

# Associations Incorporation Form 9a



Queensland  
Government

## Application for cancellation of an incorporated association

Associations Incorporation Act 1981

This form is effective from 22 June 2020

### OFFICE USE ONLY

Date received

Lodgement details

LU number: .....

### Instructions

Please use **BLOCK** letters when you fill out this form. Attach extra sheets if there is not enough space. All dates should be 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 *Associations Incorporation Act 1981* 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.

**No fee is payable.**

## Part 1—Personal particulars—appointed person

Incorporated association details

Incorporated association number .....

Name of incorporated association .....

## Part 2—Current or unincorporated association details

Any correspondence regarding this application will be sent to this person.

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

Surname ..... Given names .....

Postal address

Postal address .....

Suburb ..... State  Postcode

Contact details

Phone (day time) ..... Mobile .....

Email .....

## Part 3—Application for cancellation and distribution of assets

\*A special resolution is a resolution passed at a general meeting by the votes of  $\frac{3}{4}$  of the members who are taken to be present and entitled to vote on the resolution. Written notice of a proposed special resolution, and of the time and place of the general meeting at which it is proposed to move the resolution, must be given as required under the association's rules, before the general meeting to each member who has a right to vote on the resolution.

Application is made for cancellation and deregistration of the above named association. At a general meeting of the members of the association duly convened and held at (place)

.....  
.....

on  /  /  (date) a special resolution\* resolving to apply for cancellation of the association was passed by the members, in accordance with Section 92A of the Act.

## Part 3—Application for cancellation and distribution of assets

### Disposal of assets

Surplus assets must not be distributed among members and must be given to another non-profit entity.

At a general meeting of the members of the association duly convened and held at (place)

.....  
 .....

on   /   /     (date) a special resolution\* resolving to distribute the surplus assets of the association was passed by the members, in accordance with Section 92A of the Act.

The members resolved to dispose of the surplus assets in the following manner:

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 .....

What is the reason for requesting cancellation?

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## Part 4—Attachments

### Documents

All of these documents must be provided to enable the association to be cancelled.

1. A copy of the special resolution to apply for cancellation and to distribute the surplus assets of the association signed by two members of the management committee is attached.
2. The original certificate of incorporation is attached.   
 OR  
 The original certificate of incorporation has been lost or destroyed and a statutory declaration to that effect signed by the secretary is attached.
3. Receipts from the organisations receiving the surplus assets of the association are attached (if not, please identify the value and type of remaining assets and provide reasons why they have not been distributed).

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## Part 5—Statutory declaration for cancellation

### Declaration

I (name) .....

do solemnly and sincerely declare that:

- I am the president/secretary/treasurer /other position of (name of incorporated association)  
.....
- The association has complied with all the requirements of the Act and the association's rules in relation to the calling, holding and passing of the special resolution at a general meeting on  /  /  (date)  
D D / M M / Y Y Y Y  
to apply for cancellation and to distribute the surplus assets of the association.
- I am qualified under section 92A to make this application for cancellation of incorporation.
- The association:
  - has no outstanding debts or liabilities; and
  - has paid all fees and penalties applying to it under the *Associations Incorporation Act 1981*; and
  - is not a party to any legal proceedings; and
  - has and/or will dispose of remaining assets in accordance with the rules of the association.

I make this solemn declaration conscientiously believing that same to be true and by virtue of the provisions of the *Oaths Act 1867*.

Declared at (location) .....

.....  
in the state of Queensland.

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

Signature .....

To be signed by J.P.,  
Commissioner for  
Declarations etc.

Before me .....

Signature of Justice of the Peace (J.P.), Commissioner for Declarations (C.Dec), etc.  
.....

### 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](http://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.