



Lodge annual report for a financial year ending on or before 30 November 2020

Co-operatives National Law Act 2020, Co-operatives National Law (Queensland) and Co-operatives Act 1997

ABN: 13 846 673 994

This form is effective from 1 December 2020

OFFICE USE ONLY

Date received

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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 Act 2020*, *Co-operatives National Law (Queensland)* and *Co-operatives Act 1997* 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—Co-operative details

Section 1 Co-operative details

Name of co-operative

Registration number

I,being *a director/*the principal executive officer/
*a secretary of the above named co-operative, submit the annual report to the registrar for the financial period ending / / in accordance with the requirements of the Act.

Section 2 Employment/shares details

Please provide the following details.

Employment/shares	Number
Full-time employees at end of financial year	
Part-time employees at end of financial year	
People who performed voluntary services during year	
Shares forfeited under Part 6 of the Act during financial year	

Section 3 Membership details

Please provide the following details.

Membership	Number
Members active	
Inactive members	
Total	
Memberships cancelled under part 6 of the Act during financial year	

Section 4 Shares

Please provide the following details.

(Co-operatives with share capital only.)

Class	Balance at beginning of financial year	Number of shares issued during financial year	Number of shares cancelled	Balance at end of financial year
Ordinary				
Other				

Part 2—Co-operative address details

Section 1 Registered office	Address
	Suburb State <input type="text"/> <input type="text"/> <input type="text"/> Postcode <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
	Email
Section 2 Principal place of business	Address
	Suburb State <input type="text"/> <input type="text"/> <input type="text"/> Postcode <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Section 3 AGM	Annual General Meeting (AGM) was held on <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <small>D D M M Y Y Y Y</small>

Lodgement details

IMPORTANT!

Please make sure you:

- provide all necessary information and documentation
- sign the application
- return all pages of the application form.

Please note

The co-operative must retain a copy of the entire annual report to the registrar. This copy must be kept at the office where the registers are held and be available for inspection by any person (section 214(8) of the CNL and section 3.4(3) of the CNR).

This form must be filed with the office within 28 days after the AGM. If the AGM is not held within five months after the close of the financial year of the co-operative, then 28 days after the end of the period. **No fee is payable.** If lodged later, late fees are required.

Late fee

- 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)

Should a longer period be sought an application under S431 should be made using Form 15 and accompanied by the prescribed fee (fee is available at www.qld.gov.au/fairtrading).

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.

By mail:

Registration Services Unit, GPO Box 3111, Brisbane QLD 4001

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.

Part 4—Checklist and declaration

Checklist

Tick the boxes applicable.

I have attached the following annexures:

- a list in the approved form listing the secretary, directors and the principal executive officers of the co-operative and of each of its subsidiaries, as at the date the annual report is filed with the registrar.
- a list of persons who have ceased to hold office by resigning at the annual general meeting or failed to gain re-election.
- if the co-operative is required under section 232(1) to prepare a financial report of the co-operative for its most recently ended financial year—a copy of the financial report (including a concise report if issued).
- a copy of the financial report of each subsidiary of the co-operative for the most recently ended financial year of the subsidiary.
- a copy of any report by the auditor or the directors of the co-operative or subsidiary
 - (i) prepared under section 232(1); or
 - (ii) on a financial report mentioned in annexure C or D.

An officer of the co-operative must sign here.

Signature Date signed / /
D D M M Y Y Y Y

Name.....

Phone.....

Email.....

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.

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Proceed to next section.**

Annexure A Particulars of secretary, directors and principal executive officers as at the date the annual report is sent to the registrar

CHP—Chairperson director
DIR—Member director
PEO—Principal executive officer
SEC—Secretary
IDIR—Independent director

If a person holds more than one position indicate all positions held.

*Check the relevant option.

Name of co-operative

Name of subsidiary (if applicable)

Position CHP/ DIR/ PEO/ SEC/ IDIR*

Surname Given names

Any former name Date of birth / /

Place of birth (town, state and country)

Address

Suburb State Postcode

Date of appointment / /

Position CHP/ DIR/ PEO/ SEC/ IDIR*

Surname Given names

Any former name Date of birth / /

Place of birth (town, state and country)

Address

Suburb State Postcode

Date of appointment / /

Position CHP/ DIR/ PEO/ SEC/ IDIR*

Surname Given names

Any former name Date of birth / /

Place of birth (town, state and country)

Address

Suburb State Postcode

Date of appointment / /

Position CHP/ DIR/ PEO/ SEC/ IDIR*

Surname Given names

Any former name Date of birth / /

Place of birth (town, state and country)

Address

Suburb State Postcode

Date of appointment / /

Annexure A continued

CHP—Chairperson director

DIR—Member director

PEO—Principal executive officer

SEC—Secretary

IDIR—Independent director

If a person holds more than one position indicate all positions held.

*Check the relevant option.

Position CHP/ DIR/ PEO/ SEC/ IDIR*

Surname Given names

Any former name Date of birth / /

Place of birth (town, state and country)

Address

Suburb State Postcode

Date of appointment / /

Position CHP/ DIR/ PEO/ SEC/ IDIR*

Surname Given names

Any former name Date of birth / /

Place of birth (town, state and country)

Address

Suburb State Postcode

Date of appointment / /

Position CHP/ DIR/ PEO/ SEC/ IDIR*

Surname Given names

Any former name Date of birth / /

Place of birth (town, state and country)

Address

Suburb State Postcode

Date of appointment / /

Position CHP/ DIR/ PEO/ SEC/ IDIR*

Surname Given names

Any former name Date of birth / /

Place of birth (town, state and country)

Address

Suburb State Postcode

Date of appointment / /

Annexure B Particulars of persons who have ceased to hold office by resigning at the AGM or failing to gain re-election

CHP—Chairperson director
DIR—Member director
PEO—Principal executive officer
SEC—Secretary
IDIR—Independent director

If a person holds more than one position indicate all positions held.

*Check the relevant option.

Name of co-operative

Name of subsidiary (if applicable)

Position CHP/ DIR/ PEO/ SEC/ IDIR*

Surname Given names

Any former name Date of birth / /

Place of birth (town, state and country)

Address

Suburb State Postcode

Date of cessation / /

Position CHP/ DIR/ PEO/ SEC/ IDIR*

Surname Given names

Any former name Date of birth / /

Place of birth (town, state and country)

Address

Suburb State Postcode

Date of cessation / /

Position CHP/ DIR/ PEO/ SEC/ IDIR*

Surname Given names

Any former name Date of birth / /

Place of birth (town, state and country)

Address

Suburb State Postcode

Date of cessation / /

Position CHP/ DIR/ PEO/ SEC/ IDIR*

Surname Given names

Any former name Date of birth / /

Place of birth (town, state and country)

Address

Suburb State Postcode

Date of cessation / /