

Associations Incorporation Form 10a



Change of details relating to an incorporated association

Associations Incorporation Act 1981

This form is effective from 1 July 2011

OFFICE USE ONLY

Date received

Lodgement details

LU number:

Instructions

Please use **BLOCK** letters when you fill out this form. All dates should be DD/MM/YYYY.

Please note: changes must be notified to the Office of Fair Trading within one month of the change occurring.

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

Please note: If a new management committee has been elected at the AGM, the changes are to be completed on the *Annual Return of Association Form 12-1*.

Part 1—Incorporated association details

Incorporated association details

Incorporated association number

Name of incorporated association

Part 2—Change of details

Change of details

I wish to provide notice of change/s to the following particulars (**1 form per change**):

- | | |
|--|------------------------------------|
| <input type="checkbox"/> Postal address | <input type="checkbox"/> President |
| <input type="checkbox"/> Secretary | <input type="checkbox"/> Treasurer |
| <input type="checkbox"/> Nominated address for service | |

Existing details

Full name (not necessary for changes to postal address)

Residential address/postal address

Suburb State Postcode

New details

A PO Box is not acceptable for changes to secretary, president or treasurer and nominated address.

Full name (not necessary for changes to postal address)

Residential address/postal address

Suburb State Postcode

Effective date of change / /
D D M M Y Y Y Y

Part 3—Checklist, declaration and signature (to be completed by secretary)

Declaration and signature

I declare that the change of details provided in this form are true and correct, and all changes have occurred in accordance with the rules of the association.

Signature of secretary

Name of secretary (please print)

Daytime contact number

Dated / /
D D M M Y Y Y Y

Part 4—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.