



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?

The committee **must** appoint a new public officer within 28 days of the position becoming vacant.

The new public officer of an association **must** lodge this form within 28 days of taking office as public officer.

The public officer of an association **must** lodge this form within 28 days of the official address changing.

How to complete this form

To change public officer, complete ALL sections.

To change address only, complete sections 1, 3, 5 and 6 only.

Association details (part 1)

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

Date and reason of vacancy (part 2)

The position of public officer becomes vacant if he or she:

- resigns from the office of public officer in writing,
- dies,
- ceases to ordinarily reside in NSW,
- becomes a mentally incapacitated person,
- becomes bankrupt,
- is removed by resolution of a general meeting of the association, or
- as provided for in the constitution of the association.

The date the position became vacant and the appropriate reason from the above list needs to be included in this section.

Date of appointment/change (part 3)

Provide the date the new public officer was appointed by the committee and/or the official address was changed.

New public officer (part 4)

The public officer of the association must:

- be aged 18 years or more,
- reside in NSW,
- not be a bankrupt, and
- not be a mentally incapacitated person.

Official address (part 5)

The official address must be an address in NSW where:

- the person who is the association's public officer can generally be found, and
- documents can be served on the association by post.

The official address CANNOT be a post office box.

For most associations the official address will also be the address where the register of committee members and other records of the association will be kept. The public officer must notify Fair Trading of a change in the official address within 28 days.

Declaration (part 6)

The declaration **must** be completed by the new public officer.

How to lodge

- **By email** to registrylodgements@customerservice.nsw.gov.au.
- **By post** to Registry and Accreditation, 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.**

What happens when you lodge your form?

- The form will be reviewed. You will be notified in writing if further information is required.
- The form may be returned if **it is not completed correctly**.
- If the form is accepted for lodgement, the Register of Incorporated Associations will be amended.
- If any change occurs in the information you have provided in this form, you must notify NSW Fair Trading as soon as possible.

Contacting Registry and Accreditation

Telephone 1800 502 042 or (02) 6333 1400

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.



**Notice of appointment of public officer and
Notice of change of association address**

Associations Incorporation Act 2009 (sections 13, 14, 34 and 35)

To change public officer, complete ALL sections.

To change address only, complete sections 1, 3, 5 and 6 only.

Fee - Nil

1. ASSOCIATION DETAILS

Name INCORPORATED

Registration number (not ABN) INC or Y

2. DATE AND REASON FOR VACANCY (Public Officer)

Vacancy date
DD / MM / YYYY

Reason for vacancy Resignation Removal Death Bankruptcy As provided for in constitution

No longer resides in NSW Mental incapacity

3. DATE OF APPOINTMENT / CHANGE (Public Officer / official address)

Date of appointment of new public officer and/or change of official address
DD / MM / YYYY

4. NEW PUBLIC OFFICER (must reside in NSW)

Surname Title Date of birth
DD / MM / YYYY

Given name(s) Daytime phone

I currently reside within New South Wales

5. OFFICIAL ADDRESS (cannot be a Post Office box - see note 5)

Street address

Town/suburb State Postcode

Association email

6. DECLARATION AND PRIVACY ACKNOWLEDGEMENT

I declare:

- I am the public officer of the association at date of signing form,
- I am over the age of 18 years and ordinarily reside in New South Wales,
- the information set out in this form 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.

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

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

Surname	<input type="text"/>	Given name(s)	<input type="text"/>
Title	<input type="text"/>	Daytime telephone	<input type="text"/>
Address	<input type="text"/>		
Town/suburb	<input type="text"/>	State	<input type="text"/>
		Postcode	<input type="text"/>
Email	<input type="text"/>		