

# FORM C10

## Application to Register Rule Amendment(s) / Special Resolution(s)

Co-operatives National Law (NSW) Sections 63, 243, 244 & 445



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 used to register rule amendments and other special resolutions passed by the co-operative.
- This form should be lodged within **28 days** of passing the special resolution, except for a special resolution to wind up a co-operative which must be lodged within 7 days. Late fees will apply for late lodgement.
- Where the special resolution relates to a rule amendment:
  - section 60 of the *Co-operatives National Law (NSW)* requires pre-approval of certain rules. Information in relation to the rules that require pre-approval can be found on the [Fair Trading website](#).

### Fees

- Application fees depend on the type and number of rule amendments / special resolutions:
  - \$36.00 per rule up to a maximum of \$238.00.
  - \$36.00 per special resolution up to a maximum of \$238.00 where no rule amendment has occurred.
- No application fee is payable for registration of a rule that was pre-approved under section 60 of the CNL. Late fees may still apply.
- **Additional fee for late lodgement:**  
If lodged more than 1 month after the due date: \$126.00  
**The late fee (if applicable) must be paid at the time of application.**  
There is no GST payable.

### 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*)
- 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.

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 [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.

### What happens when you lodge your form

- The application will be reviewed. You will be notified in writing if further information is required.
- If your application is approved, the rule amendment/special resolution will be registered and confirmation of registration will be provided to the contact person recorded on the form.
- 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	<a href="http://www.fairtrading.nsw.gov.au/associations-and-co-operatives/co-operatives">www.fairtrading.nsw.gov.au/associations-and-co-operatives/co-operatives</a>

### 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)

\$36.00 per rule up to a maximum of \$238.00

\$36.00 per special resolution up to a maximum of \$238.00 where no rule amendment has occurred.

If lodged more than 1 month after the due date additional \$126.00

### 1. Provide details of the co-operative

Name of co-operative

LIMITED

Co-operative registration number NSWC

### 2. Type of resolution

Is this (choose one option only)

- A special resolution
- A special resolution passed by special postal ballot
- A board resolution

### 3. What date was the resolution passed?

(DD/MM/YYYY)

### 4. Details of rule amendment(s) / special resolution(s)

Provide a copy of the full text of the special resolution(s) and (if relevant) altered rule(s), including rule number(s).  
(If insufficient space a copy is to be annexed to this form)

### 5. Document checklist

The following documents must be attached:

- A copy of the special resolution passed by the members
- A copy of the full text of the individual rules amended
- A consolidated copy of the rules including the amendment(s) (not required if a full set of rules is adopted by the co-operative)

For other special resolutions:

- A copy of the special resolution passed by the members

## 6. Declaration

I am a Director/Secretary/Authorised representative of the co-operative and I declare that:

- I am authorised by the board of the co-operative to lodge this application.
- The resolution referred to in this application was passed in accordance with the *Co-operatives National Law (NSW)*.
- 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.

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

## 7. 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 process your application to approve an application to register rule amendment(s) / special resolution(s) under sections 63, 243, 244 and 488 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).

## 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

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Receipt number