



**FORM 01**

# Application for incorporation of an association

*Associations Incorporation Act 2015 s4, 5, 7*

## Purpose

Clubs, groups, organisations or associations use this form to become an incorporated association under the *Associations Incorporation Act 2015* (the Act).

## Instructions

- Type directly into this form electronically before printing and signing it or hand print neatly using an ink pen in block letters.
- Tick  where appropriate and attach additional pages if space in this form is insufficient.
- Attach a full copy of the rules if the association is using its own rules
- An incomplete application cannot be processed
- Please do not staple the documents
- Keep a copy of the application (including attachments) for your own records.

**OFFICE USE ONLY**

## SECTION A: PROPOSED INCORPORATED ASSOCIATION PARTICULARS

1. What is the proposed name of the association applying for incorporation?

|  |   |
|--|---|
|  | <input type="checkbox"/> Inc. / <input type="checkbox"/> Incorporated |
|--|---|

2. What is the proposed association's address?

*Provide the association's email and the address you want the Department to use to send communication to. The email address should not be a personal email.*

Street

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Suburb

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State

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Postcode

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Email

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3. What is the new association's address for service?

*The address for service is the address that documents can be served on the association.*

Tick if the same as the association's address.

Street

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Suburb

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State

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Postcode

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4. Describe the overall aims of the new association?

*This is a statement summarising what the association hopes to achieve.*

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5. Which category best describes the association's main purpose?

- |   |  |
|---|--|
| <input type="checkbox"/> Religious purposes   | <input type="checkbox"/> Resource conservation   |
| <input type="checkbox"/> Educational purposes   | <input type="checkbox"/> Preserving any part of the environmental, historical or cultural heritage of the State                          |
| <input type="checkbox"/> Charitable or benevolent purposes                                      | <input type="checkbox"/> Promoting the interests of a local community or section of a local community                                    |
| <input type="checkbox"/> Promoting or encouraging literature, science or the arts               | <input type="checkbox"/> Establishing, carrying on or improving a community centre   |
| <input type="checkbox"/> Sport, recreation or amusement   | <input type="checkbox"/> Promotion of the common interests of persons engaged or interested in, a particular business, trade or industry |
| <input type="checkbox"/> Political purposes   | <input type="checkbox"/> Promotion of interests of students and staff of an educational institution                                      |
| <input type="checkbox"/> Providing medical treatment or attention                               | <input type="checkbox"/> Promoting the interests of persons suffering from a physical, mental or intellectual disability or condition    |
| <input type="checkbox"/> Other – Describe in the space below. Commissioner's approval required. |  |

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6. Is the association formed to provide a pecuniary profit for its members?

*A pecuniary profit is monetary or financial gain. The association is able to make a profit but it must be used for the association's activities and cannot be distributed to members.*

- Yes  No

7. Does the association currently have at least six members with full voting rights under its proposed rules?

*Members can include any person who has been accepted as a member, not only committee members.*

- Yes  No

8. The association will be using:

- |   |  |
|---|--|
| <input type="checkbox"/> the <a href="#">PRESCRIBED MODEL RULES</a><br>(without modifications)<br>▶ Complete Section B. | <input type="checkbox"/> its OWN RULES<br>▶ Complete Section C (copy to be attached) |
|---|--|



## SECTION C: OWN RULES – MATTERS TO BE PROVIDED

**Only complete this section if the association is adopting its own rules.**

The table below contains the matters prescribed in Schedule 1 of the Associations Incorporation Act 2015 which must be included in the association's rules.

Complete the table by writing the clause number/(s) from the rules that deals with each matter in the space provided. Do not leave any spaces blank.

| Matter  | Clause number from associations rules |
|---|---------------------------------------|
| 1. The name of the incorporated association.  |                                       |
| 2. The objects or purposes of the incorporated association.   |                                       |
| 3. The eligibility criteria (if any) for a person to become a member of the association and details on when membership starts and ends.   |                                       |
| 4. The register of members of the incorporated association.   |                                       |
| 5. The entrance fees, subscriptions and other amounts to be paid by members (if any).   |                                       |
| 6. The name, composition and powers of the management committee including:  |                                       |
| a. The election or appointment of members of the committee.   |                                       |
| b. The terms of office of members of the committee.   |                                       |
| c. The grounds on or reasons for which the office of a member of the committee shall become vacant.   |                                       |
| d. The filling of casual vacancies occurring on the committee.  |                                       |
| e. The quorum and procedure at meetings of the committee.   |                                       |
| f. The making and keeping of records of the proceedings at meetings of the committee.   |                                       |
| g. The circumstances (if any) in which payment may be made to a member of the committee out of the funds of the association.  |                                       |
| 7. The quorum and procedure at general meetings of members of the incorporated association.   |                                       |
| 8. The notification of members or classes of members of general meetings and their rights to attend and vote at those meetings.   |                                       |
| 9. The time within which, and manner in which, notices of general meetings and notices of motion are to be given, published or circulated.  |                                       |
| 10. The percentage of members who may at any time require that a general meeting be convened.   |                                       |
| 11. The manner in which the funds of the association are controlled.  |                                       |
| 12. The day in each year on which the financial year of the incorporated association commences.   |                                       |
| 13. The intervals between general meetings of members and the manner of calling general meetings.   |                                       |
| 14. The manner of altering and rescinding the rules and of making additional rules of the incorporated association.   |                                       |
| 15. Provisions for the custody and use of the common seal of the incorporated associations (if it has one).   |                                       |
| 16. The custody of books and securities of the incorporated association.  |                                       |
| 17. The inspection by members of the incorporated association of records and documents of the incorporated association.   |                                       |
| 18. A procedure for dealing with any dispute under or relating to the rules between members and between members and the incorporated association  |                                       |
| 19. The manner in which surplus property of the incorporated association must be distributed or dealt with if the association is wound up or its incorporation cancelled.   |                                       |
| 20. A statement that the property and income of the association must be applied solely towards promoting the association's objects or purposes and no part of that property or income may be paid or otherwise distributed, directly or indirectly, to any member, except in good faith in promoting those objects or purposes. |                                       |

A copy of the Rules is attached

The association's financial year will be the 12 month period starting from:

|     |       |    |     |       |
|-----|-------|----|-----|-------|
| Day | Month | to | Day | Month |
|     |       |    |     |       |

## SECTION D: APPLICANT'S PARTICULARS & DECLARATION

Provide the name and particulars of the person making this application:  
*Any correspondence about this application will be sent to this person.*

*I certify that:*

- I am duly authorised to apply for incorporation of the above named association under the Act;*
- the particulars within this application and the accompanying rules, if any, are true and correct;*
- I have prepared this application in accordance with the information supplied by the association; and*
- I acknowledge that it is an offence under section 177 of the Act to make a false and misleading declaration in relation to this application.*

|                           |   |           |                      |
|---------------------------|---|-----------|----------------------|
| Signed                    | <input type="text"/>  | Date      | <input type="text"/> |
| Title                     | <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Other ▶ _____ |           |                      |
| Name                      | <input type="text"/>  | Surname   | <input type="text"/> |
| Address<br>(Street or PO) | <input type="text"/>  |           |                      |
| Suburb                    | <input type="text"/>  |           |                      |
| State                     | <input type="text"/>  | Postcode  | <input type="text"/> |
| Email                     | <input type="text"/>  | Telephone | <input type="text"/> |

**IMPORTANT: Before you sign this application, check that you have provided true and correct information.**

Privacy Statement – please read. The Department of Mines, Industry Regulation and Safety, Consumer Protection Division is collecting and holding information supplied for the purposes of the Act. In accordance with this legislation, a copy of this form and the information it contains will be available for purchase by the public upon payment of a prescribed fee.

## SUBMITTING THIS APPLICATION

Return the completed application, with any supporting documentation and the applicable fees:

|               |   |
|---------------|---|
| In person at: | Level 1, Mason Bird Building, 303 Sevenoaks Street, CANNINGTON WA   |
| By mail to:   | Department of Mines, Industry Regulation and Safety, Consumer Protection, Associations & Charities Branch, Locked Bag 100 EAST PERTH 6892                                     |
| Online        | You can submit this form online using AssociationsOnline by visiting <a href="http://www.commerce.wa.gov.au/associationsonline">www.commerce.wa.gov.au/associationsonline</a> |

**Do not submit by email. We cannot accept forms containing credit card numbers that are emailed**

**What happens next;**

- The application and attachments will be reviewed. You will be notified in writing if further information is needed.
- If any change occurs in the information you have provided in your application, you must notify Consumer Protection as soon as possible.

If you need assistance completing this form contact the Associations and Charities Branch on **1300 30 40 74** or **6552 9300 between 8.30am and 4.30pm weekdays.**

