

# Application to Approve Disclosure Statement for Transfer of Engagements

*Co-operatives National Law (South Australia)*

**Email enquiries:** [associations@agd.sa.gov.au](mailto:associations@agd.sa.gov.au)

**Web:** [cbs.sa.gov.au/wcm/licensing-and-registration/co-operatives/](http://cbs.sa.gov.au/wcm/licensing-and-registration/co-operatives/)

**Postal:** GPO Box 1719 Adelaide SA 5001

**Telephone:** 131 882

## THINGS TO KNOW BEFORE STARTING YOUR APPLICATION

Before applying to transfer engagements, each co-operative must send to each of its members a disclosure statement approved by the Registrar stating:

- the financial position of each co-operative concerned in the proposed transfer of engagements as shown in financial statements prepared as at a date not more than 6 months before the date of the statement; and
- any interest any officer of each co-operative has in the proposed transfer of engagements; and
- compensation or other consideration proposed to be paid, or other incentive proposed to be given, to any officer or member of each co-operative in relation to the proposed transfer of engagements; and
- the reason for the transfer of engagements; and
- whether it is a total or partial transfer of engagements; and
- other information the Registrar directs.

This form can be used to apply for approval of the disclosure statement before sending to members.

## Lodging this application

- To lodge this application by email, you will need a credit card. Otherwise you can complete the form onscreen and print it out or print and complete by hand and post in.
- If completing the form by hand, please use a blue or black pen and print clearly using block letters.
- You must attach a copy of each disclosure statement of each co-operative proposing to transfer engagements.

## Fees

- The fee for this application must be paid at the time of application.

## Lodgement person

### 1. Who is lodging this application?

Surname	
Given names	
Address (including postcode)	
Daytime telephone number	
Email address	

## Details of co-operatives proposing to transfer engagements

### 2. List all co-operatives involved in the transfer of engagements



Name of co-operative	Where registered (Australian State)	Registration number

3. Do you propose a total or partial transfer of engagements? (Mark with an X)

	Total
	Partial

### Certification and signature

4. I certify that:

- I am authorised to lodge this application on behalf of all co-operatives proposing to transfer engagements and all co-operatives involved in the transfer of engagements agree to the transfer.
- The particulars contained in this application are true and correct. I acknowledge that it is an offence under section 514 of the *Co-operatives National Law (South Australia)* to provide the Registrar with false or misleading documents.
- If lodging electronically, I acknowledge that Consumer and Business Services will accept this communication as containing my signature for the purposes of the *Electronic Transactions Act 2000 (SA)*.

Signature (type name if lodging by email or sign if lodging by post)	X
Date	

### Document checklist

5. Your application cannot be processed without the following documents (Mark with an X)

	A copy of each disclosure statement of each co-operative proposing to transfer engagements
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### How to lodge and pay

The application fee must be paid at the time of application. There is no GST payable.

#### If lodging electronically

- The total email size cannot exceed 10MB.
- A signature must be included in question 4.
- Enter the credit card details on the next page.
- Scan this signed application form and all attachments and email to [associations@agd.sa.gov.au](mailto:associations@agd.sa.gov.au)

#### If posting the application and attachments

- Use paperclips and not staples for all documents.
- A signature must be included in question 4.
- If paying by credit card fill in the details on the next page or attach a cheque or money order made payable to 'Consumer and Business Services' to the application form.

### What happens when you lodge your application

- You may be required to provide further information.

- When the form is completed correctly and all necessary documents are attached, you will receive notification of the next steps in the transfer of engagements process.
- If any change occurs in the information you have provided in your application, you must notify Consumer and Business Services as soon as possible.

### Credit card details

Please debit my (choose one) (Mark with an X)

	Visa
	Mastercard
Amount	\$
Card number	
Expiry date	
CCV number (3 numbers)	
Name of cardholder	
Signature of cardholder (type name if lodging by email or sign if lodging by post)	X
Date	
Daytime telephone number of cardholder	

The *Co-operatives National Law (South Australia)* can be found on the South Australian Legislation website.

**Privacy** – CBS is committed to responsible and fair handling of your personal information, consistent with the laws we administer and the *Freedom of Information Act 1991*. Some information on this form will be placed on a public register in accordance with the *Co-operatives National Law (SA)*. We may be unable to process this application if you do not provide the required information. You can contact us at any time to request access to the personal information we hold about you. In exceptional circumstances, you may apply to have public access to your personal information restricted. Our privacy statement and other privacy information are available at the **Consumer and Business Services** website or on request.