

# CHECKLIST

Before sending in the application form/s to the Registry of Co-operatives & Associations for registration of the special resolution/rule alteration, please use the following as a checklist. Note that a co-operative may submit a draft resolution to the Registry free of charge if they are unsure of whether the rule alteration/special resolution will be suitable for registration.

You must act in accordance with the following instructions to ensure that the application is acceptable. All references are to sections of the Co-operatives Act 1992 (NSW).

1. The use of correction fluid on documents submitted to the Registrar **IS NOT ACCEPTABLE**. Where it is proposed to eliminate printed matter, it should be crossed out and initialled by a director and secretary of the co-operative (i.e. the same persons that sign the form). If documents are found to contain correction fluid, they will be returned.
2. Ensure that all sections of the application form (Form AF10 (section 113 (2)(a))) are completed and that the form is signed by a director and secretary of the co-operative. A Justice of the Peace, Solicitor, Notary Public or Commissioner for Affidavits must witness these signatures. **All forms must contain ORIGINAL signatures.**
3. Application forms must be submitted **IN DUPLICATE** to the Registry within 28 days after the passing of the special resolution (section 113(2)(b)). If not, the co-operative will be required to pay a late fee of \$35.00.
4. All applications must have the prescribed fees attached. If the application is for a resolution altering the rules of the co-operative, the fee is \$15.00 per rule alteration, to a maximum fee of \$135.00 per application. If the application is for a special resolution other than a rule alteration, the fee is \$15.00 per special resolution, to a maximum fee of \$135.00 per application.
5. A consolidated copy of the rules of the co-operative, including the alteration must accompany an application for registration (section 113(2)(c)).
6. Part A of the application form is to include the **EXACT WORDING** of the special resolution.

7. All paragraphs of the rule, including the alteration, **MUST** be inserted beneath the resolution.
8. If the special resolution does not fit within Part A of the application it may be submitted as an annexure, endorsed as specified in the notes at the bottom of the second page of the application form. An example annexure cover page is attached for your use if required. If an annexure is used, the words “**See Annexure A**” need to be inserted as part of the resolution in Part A.
9. All annexures must also contain **ORIGINAL** signatures.
10. Where a non-trading/share co-operative is converting to a co-operative without share capital, the application must include a copy of the notice that was published in the newspaper in accordance with section 145(2) of the Co-operatives Act 1992.
11. Where a postal ballot or special postal ballot is conducted, a copy of the entry in the minute book of the returning officer’s declaration is to be attached by way of annexure.