operative details

Section 1

Co-operative details

Name of co-operative

Registration number

Section 2

Type of change

What type of change are you notifying? (tick all boxes that apply)

Change of registered office address—**complete Section 3**

Change of postal address—**complete Section 4**

Change of principal place of business—**complete Section 5**

Change to co-operative telephone or email contact details—**complete Section 6**

Section 3

Change of registered office details.

Address must be in Queensland and be a street address.

Notice is given that the new registered office of the above named co-operative is:

Address

Suburb QUEENSLAND Postcode

Date of change / /
D D M M Y Y Y Y

Part 1—Co-operative details continued

<p>Section 4 Change of postal address</p>	<p>Postal address of co-operative (no fee payable)</p> <p>Same as registered office address <input type="checkbox"/> Yes <input type="checkbox"/> No—If NO fill in details below</p> <p>Address (can be PO box)</p> <p>Suburb State <input type="checkbox"/><input type="checkbox"/><input type="checkbox"/> Postcode <input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/></p>
<p>Section 5 Change of principal place of business</p>	<p>New principal place of business of co-operative (no fee payable)</p> <p>Same as registered office address <input type="checkbox"/> Yes <input type="checkbox"/> No—If NO fill in details below</p> <p>Address</p> <p>Suburb State <input type="checkbox"/><input type="checkbox"/><input type="checkbox"/> Postcode <input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/></p>
<p>Section 6 Change of contact details</p>	<p>New contact details (no fee payable)</p> <p>Daytime phone number</p> <p>Email address to receive all electronic correspondence</p>

Part 3—Declaration and checklist

<p>Declaration</p>	<p>I declare that:</p> <ul style="list-style-type: none"> I am authorised by the co-operative to notify these changes 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 <i>Co-operatives National Law (Queensland)</i> to give the Registrar a document containing false or misleading information.
<p>Checklist For change of registered office only.</p>	<p><input type="checkbox"/> I have lodged this form within 28 days after the change of registered office. No fee is payable.</p> <p><input type="checkbox"/> I have NOT lodged this form within 28 days after the change of registered office and have enclosed the sum of \$ being the prescribed fee for filing this application late (fee is available at www.qld.gov.au/fairtrading)</p> <p>Late fee</p> <ul style="list-style-type: none"> Less than 28 days late (fee is available at www.qld.gov.au/fairtrading) 28 days late or later (fee is available at www.qld.gov.au/fairtrading) <p>Should a longer period be sought an application under S609 should be made using Form 15 and accompanied by the prescribed fee (fee is available at www.qld.gov.au/fairtrading).</p>
<p>Sign here</p>	<p>Name (please print)</p> <p>Position (office) held</p> <p>Signature Date signed <input type="checkbox"/><input type="checkbox"/> / <input type="checkbox"/><input type="checkbox"/> / <input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/> D D M M Y Y Y Y</p>

Lodgement details

<p>IMPORTANT!</p> <p>Please make sure you:</p> <ul style="list-style-type: none"> provide all necessary information and documentation sign the application return all pages of the application form. 	<p>You must complete and lodge this form within 28 days after the change of registered office. No fee is payable. If lodged later, late fees are required.</p> <p>Please lodge the completed application, any supporting documentation and applicable fees to the Office of Fair Trading at the address below, at one of our regional offices, or at a Queensland Government Service Office.</p> <p>By mail: Registration Services Unit, GPO Box 3111, Brisbane QLD 4001</p> <p>In person: Visit www.qld.gov.au/fairtrading or call 13 QGOV (13 74 68) for information and your nearest Fair Trading Office or Queensland Government Service Office.</p>
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Payer details

This section must be completed if payment has been made by another person on behalf of the applicant.

Name

Postal address

Suburb State Postcode

Mobile Fax number

Receipt request Yes No

Email

Payment

Payment details

Cash—pay in person Debit/Credit card Money order Cheque
Do not send cash by mail

Make money order or cheque payable to the Office of Fair Trading.
A receipt will not be issued unless specifically requested.

Debit/Credit card

OFT cannot accept debit/credit card details over the phone, fax or email (including any attachments) in accordance with the Payment Card Industry Data Security Standard. If an email or fax is received containing debit/credit card details, it will be deleted immediately and your application and payment will not be processed.

Charge my:



Go online to www.qld.gov.au/fairtrading

Debit/Credit card number:

Cardholder's name:

.....

Amount authorised:

\$ Expiry date: /

Cardholder's signature:

.....



Online payments

Tick box if you wish to pay online

If you select this option, once OFT has received your documentation, an officer will be in contact to provide you with a Customer Reference Number (CRN). You can use this to pay via the following methods:



Go online to www.qld.gov.au/fairtrading



Payments can be made using **BPAY** through your bank or financial institution using the reference details that will be provided to you.



By post

A cheque or money order can be posted in, together with the application form.

Make money order or cheque payable to the Office of Fair Trading



In person

You can also visit a Fair Trading Office or an applicable Queensland Government Service Office to lodge this application and pay the applicable fees over the counter.

Visit www.qld.gov.au/fairtrading or call **13 QGOV** (13 74 68) for your nearest Fair Trading Office or Queensland Government Service Office.