

# Co-operative Housing Society search request form

Co-operative Housing and Starr-Bowkett Societies Act 1998 Section 23



1800 502 042 [fairtrading.nsw.gov.au](http://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-operative Housing and Starr-Bowkett Societies Act 1998*. Regulation 16 of the Co-operative Housing and Starr-Bowkett Societies Regulation 2020 sets out the documents that are available.

## Fees

### All documents are Certified:

1<sup>st</sup> page - \$23.00 & \$2.00 for each page thereafter, per document.

There is no GST payable.

## How to pay

Pay by credit card or PayPal using the following link:  
[www.fairtrading.nsw.gov.au/registrypayments](http://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 any Service NSW Centre. Cheques or money orders should be made payable to NSW Fair Trading.

## How to lodge

- **By email** to [registrysearches@customerservice.nsw.gov.au](mailto: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**. For the address of your nearest Service NSW Centre please telephone 13 77 88 or visit [www.service.nsw.gov.au/service-centre](http://www.service.nsw.gov.au/service-centre)

## 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](http://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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Co-operative Housing and Starr-Bowkett  
Societies Act 1998 Section 23

Registry use only

Updated September 2021

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Fee (GST free)  
1<sup>st</sup> page - \$23.00  
Each page thereafter, per document - \$2.00

## 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

CHS Name	ORG ID
<input type="text"/>	<input type="text"/>

## 3. Documents required

	Office use only		Office use only
<input type="checkbox"/> Application for registration	<input type="text"/> \$ <input type="text"/>	<input type="checkbox"/> Register of mortgages & charges. <i>(Historic only)</i>	<input type="text"/> \$ <input type="text"/>
<input type="checkbox"/> Application for merger or transfer of engagements	<input type="text"/> \$ <input type="text"/>	<input type="checkbox"/> Receivers/Managers report	<input type="text"/> \$ <input type="text"/>
<input type="checkbox"/> Registered office address	<input type="text"/> \$ <input type="text"/>	<input type="checkbox"/> Annual return for financial year end/s:	<input type="text"/> \$ <input type="text"/>
<input type="checkbox"/> Certificate of Incorporation	<input type="text"/> \$ <input type="text"/>	<input type="text"/>	
<i>(includes change of name/ merger/ transfer of engagements)</i>		<b>Annual return</b> includes the accounts, director's report, director's statement, auditors report.	
<input type="checkbox"/> Certificate of confirmation of transfer	<input type="text"/> \$ <input type="text"/>	<input type="checkbox"/> Other docs:	<input type="text"/> \$ <input type="text"/>
<input type="checkbox"/> Registered rules	<input type="text"/> \$ <input type="text"/>	<input type="text"/>	
<input type="checkbox"/> List of directors	<input type="text"/> \$ <input type="text"/>		
			<b>TOTAL</b>
			<input type="text"/> \$ <input type="text"/>

## Registry Office use only

Notes: