

Notice of intention to remove auditor or update auditor's details

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 an auditor is seeking to resign from a large co-operative, he or she must also seek the consent of the Registrar by submitting an 'Application to consent to resignation by the auditor of a large co-operative' form available at www.cbs.sa.gov.au/wcm/licensing-and-registration/co-operatives/.

How to complete this form

- You can print and complete by hand and post in. If completing the form by hand, please use a blue or black pen and print clearly using block letters.
- There is no fee to lodge this application.

Co-operative details

1. Details of the co-operative intending to remove auditor

Co-operative registration number	
Name of co-operative	

2. Co-operative contact person for this notice

Surname	
Given names	
Address (including postcode)	
Daytime telephone	
Email address	

Type of change

3. Which change are you applying for? (Mark with an X)

Update existing auditor's contact details – complete question 4.	
Remove auditor – complete questions 5-10.	

Update existing auditor's contact details

4. Provide auditor's name and new contact details

Auditor name	
Name of auditor firm (if applicable)	
Address	
Daytime telephone	
Email address	
Date changed	



Remove auditor

5. Details of the auditor proposing to resign or the co-operative is seeking to remove

Surname	
Given names	
Name of auditor firm (if applicable)	
Address (including postcode)	
Daytime telephone	
Email address	

6. Under which circumstance is the auditor no longer auditing the co-operative?

Removal – complete question 7	
Resignation – complete question 8	

7. Date on which the co-operative has held or intends to hold the resolution meeting to remove the auditor

(dd/mm/yyyy)	
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8. On which date does the auditor propose to resign as auditor of the co-operative?

(dd/mm/yyyy)	
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9. Briefly state the reasons why the auditor is proposing to resign or the co-operative is intending to remove the auditor

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10. If known, provide details of auditor the co-operative intends to appoint

Surname	
Given names	
Name of auditor firm (if applicable)	
Address (including postcode)	
Daytime telephone	
Email address	

Declaration and signature

11. I declare that:

- I am authorised to lodge this notice on behalf of the co-operative.
- A copy of the notice of intention to remove the auditor by resolution was sent to the auditor as soon as possible.
- If the auditor is proposing to resign and the co-operative is defined as a large co-operative under the *Co-operatives National Law (South Australia)*, Consumer and Business Services (CBS) has consented to the resignation.
- If the auditor is to be removed by resolution, unless CBS orders otherwise, the provisions under section 329(3) and 329(4) of the *Corporations Act 2001* regarding any representations made by the auditor will be adhered to.
- 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 (South Australia)* to give to the Registrar a document containing false or misleading information.
- If lodging electronically, I acknowledge that CBS will accept this communication as containing my signature for the purposes of the *Electronic Transactions Act 2000 (SA)*.

Signature (type name if lodging by email or sign if lodging by post)	X
Date (dd/mm/yyyy)	

How to lodge

If lodging electronically

- The total email size cannot exceed 10MB.
- The name (signature) of the person lodging this form must be included in question 11.
- Email your application to associations@agd.sa.gov.au

If posting the application

- Use paperclips and not staples for all documents.
- A signature must be included in question 11.

What happens when you lodge your application

- CBS will notify the co-operative if there are any actions required from this notice.
- If any change occurs in the information you have provided in your application, you must notify CBS as soon as possible.

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