

CHECKLIST FOR INCOMING COMMITTEE

Please complete and keep in a safe place

(Suggestion - Attach to front of Minute Book or Register of Committee Members)

Apr 2017

INCORPORATED ASSOCIATION

Name _____
Registration number _____

LOCATION OF

Incorporation certificate _____
Constitution _____
Minutes of committee and general meetings _____
Member register _____
Committee members register _____
Disclosure of interests register _____
Authorised signatories register _____

ANNUAL OBLIGATIONS

End of financial year end date is _____ / _____ (same date each year)
DAY MONTH
 Annual general meeting *(within 6 months of the end of financial year)* _____ Due by _____
 Annual summary of financial affairs (form A12) *(lodge within 1 month of the AGM each year)* _____ Due by _____

PUBLIC OFFICER & OFFICIAL ADDRESS

Public Officer name _____
Official address _____
(Note: A change of public officer or change of official address must be notified to Registry Services within 28 days)

FORMS TO BE LODGED WITH REGISTRY SERVICES

Annual summary of financial affairs (form A12-T1) (Large Associations) or (form A12-T2) (Small Associations) _____
 Change of public officer or official address (form A9) _____
 Alteration of the constitution or objects (form A6) _____
 Change the association's name (form A7) _____
 Cancel registration as an association (form A8) _____

CONTACTING REGISTRY SERVICES

Telephone 1800 502 042 or (02) 6333 1400
 Mail Registry Services
 PO Box 22
 Bathurst NSW 2795
 Email registryinquiries@finance.nsw.gov.au
 Website www.fairtrading.nsw.gov.au