

# FORM C7

## Application to Approve Transfer of Engagements

Co-operatives National Law (NSW) Sections 400 and 480



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 should this form be lodged?

This form is to be used by two or more co-operatives proposing to transfer engagements.

Before applying for approval of a transfer of engagements each co-operative must send to each of its members a disclosure statement approved by the Registrar. If you have not already had the disclosure statement approved by the Registrar you must first complete an 'Application to Approve Disclosure Statement for Transfer of Engagements' (Form C3) available on the [NSW Fair Trading website](http://www.fairtrading.nsw.gov.au).

Before making this application, the proposed transfer of engagements must have been approved by each of the co-operatives by:

- a special resolution passed by a special postal ballot; or
- a resolution of the board of the co-operative if you have been previously granted consent by the Registrar.

### Fees

Application fee: \$87.00

**The fee must be paid at the time of application.**  
There is no GST payable.

### How to lodge

- **By email** to [registrylodgements@customerservice.nsw.gov.au](mailto: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](http://www.service.nsw.gov.au/service-centre) to confirm accepted payment methods prior to attending.

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](http://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.
- If your application is approved, you will be notified in writing. If the transfer of engagements is a total transfer, the registration of the transferring co-operative(s) will be cancelled.
- 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.

The *Co-operatives National Law (NSW)* can be found at the Appendix to the *NSW Co-operatives (Adoption of National Law) Act 2012*.

### 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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Fee (GST free) - \$87.00

### 1. Details of co-operatives proposing to transfer engagements

#### Details of co-operatives involved in the transfer of engagements

If more than 2 co-operatives, attach a separate list with the additional details as specified below.

##### Co-operative accepting transfer

Name of co-operative

LIMITED

Co-operative registration number

State of registration

##### Co-operative making transfer

Name of co-operative

LIMITED

Co-operative registration number

State of registration

### 2. Is the proposed transfer of engagements a total or partial transfer of engagements?

Choose one option only:

Total transfer

Partial transfer

### 3. Document checklist

#### Your application cannot be processed without the following documents:

- A copy of the rules for the co-operative receiving the transfer of engagements.
- In the case of a total transfer of engagements from a NSW Co-operative - that co-operative's certificate of registration.

### 4. Transfer of engagements - co-operative registered in a participating jurisdiction

#### An application for approval of the transfer was made to the Registrar in the participating jurisdiction on:

Date (DD/MM/YYYY)

In the case of a total transfer of engagements to a NSW Co-operative - the certificate of registration for the transferring co-operative was surrendered to the Registrar of the participating jurisdiction on:

Date (DD/MM/YYYY)

### 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* (PIIP 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.

## 5. Privacy statement *(continued)*

We are collecting your personal information for the following purposes:

1. To process your application to approve transfer of engagements of co-operatives under sections 400 and 480 of the *Co-operatives National Law (NSW)* (CNL 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 co-operatives 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 Co-operative's obligations under the CNL 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](mailto:brdprivacy@customerservice.nsw.gov.au).

For more information about how Service NSW handles personal information please visit [www.service.nsw.gov.au/privacy](http://www.service.nsw.gov.au/privacy).

## 6. Declaration

### Who must sign this application

I declare that:

- I am authorised to lodge this application on behalf of all co-operatives proposing to transfer engagements and all co-operatives involved in the transfer of engagements have passed a special resolution by special postal ballot or, if approved by the Registrar, a resolution of the board approving the proposed transfer of engagements.
- There have been no changes, additions or omissions to the disclosure statement(s) approved by the appropriate Registrar under section 397 or 477 of the *Co-operatives National Law (NSW)* sent to each of the co-operatives' members.
- There is no good reason why the transfer of engagements should not take effect.
- Each of the co-operatives has complied with Div. 1, Part 4.3 or Part 5.5 of the *Co-operatives National Law (NSW)*, as appropriate, in relation to the proposal.

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 (office) held

### 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: \$87.00

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.

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](http://www.service.nsw.gov.au/service-centre) prior to attending, to confirm accepted payment methods.

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Receipt number