



ACT
Government

Justice and Community Safety

APPLICATION FOR CHANGE OF ASSOCIATION NAME – FORM A3

Associations Incorporation Act 1991

Associations Incorporation Regulation 1991

PURPOSE

This form is to be used to change the name of an existing association, under the *Associations Incorporation Act 1991* (the Act). You can access the legislation at www.legislation.act.gov.au. You may also obtain further information and forms at www.ors.act.gov.au.

PRIVACY

The Act authorises the Registrar-General to collect the personal information required by this form for the purposes of registering an association under Division 3.1 of the Act. The Registrar-General prevents any unreasonable intrusion into a person's privacy in accordance with the *Privacy Act 1988* (C'wlth). The Registrar-General provides identifiable information to law enforcement organisations and authorised organisations that have legal authority to request information under prescribed circumstances.

CONTACT

Office of Regulatory Services Shopfront
255 Canberra Avenue, Fyshwick ACT 2609

Opening Hours 9:00am to 4:30pm Monday to Friday

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INSTRUCTIONS FOR COMPLETION

- Complete this form using a black pen only.
- Please print; ensuring writing is clear and legible.
- This office will not accept lodgement of this form if it is not completed in full.
- Payment can be made by cheque, postal order, credit card (visa or mastercard), cash or eftpos. We are unable to accept credit card payment over the phone or provide invoices for later payment. Where a fee is applicable we cannot process a lodgement unless accompanied by payment. Cheques should be made in favour of the Office of Regulatory Services.
- Please retain your receipt as evidence of payment.

IMPORTANT INFORMATION

- The incorporation of an association creates a legal entity, under the management of the committee members. The committee members are held accountable for ensuring that the association operates in compliance with applicable laws including the Act and the *Associations Incorporation Regulation 1991* (the Regulation).
- The public officer is responsible for acting as a point of contact between the association and the community and is expected to be able to represent the association in dealings with the Office of Regulatory Services.
- The Act prohibits any person from serving as a committee member or the public officer if that person is bankrupt or personally insolvent, unless the ACT Supreme Court grants leave under S 63 of the Act. A search should be conducted of the records held by the Insolvency and Trustee Service Australia (ITSA) before accepting the nomination of a person as a committee member.
- If the association, the public officer or a committee member fails to meet their statutory obligations under the Act (such as failure to lodge annual returns), the Registrar-General may make an application to the ACT Civil and Administrative Tribunal (ACAT) for the disqualification of the office-holder. The disqualification will be for a period the ACAT considers appropriate if satisfied that the extent of noncompliance justifies disqualification.

TRANSLATING AND INTERPRETING SERVICE

If you require further information or require advice, a language assistance service is available by phoning the Translating and Interpreting Service (TIS) on 13 14 50.



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1. CURRENT ASSOCIATION NAME

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2. ASSOCIATION NUMBER

A0

3. DATE OF SPECIAL RESOLUTION

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In order to adopt a new association name, Section 38(1) of the Act requires that the members of the association pass a special resolution to apply to the Registrar-General for consent to adopt the proposed new name.

Section 70 of the Act requires the special resolution to be passed at a general meeting of the association, of which at least 21 days notice has been given to the members, accompanied by notice of the intention to pass the resolution as a special resolution. The special resolution must be passed by a majority of at least 75% of the votes of those members who are entitled to vote and who vote in person at the general meeting (or by proxy at the general meeting where proxy voting is allowed under the rules of the association).

4. PROPOSED NEW ASSOCIATION NAME

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5. STATEMENT BY COMMITTEE MEMBERS

(Must be completed by two committee members)

As a current committee member of this association, I confirm that the particulars shown on this form are true and correct and that the special resolution passed by the members to adopt the proposed new name met the requirements of S.38(1) and S.70 of the Act, as outlined above. I have read the 'Privacy Statement' and 'Important Information' shown on the front page.

Signature

Print name, Position

Signature

Print name, Position

The Association is not required to amend the rules of the Association solely due to the adoption of a new name. If the Association does choose to amend the rules to show the new name, a separate notice of the amended rules must be lodged with this office in accordance with the Act.