NSW GOVERNMENT Fair Trading

ABN 81 913 830 179

Form C8

Aug 2019

Notice of Change of Details of Co-operative Officers

(Directors, Secretary and Chief Executive Officer)

Co-operatives National Law (NSW) (Section 216)

Co-operatives National Regulation (Clause 3.5)

Application fee: NIL

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

Registry Services, PO Box 22, Bathurst, NSW 2795

Telephone: (02) 6333 1400 or 1800 502 042

THINGS TO KNOW BEFORE STARTING

- This form **must** be used to notify changes in the following details of a co-operative or a subsidiary of a co-operative:
    - the appointment of a new secretary, chief executive officer or director (part 3 or part 4);
    - the cessation of appointment of a secretary, chief executive officer or director (part 5 or part 6);
    - change to the residential address of an existing director, secretary or chief executive officer (part 7); and/or
    - change of name of an existing director, secretary or chief executive officer (part 8).
- This form must be lodged within **28 days** of the change.

Note: Most co-operatives will need to complete this form after each annual general meeting.

How to complete this form

- Please use a blue or black pen and print clearly using block letters.
- Ensure the relevant parts of the form are completed.
- **Complete parts 1, 2 and 9 of the form and the contact details in all cases.**
- Complete parts 3, 4, 5, 6, 7 and 8 as appropriate. **All relevant information must be provided.**
- There is no fee to lodge this form.

How to lodge

- **If lodging by email**, email scanned form to registrylodgements@customerservice.nsw.gov.au.
- **If lodging by post,** post the completed form to **Registry Services, PO Box 22, Bathurst NSW 2795.**
- **If lodging in person**, forms may be lodged at any **Service NSW Centre**.

What happens when you lodge your form

- The form will be reviewed. You will be notified in writing if further information is required.
- When the form is completed correctly, the information will be recorded on the Register of Co-operatives. Confirmation the information has been recorded will be provided on request.
- If any change occurs in the information you have provided in this form, 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*.

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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Notice of Change of Details of Co-operative Officers C8

(Directors, Secretary and Chief Executive Officer)

Co-operatives National Law (NSW) (Section 216)
Co-operatives National Regulation (Clause 3.5)

Details of co-operative

1. Provide details of the co-operative

Co-operative registration number	NSWC
Name of co-operative	Limited

Type of change

2. What type of change are you notifying? (choose all that apply)

☐	Appointment of new secretary or chief executive officer - complete **part 3**.
☐	Appointment of new director - complete **part 4**.
☐	Ceasing secretary or chief executive officer - complete **part 5.**
☐	Ceasing directors - complete **part 6**.
☐	Change of name for existing secretary, director or chief executive officer - complete **part 7**.
☐	Change of residential address for existing secretary, director or chief executive officer - complete **part 8**.

Appointment of secretary or chief executive officer

3. Provide details of appointment of secretary or chief executive officer.

Secretary

Given name(s) (in full)	
Surname	
Former name(s) (if any)	
Residential Address (including state and postcode)	Town/Suburb State ☐ Postcode
Date of birth (dd/mm/yyyy)	/ /
Place of birth	
Date appointed (dd/mm/yyyy)	/ /
Also appointed director?	☐ Yes, date appointed / / ☐ No

Chief Executive Officer

Given name(s) (in full)	
Surname	
Former name(s) (if any)	
Residential Address (including state and postcode)	Town/Suburb State ☐ Postcode
Date of birth (dd/mm/yyyy)	/ /
Place of birth	
Date appointed (dd/mm/yyyy)	/ /
Also appointed director?	☐ Yes, date appointed / / ☐ No

Appointment of directors

4. Provide details of new directors.

If more than 4 directors, attach a separate list with the additional details as specified below.

Director

Given name(s) (in full)	
Surname	
Former name(s) (if any)	
Residential Address (including state and postcode)	Town/Suburb State Postcode
Date of birth (dd/mm/yyyy)	/ /
Place of birth	
Date appointed (dd/mm/yyyy)	/ /

Director

Given name(s) (in full)	
Surname	
Former name(s) (if any)	
Residential Address (including state and postcode)	Town/Suburb State Postcode
Date of birth (dd/mm/yyyy)	/ /
Place of birth	
Date appointed (dd/mm/yyyy)	/ /

Director

Given name(s) (in full)	
Surname	
Former name(s) (if any)	
Residential Address (including state and postcode)	Town/Suburb State Postcode
Date of birth (dd/mm/yyyy)	/ /
Place of birth	
Date appointed (dd/mm/yyyy)	/ /

Director

Given name(s) (in full)	
Surname	
Former name(s) (if any)	
Residential Address (including state and postcode)	Town/Suburb State Postcode
Date of birth (dd/mm/yyyy)	/ /
Place of birth	
Date appointed (dd/mm/yyyy)	/ /

Cessation of secretary or chief executive officer

5. Provide details of ceasing secretary or chief executive officer.

Secretary

Given name(s) (in full)	
Surname	
Date of birth (dd/mm/yyyy)	/ /
Place of birth	
Date ceased (dd/mm/yyyy)	/ /
Also ceasing as director?	☐ Yes, date ceased / / ☐ No

Chief Executive Officer

Given name(s) (in full)	
Surname	
Date of birth (dd/mm/yyyy)	/ /
Place of birth	
Date ceased (dd/mm/yyyy)	/ /
Also ceasing as director?	☐ Yes, date ceased / / ☐ No

Cessation of directors

6. Provide details of ceasing directors.

If more than 4 directors, attach a separate list with the additional details as specified below.

Director

Given name(s) (in full)	
Surname	
Date of birth (dd/mm/yyyy)	/ /
Place of birth	
Date ceased (dd/mm/yyyy)	/ /

Director

Given name(s) (in full)	
Surname	
Date of birth (dd/mm/yyyy)	/ /
Place of birth	
Date ceased (dd/mm/yyyy)	/ /

Director

Given name(s) (in full)	
Surname	
Date of birth (dd/mm/yyyy)	/ /
Place of birth	
Date ceased (dd/mm/yyyy)	/ /

Director

Given name(s) (in full)	
Surname	
Date of birth (dd/mm/yyyy)	/ /
Place of birth	
Date ceased (dd/mm/yyyy)	/ /

Changes to name of existing officer

7. To be completed if the name of an existing officer (director, secretary or chief executive officer) has changed.

If more than 1, attach a separate list with the additional details as specified below.

Officer's name previously notified	
New given name (if applicable)	
New surname (if applicable)	
Date of birth (dd/mm/yyyy)	/ /
Position (office) held	
Date of change (dd/mm/yyyy)	/ /

Changes of residential address of existing officer

8. To be completed if the residential address of an existing officer (director, secretary or chief executive officer) has changed.

If more than 1, attach a separate list with the additional details as specified below.

Officer's name	
Date of birth	/ /
Position (office) held	
New residential address (including state and postcode)	Town/Suburb State Postcode
Date of change (dd/mm/yyyy)	/ /

Declaration and signature

9. I declare that:

- I am a current office holder of the co-operative and I am authorised by the co-operative to notify these changes.
- The particulars contained in this form and any attachments are true and correct I acknowledge that it is an offence under section 514 of the *Co-operatives National Law (NSW)* to give the Registrar a document containing false or misleading information.
- The officers named in this form have been advised that:
  - Information in this document will be placed on a register open to the public as required by the *Co-operatives National Law (NSW)*.
  - They have a right to seek access to and correction of information supplied.
  - They can apply to the Registrar of Co-operatives to have their personal information suppressed.

Signature	
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 the declaration next to your printed name below.	
Printed name	
Date of signing (dd/mm/yyyy)	/ /
Position (office) held	

Privacy - NSW Fair Trading is committed to responsible and fair handling of your personal information, consistent with the laws we administer and the *Privacy and Personal Information Protection Act 1998*. Some information on this form will be placed on a public register in accordance with the *Co-operatives National Law (NSW)*. We may be unable to process this form if you do not provide the required information. You can contact us at any time to request access to the personal information we hold about you. In exceptional circumstances, you may apply to have public access to your personal information restricted. Our privacy statement and other privacy information are available at the **NSW Fair Trading website** or on request.

THIS PAGE DOES NOT CONSTITUTE PART OF THE FORM AND WILL NOT BE PLACED ON THE REGISTER OF CO-OPERATIVES.

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

Surname		Given name(s)	
Title		Daytime telephone	
Address			
Town/suburb		State	Postcode
Email			