



Notice of appointment of auditor

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

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.

Note: Refer to administrative guidelines for the removal or resignation of an auditor before completing this form.

Fees

No fee is payable.

Instructions

- This form **must** be lodged within 28 days after the appointment of an auditor by the directors of the co-operative or by the co-operative at a general meeting. Penalties may apply for doing so.
- If the previous auditor resigned and the co-operative is a large co-operative, the auditor must first have obtained the Registrar's consent to the resignation.
- If the previous auditor was removed at a general meeting, a copy of the notice of intention to move the resolution to remove the auditor must have been lodged with the Registrar as soon as possible after receipt of the notice by the co-operative and before the general meeting.
- In addition to the above, if an auditor has resigned, been removed or ceased in any other manner, the co-operative **must** complete and lodge **Form 11, Notice of resignation, removal or cessation of auditor**.

Part 1—Auditor details

Auditor details

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

Co-operative details

Name of co-operative

Registration number

Part 3—Appointment details

Appointment details

Under which circumstances is the auditor appointed? (tick one option only)

☐ By the Board

☐ By the members at a general meeting

Date on which the auditor was appointed

/ /
D D M M Y Y Y Y

Part 4—Declaration

Declaration

I declare that:

- I am authorised by the co-operative to notify these changes
- the auditor has consented to the appointment in accordance with section 309 of the *Co-operatives National Law (Queensland)*
- 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.

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.