



Form A5

Updated Aug 2019

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 should be completed by the public officer of the association where immediately before the association's incorporation property was vested in, or held by a person for or on behalf of:

- * the unincorporated body that became the incorporated association, or
- * any one of the 2 or more incorporated associations that have amalgamated to form the association.

Once completed this form constitutes evidence concerning ownership of the property and may be provided to relevant authorities or entities as evidence of ownership.

Where the incorporated association wishes to record its details on the title of land with NSW Land Registry Services an additional certificate issued by Fair Trading (certificate as to identity of former body) is required.

Please contact Registry Services if that certificate is required.

Certification and schedule (parts 2 and 3)

An unincorporated body is not able to hold property in its own name. To overcome this it is usual for a person or persons to hold the property on behalf of the unincorporated body.

When completing the certification it is important to correctly identify whether the property was vested in an association that amalgamated with another to form the association or whether the property was held on trust by a person for the body.

Include the details of each person who held the property on behalf of the former body, its members or for its objects. The property should be described so as to clearly identify the property that is the subject of the certification. In relation to land, the street address and DP and folio number should be set out wherever possible.

If there is insufficient room provided in any section the required information should be set out on a separate page.

Statutory declaration (part 4)

The public officer is required to complete the statutory declaration confirming the accuracy of the information provided in the form.

The statutory declaration must be declared before a Solicitor or Justice of the Peace.

What happens when you lodge your form?

- * The form will be reviewed. You will be notified in writing if further information is required.
- * This form may be returned if:
 - * it is not completed correctly, or
 - * it does not have the necessary attachments.
- * If your form is accepted for lodgement you will receive written confirmation.
- * If your form is not accepted for lodgement, 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.

How to lodge

- * **By email** to registrylodgements@customerservice.nsw.gov.au.
- * **By post** to Registry Services, PO Box 22, Bathurst NSW 2795.
- * **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.
- * **There is no fee for lodging this form.**

Contacting Registry Services

Telephone 1800 502 042 or (02) 6333 1400

Mail Registry Services
PO Box 22
Bathurst NSW 2795

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

Language assistance

Telephone - 13 14 50

Ask for an interpreter in your language.

TTY - 1300 723 404

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.



Certificate of public officer as to vesting of property

Associations Incorporation Act 2009 Schedule 2

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Fee - Nil

1. ASSOCIATION DETAILS

Name INCORPORATED

Registration number (not ABN) INC or Y

2. CERTIFICATION

This is to certify that immediately before the incorporation of the above association under the *Associations Incorporation Act 2009*, the property described in the schedule below

was vested in

Name INCORPORATED

Registration number (not ABN) INC or Y

which was an incorporated association that amalgamated to form the above association

OR

was held by

Full name

Street address

AND

Full name

Street address

AND

Full name

Street address

AND

Full name

Street address

on behalf of

NAME OF UNINCORPORATED BODY

the unincorporated body that became the above incorporated association, its members (in their capacity as members) or for its objects

3. SCHEDULE

Description of property (Folio identifier and address) or assets (make, model and serial number)

4. STATUTORY DECLARATION

I of

FULL NAME

RESIDENCE

do solemnly and sincerely declare:

- * I am the current public officer of the association,
- * the information set out in this certificate is correct.

I acknowledge:

- * NSW Fair Trading is collecting and holding information (including personal information) supplied in this form for the purposes of the *Associations Incorporation Act 2009* and in particular, inclusion in a register maintained under that Act which is open to public inspection,
- * NSW Fair Trading may disclose personal information to persons or bodies and to receive information from them in respect of purpose(s) related to the association's incorporation and activities, and
- * I have a right to seek access to and correction of the personal information supplied/collected from me.

And I make this solemn declaration conscientiously believing the same to be true and by virtue of the provisions of the *Oaths Act 1900*.

Subscribed and declared by me at this

PLACE

DD / MM / YYYY

Signature of declarant

in the presence of an authorised witness, who states

I a

NAME OF AUTHORISED WITNESS

QUALIFICATION OF AUTHORISED WITNESS (SOLICITOR OR JUSTICE OF THE PEACE)

certify the following matters concerning the making of this statutory declaration by the person who made it
(*cross out any text that does not apply)

- * I saw the face of the person, **OR**
 - * I did not see the face of the person because the person was wearing a face covering, but I am satisfied that the person had a special justification for not removing the covering, **AND**
- * I have known the person for at least 12 months, **OR**
 - * I have not known the person for at least 12 months, but I have confirmed the person's identity using an identification document and the document I relied on was

DESCRIBE IDENTIFICATION DOCUMENT RELIED ON

SIGNATURE OF AUTHORISED WITNESS

Date signed

DD / MM / YYYY

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

This information will be available to the public

Surname Given name(s)

Title Daytime telephone

Address

Town/suburb State Postcode

Email