

Co-operative search request form

Co-operatives National Law (NSW) Section 601



1800 502 042 fairtrading.nsw.gov.au

Please read this information before completing this form.
This form can be completed in Adobe Reader and saved for your records.

When to use this form?

This form should be used to access documents lodged with NSW Fair Trading on the Public Register upon paying the applicable fee under:

- The Co-operatives National Law, Regulation 8.2 of the Co-operatives National Regulations sets out the documents that are available on the Register.

Fees

Extract:

\$36.00 (pay upfront)

For other documents we will contact you with a quote.

Photocopy (P):

(20 pages or less - \$36.00) (more than 20 pages - \$95.00)

Certified (C):

(20 pages or less - \$60.00) (more than 20 pages - \$119.00)

There is no GST payable.

How to pay

Pay by credit card or PayPal using the following link:

www.fairtrading.nsw.gov.au/registrypayments

Step 1 - Click on the link or type the URL into your web browser.

Step 2 - Follow the instructions online to complete payment. (*select 'Registry and Accreditation' as the agency*)

Step 3 - You will receive a receipt upon payment.

Step 4 - Attach a copy of the receipt to the form.

Not providing this information may result in delays in processing your form.

Alternatively, if you intend to pay by cheque or money order this can be done in person at a Service NSW Centre accepting this form of payment. Please telephone 13 77 88 or visit www.service.nsw.gov.au/service-centre prior to attending, to confirm accepted payment methods. Cheques or money orders should be made payable to NSW Fair Trading.

How to lodge

- **By email** to registrysearches@customerservice.nsw.gov.au ensuring a copy of the receipt of payment is attached.
- **By post** to Registry and Accreditation, PO Box 22, Bathurst NSW 2795, ensuring a copy of the receipt of payment is included.
- **In person** at any **Service NSW Centre**. Before visiting your nearest Service NSW Centre, please telephone 13 77 88 or visit www.service.nsw.gov.au/service-centre to confirm accepted payment methods prior to attending.

What happens when you lodge your search request?

You will be contacted within 3-5 working days regarding the cost or progress of your request. There is no obligation to proceed with the search request and the documents sought may be altered during this time.

Once we provide you with a quote for your search request, payment must be made within 28 days.

Once Registry and Accreditation receives a copy of receipt of payment, the search results will be forwarded to you by email.

Contacting Registry and Accreditation

Telephone 1800 502 042

Mail Registry and Accreditation,
PO Box 22
Bathurst NSW 2795

Website www.fairtrading.nsw.gov.au/associations-and-co-operatives/co-operatives

Assistance

Telephone - 13 14 50

Ask for an interpreter in your language.

TTY - 133 677

Telephone service for the hearing impaired.

The above information is intended as a guide only and is included to assist you in completing and lodging this form. This page is not part of the form. If required, professional advice should be obtained regarding the matters dealt with in this form.

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Registry use only

Updated June 2023

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1. Applicant

Title	Given name(s)	Family/Surname
<input type="text"/>	<input type="text"/>	<input type="text"/>
Organisation		
<input type="text"/>		
Address		
<input type="text"/>		
Suburb	State	Postcode
<input type="text"/>	<input type="text"/>	<input type="text"/>
Contact number	Email address	
<input type="text"/>	<input type="text"/>	

2. Search request details

Co-operative name	Registration number NSWC
<input type="text"/>	<input type="text"/>

3. Documents required *C = Certified electronic copy | P = Photocopy*

<input type="checkbox"/>	Extract: (includes name, registration status, registered office, principal place of business (if available), details of lodgement of last annual return or report, previous names of co-operative, current directors and officers, whether there are any enforceable undertakings).
<input type="checkbox"/> C <input type="checkbox"/> P	Application for registration of co-operative
<input type="checkbox"/> C <input type="checkbox"/> P	Copy of certificate of registration
<input type="checkbox"/> C <input type="checkbox"/> P	Primary activity/activities
<input type="checkbox"/> C <input type="checkbox"/> P	Registered rules (reviewed by the Registry)
<input type="checkbox"/> C <input type="checkbox"/> P	Consolidated rules (as lodged by Co-operative - not reviewed by Registry)
<input type="checkbox"/> C <input type="checkbox"/> P	Registered special resolution - Re: <input type="text"/>
<input type="checkbox"/> C <input type="checkbox"/> P	Disclosure statement - Re: <input type="text"/>
<input type="checkbox"/> C <input type="checkbox"/> P	Annual report/return for year(s): <input type="text"/>
<input type="checkbox"/> C <input type="checkbox"/> P	Financial statements (may not be available for small co-operatives) for year(s): <input type="text"/>
<input type="checkbox"/> C <input type="checkbox"/> P	Exemptions/orders or approvals/enforceable undertakings - Re: <input type="text"/>

Registry use only

			\$	<input type="text"/>
<input type="checkbox"/>	<20	<input type="checkbox"/>	>20	\$ <input type="text"/>
<input type="checkbox"/>	<20	<input type="checkbox"/>	>20	\$ <input type="text"/>
<input type="checkbox"/>	<20	<input type="checkbox"/>	>20	\$ <input type="text"/>
<input type="checkbox"/>	<20	<input type="checkbox"/>	>20	\$ <input type="text"/>
<input type="checkbox"/>	<20	<input type="checkbox"/>	>20	\$ <input type="text"/>
<input type="checkbox"/>	<20	<input type="checkbox"/>	>20	\$ <input type="text"/>
<input type="checkbox"/>	<20	<input type="checkbox"/>	>20	\$ <input type="text"/>
<input type="checkbox"/>	<20	<input type="checkbox"/>	>20	\$ <input type="text"/>
TOTAL \$				<input type="text"/>

Registry use only

Notes: