

Application for approval to conduct audit or provide verification statement

Associations Incorporation Act 1981

This form is effective from 1 July 2011

OFFICE USE ONLY

Date received

Lodgement details

LU number:

WARNING

Do not complete this form if the intended auditor is:

1. A person registered as an auditor under the *Corporations (Ancillary Provisions) Act 2001*
2. A member of CPA Australia who is entitled to use the letters 'CPA' or 'FCPA'
3. A member of The Institute of Chartered Accountants in Australia who is entitled to use the letters 'CA' or 'FCA' or
4. A member of the National Institute of Accountants who is entitled to use the letters 'MNIA', 'FNIA', 'PNA' or 'FPNA'.

Auditors with these qualifications are already approved to carry out the audit.

Do not make an application for approval of an auditor of Level 1 associations in accordance with Section 59e of the *Associations Incorporation Act 1981*.

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 is collecting information, including personal information, on this form for the purposes of the *Associations Incorporation Act 1981* and *Associations Incorporation Regulation 1999*. In accordance with this legislation, a register of this information and any documents required by the department is available for inspection by the public upon payment of a prescribed fee. Where authorised or required by law, information on this form can be disclosed without your consent.

No fee is payable.

Details of application

Please tick the appropriate box.

Incorporated association number

Name of incorporated association

Application for approval of a person to conduct the audit of the association for:

A level 2 association which is required to have an audit completed under the *Collections Act 1966*, the *Gaming Machine Act 1991* or under any law for any other purpose.

A Level 3 association which is required to have an audit completed under the *Collections Act 1966*, the *Gaming Machine Act 1991* or under any law for any other purpose.

Application for approval of a person to provide verification statement for:

A level 2 association which is not required to have an audit completed under the *Collections Act 1966*, the *Gaming Machine Act 1991* or under any law for any other purpose.

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

Part 1—Application by association (if applicable)

Application by association

To be completed by president, secretary or treasurer of the association.

Please tick the appropriate box.

I, (name of person)

of (residential address)

Suburb State Postcode

being the president/ secretary/ treasurer of the abovementioned association, apply for

(name of person)

of (residential address)

Suburb State Postcode

to be approved by the chief executive to conduct the audit or provide verification statement for the above mentioned association.

Part 2—Application by intended person to conduct audit or provide verification statement (if applicable)

Application by intended person

I, (name of person)

of (residential address)

.....

Suburb State Postcode

apply to be approved by the chief executive to conduct the audit or provide verification statement for the above mentioned association.

Intended person authorisation

Signature of president/ secretary/ treasurer

.....

Phone (day time)

Dated / /
D D M M Y Y Y Y

Part 3—Audit experience and qualifications (must be completed)

Audit experience and qualifications

Please attach sheet if additional space is required.

List details of auditing or accounting experience and the title of any accounting qualifications including the name of the educational institution from which the qualifications were obtained.

Audit/accounting experience and qualifications of (name of person)

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Is any professional indemnity insurance held? Yes No

If yes, provide details

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Part 4—Income and assets of association (must be completed)

- a) Approximate total revenue \$
- b) Total value of current assets \$

Part 5—Lodgement

Lodgement

Please lodge the completed application and any supporting documentation to the Office of Fair Trading at the address below, or at one of our regional offices. No fees are payable on lodgement.

By mail:

Registration Services
Office of Fair Trading
GPO Box 3111
Brisbane QLD 4001.

Visit www.fairtrading.qld.gov.au or call **13 QGOV** (13 74 68) for information and your nearest Fair Trading Office.