

# Co-operative change of details (addresses and officers)

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

- You can complete the form by hand, using a blue or black pen and print clearly using block letters.
- If you have changed auditor or their contact details have changed, you need to use the "Notice of removal or resignation of auditor" form.

## Fees and attachments

There is no fee to lodge this form.

## Details of co-operative

### 1. Provide details of the co-operative

Co-operative registration number	
Name of co-operative	

## Type of change

### 2. What type of change are you applying for? (choose all that apply) (Mark with an X)

Change of contact number and/or email – complete question 3.	
Change of registered address – complete question 4.	
Change of postal address – complete question 5.	
Appointment of new secretary, directors or chief executive officer – complete question 6.	
Ceasing secretary, directors or chief executive officer – complete question 7.	
Change of name of existing secretary, director or chief executive officer – complete question 8.	
Change of address of existing secretary, director or chief executive officer – complete question 9.	

## Contact number and/or email address

### 3. New co-operative contact number and/or email

Daytime telephone number	
Registered email address to receive all electronic correspondence	

## Registered and/or postal addresses

### 4. New registered address of co-operative

Address (must be in South Australia and be a street address)	
Date of registered address change (dd/mm/yyyy)	



**5. New postal address of co-operative**

Same as registered address. Yes/No		If no, specify different address below
Address (including state and postcode. Can be PO box)		
Date of postal address change (dd/mm/yyyy)		

**6. Appointment of new secretary, directors or chief executive officer – list all new officers** If more than four, attach a separate list or photocopy this page as needed

**Secretary**

First name	
Surname	
Former names (if any)	
Residential address	
Date of birth	
Place of birth	
Daytime telephone	
Email address	
Date appointed	

**Officer**

First name	
Surname	
Former names (if any)	
Residential address	
Date of birth	
Place of birth	
Position (office) held	
Date appointed	

**Officer**

First name	
Surname	
Former names (if any)	
Residential address	
Date of birth	
Place of birth	
Position (office) held	
Date appointed	

**Officer**

First name	
Surname	
Former names (if any)	
Residential address	
Date of birth	
Place of birth	
Position (office) held	
Date appointed	

**7. Ceasing secretary, directors or chief executive officer – list all ceasing officers**

If more than 5, attach a separate list or photocopy this page as needed

**Officer**

First name	
Surname	
Date of birth	
Place of birth	
Position (office) held	
Date appointment ceased	

**Officer**

First name	
Surname	
Date of birth	
Place of birth	
Position (office) held	
Date appointment ceased	

**Officer**

First name	
Surname	
Date of birth	
Place of birth	
Position (office) held	
Date appointment ceased	

**Officer**

First name	
Surname	
Date of birth	
Place of birth	
Position (office) held	
Date appointment ceased	

**Officer**

First name	
Surname	
Date of birth	
Place of birth	
Position (office) held	
Date appointment ceased	

**8. Change of name - existing secretary, director or chief executive officer**

If more than 1, attach a separate list

Officer's previous name	
New first name (if applicable)	
New surname (if applicable)	

Date of birth	
Position (office) held	
Date of name change	

**9. Change of existing secretary, director or chief executive officer address**

If more than 1, attach a separate list

Officer's name	
Date of birth	
New residential address	
Position (office) held	
Date of address change	

**Declaration and signature**

**10. I declare that:**

- I am authorised by the co-operative to apply for these changes.
- The particulars contained in this form and any attachments are true and correct and I acknowledge that it is an offence under section 514 of the *Co-operatives National Law (South Australia)* to give to the Registrar a document containing false or misleading information.
- If lodging electronically, I acknowledge that Consumer and Business Services SA 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
Printed name	
Date (dd/mm/yyyy)	
Position	
Address	
Daytime telephone number	
Email address	

**How to lodge**

**If lodging by email**, the total email size cannot exceed 10MB. The name (signature) of the person lodging this form must be included in question 10. Email the completed form and any attachments to [associations@agd.sa.gov.au](mailto:associations@agd.sa.gov.au)

**If lodging by post**, print the form and sign in the Declaration section. Use paperclips and not staples for all documents. Post the completed form and any attachments to Consumer and Business Services at GPO BOX 1719, Adelaide SA 5001.

**What happens when you lodge your form**

- If the form is completed correctly, your changes are deemed to be lodged and you will not be contacted by Consumer Affairs. If you are required to provide further information, you will be notified in writing.
- If any change occurs in the information you have provided, you must notify Consumer Affairs Victoria as soon as possible. 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.