

FORM C15

Application for Extension or Shortening of Time

Co-operatives National Law (NSW) Sections 609, 376(5)



1800 502 042 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?

The Registrar may grant an extension of, or may shorten, time for doing anything required to be done by a co-operative by the *Co-operatives National Law (NSW)* or by the rules of the co-operative.

Separate applications must be made where an extension is required for more than one purpose. For example to hold the annual general meeting and lodge the annual report/return with the Registrar in a particular year.

Fees

- Application for extension or shortening of time: \$87.00
- Application to extend time permitted for board to consider a share offer of the kind specified in CNL s 373 (1): \$315.00

The fee must be paid for each application at time of lodgement.

Separate applications must be made where an extension is required for more than one purpose. For example to hold the annual general meeting and lodge the annual report/return with the Registrar in a particular year.

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

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 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 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 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.
- You will be provided with written notice of the outcome of your Application.
- 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

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)
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1. Provide details of the co-operative

Name of co-operative

LIMITED

Co-operative registration number NSW

2. Is the application for an extension or shortening of time?

Extension Shortening

3. What are you applying for an extension or shortening of time to do?

Hold the annual general meeting for the financial year end

(DD/MM/YYYY)

Lodge annual return/report with the Registrar for the financial year end

(DD/MM/YYYY)

Other (please specify below)

NOTE: Separate applications must be made where an extension is required for more than one purpose. For example to hold the annual general meeting and lodge the annual report/return with the Registrar in a particular year.

4. Date of extension or shortening of time

From (DD/MM/YYYY)

To (DD/MM/YYYY)

5. What are the reasons for applying for an extension or shortening of time?

6. Declaration

I declare that:

- I am authorised to lodge this application for this co-operative.
- The particulars contained in this application and documents accompanying this application are true and correct. I acknowledge that it is an offence under section 514 of the *Co-operatives National Law (NSW)* to provide the Registrar with false or misleading documents.

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* (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.

We are collecting your personal information for the following purposes:

1. To process your application to extend or shorten the time for doing anything required to be done under sections 609 and 376(5) of the *Co-operatives National Law (NSW)* (CNL Act).

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 residents and business in NSW.

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 PIIP 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.

For more information about how Service NSW handles personal information please visit 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