



## Application for prior approval of rule amendments

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](http://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

#### Proposed amendments

This application to seek the Registrar's prior approval of certain rule amendments of the above co-operative is made by a person authorised by the board, who verifies that the following co-operative's rules are to be amended (insert individual rule numbers to be amended)

.....

.....

## Part 2—Co-operative details continued

### Section 3

#### Implementation of proposed amendments

Provide dates for the following if known.

Indicate how the proposed amendments are to be implemented:

- By special resolution** □□ / □□ / □□□□  
D D M M Y Y Y Y  
If yes, indicate which of the following three methods are to be adopted, and state proposed date for giving notice of proposed special resolution to members.
- By members in general meeting** □□ / □□ / □□□□  
D D M M Y Y Y Y  
If yes, state proposed date of general meeting.
- By postal ballot** □□ / □□ / □□□□  
D D M M Y Y Y Y  
If yes, state proposed closing date for postal ballot.
- By special postal ballot** □□ / □□ / □□□□  
D D M M Y Y Y Y  
If yes, state proposed closing date for special postal ballot.
- Board resolution** □□ / □□ / □□□□  
D D M M Y Y Y Y  
If yes, state proposed date of resolution of the board.

## Part 3—Declaration and checklist

### Declaration

I declare that:

- I am authorised to lodge this application for this co-operative
- the particulars contained in this application and other documents are true and correct
- I acknowledge that it is an offence under section 514 of the *Co-operatives National Law (Queensland)* to provide the Registrar with false or misleading documents.

### Checklist

I have enclosed the following (please tick box):

- a copy of the proposed amendment to the co-operative's rules
- a statement stating the reasons for amendment
- the sum of \$ ..... being the prescribed fee (fee is available at [www.qld.gov.au/fairtrading](http://www.qld.gov.au/fairtrading))

### 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 form must be lodged to obtain the Registrar's prior approval for changes to be made to the following rules before a resolution amending the rules is passed by the co-operative:

- rules under section 60 (2) of the *Co-operatives National Law (Queensland)* relating to classes of amendments specified by the Registrar which can be found on the Fair Trading website.
- rules relating to the conversion of a non-distributing to a distributing co-operative under section 60 (1) (b) of the *Co-operatives National Law (Queensland)*.

The form must be accompanied by a fee for filing for each proposed rule alteration (fee is available at [www.qld.gov.au/fairtrading](http://www.qld.gov.au/fairtrading)).

#### Please note

These proposed draft amendments do not take effect until passed by members by special resolution or on resolution of the board and registered by the registrar (Section 63(1)).

The proposed rule alterations must be submitted to the department at least 28 days before notice of the proposed special resolution altering the rules is given to the members or the resolution is passed by the board.

The application will be reviewed and we will notify you in writing if further information is required.

When the form is completed correctly and all necessary documents are attached within 28 days you will receive notification of the next steps in the registration process.

If your application is approved we will send you written notice of that approval. If your application is refused, we will send you written notification of the reasons why. If any change occurs in the information you have provided in your application, you must notify us as soon as possible.

**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](http://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](http://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](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.