

Associations Incorporation Form 2



Queensland
Government

Application for exemption from using the word 'incorporated'

Associations Incorporation Act 1981

This form is effective from 10 August 2020

ABN: 13 846 673 994

OFFICE USE ONLY

Date received

Lodgement details

LU number:

Instructions

Please use **BLOCK** letters when completing this form. Attach extra sheets if necessary. All dates should be DD/MM/YYYY.

Please complete either Part 1 or Part 2. Parts 3 and 4 must both be completed.

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 Office of Fair Trading 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 fee.

Part 1—Name for new incorporated association (if applicable)

New incorporated association details

A post office box address is not acceptable.

I, (name of person)

of (residential address)

Suburb State Postcode

being the person appointed to prepare and make an application for incorporation of

(proposed name for incorporated association)

to be incorporated under the *Associations Incorporation Act 1981* apply for exemption from Section 29 of the Act which requires that an incorporated association must have the word 'Incorporated' or 'Inc' as part of and at the end of its name.

Part 2—Change of name for existing incorporated association (if applicable)

Incorporated association number

Incorporated association number

Change of name details

*Please check whichever is applicable.

I, (name of person)

of (residential address—a PO Box is not acceptable)

Suburb State Postcode

The President/ Secretary* of (name of incorporated association)

apply for exemption from Section 29 of the *Associations Incorporation Act 1981* which requires that an incorporated association must have the word 'Incorporated' or 'Inc' as part of and at the end of its name.

Part 3—Resolution and reasons (must be completed)

Resolution details

Your association must have passed a resolution at a general meeting seeking this exemption.

The association passed the following resolution of its members seeking this exemption at a general meeting of members held at (place)

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on (date) / /
D D / M M / Y Y Y Y

Details of resolution

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Reasons for exemption Important information

The inclusion of the word Inc. or Incorporated in a name ensures members of the public are made aware of its incorporated status. An exemption is only granted when the reason given outweighs the public interest in knowing the legal status of the association.

Reasons why the exemption should be granted

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Part 4—Authorisation

Authorisation

*Please check whichever is applicable.

I declare the resolution passed by the members was in accordance to the Act and Regulation. I certify that all details provided on this form are true and correct.

Name of President / Secretary / Appointed person*

Name

Phone

Email

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

Lodgement

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.