

## Form C9

July 2021

# Application to Approve Change of Co-operative Name

*Co-operatives National Law (NSW) Section 224*

**Fee must accompany form  
See information under fees**

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

Registry and Accreditation, PO Box 22, Bathurst, NSW 2795

Telephone: 1800 502 042

## THINGS TO KNOW BEFORE STARTING

Before changing its name by special resolution, a co-operative should provide details of the proposed new name to Registry and Accreditation to determine whether the name is able to be approved.

The name you propose may not be approved because it is deemed unsuitable or similar or identical to an existing name. To check to see if your name already exists or is similar you can search [ASIC's organisation and business names register](#).

The name of a co-operative must include the word 'Co-operative' or the abbreviation 'Co-op' and must end in the word 'Limited' or the abbreviation 'Ltd'.

The rules of the co-operative that include the name will also need to be changed. A Form C10 - Application for Register Rule Amendment(s) / Special Resolution(s) to register changes to the rules will need to accompany this application.

## How to complete this form

- Please use a blue or black pen and print clearly using block letters.
- **All parts of the form and the contact details must be completed.**

## Fees

- The application fee is \$281.00  
**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**. 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)

## How to pay

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.

**Not providing this information may result in delays in processing your 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.

## **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 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 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.**

# Form C9

## Application to Approve Change of Co-operative Name

### Details of co-operative

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

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

### Details of new name

#### 2. New name for the co-operative

	Limited
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#### 3. What date was the special resolution passed to change the name? (dd/mm/yyyy)

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#### 4. Are you attaching the co-operative's certificate to surrender?

<input type="checkbox"/> Yes	Go to question 6
<input type="checkbox"/> No	Go to question 5

#### 5. Please identify why the certificate cannot be provided

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### Document checklist

#### 6. Please tick the relevant attached documents

<input type="checkbox"/>	Co-operative's original certificate of registration
<input type="checkbox"/>	Form C10 - Application to register rule amendment(s) / special resolution(s)

### Certification and signature

#### 7. I certify that:

- I am authorised to lodge this application for this co-operative.
- 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	
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.

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## 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