

Office use only	
Received Date	
Paid	\$

Application for amalgamation of incorporated associations

Details of associations and public officers to be amalgamated

Association 1

I, _____
(Insert the full name of the public officer)

of _____
(Insert the residential address of public officer)

Email: _____ Phone: _____

Being the public officer of:

(Insert the full name of association to be amalgamated)

Registration number:

A									
---	--	--	--	--	--	--	--	--	--

Association 2

I, _____
(Insert the full name of the public officer)

of _____
(Insert the residential address of public officer)

Email: _____ Phone: _____

Being the public officer of:

(Insert the full name of association to be amalgamated)

Registration number:

A									
---	--	--	--	--	--	--	--	--	--

Details of amalgamated association

Name of amalgamated incorporation

Apply on behalf of the above incorporated associations to amalgamate to form a single incorporated association under the name:

(Insert the full name of association to be amalgamated)

Signatures

Public Officer Association 1	Public Officer Association 2
_____ (Public Officer signature)	_____ (Public Officer Signature)
_____ (Print name)	_____ (Print name)



Purpose of association to be formed on amalgamation

Please insert brief description (eg. educational, for conserving resources)

Eligibility of incorporation

Please specify an (a) to (k) paragraph from the 'Important Information' on page 4

This amalgamated association is considered to be eligible for incorporation under section 18(1) _____
of the *Associations Incorporation Act 1985*

Financial year of association to be formed on amalgamation

Specify the end of financial year as set out in the proposed rules

The financial year of the association to be formed on amalgamation ends on: / /
(Please ensure this date is consisted with the rules)

Place at which books of association to be formed on amalgamation will be kept

Specify the location/address (include Minute books, Financial records etc)

The books of the association will be kept at _____

Details of Public Officer of the Association to be formed on amalgamation

The following person has attained 18 years of age, is a resident of South Australia and has consented to be the public officer of the association:

Full Name: _____

Occupation: _____

Residential Address: _____

Postal Address: _____

Email: _____ Phone _____

Signature: _____ Date _____

Rules of the association:

Information about how the matters required by section 23A of the *Associations Incorporation Act 1985* are provided for in the proposed rules of the association must be included by way of an attachment.
The rules of the association must be marked with **Annexure "C"** as described on the 'Important Information' on page 3 and accompanied by the checklist from page 4.

Important Information

The certificates of incorporation of each of the associations proposed to be amalgamated must accompany this application.

Documents required to accompany this form must be marked as follows:

“A” – copy of the special resolution passed by association 1 supporting the amalgamation.

“B” – copy of the special resolution passed by association 2 supporting the amalgamation

“C” – copy of the rules of the association proposed to be formed by the amalgamation.

“D” copy of any instrument creating or establishing a trust:

- which is referred to in the rules of association proposed to be formed by the amalgamation; or
- on which any rule of the association proposed to be formed by the amalgamation relies for its operation

or copy of the settled draft of any instrument prepared for the creation or establishment of a trust of which the association proposed to be formed by the amalgamation is intended to be the trustee:

- where the contemplated trust is referred to in the rules of the association proposed to be formed by the amalgamation; or
- where any rule of the association proposed to be formed by the amalgamation relies on the contemplated trust for its operation

If there is more than one such instrument, the instruments must be marked “D1”, “D2” and so on.

Eligibility of incorporation

Incorporation under *Associations Incorporation Act 1985* is only available to organisations formed for an eligible purpose. Eligible for incorporation under 18(1) of the Act

18(1) An association formed—

- (a) for a religious, educational, charitable or benevolent purpose; or
- (b) for the purpose of promoting or encouraging literature, science or the arts; or
- (c) for the purpose of providing medical treatment or attention, or promoting the interests of persons who suffer from a particular physical, mental or intellectual disability; or
- (d) for the purpose of sport, recreation or amusement; or
- (e) for the purpose of establishing, carrying on, or improving a community centre, or promoting the interests of a local community or a particular section of a local community; or
- (f) for conserving resources or preserving any part of the environmental, historical or cultural heritage of the State; or
- (g) for the purpose of promoting the interests of students or staff of an educational institution; or
- (h) for political purposes; or
- (i) for the purpose of administering any scheme or fund for the payment of superannuation or retiring benefits to the members of any organisation or the employees of any body corporate, firm or person; or
- (j) for the purpose of promoting the common interests of persons who are engaged in, or interested in, a particular business, trade or industry; or
- (k) for any purpose approved by the Minister,

is, subject to this Act, eligible to be incorporated under this Act.

Any documents required to accompany the application must comply with the following:

- The document must be marked with:
 - the name of the incorporated association to which it relates; and
 - a title that describes its contents; and
 - the name, address and telephone number of the person to be contacted about the application.
- Print all information using BLOCK LETTERS in blue or black ink; and
- Complete ALL the sections on the application and ensure it is signed by the applicant(s) named.

Please refer to the Association fee schedule for your required payment.

Checklist for the proposed rules of an association

This checklist must be completed and lodged if the association is submitting a new set of rules.

Section 23A of the *Associations Incorporation Act 1985* (the Act) applies to new applications and to the alteration of rules which are submitted to Consumer and Business Services (which incorporates the Corporate Affairs Commission) for registration.

A publication called 'An Example of Rules' may be obtained from the Office of Consumer and Business Services at www.cbs.sa.gov.au. Please refer to the example rule reference within the table below.

Act/Reg reference	Example Rules reference	Required matter	Your Association's Rule number
20(1)(c); 23(a)	1	Name of the association	
18(1)	3	Objects or purposes of the association	
	2	Definitions (optional but useful)	
23(c)(vii); 25; 29(1)	4, 6.1	Powers of the association and by whom and in what manner they are exercised	
3; 23(c)(i)	5	Membership in the case of an association that has members, including:	
	5.1	<ul style="list-style-type: none"> Types of membership 	
	5.2	<ul style="list-style-type: none"> Subscriptions 	
	5.3	<ul style="list-style-type: none"> Resignations 	
	5.4	<ul style="list-style-type: none"> Register of members 	
	5.5	<ul style="list-style-type: none"> Expulsions of member 	
Div 1	6	The Committee	
23(c)(ii); 23(c)(vi)	6.1	Powers and duties including: Who has the management and control of the funds and other property of the association	
	6.2	Appointment - composition of the committee	
56		<ul style="list-style-type: none"> Public Officer 	
		<ul style="list-style-type: none"> terms of office of the members of the committee 	
		<ul style="list-style-type: none"> notice of proposed appointments/elections to the committee 	
		<ul style="list-style-type: none"> filling of casual vacancies occurring on the committee 	

	6.3	Proceedings of committee	
30	6.4	Disqualification of committee members	
26(1)(a); 63(5)	7	The Seal	
23(c)(v)	8	Meetings - The calling of and procedure at meetings, including:	
39	8.1	• Annual general meetings	
	8.2	• Special general meetings	
	8.3	• Notice of general meetings	
	8.4	• Proceedings at general meetings	
	8.5	• Voting at general meetings	
	8.6	• Poll at general meetings	
3(1)(a)	8.7	Special and Ordinary resolutions	
	8.8	Proxies – include when members are entitled to vote by proxy	
51	9	Minutes	
40	10	Dispute resolution	
	11	Financial reporting	
3	11.1	Financial year	
3(1); 35; Reg 7	11.2	Accounts to be kept	
	11.3	Accounts and reports (prescribed associations)	
36(1); Reg 8	11.4	Periodic Returns (prescribed associations)	
3; 23(c)(iii); Reg 4	11.5	Appointment of an auditor of a prescribed association (i.e. an association with gross receipts in excess of \$500,000 per year)	
55	12	Prohibition against securing profits for members	
23(c)(viii); 24	13	Rules -The manner in which the rules of the association may be altered	
43	14	Winding up - How the association shall be dissolved	
	15	Application of surplus assets	

Where to lodge this form

<p>Post Registration Unit GPO Box 1719 ADELAIDE SA 5001</p>	<p>In person Customer Service Centre 91 Grenfell Street ADELAIDE SA 5000</p>
---	--