



ACT
Government

Justice and Community Safety

APPLICATION FOR S.82 TRANSFER OF INCORPORATION – FORM A11

Association Incorporation Act 1991

Association Incorporation Regulation 2001

PURPOSE

This form is used when an association wishes to apply under section 82 of the *Associations Act 1991* (the Act) for the Registrar-General's consent to apply for registration of the association as a company limited by guarantee under the *Corporations Act 2001 (Commonwealth)*. It is not possible to transfer the incorporation of an association from one State/Territory jurisdiction to another under 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 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.
- If the public record is not up to date, the outstanding document(s) must be lodged before the Registrar-General will give consent to the transfer.

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 OF ASSOCIATION	ASSOCIATION NUMBER (office use only)
	A0

2. PUBLIC OFFICER DETAILS		
TITLE (<i>Mr, Ms</i>)	GIVEN NAMES	SURNAME
ADDRESS		
CITY / SUBURB / TOWN	STATE / TERRITORY	POSTCODE
PREFERRED TELEPHONE NUMBER	EMAIL ADDRESS	

3. DATE OF SPECIAL RESOLUTION

4. INTEREST IN REAL PROPERTY	
Has this association ever held an interest or share in real property (land) in the ACT? If yes, please attach an annexure which lists the full street address of each land parcel in which the association had an interest or share.	<input type="checkbox"/> Yes <input type="checkbox"/> No

5. STATEMENT BY PUBLIC OFFICER AND COMMITTEE (must be completed by the public officer and two committee members)		
As a current office-bearer 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, resolving to apply for registration of the association as a company limited by guarantee under the <i>Corporations Act 2001</i> , met the requirements of S.70 of the Act as outlined above. I have read the 'Privacy Statement' and 'Important Information' shown on the front page of the form.		
_____	_____	_____
Signature	Signature	Signature
_____	_____	_____
Name	Name	Name
_____	_____	_____
Position	Position	Public Officer