



Application for approval of draft formation disclosure statement for a proposed 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

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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 (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. No GST is payable on the fees.

Part 1—Application details

Application details

Note section 615 of the *Co-operatives National Law (Queensland)* states that a disclosure statement may only include a statement by a person or a statement said in the disclosure statement to be based on a statement by a person, if:

- (a) the person has consented to the statement being included in the disclosure statement in the form and context in which it is included; and
- (b) the disclosure statement states that the person has given this consent; and
- (c) the person has not withdrawn this consent before the disclosure statement is approved by the Registrar of the OFT.

This application for approval of a draft formation disclosure statement for a co-operative under the name of is made by:

Given names

Surname

who certifies that the following matters under Section 25 (2) of the *Co-operatives National Law (Queensland)* are provided for in the disclosure statement. The disclosure statement contains the information necessary to ensure prospective members are adequately informed of the nature and extent of a person's financial involvement or liability as a member of the co-operative including so far as applicable, the following (*please tick*):

- the estimated costs of formation
- the nature of the proposed membership of the co-operative
- the rights and liabilities attaching to shares in the proposed co-operative
- the capital required for the co-operative at the time of formation
- the projected income and expenditure of the co-operative for its first year of operation
- information about any contracts required to be entered into by the co-operative
- any other information that the registrar directs to be included

Note non-distributing co-operatives are not required to provide a disclosure statement unless directed by the Registrar of the OFT.

Part 2—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 3—Declaration and checklist

Declaration

I declare that:

- I am lodging this form as a written notice of intention to apply for registration as a co-operative
- 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 *Co-operatives National Law (Queensland)* to give the Registrar a document containing false or misleading information
- the proposed co-operative has the prescribed number of active members.

Checklist

I, the undersigned seek approval of the draft formation disclosure statement.

I have enclosed the following (please tick box):

- a copy of the draft disclosure statement
- the sum of \$ being the prescribed fee (fee is available at www.qld.gov.au/fairtrading)

The proposed date of the formation meeting (if known) is / /
D D / M M / Y Y Y Y

Sign here

Name (please print)

Position (office) held

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

Lodgement details

IMPORTANT!

Please make sure you:

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

This disclosure statement approved under Section 25 of the *Co-operatives National Law (CNL) (Queensland)* must be presented to the formation meeting held under Section 22 or 30 of the CNL.

Please note: the draft disclosure statement for the proposed co-operative must be submitted to the registrar at least 28 days before the formation meeting is due to be held.

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.

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.