

FORM A7

Application to register change of name

Associations Incorporation Act 2009 (section 10)



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 should this form be lodged?

This form must be lodged where an association wishes to apply to change its name.

The form **must** be lodged within 28 days of the special resolution approving the change of name being passed.

A change of name has effect from the time the change of name is registered.

Proposed association name (part 1)

Set out the spelling of the proposed name EXACTLY as you wish it to appear on the certificate of registration.

Please note that the name will appear on the certificate in CAPITAL letters.

The name **must** end in the word 'INCORPORATED' or the abbreviation 'INC'.

When choosing a name for an association it is important to appreciate Fair Trading may refuse to register a name in certain circumstances, including where:

- it closely resembles the name of an existing or former incorporated association and the public would likely be misled,
- it is the same as a registered business, company or co-operative name,
- it is considered to be offensive or undesirable, or
- if the name or words in the name are restricted by state or federal law.

To reduce delay you should nominate up to 3 different names, in order of preference. The first available name will be registered.

Before making this application, it is a good idea to read the fact sheet titled 'Naming your incorporated association' on www.fairtrading.nsw.gov.au.

Current association details (part 2)

Please ensure the correct name and incorporation number of the association is included in this section.

Special resolution (part 3)

The terms of the resolution (motion) approved by the members of the association must be set out here. If there is insufficient room a copy of the special resolution must be attached to this form.

Declaration (part 4)

The declaration on the reverse of the form **must** be completed by a person authorised by the committee.

How to lodge

- **By email** to registrylodgements@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.

How to pay the lodgement fee

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.

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.

Not providing all required information and a copy of the receipt may result in delays in processing your application.

What happens when you lodge your application?

- The application will be reviewed. You will be notified in writing if further information is required.
- This form may be returned if:
 - it is not completed correctly; or
 - it does not have the necessary attachments; or
 - it is received without payment.
- If your application is approved, the application will be registered and you will receive a certificate of registration on change of name.
- If your application is refused, you will receive written notification of the reasons.
- If any change occurs in the information you have provided in your application, you must notify NSW Fair Trading as soon as possible.

What if my application is refused?

- If you are dissatisfied with the decision made on your application, in the first instance, you may apply in writing to Fair Trading to have the decision reviewed.
- If you are dissatisfied with the outcome of the internal review you may apply to the NSW Civil and Administrative Tribunal for a review of the decision.

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/
associations](http://www.fairtrading.nsw.gov.au/associations-and-co-operatives/associations)

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.



FORM A7

Application to register change of name

Associations Incorporation Act 2009 (section 10)

Registry use only

Updated June 2023

1800 502 042 fairtrading.nsw.gov.au

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

Fee (GST free)
If name is NOT reserved - \$119.00
If name is currently reserved - \$75.00

1. Proposed association name *(in order of preference)*

		Office use
1.	<input type="text"/>	INCORPORATED App / Rej
2.	<input type="text"/>	INCORPORATED App / Rej
3.	<input type="text"/>	INCORPORATED App / Rej

If insufficient space please attach details of proposed names.

If the name is reserved, please enter a current reservation number

2. Current association details

Name

INCORPORATED

Registration number *(not ABN)* INC or Y

3. Special resolution

The special resolution (motion) approving the change of name was passed on

(DD/MM/YYYY)

Provide the exact wording of the special resolution passed at a general meeting of the members. If insufficient space please attach.

4. Declaration

I declare:

- I am authorised by the committee of the association to make this application,
- the information set out in this form and in any attachment to this form is correct,
- the original certificate of registration or statutory declaration as to its loss or destruction is attached.

Signature

Date signed (DD/MM/YYYY)

This form is designed to be completed in Adobe Reader. A cross appearing in the digital signature field above may indicate a compatibility issue. If a cross appears please sign here

Printed name

Position held

5. Privacy statement

NSW Fair Trading, Department of Customer Service gives priority to protecting the privacy of your personal information. We do this by handling personal information in a responsible manner and in accordance with the *Privacy and Personal Information Protection Act 1998* (PPIP Act). Service NSW acts as a shopfront for us and performs transactions for you, on our behalf.

The personal information contained in your application is collected and held by NSW Fair Trading and Service NSW will collect and hold personal information on our behalf as part of the application process.

We are collecting your personal information for the following purposes:

1. To receive and assess an association's application to register a change of name in accordance with section 10 of the *Associations Incorporation Act 2009* (AI Act).
2. Internal administrative purposes, including liaising with you in relation to your application.
3. We may use the information to support more informed policy making, program management, evaluation, research and service planning as it can facilitate more efficient service delivery for incorporated associations in NSW.
4. As required by legislation to record information on a public register, parts of which will be published online.

The consequence of not providing it is that your application may not be able to be determined. We may use the personal information contained in your application to confirm your details if you make any subsequent applications. We may also use it to administer/update our public register, including to send you information that we consider important such as information and updates regarding Incorporated Association's obligations under the AI Act.

We will store and manage your personal information in accordance with provisions under the PPIP Act.

If required, we may make enquiries and exchange information with other NSW government agencies (including the NSW Police Force), or other States, Territories and/or the Commonwealth for the purpose of assessing your application and for compliance purposes. We may disclose your personal information for these purposes.

We will not disclose your personal information to anybody else unless you have given consent, or we are authorised or permitted to do so by law. Our [Privacy Statement](#) describes when this may occur. You can find this information and our [Privacy Management Plan](#) on the Department of Customer Service website.

Please see the [Fair Trading Privacy Code of Practice](#) for more information about how we handle your personal information, how you can request access to or correct the personal information we hold about you (if the information is inaccurate, incomplete, not relevant or out of date) and who to contact if you have a privacy enquiry or complaint, or email brdprivacy@customerservice.nsw.gov.au.

For more information about how Service NSW handles personal information please visit www.service.nsw.gov.au/privacy.

Who should NSW Fair Trading contact if there is a query about this form?

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

Payment details

Application fee:

If name is NOT reserved: \$119.00

If name is currently reserved: \$75.00

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.

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.

Receipt number

Checklist *(tick boxes and ensure documents are attached)*

- ☐ The certificate of registration or statutory declaration as to its loss or destruction is attached.
- ☐ The wording of the special resolution approving the change to the association's name is included on the form or attached.