

# Application for Incorporation by a Company or Society

To the Commissioner for Corporate Affairs

<b>1</b>	<b><u>DETAILS OF THE APPLICANT</u></b>
I	_____
	full name of applicant
of	_____
	full residential address of applicant
	_____
	occupation of the applicant
	On behalf of
	_____
	insert name of company or society etc
	Incorporated / formed / registered under
	_____
	insert enactment by or under which the company or society etc was incorporated
	<b>A CERTIFICATE OF INCORPORATION OF THE COMPANY IS ATTACHED</b>

**Hereby make application for incorporation under the provisions of the Act of the following association and in support of the application submit the following information**

<b>2</b>	<b><u>NAME OF ASSOCIATION</u></b>
	The name of the association is:
	_____
	_____ Incorporated* / Inc. *
	Insert the name under which the company or society etc proposes to incorporate. The word <b>Incorporated</b> or the abbreviation <b>Inc.</b> should be the last word in the proposed name.
	* Delete whichever is inapplicable.

<b>3</b>	<b><u>DETAILS OF THE ASSOCIATION</u></b>
	Period of Financial year (ie 1/7 to 30/6) _____
	* this must be reflected in the associations constitution / rules if not outlined the financial year will be registered as 30 June
	The postal address will be
	_____
	The registered office address will be
	_____

**OFFICE USE ONLY**

REGISTRATION No.	DATE OF REGISTRATION	CERTIFICATE ISSUED

INCORPORATION BY A COMPANY



## THIS APPLICATION MUST BE ACCOMPANIED BY

- The certificate of, or other document evidencing the incorporation, formation or registration of the company etc
- A statement of purposes as proposed to be in force upon the incorporation under this Act
- A copy of its articles of association or rules as proposed to be in force upon its incorporation under this Act, being rules that comply with Section 7, or a statement that its rules will be the model rules or the model rules with the changes specified in the statement
- Particulars of any trust relating to the company, society, institution, association or body and a copy of any deed or other instrument creating or embodying those trusts
- The name, address and occupation of each director, or member of its committee or other governing body
- The lodgement fee

## IMPORTANT INFORMATION

- Please print all information using BLOCK CAPITALS in blue or black ink
- Attached documents must be clearly printed or typed on single sheets of A4 white paper
- Where documents consist of two or more sheets they must be fastened together securely in the top left-hand corner

Please complete ALL the sections of the form and ensure that the form is signed before submitting. Incorrect forms will delay the processing of the application.

## 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

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

**PLEASE DO NOT** telephone this office to ask whether a name would be available. We cannot give you this advice over the phone.

## PROCESSING TIME

Your application will be processed within 5-7 working days of receipt by Consumer Affairs & Fair Trading.

If a listed name is accepted for registration, a Certificate will be forward to you by mail. If a name is not accepted you will receive a letter requesting alternative name/s.

## 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.