

Application for registration

Collections Act 1966

This form is effective from 1 July 2011

OFFICE USE ONLY

Date received

.....

No fee payable.

Instructions

Please complete in **BLOCK** letters. Attach extra pages if needed. All references to dates should be in DD/MM/YYYY. If you need help completing this form, please contact the Office of Fair Trading on **13 QGOV** (13 74 68).

Privacy statement—please read

The Office of Fair Trading is collecting information, including personal information, on this form for the purposes of the *Collections Act 1966* and *Collections Regulation 2008*. In accordance with the Act some of this information, including personal information may be included on a register which 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.

Fundraising may not commence until registration is granted. Anyone undertaking fundraising before registration is granted is committing an offence under the Act and is liable for penalties.

Applicant details

Applicant details

The applicant is the person given permission to apply by the governing body.

Name of association

Address of association

Suburb State Postcode

I
(insert given names and surname in BLOCK letters)

of (full address)

Suburb State Postcode

Phone (day time) Fax

Mobile Email

being the person authorised by the governing body of the association to make this application, to hereby apply on behalf of

.....
(name of association)

for the registration of that association as a charity under and for the purposes of the *Collections Act 1966*.

Organisation details

Purpose of association

What charitable activities will funds raised be directed towards in order to meet the objectives stated in the Association's Constitutional document i.e. Assisting the Disabled?

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Organisation details continued

Governing body

Details of all people having control of the association must be provided.
A post office box address is not acceptable.
(Please photocopy extra pages if more space required)

Position held: President Secretary Treasurer Director
 Trustee Other

Full name

Address

Suburb State Postcode

A post office box address is not acceptable.

Position held: President Secretary Treasurer Director
 Trustee Other

Full name

Address

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**Please photocopy extra pages
if more space is required**

Organisation details continued	
<p>Auditor details Existing or proposed.</p>	<p>First name Last name</p> <p>Phone (day time) Mobile</p> <p>Email</p> <p>Auditor's qualifications (please tick one of the following):</p> <p><input type="checkbox"/> A person registered as an auditor under the <i>Corporations Act 2001</i>.</p> <p><input type="checkbox"/> Member of CPA Australia who is entitled to use the letters 'CPA' or 'FCPA'.</p> <p><input type="checkbox"/> Member of the Institute of Chartered Accountants in Australia who is entitled to use the letters 'CA' or 'FCA'.</p> <p><input type="checkbox"/> Member of the National Institute of Accountants who is entitled to use the letters 'MNIA', 'FNIA', 'PNA' or 'FPNA'.</p> <p><input type="checkbox"/> Other—Auditor approval will be required from the Office of Fair Trading.</p>
<p>Banking details * Check applicable. # At least two names required.</p>	<p>(a) Name of existing/proposed <input type="checkbox"/> Bank* / <input type="checkbox"/> Building society* / <input type="checkbox"/> Credit union* Branch:</p> <p>(b) Title of existing/proposed account/s:</p> <p>.....</p> <p>(c) Names of existing/proposed people[#] authorised to operate on the account/s are:</p>
<p>Locations</p>	<p>The localities or towns in which the association operates or intends to operate are:</p>
<p>Association members</p>	<p>The present number of members of the association is</p> <p>The total number of members on the governing body is</p>
<p>Postal address</p>	<p>Address</p> <p>Suburb State <input type="checkbox"/><input type="checkbox"/><input type="checkbox"/> Postcode <input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/></p>
<p>Financial year conclusion</p>	<p>The date of the conclusion of the financial year is <input type="checkbox"/><input type="checkbox"/> / <input type="checkbox"/><input type="checkbox"/> D D M M</p>
<p>Advertisement for objections (For draft advertisement see the Office of Fair Trading's website.) * Must be published in Brisbane and circulated throughout Queensland. # Not required if there is not a newspaper published at least five days a week in the locality of the association's registered address.</p>	<p>The association will advertise for objections to its registration as a charity in the newspaper* and the local newspaper#</p> <p>Please note: You must forward a copy of the published advertisement/s to the Office of Fair Trading within seven days of filing or lodging this application.</p>

Organisation details continued

Supporting documents

Accompanying this application are:

- An up-to-date copy of the constitution, **certified to be an accurate copy by any two members of the governing body** of the association.
- A copy of the resolution or minute of the meeting at which the members or the governing body approved the making of this application, **certified to be an accurate copy by any two members of the governing body** of the association.
- A copy of the last balance sheet or statement of the financial affairs of the association.
- The written consent of the central body of the association (required only if this application is made on behalf of a local or affiliated branch or section of the association).

Declaration (must be completed)

Declaration about people involved in fundraising

Has any person mentioned in this application, any appeal manager or person associated with the charity who has managerial or financial responsibility for or significant influence over any appeals for support ever:

Been convicted of an offence in the last 5 years involving fraud or dishonesty punishable, at the time of conviction is recorded, by not less than three months imprisonment (whether or not the penalty of imprisonment was imposed)?

- No Yes—attach a separate sheet with the name(s) of the person and the details of the offence(s) or insolvency/administration and their role in your organisation.

Currently affected by bankruptcy action or involved in a corporation that is subject to insolvency action?

- No Yes—attach a separate sheet with the name(s) of the person and the details of the offence(s) or insolvency/administration and their role in your organisation.

* Check whichever is applicable.

I declare that all details provided on this form are true and correct.

Signature

Signatory's name

Position held: President Secretary Treasurer Director

Trustee Other

Date / /
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Checklist

- Have you completed and signed the application form?
- Have you advertised for objections to the registration of the association as a charity. **Note:** you must forward a copy of the published advertisement/s to the Office of Fair Trading within seven days of filing or lodging this application?

Have you attached:

- A correctly certified copy of the association's rules,
- A correctly certified copy of the resolution to make this application,
- A document showing the current financial position of the association,
- If a branch, a letter of approval to make the application.

Lodgement details

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.