

# Application for registration and approval of rule amendment/s

Co-operatives National Law (Tasmania) Act 2015

FEES:	
Registering rule amendment/s	\$27.90
Registration of special resolution	\$71.30
Issue a certificate	\$27.90

Department of Justice  
Consumer, Building and Occupational Services  
PO Box 56, ROSNY 7018  
Ph: 1300 65 44 99

Email: [registration.services@justice.tas.gov.au](mailto:registration.services@justice.tas.gov.au) Web: [www.consumer.tas.gov.au/registrations/co-operatives](http://www.consumer.tas.gov.au/registrations/co-operatives)

## Things to know before starting your application

If your rule amendment/s fall into any of the following categories, you need prior approval of the Registrar before the resolution amending the rules is passed by the co-operative.

- Active Membership
- Primary activities
- Conversion of a non-distributing to a distributing co-operative
- Winding up
- Issue or sale of shares or CCUs.

The 'Application for prior approval of rule amendment/s' form can be found at [www.consumer.tas.gov.au/registrations/co-operatives](http://www.consumer.tas.gov.au/registrations/co-operatives)  
This form should be lodged within 28 days of passing the special resolution to amend the rules.

## How to complete this form

- You can complete the form onscreen and print it out or print and complete by hand.
- If completing the form by hand, please use a blue or black pen and print clearly using block letters.
- Post your form and attachments to Consumer, Building and Occupational Services, PO Box 56, ROSNY 7018
- Attachments are required as part of this application. Refer to the document checklist at question 9
- Fees must be paid at time of application

## Details of co-operative

### 1. Provide details of the co-operative

Registered name of co-operative

Co-operative registration number

## Details of rule amendment/s

### 2. Have you already sought or obtained prior approval from the Registrar for your rule amendments?

Yes - go to question 3  No - go to question 4

### 3. Do you have any additional proposed rule amendments?

Yes - Go to question 4  No - Go to question 5

### 4. Provide a summary of the rule amendments, including the rule number(s)

### 5. Provide the date the resolution was passed to amend the rules

Date resolution passed

**6. Where the resolution adopts the model rules without amendment, is it the model rules at the date of passing?**

Yes  No - please specify below

**7. Do you wish to have a certificate of rule change sent to you? This requires an additional payment.**

Yes  No

**Declaration and signature**

**8. I declare that:**

- The rule amendment was passed by a special resolution of the co-operative members.
- I am authorised by the co-operative to lodge this application and the particulars contained in this application are true and correct. I acknowledge that it is an offence under section 514 of the *Co-operatives National Law (Tasmania) Act 2015* to provide the Registrar with false or misleading documents.

Signature

Printed name

Relationship to co-operative

Daytime telephone number

Email address

Date

**Document checklist**

**9. Your application cannot be processed without the following documents:**

- A consolidated copy of the rules including the amendment/s  A copy of the special resolution passed by the members

**What happens when you lodge your application**

- If the form is completed correctly and any necessary documents are attached, you will receive notification of whether or not the proposed rule amendment/s have been approved.
- If the amendments are approved, you will also receive a certificate of rule amendment if requested as part of this application.
- If any change occurs in the information you have provided in your application, you must notify Consumer, Building and Occupational Services as soon as possible.

**Privacy Statement**

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**How to lodge and pay**

- The application fee must be paid at the time of application. There is no GST payable.
- The signature of the person lodging this form must be included in question 8.
- If paying by credit card, fill in the detail below or attach to the application form a cheque or money order made payable to Registration Services.

The [Co-operatives National Law \(Tasmania\) Act 2015](http://www.thelaw.tas.gov.au) can be found on the [www.thelaw.tas.gov.au](http://www.thelaw.tas.gov.au)

**Credit card details**

Please debit my credit card (select one of the two options). Complete the rest of the card details.

Visa

Amount \$

Card number

Expiry date

CCV number

Mastercard

Name of cardholder

Daytime contact telephone number of cardholder

Date

Cardholder signature