



ACT
Government

Justice and Community Safety

APPLICATION FOR RESERVATION OF ASSOCIATION NAME – FORM RES

Association Incorporation Act 1991
Association Incorporation Regulation 2001

PURPOSE

This form is to be used when an applicant wishes to reserve the name for possibly incorporate 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

General Enquiries (02) 6207 3000

Office of Regulatory Services Postal Address
GPO Box 158, Canberra ACT 2601

Website www.ors.act.gov.au Email ors.bil@act.gov.au

Fax Number (02) 6207 0424

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, without leave from the ACT Supreme Court 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. NAME AND ADDRESS OF APPLICANT

(The person who is authorised under S.37(1) to apply for reservation – must be at least 18 years of age and reside in ACT)

Section 37(1) of the Act requires that an application for reservation of an association name be lodged by an authorised applicant. Section 37(8) of the Act outlines the requirements for an authorised applicant. Under Section 37(8), if the purpose of this application is to reserve a name for an existing incorporated association which intends to apply for a change of name, the authorised applicant must be the public officer of the association.

2. PROPOSED ASSOCIATION NAME TO BE RESERVED

3. PURPOSE OF RESERVATION

Is the name being reserved for a new association?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is the name being reserved for an existing association which will later apply for a change of name? If yes, list the association name and number in Item 4.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is the name being reserved for two or more existing incorporated associations which will later apply to amalgamate? If yes, list the association name and number in Item 4.	Yes <input type="checkbox"/>	No <input type="checkbox"/>

4. CURRENT ASSOCIATION(S) NAME AND NUMBER

	A0
	A0

5. DATE OF APPLICATION

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6. STATEMENT BY APPLICANT

I confirm that all of the particulars shown on this form are true and correct, that I am the applicant authorised under Section 37 of the Act to apply for reservation of the name shown at Item 2 above, and that I have read the 'Privacy Statement' and 'Important Information' on the front page of the form.

Signature _____

Dated / /