

Application for registration of a special resolution

Co-operatives National Law (Tasmania) Act 2015

Things to know before starting your application

This form is to be used to register Special Resolutions to be passed by the Co-operative, other than rule amendments.

This form should be lodged within 28 days of passing the Special Resolution, except for a Special Resolution to wind up a Co-operative which must be lodged within seven days.

Fee information can be found at: cbos.tas.gov.au/topics/licensing-and-registration/fees

How to complete this form

- You can complete the form onscreen (save and email with attachments) or print, complete by hand and post with attachments
- If completing the form by hand, please use a blue or black pen and print clearly using block letters
- Attachments are required as part of this application - refer to the document checklist
- Post your form and attachments to Consumer, Building and Occupational Services, PO Box 56, ROSNY PARK TAS 7018

1. Co-operative details

Co-operative registration number

Co-operative name

2. Details of the special resolution

Provide a summary of the special resolution

Date special resolution was passed

3. Credit card details

☐ Visa	☐ Mastercard		
Amount \$	Card number	Expiry date	CCV number
Name of cardholder	Phone number (daytime)	Date	

4. Declaration and authorisation

☐ I am a Director/Secretary/authorised representative of the Co-operative and I declare that:

- The special resolution referred to in this application was passed in accordance with the *Co-operatives National Law (Tasmania) Act 2015*
- I am authorised by the Co-operative to lodge this application and the particulars contained in this application are true and correct.
- I acknowledge that it is an offence under section 514 of the Co-operatives National Law (Tasmania) to provide the Registrar with false or misleading documents.

Printed name	Relationship to co-operative	
Daytime telephone number	Email address	Date

5. Document checklist

Your application cannot be processed without the following documents:

☐ A copy of the full set of minutes detailing the Special Resolution, signed by:

- a Director
- the Secretary of the Co-operative, or
- another authorised representative.

6. How to lodge and pay

- You must be authorised to lodge this document and complete section 4 of this application
- Any fees must be paid at the time of application - there is no GST payable
- If paying by credit card, fill in the credit card payment section in this application form or attach to the application form a cheque or money order made payable to Registration Services
- Email the completed form and any attachments to registration.services@justice.tas.gov.au
- If lodging by email, the total email size cannot exceed 10MB

- If lodging by post send to:
Consumer, Building and Occupational Services
PO Box 56, ROSNY PARK TAS 7018

The *Co-operatives National Law (Tasmania) Act 2015* can be found on the www.legislation.tas.gov.au

7. What happens when you lodge your application

- You will receive notification of registration of the Special Resolution.

8. Privacy statement

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