

# Notice of Special Resolution



Association Name (include Inc or Incorporated)

Registered Number

To the Commissioner for Corporate Affairs.

At a general meeting of the members of the association duly convened and held on the  
..... day of ..... 20 .....

the special resolution set out \*below / \*in the annexure marked "A" was duly passed.

\*Cross out whichever is inapplicable

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DATED this                      day of                      20

Signature of Public Officer

Surname and First Initial

Seal of Association

RESOLUTION

## SPECIAL RESOLUTIONS

The rules of an incorporated association may be changed only by special resolution.

Section 23 provides that a special resolution is one which is passed by not less than three-quarters of such members who are present at a general meeting of which notice specifying the intention to propose the special resolution was given in accordance with the associations rules. Accordingly, proxy voting is not permissible for special resolutions.

Where a special resolution is passed the public officer must, within one month, lodge notice with Consumer Affairs & Fair Trading.

The notice of special resolution must be signed by the public officer, and outlines the changes made. Alternatively, the change may be attached as an annexure marked "A". The resolution is required to be sealed with the seal of the association.

Changes to the association constitution are not valid until they have been registered with Business Affairs Branch.

Upon registration, notification is sent to the association postal address.

## LODGING THE FORM

**In person:** at Service Tasmania

**By mail to:** Business Affairs Branch  
GPO Box 1244  
Hobart TAS 7001

**Faxing Form:** This form cannot be accepted by facsimile. Forms faxed to us will be returned to have an original signature added.

## PROCESSING TIME

Your application will be processed within 3 – 5 working days of receipt by Consumer Affairs & Fair Trading.

## ENQUIRIES

Telephone: 03 6233 3450

Email: [business.affairs@justice.tas.gov.au](mailto:business.affairs@justice.tas.gov.au)

Website: [www.consumer.tas.gov.au](http://www.consumer.tas.gov.au)

## PERSONAL INFORMATION PROTECTION STATEMENT

Consumer Affairs and Fair Trading (CAFT) will collect personal information from you for the purpose of processing this application. You are required to provide this information by the *Association Incorporation Act 1964*. Failure to provide this information may result in your application not being processed. Your personal information will be used for the primary purpose for which it is collected, and may be disclosed to other authorised organisations. Your basic personal information may be disclosed to other public sector bodies where necessary for the efficient storage and use of the information. Personal information will be managed in accordance with the *Personal Information Protection Act 2004* and may be accessed by the individual to whom it relates on request to CAFT. You may be charged a fee for this service.