

# INCORPORATED ASSOCIATIONS SEARCH REQUEST FORM

*Associations Incorporation Act 2009 (section 98)*



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?

- Members of the public can inspect/obtain copies of documents lodged with NSW Fair Trading on the Public Register under the *Associations Incorporation Act 2009* following payment of the set fee.
- Copies of document such as: the Certificate of Incorporation, an association's constitution and an extract of the public register may be obtained.
- An Extract lists the registration number, current status, current and previous names of the association and public officers and a list of all documents lodged on the Register.

### Note:

A certificate of incorporation can not be provided for ceased associations.

The most recently lodged Annual summary will be provided unless otherwise specified.

The most recently lodged Public Officer alteration will be provided unless otherwise specified.

## Fees

GST FREE - *Associations Incorporation Regulation 2016 - Schedule 5*.

### Inspection fee:

\$22.00 per document, non-refundable, deducted from the total cost of search.

### PDF (P):

1<sup>st</sup> page - \$22.00 & \$1.00 for each page thereafter, per document.

### Certified (C):

1<sup>st</sup> page - \$24.00 & \$2.00 for each page thereafter, per document.

## How to pay the lodgement fee

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 and ASS - Association Search as the form)

**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 any Service NSW Centre. 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.**

## 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 with a quote and advise progress of your request:
  - within 3-5 working days if the association was registered after 2003; or
  - within 5-10 working days if the association was registered before 2003.

There is no obligation to proceed with the search request and the documents sought may be altered during this time.

- A quote will be provided 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.

**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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*Associations Incorporation Act 2009 (section 98)*

Registry use only

Updated July 2022

1800 502 042 fairtrading.nsw.gov.au

**Please read the information before completing this form.**  
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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

Association name	Incorporation number INC or Y
<input type="text"/>	<input type="text"/>

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

	Registry use only		Registry use only
<input type="checkbox"/> <b>P</b> Extract	\$ <input type="text"/>	<input type="checkbox"/> <b>C</b> <input type="checkbox"/> <b>P</b> Objects	<input type="text"/> \$ <input type="text"/>
<input type="checkbox"/> <b>C</b> <input type="checkbox"/> <b>P</b> Certificate of Incorporation	<input type="text"/> \$ <input type="text"/>	<input type="checkbox"/> <b>C</b> <input type="checkbox"/> <b>P</b> Constitution	<input type="text"/> \$ <input type="text"/>
<input type="checkbox"/> <b>C</b> <input type="checkbox"/> <b>P</b> Incorporation application	<input type="text"/> \$ <input type="text"/>	<input type="checkbox"/> <b>C</b> <input type="checkbox"/> <b>P</b> Certificate (vesting of property)	<input type="text"/> \$ <input type="text"/>
<input type="checkbox"/> <b>C</b> <input type="checkbox"/> <b>P</b> Application to change name	<input type="text"/> \$ <input type="text"/>	<input type="checkbox"/> <b>C</b> <input type="checkbox"/> <b>P</b> Application for cancellation	<input type="text"/> \$ <input type="text"/>
<input type="checkbox"/> <b>C</b> <input type="checkbox"/> <b>P</b> Public Officer alteration form	<input type="text"/> \$ <input type="text"/>	<input type="checkbox"/> <b>C</b> <input type="checkbox"/> <b>P</b> Other (insert details below)	<input type="text"/> \$ <input type="text"/>
<input type="checkbox"/> <b>C</b> <input type="checkbox"/> <b>P</b> Annual Summary (insert year(s) below)	<input type="text"/> \$ <input type="text"/>	<div style="border: 1px solid black; height: 60px; width: 100%;"></div>	
<input type="text"/>			
		TOTAL	
		<input type="text"/> \$ <input type="text"/>	

## Registry Office use only

Insp. fee request: \$	<input type="text"/>	Quote provided: \$	<input type="text"/>
Insp. fee paid: \$	<input type="text"/>	Balance paid: \$	<input type="text"/>
Receipt no:	<input type="text"/>	Receipt no:	<input type="text"/>
Image request no.	<input type="text"/>	Docs sent/search finalised	<input type="text"/>
Notes: <input type="text"/>			