



1 Application for incorporation of an association and

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 *Associations Incorporation Act 1985* (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 (sometimes known as 'the constitution') of the association (Please note: the rules of the association must contain essential minimum provisions. For guidance, please refer to section 23A of the Act and example rules booklet.)
- the checklist of proposed rules of the association
- if relevant, any trust instrument (or trust document) referred to in the rules of the association or on which a rule relies for its operation, and
- if relevant, the draft of a document prepared to establish a trust of which the association is the proposed trustee, and where the proposed trust is referred to in the rules of the association or a rule of the association relies on the proposed trust for its operation.

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

Fees - please refer to the fee schedule. The application fee should be enclosed with this application.

Please complete ALL the sections of form 1 and 2 and ensure that form 1 is signed and form 2 is declared before a Justice of the Peace before submitting this application. Provision of a contact phone number or email is optional but if you supply it we can contact you at short notice.

Important

Incorporation under the Associations Incorporation Act 1985 is only available to organisations formed for an eligible purpose

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 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)

2 Purpose of the association

Please insert a brief description of the purpose of the association (e.g. 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.

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

3 Details of the public officer

Full name of public officer Phone no

of (full residential address of public officer)

Postal address (if it is different from above)

Occupation of public officer

Email

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.

Full name (of applicant) Phone no (optional)
(BLOCK LETTERS)

Signature Date

Email (optional)

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

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



2 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 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)

The books of the association will be kept at (insert details of location)

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 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 applicant) //////////

(name of person making declaration)

made on the

////////// (day) //////////

day of

////////// (month) //////////

20

// (year) //

before me (Justice of the Peace signature)

////////// (Justice of the Peace) //////////

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

Please lodge this form at the Office of Consumer and Business Affairs, Business and Occupational Services, Level 3 ,
Chesser House, 91-97 Grenfell Street, Adelaide SA 5000, GPO Box 1719, Adelaide SA 5001
Tel 1300 138 918 Fax (08) 8204 9771 www.ocba.sa.gov.au