



1 APPLICATION FOR INCORPORATION OF AN ASSOCIATION

& 2 STATUTORY DECLARATION TO ACCOMPANY APPLICATION FOR INCORPORATION OF AN ASSOCIATION

IMPORTANT INFORMATION

- ◆ The Office of Consumer and Business Affairs (OCBA) undertakes the administration of the Act on behalf of the Corporate Affairs Commission
- ◆ Please print all information using BLOCK CAPITALS in blue or black ink
- ◆ Please attach copies of the following documents to this application
 - the rules of the association
 - the check-list of proposed rules of the association
 - if relevant, any trust instrument referred to in the rules of the association or on which a rule relies for its operation
 - if relevant, the settled draft of an instrument prepared to establish a trust of which the association is the proposed trustee where the contemplated trust is referred to in the rules of the association or a rule of the association relies on the contemplated trust for its operation
- ◆ Attached documents must be clearly printed or typed on single sheets of A4 white paper
- ◆ Where documents consist of two or more sheets they must be fastened together securely in the top left-hand corner and be marked with the name, the title of the form pertaining to it, the name, address and telephone number of the person by whom or on whose behalf the document is lodged and the words,
"Lodged with the Office of Consumer and Business Affairs on _____"
(Date of lodgement to be filled in by the Office of Consumer and Business Affairs)
- ◆ **Fees** - please refer to the enclosed fee schedule. The application fee should be enclosed with this application
- ◆ Please complete ALL the sections of form 1&2 and ensure that form 1 is signed form 2 is declared before submitting this application

Note to accompany Form 1, question 3

ELIGIBILITY FOR INCORPORATION

Section 18(1) An association formed...

- (a) for a religious, educational, charitable or benevolent purpose; or
- (b) for the purpose of promoting or encouraging literature, science or the arts; or
- (c) for the purpose of providing medical treatment or attention, or promoting the interests of persons who suffer from a particular physical, mental or intellectual disability; or
- (d) for the purpose of sport, recreation or amusement; or
- (e) for the purpose of establishing, carrying on, or improving a community centre, or promoting the interests of a local community or a particular section of a local community; or
- (f) for conserving resources or preserving any part of the environmental, historical or cultural heritage of the State; or
- (g) for the purpose of promoting the interests of students or staff of an educational institution; or
- (h) for political purposes; or
- (i) for the purpose of administering any scheme or fund for the payment of superannuation or retiring benefits to the members of any organisation or the employees of any body corporate, firm or person; or
- (j) for the purpose of promoting the common interests of persons who are engaged in, or interested in, a particular business, trade or industry; or
- (k) for any purpose approved by the Minister,

is, subject to this Act, eligible to be incorporated under this Act.



1 *To* the Office of Consumer and Business Affairs

APPLICATION FOR INCORPORATION OF AN ASSOCIATION

1 DETAILS OF THE APPLICANT

I (full name of applicant) _____

of (full residential address of applicant) _____

am authorised by the association to apply for incorporation of the association under the name

(full name of association applying for incorporation) _____

2 DETAILS OF THE ASSOCIATION

The association is situated (or established) at _____

_____ Postcode _____

The financial year of the association ends on _____ (should be consistent with the relevant clause in the rules)

3 PURPOSE OF THE ASSOCIATION

Please insert a brief description of the purpose of the association (ie educational, for conserving resources etc)

The Association is considered to be eligible for incorporation under section 18(1) _____ of the Act.

Please refer to copy of section 18(1) shown opposite and insert which paragraph of section 18(1) is relevant.

4 DETAILS OF THE PUBLIC OFFICER

(Full name of public officer) _____

of (full residential address of public officer) _____
Inclusion is mandatory - see regulation 6(2)(a) of the Associations Regulations

(You may wish to include a postal address if it is different from above) _____
Inclusion is discretionary - see regulation 6(2)(b) of the Associations Regulations

being a person above the age of 18 years and a resident of South Australia, has consented to be the first public officer of the above named association.

Occupation of Public Officer _____

Full name (of applicant) _____ Telephone No _____
(BLOCK LETTERS)

Signature _____ Date _____

Fees - please refer to the enclosed fee schedule. The prescribed fee must accompany forms 1 and 2 when making an application.

The check-list for the Proposed Rules of the Association must accompany this form.



Business and Occupational Services
Ground Level, Chesser House
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Adelaide, SA 5000
Tel 1300 138 918 Fax (08) 8204 9771
www.ocba.sa.gov.au

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STATUTORY DECLARATION TO ACCOMPANY FORM 1

I (full name of applicant) _____

of (full residential address of applicant) _____

_____ Postcode _____

Occupation _____

do solemnly and sincerely declare that:

1. I am the person authorised to apply for the incorporation of an association under the name

(full name of association applying for incorporation)

2. The particulars set out in my application for incorporation of the association dated _____ are true

3. The document marked 'A' # annexed is a true copy of the rules of the association referred to in my application

And I make this solemn declaration conscientiously believing the same to be true and by virtue of the provisions of the *Oaths Act 1936*

#The annexure is to be endorsed by the Justice of the Peace as follows:

This is the annexure marked 'A' referred to in the statutory declaration of _____

made on the _____ day of _____ 20 _____

before me (Justice of the Peace signature) _____

Signature (of declarant)

Declared before me at _____

this _____ day of _____ 20____

Signature (Justice of the Peace)