

# Application for extension or shortening of time

*Co-operatives National Law (South Australia)*

**Email enquiries:** [associations@agd.sa.gov.au](mailto:associations@agd.sa.gov.au)

**Web:** [cbs.sa.gov.au/wcm/licensing-and-registration/co-operatives/](http://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

This form can be used to apply for an extension or shortening of time for circumstances such as:

- Holding the annual general meeting
- Submitting annual statements
- Notice periods

This form cannot be used to apply for an extension or shortening of time for circumstances such as:

- Changing the financial year end date – this can only be carried out via a change of rules

## How to complete this form

- You can complete the form by hand, using a blue or black pen and print clearly using block letters.
- Attachments are required as part of this report. Refer to the document checklist at question 8.
- Post your form and attachments to GPO Box 1719 Adelaide SA 5001.

## Fee

The application fee must be paid at the time of application.

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

Co-operative registration number	
Name of co-operative	

### 2. Details of extension or shortening of time

From original date (dd/mm/yyyy)	
To proposed date (dd/mm/yyyy)	
From original number of days	
To proposed number of days	

### 3. What are you applying for an extension or shortening of time to do?

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4. What are the reasons for applying for an extension or shortening of time?

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### Declaration and signature

5. I declare that:

- I am authorised to lodge this application for this co-operative.
- The particulars contained in this application are true and correct and I acknowledge that it is an offence under section 514 of the *Co-operatives National Law (SA)* to give to the Registrar a document containing false or misleading information.

Signature	<input checked="" type="checkbox"/>
Printed name	
Relationship to co-operative	
Date (dd/mm/yyyy)	
Daytime telephone number	
Email address	

### How to lodge and pay

The application fee 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 5.
- 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.

### What happens when you lodge your form

- You will be notified of the decision to grant an extension or shortening of time. You may need to provide further information.
- If any change occurs in the information you have provided in this application, you must notify Consumer and Business Services as soon as possible.

The *Co-operatives National Law (SA)* 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.

May 2015

## Credit card details

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	