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Annual Report

Please note:

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

Name of Co-operative _____

Registration Number _____

Name of person by whom or on whose behalf the form is lodged _____

Residential address _____

Postal address (optional) _____

Position _____

Contact telephone number _____ Facsimile number _____

Email address _____

This annual report relates to the financial year ended _____

Employment	(No.)	Membership	(No.)
Full-time employees at the end of the financial year	<input type="text"/>	Members at the beginning of the financial year	<input type="text"/>
Part-time employees at the end of the financial year	<input type="text"/>	Members at the end of the financial year	<input type="text"/>
Persons who performed voluntary services for the co-operative during the financial year	<input type="text"/>	Memberships cancelled under Part 6 of the Act during the financial year	<input type="text"/>

Shares

	(No.)
Total number of shares at the end of the financial year	<input type="text"/>
Shares forfeited under Part 6 of the Act during the financial year	<input type="text"/>

Address of registered office _____

Annual General Meeting was held on / / 20

The following annexure are attached

(tick the boxes applicable)

- Annexure A** A list specifying the secretary, directors and the principal executive officers of the co-operative and of each subsidiary of the co-operative, as at the date that the annual report is lodged with OCBA.
- Annexure B** A copy of the financial report of the co-operative for its last financial year (Applied Corporations Act; Part 2M.3; Division 1.)
- Annexure C** If any subsidiary of the co-operative is required to prepare a financial report, a copy of the financial report of each subsidiary for its last financial year (Applied Corporations Act; Part 2M.3; Division 1.)
- Annexure D** If required by the accounting standards, a copy of the consolidated financial statements of the co-operative and the entities it controls (Applied Corporations Act; Part 2M.3; Division 1.)
- Annexure E** A copy of any report prepared by the auditor of the co-operative or any subsidiary on a financial report mentioned in Annexure B, C or D (Applied Co-operations Act Part 2M.3; Division 3.)
- Annexure F** A copy of any report by the directors of the co-operative or any subsidiary prepared on a financial report mentioned in Annexure B, C or D (Applied Co-operations Act Part 2M.3; Division 1.)

_____ (name) _____ (signature) _____ (director/secretary)

Dated this _____ day of _____, 20 _____

Prescribed time for lodgement

Within 28 days after the annual general meeting of the co-operative.
(Note: The first AGM must be held within 18 months of incorporation. Each subsequent AGM must be held within 5 months of the close of the financial year (unless extended by OCBA): s 199. If the annual general meeting is not held within 5 months after the close of the financial year, the Annual Report is still required to be lodged within 28 days after the period stated in s 199(2)(a), i.e. in effect, within 6 months after the close of the financial year.)

Prescribed fees

The prescribed fee must accompany this form. Late fees also apply if lodged after the prescribed time. Prescribed fees (including late fees) are set out in Schedule 5 of the Co-operatives Regulations.

Form 9 - Co-operatives Act 1997

Further information, Forms, Fee details and Circulars are available from:

Office of Consumer and Business Affairs
Business and Occupational Services
Tel 1300 138 918
www.ocba.sa.gov.au

The Legislation can be purchased from:

Service SA Government Legislation Outlet
108 North Terrace
Adelaide SA 5000
Telephone 13 23 24
or download from www.legislation.sa.gov.au

Annexure A

Particulars of Secretary, Directors and Principal Executive Officers of Co-operative and Subsidiaries

1. Co-operative

Full Name of Officer	Usual Residential Address	Date and Place of Birth	Office held

2. Subsidiaries

Name _____

Full Name of Officer	Usual Residential Address	Date and Place of Birth	Office held