



Form A6

Updated Dec 2019

Please read this information before completing this form.

This form can be completed in Adobe Reader and saved for your records.

When should this form be lodged?

This form **must** be lodged when an association changes its objects or constitution.

The form **must** be lodged within 28 days after the special resolution approving the change of objects or constitution being passed.

Changing the objects or constitution of an incorporated association

A change of constitution or objects is passed by special resolution by members, **not at a management committee meeting**, and takes effect when it is registered by NSW Fair Trading.

Information on the matters that must be addressed in the constitution, and the procedure to adopt a new constitution or to change the constitution or objects, is available on the Fair Trading website at www.fairtrading.nsw.gov.au.

When changing the constitution it is important to ensure the amended constitution complies with the requirements of the Act and the amendments do not create any inconsistencies within the constitution.

Special resolution (part 2)

The wording of the special resolution (motion) approved by the members of the association **must** be set out here. If there is insufficient room a copy of the special resolution must be attached to this form.

While not required by the Act, it is recommended the association consider passing a special resolution to adopt a complete constitution consolidating any changes.

Declaration (part 3)

The declaration **must** be completed by a person authorised by the committee.

How to lodge and pay

- * **By email** to registrylodgements@customerservice.nsw.gov.au.
- * **By post** to Registry Services, PO Box 22, Bathurst NSW 2795.
- * **In person** at any **Service NSW Centre**. For the address of your nearest Service NSW Centre please telephone 13 77 88 or visit www.service.nsw.gov.au/service-centre.
- * **The application fee must be paid at the time of application.**
- * There is no GST payable.
- * Payment can be made by:
 - * cheque or money order made payable to NSW Fair Trading, or
 - * credit card by completing the payment details on last page.
(When paying by credit card a surcharge of 0.40% will be charged on the total amount due).
- * Receipts will only be issued on request.

What to lodge

- * The completed form A6,
- * The prescribed fee,
- * The wording of the special resolution (motion) approved by the members of the association,
- * A copy of the complete constitution if the motion was to;
 - * adopt a complete constitution, **OR**
 - * adopt an amended version of the Fair Trading model constitution, **OR**
- * A copy of any altered, added or deleted clauses as specified by the motion including clause numbers.

If the association is adopting the Fair Trading model constitution **without changes**, do not attach a copy.

Do not attach minutes of meetings.

What happens when you lodge your application?

- * The application will be reviewed. You will be notified in writing if further information is required.
- * This form may be returned if:
 - * it is not completed correctly,
 - * it does not have the necessary attachments, or
 - * it is received without payment.
- * If your application is approved, the application will be registered and you will receive written confirmation.
- * If your application is refused, you will receive written notification of the reasons.
- * If any change occurs in the information you have provided in your application, you must notify NSW Fair Trading as soon as possible.

What if my application is refused?

- * If you are dissatisfied with the decision made on your application, in the first instance, you may request in writing for Fair Trading to internally review the decision.
- * If you are dissatisfied with the outcome of the internal review you may apply to the NSW Civil and Administrative Tribunal for an administrative review of the decision.

Contacting Registry Services

Telephone 1800 502 042 or (02) 6333 1400

Mail Registry Services
PO Box 22
Bathurst NSW 2795

Website www.fairtrading.nsw.gov.au/associations-and-co-operatives/associations

Language assistance

Telephone - 13 14 50
Ask for an interpreter in your language.

TTY - 1300 723 404

Telephone service for the hearing impaired.

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Fair
Trading

ABN 81 913 830 179

Form A6

Registry use only

Updated Dec 2019

Application to register change of objects or constitution

Associations Incorporation Act 2009 (section 10)

Please read the information before completing this form.

This form can be completed in Adobe Reader and saved for your records.

Fee - \$52.00

1. ASSOCIATION DETAILS

Name INCORPORATED

Registration number (not ABN) INC or Y

2. SPECIAL RESOLUTION

The special resolution (motion) approving the change was passed by members on

DAY MONTH YEAR

The wording of the special resolution (i.e. the exact wording of the motion) is set out below or attached (**do not attach the minutes**).

Did the special resolution adopt a complete constitution?

☐ **Yes - The Fair Trading model constitution** (do not attach copy).

OR

☐ **Yes - Our own constitution** (attach a full copy of the adopted Constitution consolidating any changes).

OR

☐ **No - Amending our existing constitution** (attach the new or amended Clauses including clause numbers).

3. FINANCIAL YEAR END

The financial year end of the Association will be as set out in the **change** to the constitution
DAY MONTH

(If the association has adopted the NSW Fair Trading model constitution OR its financial year end is not included in its current constitution then the Associations financial year end will be 30 June)

4. DECLARATION AND PRIVACY ACKNOWLEDGEMENT

I declare:

- * I am authorised by the committee of the association to make this application,
- * the information set out in this form and in any attachment to this form is correct,
- * the constitution/change accompanying this application complies with the requirements of the *Associations Incorporation Act 2009* and have been amended as required by section 10 of the Act.

I acknowledge:

- * NSW Fair Trading is collecting and holding information (including personal information) supplied in this form for the purposes of the *Associations Incorporation Act 2009* and in particular, inclusion in a register maintained under that Act which is open to public inspection,
- * NSW Fair Trading may disclose personal information to persons or bodies and to receive information from them in respect of purpose(s) related to the association's incorporation and activities, and
- * I have a right to seek access to and correction of the personal information supplied/collected from me.

Signature

Date signed

DAY MONTH YEAR

This form is designed to be completed in Adobe Reader. A cross appearing in the digital signature field above may indicate a compatibility issue.

If a cross appears please sign here

Printed name

Position held

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Who should NSW Fair Trading contact if there is a query about this form?

Surname	<input type="text"/>	Given name(s)	<input type="text"/>
Title	<input type="text"/>	Daytime telephone	<input type="text"/>
Address	<input type="text"/>		
Town/suburb	<input type="text"/>	State	<input type="text"/>
		Postcode	<input type="text"/>
Email	<input type="text"/>		

Credit card details

ONLY VISA & MASTERCARD CAN BE ACCEPTED

Please note that when paying by credit card a surcharge of 0.40% will be charged on the total amount due.

I the undersigned authorise NSW Fair Trading to deduct \$52.00 plus surcharge from my credit card

Name on card	<input type="text"/>	Expiry date	<input type="text"/>	<input type="text"/>
			MONTH	YEAR
Cardholder signature	<input type="text"/>	Date signed	<input type="text"/>	
			DAY	MONTH YEAR
Daytime telephone number of card holder	<input type="text"/>			

(For added security all information below the line is destroyed upon completion of processing)

Card no	<input type="text"/>
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