

*Please read the information provided before completing this form. This form should be completed in black ink and BLOCK LETTERS.*

**THE PRESCRIBED FEE APPLIES**

**To the Registrar of Co-operatives**

We, the undersigned, being committee members of the association listed below, hereby apply for registration as a non-trading co-operative under the Co-operatives Act 1992 and in support of such application make the following statements:

**1. Name of the proposed co-operative:**

**2. Name of the existing association:**

**3. Registered number:**

**4. Details of the meeting at which it was resolved to apply for registration as a non trading co-operative:**

Place:

**5. This application includes:**

- (a) A declaration by committee members confirming the above meeting (Part B of this form);
- (b) A list containing the full name, address, occupation, place and date of birth of each person who is to be a director of the co-operative (Part C of this form);
- (c) A declaration signed by the committee members stating that at a meeting of the board/committee they formed the opinion that the association will be able to pay its debts as they fall due, together with financial details of the association (Part D of this Form);
- (d) Two copies of the proposed rules approved by the Registrar, passed by a special resolution of the existing association and signed and certified by those persons who acted as chairperson and secretary at the above meeting;
- (e) The original certificate of incorporation of the association;
- (f) Auditor's letter of consent;
- (g) The prescribed fee.

**NOTE:** A proposed co-operative is not considered to be registered under the Co-operatives Act 1992 until registered by the Registrar of Co-operatives.

**6. Contact details of the person lodging this application:**

Name:

Address:

Daytime phone number:



**OFFICE USE ONLY**

Receipt no: \_\_\_\_\_

Issued on: \_\_\_\_\_

Amount: \_\_\_\_\_

**Form AF9-A**

Details of the proposed co-operative.

7. The registered address of the co-operative will be:

Postcode:

8. The postal address of the co-operative will be:

Postcode:

9. The number of members of the association at the date of this application is:

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10. Will all of these persons become members of the co-operative on registration?

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11. Will the co-operative have share capital?

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12. If yes:

(a) The nominal value of shares in the co-operative will be:

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(b) The minimum number of shares each member will be required to hold will be:

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13. The auditor for the co-operative will be:

Name:
Firm name:
Address:
Postcode:

14. Is the auditor a registered company auditor?

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15. If NO, does the co-operative intend to take advantage of the Class Order?

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16. Is there currently any existing charge(s) on the property of the body corporate within the meaning of section 278 of the Co-operatives Act 1992.

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If YES, the documents required under Schedule 3 to the Act must be attached to this application.

17. Local Government Area in which the co-operative will conduct the majority of its business:

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***This form should be completed in black ink and BLOCK LETTERS.***

Name of proposed co-operative:

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Committee member of the association:

Name:
Address:
Postcode:

Committee member of the association:

Name:
Address:
Postcode:

Details of the meeting of the association at which it was resolved to form and apply for registration as a non-trading co-operative:

Place:		
Day	Month	Year

**For the purpose of forming the above-named co-operative, we the above-named do solemnly declare that:**

- (1) At the abovementioned meeting at which we were present, the association passed the following special resolution(s) in accordance with its rules or constitution<sup>\*1</sup>:
  
- (2) The rules attached to this application for registration and signed by the above named committee members are the rules approved by the Registrar under section 18 of the Act and passed by the association by way of a special resolution.

We make this solemn declaration conscientiously believing the same to be true and by virtue of the provisions of the Oaths Act 1900 as amended.

Signature of director/ committee member:

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Signature of director/ committee member:

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Declared by both the above-named declarants before me at:

Place
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Date:

Day:	Month:	Year:
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Signature of Justice of the Peace, Notary Public Solicitor or Commissioner for Affidavits:

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*(Note 1: The body corporate must approve by special resolution (a) the proposed registration of the association as a non-trading co-operative, and (b) the rules approved by the Registrar under section 18 of the Act.)*

**Part C: List of directors, secretary & principal executive officer**

*To accompany Application for registration of an association as a non-trading co-operative*

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Name of proposed co-operative:

The persons listed hereunder are to be the first directors of the co-operative.

Surname	Given names	Occupation	Place and date of birth	Address	Signature

The persons listed below are to be the principal executive officer (if any) and the secretary of the proposed co-operative.

Surname	Given names	Occupation	Date of birth	Address	Date of Appointment
(Principal Executive Officer)					
(Secretary)					

**Date:** Day:  Month:  Year:

**Signature of Secretary:**

**Statement under the Privacy and Personal Information Protection Act 1998**

The above signatories:

- authorise the Office of Fair Trading to make any enquiries and to receive and disclose any information which is relevant to the registration of the co-operative;
- acknowledges that information in this application for registration of the co-operative will be placed on a register open to the public;
- has a right to seek access to and correction of information supplied.

**Part D: Declaration of financial position**

*To accompany Application for registration of an association as a non-trading co-operative*

***This form should be completed in black ink and BLOCK LETTERS.***

Name of proposed co-operative:

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Name of existing body corporate:

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**Details of the meeting of the board/committee of body corporate at which the board/committee formed the opinion that the body corporate will be able to pay its debts as fall due.**

Day	Month	Year
Place:		

**For the purpose of applying for registration of the above-named co-operative, we the directors/committee members of the above named body corporate declare that:**

- (1) At the abovementioned meeting of the committee of the association, the committee formed the opinion the association will be able to pay its debts as they fall due.
- (2) The association is not in the course of being wound up and has not had an application lodged to wind it up that has not been dealt with.
- (3) The attached accounts of the association for the last financial year are the true and correct accounts of the association.
- (4) Profit & loss figures and a balance sheet for the association up to the latest practical date before the date of this application is attached.

**We make this solemn declaration conscientiously believing the same to be true and by virtue of the provisions of the Oaths Act 1900 as amended.**

Name of director/committee member	Signature of director/committee member	Date

***Note: This Part is to be signed by each director or committee member of the body corporate.***