



Application for registration of amendment of rules/special resolution

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—Applicant details

Applicant details

The application to register an amendment of rules/special resolution of the mentioned co-operative is made by a person authorised by the board

Section 60 of the *Co-operatives National Law (Queensland)* requires pre-approval of certain rules. Information in relation to the rules that require pre-approval can be found on the Fair Trading website.

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 4—Declaration and checklist

Declaration	<p>I am a Director/Secretary/authorised representative of the co-operative and I declare that:</p> <ul style="list-style-type: none"> • I am authorised by the board of the co-operative to lodge this application • the resolution referred to in this application was passed in accordance with the <i>Co-operatives National Law (Queensland)</i> • 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 <i>Co-operatives National Law (Queensland)</i> to provide the Registrar with false or misleading document.
Checklist	<p>I have enclosed the following (please tick box):</p> <p><input type="checkbox"/> a copy of the special resolution passed by the members</p> <p><input type="checkbox"/> a copy of the full text of the individual rules amended</p> <p><input type="checkbox"/> a consolidated copy of the rules including the amendment(s)(note: this is not required if a full set of rules is adopted by the co-operative)</p> <p>For other special resolutions</p> <p><input type="checkbox"/> a copy of the special resolution passed by the members</p> <p><input type="checkbox"/> the sum of \$ being the prescribed fee (fee is available at www.qld.gov.au/fairtrading)</p>
Sign here	<p>Name (please print)</p> <p>Position (office) held</p> <p>Signature Date signed <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></p> <p style="text-align: center;">D D M M Y Y Y Y</p> <p>State if Director/Secretary/authorised representative</p>

Lodgement details

<p>IMPORTANT!</p> <p>Please make sure you:</p> <ul style="list-style-type: none"> • provide all necessary information and documentation • sign the application • return all pages of the application form. 	<p>AMENDMENT TO RULES</p> <p>Note: The proposed amendments to the rules do not take effect unless and until registered by the Registrar (section 63(1)).</p> <p>Filing Period: Within 28 days, after the amendment is made.</p> <p>Longer period: Should a longer period be sought an application should be made using Form 15 and accompanied by the prescribed fee. Fee is available at www.qld.gov.au/fairtrading</p> <p>SPECIAL RESOLUTIONS</p> <p>Note: Filing period: Within 28 days, or the further period the Registrar allows, after the passing of the special resolution. Should a further period be sought within 28 days of resolution being passed, an application under section 243 (2) (a) should be made on Form 7 accompanied by the prescribed fee.</p> <p>Longer period: Should a longer period be sought after 28 days has expired an application under section 609 should be made using Form 15 accompanied by the prescribed fee. Fee is available at www.qld.gov.au/fairtrading</p> <p>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.</p> <p>By mail: Registration Services Unit, GPO Box 3111, Brisbane QLD 4001</p> <p>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.</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

Debit/Credit card number:

Cardholder's name:

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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.