

**Not-for-profit community organisation insurance duty exemption*****About this form***

Complete this form if a not-for-profit community organisation wishes to apply for an exemption from insurance duty. Before you begin, you should read the 'Guide to *Not-for profit community organisation insurance duty exemption*' to make sure that you understand your obligations and the meaning of terms used in this form.

Part A—Organisation details**1. Organisation**Name ABN Client number **2. Contact details****Correspondence address**C/o Unit/Flat/Building House no./Street/PO Box Suburb State Postcode Telephone number Email address **3. Contact person**Contact person's name Contact person's
telephone number

Part B—Eligibility

4. Charitable institution

Yes (Constitution attached)

Is the organisation registered, or entitled to be registered, as a charitable institution under Part 11A of the *Taxation Administration Act 2001*?

Yes No

If Yes, the exemption is not available.
If No, go to question 5

5. Purpose of the organisation

List the main purpose of the organisation and its significant activities:

6. Eligible community organisations

The organisation:

- (a) was formed and is carried on principally for 1 of the listed community purposes? Yes No
- (b) members voluntarily commit time to the pursuit of the organisation's purpose? Yes No
- (c) has an organisational and administrative structure and control of its own affairs? Yes No
- (d) membership is open to the public? Yes No
- (e) is a not-for-profit organisation? Yes No

If Yes to all questions, go to Question 7.
If No to any question, the exemption is not available.

7. Commercial interests

Does the organisation have significant business or commercial interests?

Yes No

If Yes, the exemption is not available.
If No, go to Part C.

Part C—Eligible policy

8. Constitution

A copy of your organisation's constitution or rules must be provided with your application.

9. Premium

The premium for the public liability cover for which a duty exemption is claimed:

- (a) is separately identified in the insurer's premium invoice? Yes No
- (b) does not include any amount for professional indemnity insurance? Yes No

If Yes to all, proceed to Part D.
If No to any question, the exemption is not available.

Part D—Declaration

You must personally sign this declaration in the presence of a qualified witness. Qualified witnesses include a Justice of the Peace, Commissioner for Declarations or Solicitor.

I declare that:

- I have read the ‘Guide to *Not-for-profit community organisation insurance duty exemption*’
- the information supplied is true and correct.

And I make this solemn declaration conscientiously believing the same to be true, and by virtue of the provisions of the *Oaths Act 1867*.

Authorised person’s signature

Name

Date

Qualified witness signature

Qualified witness name

Date

Queensland Revenue Office is collecting the information on this form for the purposes of administering state revenue. This is authorised by the *Duties Act 2001*. Your personal information will not be disclosed without your consent, except in circumstances outlined in the *Taxation Administration Act 2001* or as otherwise authorised by law.

Queensland Revenue Office
GPO Box 2593
Brisbane Qld 4001
Email: duties@treasury.qld.gov.au
Ph: 1300 300 734

Visit qro.qld.gov.au for information about duties and other state taxes.

FORM QRO—D8.3

Version 4—Effective 8 July 2011

Duties Act 2001 Section 372

Guide for *Not-for-profit community organisation insurance duty exemption*



Do not return this guide with the completed form. Retain the guide for future reference.

Is the organisation eligible for the exemption?

The Queensland Government, under an administrative arrangement, provides certain not-for-profit community organisations with an exemption from insurance duty on policies of public liability, including product liability and directors' and officers' liability insurance.

The exemption applies to grassroots community organisations, which provide public benefit and support the social fabric of the community. The exemption is not available to organisations that are charitable institutions under the *Taxation Administration Act 2001*, or to organisations that are eligible for this registration.

If granted, the exemption is effective from the date of application.

What are my obligations?

Send your completed application form to Queensland Revenue Office. If your application for exemption is approved, you should retain the letter of approval that you receive from us and produce it to your insurer when you take out your insurance. You must also advise us within 30 days after any of the circumstances set out in your application change, so that we can review whether you are still eligible for the exemption.

How to complete form QRO—D8.3

This form has 4 parts (labelled A–D) and smaller questions within each part numbered individually. When completing this form, please print or type all responses in boxed spaces and tick appropriate boxes. If there is insufficient space, please attach additional forms or pages.

Question 1—Organisation name

If the organisation has received correspondence from us in the past, its client number may be contained in that correspondence.

Question 2—Contact details

Provide the organisation's contact details.

Question 3—Contact person

The person that we should contact in relation to this application.

Question 4—Charitable institution

The exemption is not available to organisations that are charitable institutions under the *Taxation Administration Act 2001*, or to organisations that are eligible for this registration. Organisations that are registered as charitable institutions already benefit from a duty exemption on public liability insurance where qualifying conditions are met and should not complete this form. If you believe that your organisation is entitled to be registered as a charitable institution, you should complete *Form TA3 Application for registration—charitable institution*.

Question 5—Purpose of the organisation

This may also be called the object of the organisation.

Question 6—Eligible community organisations

To be eligible for the exemption, the organisation must be a grass-roots community organisation, which provides a public benefit and supports the social fabric of the community.

This means that:

- the organisation must be formed and carried on principally for 1 of the following community purposes

- **Arts & cultural**

- Bands, orchestras
- Dance societies
- Centres
- Eisteddfod societies
- Local galleries
- Local theatre companies
- Music festivals
- Other performing arts

- **Community, family, youth**

- Counselling
- Fund raising groups
- Parents and citizens' associations
- Shelters
- Volunteer services

- **Environment & conservation**

- Animal liberation
- Conservation and land care societies
- Wildlife preservation societies

- **Heritage & historical**

- Historical societies
- Local museums

- **Multicultural**

- International societies
- Migrant centres

- **Sporting & recreation**

- Amateur sporting clubs and associations
- Scouts, guides and similar groups

- **Craft**

- Clubs

If an organisation is not formed for 1 of the listed community purposes, but for another similar community purpose, in addition to a copy of its constitution or rules, the organisation must include with its completed application form

- a. copies of its financial accounts showing its annual revenue, expenditure and assets
 - b. a detailed description of its activities
 - c. the number of its employees, members and volunteers
 - d. the grounds on which the organisation considers that it is a not-for-profit community organisation, providing a public benefit and supporting the social fabric of the community.
- there must be a voluntary commitment of time by members
 - the organisation must have an organisational and administrative structure and control its own affairs (a mere trust does not have a sufficient organisational or administrative structure)
 - membership must not depend on the consent of the other members. The right of membership should depend only on the possession of natural attributes or attributes which any member of the community may acquire.
 - the organisation must be a not-for-profit organisation, in that
 - a. it is not carried on for the profit or gain of its members,
 - b. its income and property is used solely to promote its community purpose and is not distributed, paid or transferred in any way to its members
 - c. its constitution or rules provide that on dissolution, any surplus assets must be transferred to another not-for-profit community organisation or be applied to a charitable purpose.

Question 7—Commercial interests

The exemption is not available to a not-for-profit organisation that has significant business or commercial interests. An organisation has significant business or commercial interests if any of the following apply:

(a) The organisation has gross assets exceeding \$1 million, or gross revenue exceeding \$500 000.

If an organisation has assets exceeding \$1 million or gross revenue exceeding \$500,000 because it operates on a state, national or affiliated basis it may ask for a review of its circumstances to determine whether or not the organisation has a significant business or commercial focus. If you wish to apply to have your organisation's circumstances considered then you should include the following with your completed form:

- an explanation of the way the organisation is structured and why
- copies of its financial accounts showing its annual revenue, expenditure and assets
- a detailed description of its activities, which should include details of how the assets are used by the organisation
- the number of branches or affiliates in Queensland
- the number of branches or affiliates that would meet the exemption criteria
- the nature of the revenue generating activities
- the contribution of branches or affiliated clubs to revenue generation (other than by membership fees)
- the number of its employees, members and volunteers
- the grounds on which the organisation considers that it does not have a significant business or commercial focus.

(b) The organisation charges for services, activities or events or offers prize money.

The prohibition on charging fees does not apply to membership fees, fund raising activities or activities in pursuance of the organisation's main objects. For example, fees charged to enter or attend a sporting event staged by the sporting organisation concerned will not disqualify the organisation from exemption.

(c) The organisation holds a statutory licence.

Question 8—Constitution

A copy of your organisation's constitution or rules must be provided with the completed application to verify that your organisation is an eligible not-for-profit community organisation. No consideration will be given to an application without this information.

Meaning of terms

Community purpose

A purpose listed above in the guide for completing question 6.

Fund raising revenue

Revenue from fund raising activities if the fund raising activity is not the organisation's principal pursuit. For example, revenue from fund raising such as raffles or fetes conducted by an amateur sporting club, would be part of the club's fund raising revenue as those activities are not its principal object or pursuit.

Gross assets

Total value of an organisation's assets, before any liabilities.

Gross revenue

The organisation's total annual revenue, other than fund raising revenue and government grants for community purposes, before any expenses.

Not-for-profit

An organisation:

- that is not carried on for the profit or gain of its members
- whose income and property is used solely to promote its community purpose and is not distributed, paid or transferred in any way to its members
- whose constitution or rules provide that on dissolution, any surplus assets must be transferred to another not-for-profit community organisation or be applied to a charitable purpose.

Statutory licence

A liquor, gaming, or any other statutory licence to conduct a commercial activity other than a category 3 game licence, bingo centre licence, general purpose permit, liquor licence, restricted club permit liquor licence or local authority approval of premises for food preparation and sale or to hold a special event.

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