

Application for registration/approval of rule amendment(s)

Co-operatives National Law (South Australia)

Email enquiries: associations@agd.sa.gov.au
Web: cbs.sa.gov.au/wcm/licensing-and-registration/co-operatives/
Postal: GPO Box 1719 Adelaide SA 5001
Telephone: 131 882

Things to know before starting your application

If your rule amendment/s fall into any of the following categories, you need the prior approval of the Registrar before the resolution amending the rules is passed by the co-operative. The 'Application for prior approval of rule amendment/s' form can be found at <http://www.cbs.sa.gov.au/wcm/licensing-and-registration/co-operatives/>:

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

This form should be lodged within 28 days of passing the special resolution to amend the rules.

Lodging this application

- You can complete the form by hand, using a blue or black pen and print clearly using block letters.
- Post your form and attachments to GPO BOX 1719 Adelaide SA 5001.
- Attachments are required as part of this application. Refer to the document checklist at question 9.

Fees

- Fees must be paid at the time of application.

Details of co-operative

1. Provide details of the co-operative

Co-operative registration number	
Name of co-operative	

Details of rule amendment/s

2. Have you already sought and 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).



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5. **What date was the resolution passed to amend the rule/s? (dd/mm/yyyy)**

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6. **Where the resolution adopts the model rules without amendment, is it the model rules at the date of passing? (Mark with an X)**

Yes	
No	
If no, please specify	

7. **Do you wish to have a certificate of rule change sent you? (Mark with an X) This requires the payment of an additional fee.**

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 (South Australia)* to provide the Registrar with false or misleading documents.

Signature	X
Printed name	
Relationship to co-operative	
Date (dd/mm/yyyy)	
Daytime telephone number	
Email address	

Document checklist

9. **Your application cannot be processed without the following documents: (Mark with an X)**

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 the necessary documents are attached, you will receive notification of whether or not the rule has been registered/approved.
- If the amendments are approved, you will also receive a certificate of rule amendment if you have requested it as part of this application.
- If any change occurs in the information you have provided in your application, you must notify Consumer and Business Services SA as soon as possible.

How to lodge and pay

The fees must be paid at the time of application. There is no GST payable.

- Use paperclips and not staples for all documents.
- A signature must be included in question 8.
- If paying by credit card fill in the details on the next page or attach a cheque or money order made payable to 'Consumer and Business Services' to the application form.

Credit card details

- The filing fee for the registration of the special resolution is **in addition to** the registration of rule amendments fee.
- If you wish to have a certificate of rule change issued and sent to you, this requires the payment of an **additional fee**. Please debit my (choose one of two credit card types. Mark the choice with an X, then complete the rest of the card details)

Visa	
Mastercard	
Amount	\$
Card number	
Expiry date	
CCV number (3 numbers)	
Name of cardholder	
Signature of cardholder	X
Date	
Daytime telephone number of cardholder	

The Co-operatives National Law (South Australia) can be found on the South Australian Government Legislation website.

Privacy – CBS is committed to responsible and fair handling of your personal information, consistent with the laws we administer and the *Freedom of Information Act 1991*. Some information on this form will be placed on a public register in accordance with the *Co-operatives National Law (SA)*. We may be unable to process this application if you do not provide the required information. You can contact us at any time to request access to the personal information we hold about you. In exceptional circumstances, you may apply to have public access to your personal information restricted. Our privacy statement and other privacy information are available at the Consumer and Business Services website or on request.