



Application for approval, consent, exemption, order or certificate

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

Things to know before starting your application

This form is to be used for:

- an application for an approval, consent, exemption or order under the Co-operatives National Law (Queensland) (CNL) or declaration a co-operative is to be a small co-operative under regulation 1.4 of the CNR; or
- an application for a certificate under the CNL, including:
 - issue of duplicate certificate of registration (s.37)
 - certificate of registration of rule amendment (s.63)
 - certificate of registration of special resolution (s.244)
 - certificate of statement made by auditor (s.310)
 - certificate of evidence (s.588).

Do not use this form for:

- an application for extension or shortening of time (see Form 15).

Supporting information:

An application for an approval, consent, exemption or order under the CNL or declaration must:

- clearly set out the approval, consent, exemption, order or declaration sought and the relevant provision(s) of the CNL
- be accompanied by information and/or documents that support the application and which show how the requested approval, consent, exemption or order is in the interests of the Co-operative and its members.

For example, if the application is for an exemption from the requirement to conduct a special postal ballot the application must specify the exemption sought (e.g. to permit the special resolution to be passed at a general meeting) and set out information relevant to whether the application should be granted including:

- the reasons the application for exemption is being made
- the number of members of the co-operative
- the financial involvement of the members
- details of any information regarding the proposal previously provided to members
- the financial position of the co-operative and the costs associated with the special postal ballot
- the number of members who historically attend general meetings / respond to special postal ballots
- the proximity of the members to the place where any meeting to consider the proposal is intended to be conducted
- details of the day/time the co-operative proposes to hold a meeting and advice why that day/time is likely to be convenient for members to attend the meeting (where relevant) and
- other factors the co-operative considers to be relevant to the making of the proposal.

An application for duplicate certificate of registration must:

- be accompanied by a statutory declaration completed by a director, or the secretary, which details the circumstances by which the original certificate is lost or destroyed.

Supporting information is not required for an application for a certificate.

Part 3—Purpose of the application continued

Section 3 Additional information

Is there any additional information in support of this application? If so, detail it below or attach and list attachments below. Note additional information is not required for an application for a certificate.

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Part 4—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):

the sum of \$ being the prescribed fee (fee is available at www.qld.gov.au/fairtrading)

Sign here

Name (please print)

Position (office) held

Signature Date signed / /

Lodgement details

IMPORTANT!

Please make sure you:

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

The prescribed fee for the particular application is available at www.qld.gov.au/fairtrading. You may also contact the Registry for assistance in determining the prescribed fee.

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.

**This page has been intentionally left blank.
Proceed to the payment section.**

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:

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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



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.