

INCORPORATED ASSOCIATIONS SEARCH REQUEST FORM

Associations Incorporation Act 2009 (section 98)



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 to use this form?

- This form is to be used to request copies of documents lodged with NSW Fair Trading or Extract under the *Associations Incorporation Act 2009*.
- An Extract lists the registration number, current status, current and previous names of the association and public officers and a list of all documents lodged on the Register.

Note:

A certificate of incorporation can not be provided for ceased associations.

The most recently lodged Annual summary will be provided unless otherwise specified.

An Annual summary is not available if the Association has lodged with the Australian Charities Not-for-profits Commission (ACNC).

The most recently lodged Public Officer alteration will be provided unless otherwise specified.

Fees

There is no GST payable.

Extract:

\$32.00

Constitution:

\$54.00 PDF or \$75.00 Certified Copy.

All other documents:

\$32.00 per document PDF or \$38.00 per document Certified Copy.

Inspection fee:

\$32.00 (Note this fee is deducted from the total payable where a PDF or certified copy of a document is provided.)

How to pay

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. (*agency - Registry and Accreditation, form - ASS - Association Search*)

Step 3 - You will receive a receipt upon payment.

Step 4 - Attach a copy of the receipt to the form, not attaching will result in a delay.

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.

How to lodge

- **By email** to registrysearches@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 www.service.nsw.gov.au/service-centre to confirm accepted payment methods prior to attending.

What happens when you lodge your search request?

- Available documents will be provided by email:
 - within 3-5 working days if the association was registered after 2003; or
 - within 5-10 working days if the association was registered before 2003.
- You will be advised if the requested documents are unavailable.

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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Registry use only

Updated June 2023

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Fee (GST free)
PDF (P): \$32.00 per document / \$54.00 constitution
Certified (C): \$38.00 per document / \$75.00 constitution

1. Applicant

Title	Given name(s)	Family/Surname
<input type="text"/>	<input type="text"/>	<input type="text"/>
Organisation		
<input type="text"/>		
Address		
<input type="text"/>		
Suburb	State	Postcode
<input type="text"/>	<input type="text"/>	<input type="text"/>
Contact number	Email address	
<input type="text"/>	<input type="text"/>	

2. Search request details

Association name	Incorporation number
<input type="text"/>	<input type="text"/>

3. Documents required *C = Certified electronic copy | P = electronic PDF file*

- ☐ **P** Extract: includes Association name, registration status, current and previous Public Officer names, official address and list of documents lodged
- ☐ **C** ☐ **P** Certificate of Incorporation
- ☐ **C** ☐ **P** Constitution (*Certified \$75 / PDF \$54*)
- ☐ **C** ☐ **P** A2 - Incorporation application
- ☐ **C** ☐ **P** A5 - Certificate (*vesting of property*)
- ☐ **C** ☐ **P** A7 - Application to change Association name
- ☐ **C** ☐ **P** A8 - Application for voluntary cancellation
- ☐ **C** ☐ **P** A9 - Public Officer and/or Official Address alteration form
- ☐ **C** ☐ **P** A12 - Annual Summary for year(s)
(*not available if received via ACNC*)
- ☐ **C** ☐ **P** Other

Registry use only

\$	<input type="text"/>
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TOTAL	
\$	<input type="text"/>

Registry Office use only

NOTES

Receipt no.	<input type="text"/>	Date	<input type="text"/>	Amount	<input type="text"/>
Image request no.	<input type="text"/>	Date request	<input type="text"/>	Date completed	<input type="text"/>
Notes	<input type="text"/>				