

# Certificate Request

Business Name

Incorporated Association

# Application for a Certificate

**FEE:** [refer to fee schedule](#)

Service Tasmania Product Code BAAC- Association  
BABNC - Business Name

I hereby apply for a certificate for the following name:

Business Name

Number if known

or

Incorporated Association Name

Number if known

Name of Applicant:

Address of Applicant:

Daytime Telephone Number:

Date:

Credit Card Type

Bankcard

Visa

Mastercard

Credit Card Number

Expiry Date

CCV\*

Amount

Name on Card

Signature

\* Credit Card Verification number

In order to process payments with a credit card, we need your credit card verification number. This number is used to establish that you are in possession of the card used for the payment. The verification number is a 3 digit number printed on the back of your credit card. It appears after and to the right of your credit card number.

## PAYMENT

**FILING FEE:** Fees increase 1 July each year. The relevant fee must be submitted with this form.

For Current fee information refer to the Fee Schedule (available from the payments page at [www.consumer.tas.gov.au](http://www.consumer.tas.gov.au)).

Cheque or Money orders made payable to the Business Affairs Branch.

## LODGING THE FORM

**In person:** at Service Tasmania

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

**By Fax to:** 03 6233 4882

**Online:** click the submit button to lodge the form online

## PROCESSING TIME

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

## ENQUIRIES

Telephone: 03 6233 7573

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 *Business Names Act 1962*, *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.

CERTIFICATE