



Notice of appointment or cessation of appointment of directors and officers

Co-operatives National Law (Queensland)

This form is effective from 1 December 2020

ABN: 13 846 673 994

OFFICE USE ONLY

Date received

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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

No fee is payable.

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

Form applies to a subsidiary also

Name of co-operative

Registration number

Name of subsidiary (if applicable).....

Section 2

Type of change

What type of change are you notifying? (tick all that apply)

☐ Appointment of new secretary or chief executive officer—**complete part 3**

☐ Appointment of new director—**complete part 4**

☐ Ceasing secretary or chief executive officer—**complete part 5**

☐ Ceasing directors—**complete part 6**

☐ Change of name for existing secretary, director or chief executive officer—**complete part 7**

☐ Change of residential address for existing secretary, director or chief executive officer—**complete part 8**

Part 2—Co-operative details continued

Section 3

Appointment of secretary or chief executive officer

Secretary

Surname Given names

Any former name Date of birth _D_D / _M_M / _Y_Y_Y_Y

Place of birth (town, state and country)

Residential address

Suburb State Postcode

Date appointed _D_D / _M_M / _Y_Y_Y_Y

Also appointed director (please tick)

No ☐ Yes ☐ date appointed _D_D / _M_M / _Y_Y_Y_Y

Chief executive officer

Surname Given names

Any former name Date of birth _D_D / _M_M / _Y_Y_Y_Y

Place of birth (town, state and country)

Residential address

Suburb State Postcode

Date appointed _D_D / _M_M / _Y_Y_Y_Y

Also appointed director (please tick)

No ☐ Yes ☐ date appointed _D_D / _M_M / _Y_Y_Y_Y

Section 4

Appointment of new directors

If more than four directors, attach a separate list with their details.

Director

Surname Given names

Any former name Date of birth _D_D / _M_M / _Y_Y_Y_Y

Place of birth (town, state and country)

Residential address

Suburb State Postcode

Date appointed _D_D / _M_M / _Y_Y_Y_Y

Director

Surname Given names

Any former name Date of birth _D_D / _M_M / _Y_Y_Y_Y

Place of birth (town, state and country)

Residential address

Suburb State Postcode

Date appointed _D_D / _M_M / _Y_Y_Y_Y

Part 1—Co-operative details continued

Director

Surname Given names

Any former name Date of birth / /
D D M M Y Y Y Y

Place of birth (town, state and country)

Residential address

Suburb State Postcode

Date appointed / /
D D M M Y Y Y Y

Director

Surname Given names

Any former name Date of birth / /
D D M M Y Y Y Y

Place of birth (town, state and country)

Residential address

Suburb State Postcode

Date appointed / /
D D M M Y Y Y Y

Section 5

Cessation of secretary or chief executive officer

Secretary

Surname Given names

Date of birth / /
D D M M Y Y Y Y

Place of birth (town, state and country)

Date ceased / /
D D M M Y Y Y Y

Also ceasing as director (please tick)

No ☐ Yes ☐ date ceased / /
D D M M Y Y Y Y

Chief executive officer

Surname Given names

Date of birth / /
D D M M Y Y Y Y

Place of birth (town, state and country)

Date ceased / /
D D M M Y Y Y Y

Also ceasing as director (please tick)

No ☐ Yes ☐ date ceased / /
D D M M Y Y Y Y

Part 1—Co-operative details continued

Section 6

Cessation of directors

If more than four directors, attach a separate list with their details.

Director

Surname Given names

Date of birth / /
D D M M Y Y Y Y

Place of birth (town, state and country)

Date ceased / /
D D M M Y Y Y Y

Director

Surname Given names

Date of birth / /
D D M M Y Y Y Y

Place of birth (town, state and country)

Date ceased / /
D D M M Y Y Y Y

Director

Surname Given names

Date of birth / /
D D M M Y Y Y Y

Place of birth (town, state and country)

Date ceased / /
D D M M Y Y Y Y

Director

Surname Given names

Date of birth / /
D D M M Y Y Y Y

Place of birth (town, state and country)

Date ceased / /
D D M M Y Y Y Y

Section 7

Changes to name of existing officer

To be completed if the name of an existing officer (director, secretary or chief executive) has changed.

If more than one attach a separate list.

Officers name previously notified

New surname (if applicable)

New given name (if applicable)

Date of birth / /
D D M M Y Y Y Y

Position (office) held

Date of change / /
D D M M Y Y Y Y

Section 8

Changes of residential address of existing officer

To be completed if the residential address of an existing officer (director, secretary or chief executive) has changed.

If more than one attach a separate list.

Officers name

Date of birth / /
D D M M Y Y Y Y

Position (office) held

New residential address

Suburb State Postcode

Date of change / /
D D M M Y Y Y Y

Part 3—Declaration and checklist

Declaration	<p>I declare that:</p> <ul style="list-style-type: none"> • I am a current office holder of the co-operative and I am authorised by the co-operative to notify these changes • 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 <i>Co-operatives National Law (Queensland)</i> to give the Registrar a document containing false or misleading information • the officers named in this form have been advised that: <ul style="list-style-type: none"> – information in this document will be placed on a register open to the public as required by the <i>Co-operatives National Law (Queensland)</i> – they have a right to seek access to and correction of information supplied – they can apply to the Registrar of the OFT to have their personal information suppressed.
Sign here	<p>Name (please print)</p> <p>Position (office) held</p> <p>Signature Date signed <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <small>D D M M Y Y Y Y</small></p>

Lodgement details

<p>IMPORTANT!</p> <p>Please make sure you:</p> <ul style="list-style-type: none"> • provide all necessary information and documentation • sign the application • return all pages of the application form. 	<p>You must complete and lodge this form within 28 days after the appointment or cessation of appointment of a director or officer.</p> <p>No fee is payable.</p> <p>Please note: Most co-operatives will need to complete this form after each annual general meeting.</p> <p>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.</p> <p>By mail: Registration Services Unit, GPO Box 3111, Brisbane QLD 4001</p> <p>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.</p>
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