



6 Application for registration of alteration to rules/change of name

and

7 Statutory declaration verifying alteration to rules/change of name

Important information

The Office of Consumer and Business Affairs (OCBA) undertakes the administration of the *Associations Incorporation Act 1985* (the Act) on behalf of the Corporate Affairs Commission.

Please print all information using BLOCK LETTERS in blue or black ink.

An alteration to a rule of an incorporated association may be made by a special resolution of the association unless other provision is made in the rules of the association.

An incorporated association must, within one month (the prescribed time) after making an alteration to a rule, register the alteration with OCBA.

The application must be signed by the public officer who is recorded on the register of the association kept by OCBA. The public officer must be a natural person of or above the age of 18 years who is a resident of the State.

Form 10 must be lodged with OCBA within one month (the prescribed time) after any change in the identity or address of the public officer.

Please attach copies of the following documents to this application:

- the rules/constitution of the association
- the checklist for the alteration of rules of the association.

Attached documents must be clearly printed or typed on single sheets of A4 white paper.

Please complete ALL the sections on Form 6 and 7 and ensure that Form 6 is signed, Form 7 is declared and the rules/constitution (Annexure A) is enclosed and declared before a Justice of the Peace before submitting this application.

Fees - please refer to the fee schedule. Any late fees must accompany this form.

Late fees apply: if lodged within one month after the prescribed time
if lodged more than one month but within three months after the prescribed time
if lodged more than three months after the prescribed time



6 Application for registration of alteration to rules/change of name

Full name of association

Registration number

1 I (full name of public officer)
of (residential address of public officer)
being the public officer of the above named association, apply on behalf of this association to register the alteration(s) to its rules as set out in section 4 below.

2 The resolution was passed on at a meeting called and conducted in accordance with the rules of the association.

3 The nature of the alteration is: (please tick applicable box)

alteration to/rescission of rules numbered

substitution of a new set of rules (checklist for proposed rules must accompany this form)

alteration to the name of the association (please show proposed name in section 4)

4 The proposed alteration(s) was/were effected by a resolution. The terms of the resolution are set out below or in the annexure marked 'A'.

It was resolved that

5 If the rules require the resolution to be approved or confirmed by some other person or body, provide details of when and by whom approval or confirmation was given:

Date approved

Full name (of public officer) Phone
(BLOCK LETTERS)

Signature Date

Fees - please refer to the fee schedule. The prescribed fee must accompany forms 6 and 7 when making an application. Late fees apply.

The checklist for the rules of the association must accompany this form.



7 Statutory declaration verifying alteration to rules/change of name

I (full name of applicant)

of (full residential address of applicant)

Postcode

Occupation

do solemnly and sincerely declare that:

1. I am the public officer of (full name of association):
2. The particulars set out in my application for registration of alteration to rules dated / / are true.
3. The copy of the association's rules marked 'Annexure A' (attached and signed as outlined below) are a true copy of the association's rules.

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

Signature of applicant

Justice of the Peace

Declared before me at

this day of 20

Signature (Justice of the Peace)

Note: JP must also sign the attached rules/constitution marked Annexure A (see example below).

Important:
The rules/constitution must be marked 'Annexure A' and the following example statement must be written on them and signed by the Justice of the Peace.

EXAMPLE ONLY

This is the annexure marked 'A' referred to in the statutory declaration of (name of person making declaration)

made on the day of 20

before me (Justice of the Peace signature)

The checklist for the proposed rules of the association must accompany this form.