

FORM A11

Application for extension of time for holding annual general meeting or lodging annual summary of financial affairs

Associations Incorporation Act 2009 (sections 37(2), 45(2), 49(2))



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?

This form should be lodged:

- if the association is unable to **hold its annual general meeting (AGM) for any particular year within 6 months after the end of its financial year**, or
- if the association is unable to **lodge its Annual summary of financial affairs (Form A12-T1 or A12-T2)** with NSW Fair Trading within one month after the date of its annual general meeting or within 7 months after the end of its financial year, whichever is the earlier.

The form should be lodged as soon as possible after the association becomes aware that it will be unable to comply with its obligations under the Act.

Association details (part 1)

Please ensure the correct name and registration number of the association is included in this section.

Purpose of the extension of time (part 2)

Indicate whether the application is to apply for an extension of time to:

- **hold the association's AGM**, or
- **lodge the annual summary of financial affairs.**

Show the financial year to which this extension applies and the date you want the extension approved to.

What are the reasons for applying for an extension of time? (part 3)

Set out in detail the reasons an extension of time is required.

If there is insufficient space, set out the required information on a separate page.

Declaration (part 4)

The declaration **must** be completed by a person authorised by the committee.

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.

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.

What happens when you lodge your application?

- The application 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, or
 - it is received without payment.
- If your application is approved, you will be sent written confirmation of the approval.
- 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.

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/associations

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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Associations Incorporation Act 2009 (sections 37(2), 45(2), 49(2))

Registry use only

Updated June 2023

1800 502 042 fairtrading.nsw.gov.au

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Fee (GST free) - \$38.00

1. Association details

Name

INCORPORATED

Registration number (not ABN) INC or Y

2. Purpose of the extension of time

☐ Extension of time to hold annual general meeting **OR** ☐ Extension of time to lodge Annual summary of financial affairs

What financial year end is the extension of time requested

(DD/MM/YYYY)

AND

The extension of time is requested until

(DD/MM/YYYY)

3. What are the reasons for applying for an extension of time?

4. 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 applications in relation to sections 37(2), 45(2) and 49(2) under *Associations Incorporation Act 2009* (AI 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 incorporated associations 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 Incorporated Association's obligations under the AI Act.

FORM CONTINUES NEXT PAGE

4. Privacy statement *(continued)*

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.

For more information about how Service NSW handles personal information please visit www.service.nsw.gov.au/privacy.

5. Declaration

I declare:

- I am authorised by the committee of the association to make this application,
- the information set out in this application and in any attachment to this form is true and correct.

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 held

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

Application fee: \$38.00

Pay by credit card or PayPal using the following link:

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Receipt number