



# Application for approval of a transfer of engagements between co-operatives

*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 fees for this form are available on the Fair Trading website at [www.qld.gov.au/fairtrading](http://www.qld.gov.au/fairtrading). No GST is payable on the fees.

## 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

#### Names of co-operatives

If there is more than one transferor co-operative, attach additional list of names

What are the names of the merging co-operatives?

Transferor co-operative.....

State of registration .....Reg No.....

Transferor co-operative.....

State of registration .....Reg No.....

### Section 2

#### Type of transfer of engagements

What is the type of transfer of engagements? (tick box that applies)

☐ Total transfer of engagements

☐ Partial transfer of engagements

What is the number of members of the transferee co-operative after the transfer takes effect?

.....

If the type of transfer is partial transfer of engagements, what is the number of members of the transferor co-operative after transfer takes effect?

.....

## Part 3—Declaration and checklist

<b>Declaration</b>	<p>I declare that:</p> <ul style="list-style-type: none"> <li>• I am authorised to lodge this application on behalf of all co-operatives proposing to transfer engagements and all co-operatives involved in the transfer of engagements have passed a special resolution by special postal ballot or, if approved by the Registrar a resolution of the board approving the proposed transfer of engagements.</li> <li>• There have been no changes, additions or omissions to the disclosure statement(s) approved by the Registrar under section 397 or 477 of the <i>Co-operatives National Law (Queensland)</i> sent to each of the co-operatives' members.</li> <li>• There is no good reason why the transfer of engagements should not take effect.</li> <li>• The particulars contained in this application and other documents are true and correct.</li> <li>• I acknowledge that it is an offence under section 514 of the <i>Co-operatives National Law (Queensland)</i> to provide the Registrar with false or misleading documents.</li> </ul>
<b>Checklist</b>	<p>I have enclosed the following (please tick box):</p> <p><input type="checkbox"/> For a total transfer of engagements from a co-operative, the certificate of registration of the co-operative or statutory declaration as to loss or destruction of the certificate</p> <p><input type="checkbox"/> If a special resolution, Form 6 completed by each co-operative which is party to the transfer of engagements</p> <p><input type="checkbox"/> If an amendment of the rules is required, Form 6 completed by the co-operative concerned</p> <p><input type="checkbox"/> the sum of \$ ..... being the prescribed fee (fee is available at <a href="http://www.qld.gov.au/fairtrading">www.qld.gov.au/fairtrading</a>)</p>
<b>Sign here</b>	<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"/></p>

## Lodgement details

<p><b>IMPORTANT!</b></p> <p>Please make sure you:</p> <ul style="list-style-type: none"> <li>• provide all necessary information and documentation</li> <li>• sign the application</li> <li>• return all pages of the application form.</li> </ul>	<p>The prescribed fee for the particular application is available at <a href="http://www.qld.gov.au/fairtrading">www.qld.gov.au/fairtrading</a>. You may also contact the Registry for assistance in determining the prescribed fee.</p> <p><b>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.</b></p> <p><b>By mail:</b> Registration Services Unit, GPO Box 3111, Brisbane QLD 4001</p> <p><b>In person:</b> Visit <a href="http://www.qld.gov.au/fairtrading">www.qld.gov.au/fairtrading</a> or call <b>13 QGOV</b> (13 74 68) for information and your nearest Fair Trading Office or Queensland Government Service Office.</p>
----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

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