



## Lodge annual return small co-operative

*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 fee for this form is available on the Fair Trading website at [www.qld.gov.au/fairtrading](http://www.qld.gov.au/fairtrading). No GST is payable on the fees.

**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 (Queensland)*.

and

- it satisfies at least two 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 large co-operative, complete and lodge **Form 9a—Lodge annual report large co-operative**. For further information visit the Fair Trading website at [www.qld.gov.au/fairtrading](http://www.qld.gov.au/fairtrading)

## 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

#### Financial year

What is the date for the co-operative's financial year ending which must match the financial year end date in the rules?

Financial year ending on  /  /   
D D M M Y Y Y Y

### Section 3

#### Annual general meeting and membership details

What date was the annual general meeting held?  /  /   
D D M M Y Y Y Y

What date were financial reports provided to members?  /  /   
D D M M Y Y Y Y

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.

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### Section 4

#### Additional report directions from members

During the 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 (Queensland)*? (please tick box)

No  Go to section 5

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.

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### Section 5

#### Date of solvency

What was the date on which the board resolved that it is satisfied the co-operative is solvent?

/  /   
D D M M Y Y Y Y

## Part 3—Declaration and checklist

<b>Declaration</b>	<p>I declare that:</p> <ul style="list-style-type: none"> <li>the board has resolved that it is satisfied that the co-operative is a small co-operative under section 4 of the <i>Co-operatives National Law (Queensland)</i></li> <li>the board has resolved that it is satisfied that the co-operative is solvent</li> <li>I am authorised to lodge this annual return for this co-operative</li> <li>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</li> <li>the particulars contained in this form and any attachments are true and correct</li> <li>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</li> <li>no director of the co-operative is disqualified under sections 181 and 182 of the <i>Co-operatives National Law (Queensland)</i></li> <li>at least two directors of the co-operative are ordinarily resident in Australia in accordance with section 172 of the <i>Co-operatives National Law (Queensland)</i></li> <li>the co-operative has the prescribed number of active members in accordance with the <i>Co-operatives National Law (Queensland)</i>.</li> </ul>
<b>Checklist</b>	<p>You do not need to attach any documents unless there have been changes to the co-operative’s details (directors, secretary, chief executive officer, co-operative’s address).</p> <p>If notifying us of changes, you must attach the appropriate form. Do not attach financial statements.</p> <p><input type="checkbox"/> Form 14—Notice of appointment or cessation of appointment of directors and officers</p> <p><input type="checkbox"/> Form 10—Notice of change of registered office.</p> <p><input type="checkbox"/> I have lodged this form within five months of the co-operative’s financial year end. No fee is payable.</p> <p><input type="checkbox"/> I have NOT lodged this form within five months of the co-operative’s financial year end and have enclosed the sum of \$ ..... being the prescribed fee for filing this application late (fee is available at <a href="http://www.qld.gov.au/fairtrading">www.qld.gov.au/fairtrading</a>)</p> <p><b>Late fee</b></p> <ul style="list-style-type: none"> <li>Less than 28 days late (fee is available at <a href="http://www.qld.gov.au/fairtrading">www.qld.gov.au/fairtrading</a>)</li> <li>28 days late or later (fee is available at <a href="http://www.qld.gov.au/fairtrading">www.qld.gov.au/fairtrading</a>)</li> </ul> <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 <a href="http://www.qld.gov.au/fairtrading">www.qld.gov.au/fairtrading</a>).</p>
<b>Sign here</b>	<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"/></p> <p style="text-align: center; font-size: small;">D D M M Y Y Y Y</p>

## Lodgement details

<p><b>IMPORTANT!</b></p> <p>Please make sure you:</p> <ul style="list-style-type: none"> <li>provide all necessary information and documentation</li> <li>sign the application</li> <li>return all pages of the application form.</li> </ul>	<p>This form should be lodged within five months of the co-operative’s financial year end.</p> <p><b>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.</b></p> <p><b>By mail:</b> Registration Services Unit, GPO Box 3111, Brisbane QLD 4001</p> <p><b>In person:</b> Visit <a href="http://www.qld.gov.au/fairtrading">www.qld.gov.au/fairtrading</a> or call <b>13 QGOV</b> (13 74 68) for information and your nearest Fair Trading Office or Queensland Government Service Office.</p>
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**This section has been intentionally left blank.  
Proceed to next section for payment details.**

## 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](http://www.qld.gov.au/fairtrading)

Debit/Credit card number:

Cardholder's name:

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Amount authorised:

\$ ..... Expiry date:   /

Cardholder's signature:

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