

Department of Justice  
Building Standards and Occupational Licensing  
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

- You can complete this form onscreen or by hand. The completed form can be emailed or posted.
- If completing the form by hand, please use a blue or black pen and print clearly using block letters.

## Details of co-operative

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

Co-operative registration number

Name of co-operative

## Type of change

### 2. What type of change are you applying for? (select all that apply)

- Change of contact number and/or email - complete question 3.
- Change of registered address - complete question 4.
- Change of postal address - complete question 5.
- Appointment of new secretary, directors or chief executive officer - complete question 6.
- Ceasing secretary, directors or chief executive officer - complete question 7.
- Change of name of existing secretary, director or chief executive officer - complete question 8.
- Change of address of existing secretary, director or chief executive officer - complete question 9

## Contact number and/or email address

### 3. New co-operative contact number and/or email address

Daytime telephone number

Registered email address to receive all electronic correspondence

## Registered and/or postal address

### 4. New registered address of co-operative

Address must be in Tasmania and be a street address (PO Box not accepted)

Date registered address changed

### 5. New postal address of co-operative

Same as registered address Yes/No. If no, specify different address below  Yes  No

Address (including state and postcode (PO Box accepted))

Date postal address changed

**6. Appointment of new secretary, directors or chief executive officer - list all new officers**

If more than five, attach a separate list or photocopy this page as needed

**Secretary**

Surname	Given name/s	Former names (if any)	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Residential address	Place of birth	Date of birth	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Email address	Daytime telephone number	Date appointed	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

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**Officer**

Surname	Given name/s	Former names (if any)	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Residential address	Place of birth	Date of birth	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Email address	Daytime telephone number	Date appointed	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

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**Officer**

Surname	Given name/s	Former names (if any)	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Residential address	Place of birth	Date of birth	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Email address	Daytime telephone number	Date appointed	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

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**Officer**

Surname	Given name/s	Former names (if any)	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Residential address	Place of birth	Date of birth	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Email address	Daytime telephone number	Date appointed	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

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**Officer**

Surname	Given name/s	Former names (if any)	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Residential address	Place of birth	Date of birth	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Email address	Daytime telephone number	Date appointed	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

**7. Ceasing secretary, directors or chief executive officer - list all ceasing officers**

If more than five, attach a separate list or photocopy this page as needed

**Officer**

Surname	Given name/s	Former names (if any)
<input type="text"/>	<input type="text"/>	<input type="text"/>
Residential address	Place of birth	Date of birth
<input type="text"/>	<input type="text"/>	<input type="text"/>
Email address	Daytime telephone number	Date appointed
<input type="text"/>	<input type="text"/>	<input type="text"/>

**Officer**

Surname	Given name/s	Former names (if any)
<input type="text"/>	<input type="text"/>	<input type="text"/>
Residential address	Place of birth	Date of birth
<input type="text"/>	<input type="text"/>	<input type="text"/>
Email address	Daytime telephone number	Date appointed
<input type="text"/>	<input type="text"/>	<input type="text"/>

**Officer**

Surname	Given name/s	Former names (if any)
<input type="text"/>	<input type="text"/>	<input type="text"/>
Residential address	Place of birth	Date of birth
<input type="text"/>	<input type="text"/>	<input type="text"/>
Email address	Daytime telephone number	Date appointed
<input type="text"/>	<input type="text"/>	<input type="text"/>

**Officer**

Surname	Given name/s	Former names (if any)
<input type="text"/>	<input type="text"/>	<input type="text"/>
Residential address	Place of birth	Date of birth
<input type="text"/>	<input type="text"/>	<input type="text"/>
Email address	Daytime telephone number	Date appointed
<input type="text"/>	<input type="text"/>	<input type="text"/>

**Officer**

Surname	Given name/s	Former names (if any)
<input type="text"/>	<input type="text"/>	<input type="text"/>
Residential address	Place of birth	Date of birth
<input type="text"/>	<input type="text"/>	<input type="text"/>
Email address	Daytime telephone number	Date appointed
<input type="text"/>	<input type="text"/>	<input type="text"/>

**8. Change of name - existing secretary, director or chief executive officer**

If more than one, attach a separate list or photocopy this page as needed

Officer's previous name	New given name (if applicable)	New surname (if applicable)
<input type="text"/>	<input type="text"/>	<input type="text"/>
Date of birth	Date of name change	Position (office) held
<input type="text"/>	<input type="text"/>	<input type="text"/>

## 9. Change of existing secretary, director or chief executive officer address

If more than one, attach a separate list or photocopy this page as needed

Officer name

Residential address

Date of birth

Position (office) held

Date of address change

### Declaration and signature

10. I declare that:

- I am authorised by the co-operative to apply for these changes.
- The particulars contained in this form and any attachments are true and correct and I acknowledge that it is an offence under section 514 of the *Co-operatives National Law (Tasmania) Act 2015* to give to the Registrar a document containing false or misleading information.
- If lodging electronically, I acknowledge Consumer, Building and Occupational Services will accept this communication as containing my signature for the purposes of the *Electronic Transactions Act 2000*.

Signature (type name if lodging by email or sign if lodging by post)

Printed name

Date

Address

Position (office) held

Email address

Daytime telephone number

### How to lodge your form

- If lodging by email, the total email size cannot exceed 10MB. The name (signature) of the person lodging this form must be included in question 10. Email the completed form and any attachments to [registration.services@justice.tas.gov.au](mailto:registration.services@justice.tas.gov.au)
- If lodging by post, print the form and sign the Declaration section. Post the completed form and any attachments to:  
Consumer, Building and Occupational Services  
PO Box 56, ROSNY 7018

### What happens when you lodge your form

- If the form is completed correctly, your changes are deemed to be lodged and you will not be contacted by Consumer, Building and Occupational Services. If you are required to provide further information, you will be notified in writing.
- 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.

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

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