

FORM C14A

Notice of Appointment of Auditor

Co-operatives National Law (NSW) Section 303



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 **must** be lodged within 28 days after the appointment of an auditor by the directors of the co-operative or by the co-operative at a general meeting. Penalties may apply for failing to do this.

- If the previous auditor resigned and the co-operative is a large co-operative, the auditor must first have obtained the Registrar's consent to the resignation.
- If the previous auditor was removed at a general meeting, a copy of the notice of intention to move the resolution to remove the auditor must have been lodged with the Registrar as soon as possible after receipt of the notice by the co-operative and before the general meeting.
- In addition to this form, the Co-operative **must** lodge Form C14, Notice of Resignation, Removal or Cessation of Auditor.

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**. For the address of your nearest Service NSW Centre please telephone 13 77 88 or visit www.service.nsw.gov.au/service-centre

What happens when you lodge your form

- The form will be reviewed. You will be notified in writing if further information is required.
- When the form is completed correctly, the information will be recorded on the Register of Co-operatives. Confirmation the information has been recorded will be provided.
- 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*.

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 - Nil

1. Provide details of the co-operative

Name of co-operative

LIMITED

Co-operative registration number NSWC

2. Details of appointed auditor

Title Given name(s) Family/Surname

Name of audit firm (if applicable)

Auditor registration number

Address

Suburb

State

Postcode

Contact number

Mobile number

Email address (optional)

3. Appointment details

Under which circumstances is the auditor appointed? (choose one option only)

By the Board

By the members at a general meeting

4. Date on which the auditor was appointed

(DD/MM/YYYY)

5. 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.

FORM CONTINUES NEXT PAGE

5. Privacy statement *(continued)*

We are collecting your personal information for the following purposes:

1. For determining an application for Notice of Appointment of Auditor in accordance with section 303 of *Co-operatives (Adoption of National Law) Act 2012 No 29* (CNL Act) and *Co-operatives National Regulations (2013 SI 601)*.
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.

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 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.

6. Declaration

I declare that:

- I am authorised by the co-operative to notify these changes.
- The auditor has consented to the appointment in accordance with section 309 of the *Co-operatives National Law (NSW)*.
- 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

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

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"/> | | | |