

# Application for Approval to Solicit for Charitable Donations

## Form Two

# Application for Approval to Solicit for Charitable Donations in Tasmania Form Two – Application by a non incorporated association or community group within Tasmania

Collection for Charities Act 2001, Section 5(1)(a) and 5(2)(c)

NO FEE

You must obtain approval to solicit for charitable donations in Tasmania if you are an organisation, which is not an incorporated association or a corporation within Tasmania.

Interstate organisations should complete form 1.

**1** Please provide the name and contact details of the organisation

Name of the organisation

Principal Office of the organisation or the Residential address of the public officer

Phone Number

Facsimile Number

Email Address

**2** Please provide the name and contact details of the organisation's executive committee  
Attach a separate sheet if necessary.

Public Officer – Full Name

Date of Birth

State of Birth

Country of Birth

Residential Address

Phone Number

Facsimile Number

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President – Full Name

Date of Birth

State of Birth

Country of Birth

Residential Address

Phone Number

Facsimile Number

Treasurer – Full Name

Date of Birth

State of Birth

Country of Birth

Residential Address

Phone Number

Facsimile Number

**3**

Has the public officer or any member of the executive committee been convicted of a criminal offence in the last five years?

Tick one box

Yes

No

If you have ticked the 'Yes' box please attach a National Police Criminal History record dated within the last 3 months for the person.

To obtain this certificate you will need to apply to the Tasmanian Police Criminal History Service. Phone: 03 6230 2929  
Tick 'schedule 1' on the Tasmanian Police form, this request may take up to 3 weeks for Tasmania Police to process.

**4**

Please give a description of the reasons for the appeal  
(for example, to help provide emergency shelter for bush fire victims)

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**5** Please indicate who will benefit from the appeal  
(for example, the names of the families whose homes were destroyed by the bush fire)

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**6** Where will this appeal take place?  
(for example, a particular town or a general description of the locality)

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**7** What is the period during which you will be seeking donations?

Starting from

 /  / 

To

 /  / 

**8** What activities will you conduct for this appeal?  
(for example, door knocking, or approaching people with tins for a coin donation)

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**9** How will donations raised from this appeal be distributed to the beneficiary(ies)?  
(for example, money handover or purchase of equipment)

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**10** Are you aware of any incorporated organisation, which is assisting the same cause?

Tick one box  Yes  No

If you answered 'yes' what is the organisation's name

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## DECLARATION

I solemnly and sincerely declare that the information contained in this application and attached to it is true and correct to the best of my knowledge and belief.

I accept that it is a condition of approval under the *Collections for Charities Act 2001* that the information contained in or attached to this application is true and correct.

Signature \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

\_\_\_\_\_  
Insert full name

\_\_\_\_\_  
Insert residential address

### LODGING THE FORM

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

**By Fax to:** 03 6233 4882

### PLEASE CHECK

- ▶ The application form has been fully completed.
- ▶ A National Police Record dated within the 3 months is attached if required to be supplied.
- ▶ The declaration has been signed.

**HAVE YOU READ THE CHARITABLE  
COLLECTORS HANDBOOK?**

### 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 *Collection for Charities Act 2001*. 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.