

Application for registration/approval of rule amendment(s) / special resolutions

Co-operatives National Law (South Australia)

Email enquiries: associations@agd.sa.gov.au

Web: 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

- This form should be lodged within 28 days of passing the special resolution. If not, the co-operative will be required to pay a late fee.
- Where the special resolution relates to a rule amendment:
 - A consolidated copy of the rules of the co-operative, including the alteration must accompany this form.
 - Section 60 of the *Co-operatives National Law (South Australia)* requires pre-approval of certain rules.

How to complete this form

- Please use a blue or black pen and print clearly using block letters.
- Application for registration of a rule amendment must be made within 28 days after the amendment is made. There are additional fees for late lodgement.
- The form must be signed by a director, the secretary or another authorised representative of the Co-operative.
- The form must be accompanied by the prescribed filing fee & late fee (if applicable).

Fee

- Fees must be paid at the time of application.

How to lodge and pay

- Complete the form and sign in the Certification section (Item 6).
- If lodging by email, email scanned form and attachments to registrylodgements@finance.nsw.gov.au.
- If lodging by post, post the completed form and any attachments to Consumer and Business Services GPO BOX 1719 Adelaide SA 5001.
- If lodging in person, forms may be lodged and payment made at any Consumer and Business Services Customer Service Centre 91 Grenfell Street Adelaide SA 5000.
- The application fee must be paid at the time of application. There is no GST payable.

What happens when you lodge your application

- If the form is completed correctly and the necessary documents are attached, you will receive notification of whether or not the rule/resolution has been registered.
- If any change occurs in the information you have provided in your application, you must notify Consumer and Business Services.



Details of co-operative

1. Provide details of the co-operative

Co-operative registration number	
Name of co-operative	

Type of resolution

2. Is this (choose one option only):

<input type="checkbox"/>	A board resolution
<input type="checkbox"/>	A special resolution
<input type="checkbox"/>	A special resolution passed by special postal ballot

Date passed

3. What date was the resolution passed? (dd/mm/yyyy)

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Details of rule amendment(s) / special resolution(s)

4. Provide a copy of the full text of the special resolution(s) and (if relevant) altered rule(s), including rule number(s). (If insufficient space a copy can be annexed to this form)

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Certification and signature

5. I am a Director/Secretary/Authorised representative of the Co-operative and I certify that:
- 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 *Co-operatives National Law (South Australia)*.
 - 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.

Signature	
Printed name	
State if Director, Secretary or an authorised representative of the Co-operative	
Date (dd/mm/yyyy)	
Daytime telephone number	
Email address	

Document checklist

6. The following documents must be attached.

Amendment of the rules:

<input type="checkbox"/>	A copy of the special resolution passed by the members.
<input type="checkbox"/>	A copy of the full text of the individual rules amended. (not required if a full set of rules is adopted by the co-operative)
<input type="checkbox"/>	A consolidated copy of the rules including the amendment/s.

For other special resolutions:

<input type="checkbox"/>	A copy of the special resolution passed by the members.
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The *Co-operatives National Law (South Australia)* can be found on the South Australian Government 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.