



Application to approve change of co-operative name

Co-operatives National Law (Queensland)

This form is effective from 1 December 2020

ABN: 13 846 673 994

OFFICE USE ONLY

Date received

Instructions

Please complete in **BLOCK** letters. Attach extra sheets if needed. All references to dates should be in DD/MM/YYYY.

Privacy statement—please read

The Office of Fair Trading (OFT) collects information, including personal information, on this form as required by the *Co-operatives National Law (Queensland)* to process your application. Your personal information will be placed on a register which may be inspected by the public upon payment of a prescribed fee. Any documents required by the OFT are available for inspection by the public upon payment of a prescribed fee. Additionally, information on this form can be disclosed without your consent where authorised or required by law. Under the *Fair Trading Act 1989* information may also be shared on a confidential basis with other Australian fair trading agencies.

If you give the OFT an email address to communicate with you, the personal information in these communications will be stored on your email service provider's servers. These servers may be outside of Australia. By giving us your email address, you are consenting to the personal information contained within the emails to and from the OFT to be transferred outside Australia.

Fees

The applicable fee for this form is available on the Fair Trading website at www.qld.gov.au/fairtrading. No GST is payable on the fees.

Instructions

- Before changing its name by special resolution, a co-operative should provide details of the proposed new name to the Office of Fair Trading to determine whether the name is able to be approved.
- The name you propose may not be approved because it is deemed unsuitable or similar or identical to an existing name. To check to see if your name already exists or is similar you can search [ASIC's business name register](#).
- The name of a co-operative must include the word 'Co-operative', 'Cooperative' or the abbreviation 'Co-op' or 'Coop' and must end in the word 'Limited' or the abbreviation 'Ltd'.
- The rules of the co-operative that include the name will also need to be changed. Form 6—Application for Registration of amendment of rules will need to accompany this application.

Part 1—Applicant details

Applicant name, address and contact details

Contact person submitting application.

Preferred title ☐ Mr ☐ Mrs ☐ Ms ☐ Miss Other (specify)

First name Last name

Address

.....

Suburb State Postcode

Phone () Fax ()

Mobile Email

Preferred contact method? ☐ Phone ☐ Fax ☐ Mobile ☐ Email

Part 2—Co-operative details

Section 1

Co-operative details

Name of co-operative

Registration number

Part 3—New name details

Section 1

New name for the co-operative

Provide details of the new co-operative name.

Name of new co-operative

What date was the special resolution passed to change the name? / /
D D M M Y Y Y Y

Section 2

Co-operatives certificate to surrender

Are you attaching the co-operative's certificate to surrender? Yes ☐ No ☐

If no please provide details why the certificate cannot be provided

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Part 4—Declaration and checklist

Declaration

I declare that:

- I am authorised to lodge this notice on behalf of the co-operative
- the particulars contained in this form and any attachments are true and correct
- I acknowledge that it is an offence under section 514 of the *Co-operatives National Law (Queensland)* to give the Registrar a document containing false or misleading information.

Checklist

I have enclosed the following (please tick box):

- ☐ Co-operative's original certificate of registration
- ☐ Form 6—Application for registration of amendment of rules/special resolution
- ☐ the sum of \$ being the prescribed fee (fee is available at www.qld.gov.au/fairtrading)

Sign here

Name (please print)

Position (office) held

Signature Date signed / /
D D M M Y Y Y Y

Lodgement details

IMPORTANT!

Please make sure you:

- provide all necessary information and documentation
- sign the application
- return all pages of the application form.

Please lodge the completed application, any supporting documentation and applicable fees to the Office of Fair Trading at the address below, at one of our regional offices, or at a Queensland Government Service Office.

By mail:

Registration Services Unit, GPO Box 3111, Brisbane QLD 4001

In person:

Visit www.qld.gov.au/fairtrading or call **13 QGOV** (13 74 68) for information and your nearest Fair Trading Office or Queensland Government Service Office.

Payer details

This section must be completed if payment has been made by another person on behalf of the applicant.

Name

Postal address

Suburb State Postcode

Mobile Fax number

Receipt request Yes ☐ No ☐

Email

Payment

Payment details

☐ Cash—pay in person ☐ Debit/Credit card ☐ Money order ☐ Cheque

Do not send cash by mail

Make money order or cheque payable to the Office of Fair Trading.

A receipt will not be issued unless specifically requested.

Debit/Credit card

OFT cannot accept debit/credit card details over the phone, fax or email (including any attachments) in accordance with the Payment Card Industry Data Security Standard. If an email or fax is received containing debit/credit card details, it will be deleted immediately and your application and payment will not be processed.

Charge my:



Go online to www.qld.gov.au/fairtrading

Debit/Credit card number:

Cardholder's name:

.....

Amount authorised:

\$ Expiry date: /

Cardholder's signature:

.....



Online payments

Tick box if you wish to pay online ☐

If you select this option, once OFT has received your documentation, an officer will be in contact to provide you with a Customer Reference Number (CRN). You can use this to pay via the following methods:



Go online to www.qld.gov.au/fairtrading



Payments can be made using **BPAY** through your bank or financial institution using the reference details that will be provided to you.



By post

A cheque or money order can be posted in, together with the application form.

Make money order or cheque payable to the Office of Fair Trading



In person

You can also visit a Fair Trading Office or an applicable Queensland Government Service Office to lodge this application and pay the applicable fees over the counter.

Visit www.qld.gov.au/fairtrading or call **13 QGOV** (13 74 68) for your nearest Fair Trading Office or Queensland Government Service Office.