

Department of Justice
Consumer, Building and Occupational Services
PO Box 56, ROSNY 7018
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Web: www.cbos.tas.gov.au

Fees

www.cbos.tas.gov.au/topics/licensing-and-registration/fees

Must be paid when lodging application

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 report - refer to the document checklist
- Post your form and attachments to Consumer, Building and Occupational Services, PO Box 56, ROSNY 7018

Definition of a small co-operative

A co-operative is defined as a small co-operative for a particular financial year if:

- **it does not issue shares to more than 20 prospective members** during that year; or, if has done this, the amount raised in that year by the issue of those shares **does not exceed \$2 million**.

and

- it does not have securities on issue to non-members during that year, other than:
 - shares in the co-operative; and
 - securities issued in respect of the co-operative's obligations under section 163 of the *Co-operatives National Law (Tasmania) Act 2015*;

and

- it satisfies at **least 2** of the following criteria:
 - The consolidated revenue of the co-operative and the entities it controls (if any) **is less than \$8 million** for the previous financial year.
 - The value of the consolidated gross assets and the entities the co-operative controls (if any) **is less than \$4 million** at the end of the financial year.
 - The co-operative and the entities it controls (if any) had **fewer than 30 or more employees** at the end of the financial year. In counting employees, part-time employees are to be taken into account as an appropriate fraction of a full-time equivalent. For example, four half-time employees should be counted as two employees.

Consolidated revenue and the value of consolidated gross assets are to be calculated in accordance with accounting standards in force at the relevant time (even if the standard does not apply to the financial year of some or all of the entities concerned).

If your co-operative does not meet the criteria for a large co-operative, lodge a small co-operative annual return instead of this form. For further information go to www.cbos.tas.gov.au/topics/licensing-and-registration/registrations/co-operatives

Providing incorrect information

It is a serious offence for a person to knowingly or recklessly make a false or misleading statement or omit information in relation to an annual report. Fines apply.

Annual Report - small co-operative

1. Financial year

This report is for the co-operative's financial year. The date must match the financial year end date in the rules.

Financial year end date

2. Details of co-operative

Registered name of co-operative

Co-operative registration number

3. Annual General Meeting and membership details

a) What date was the Annual General Meeting held?

b) What date were financial reports provided to members?

c) What is the total number of co-operative members at the end of the co-operative's financial year? This should include all members in your register, except the cancelled members.

4. Additional report directions from members

During this financial year, were there any directions by the co-operative's members to prepare additional reports under section 271 of the *Co-operatives National Law (Tasmania) Act 2015*?

No - go to question 5

Yes - What are the terms of these directions? What did they cover? Provide details including dates, of any directions to audit or review reports.

5. Changes to co-operative details

Are the particulars of the co-operative's details recorded on the publicly available register correct?

Consumer, Building and Occupational Services requires up-to-date information about the co-operative including registered office address or postal address; secretary; directors; contact telephone numbers and email.

Yes - go to question 6

No - you must also lodge an 'Application for Change of Co-operative Details' form available at www.cbos.tas.gov.au/topics/licensing-and-registration/registrations/co-operatives

6. Credit card details

Please debit my credit card (select one of the two options). Complete the rest of the card details.

Visa

Amount \$

Card number

Expiry date

CCV number

Mastercard

Name of cardholder

Daytime contact telephone number of cardholder

Date

7. Declaration and authorisation

I declare that:

- The Board has resolved that it is satisfied that the co-operative is a small co-operative under section 4 of the *Co-operatives National Law (Tasmania) Act 2015* (the Act).
- The Board has resolved that it is satisfied that the co-operative is solvent
- I am authorised to lodge this document on behalf of the co-operative
- The financial reports were provided to members at the Annual General Meeting
- No director of the co-operative is disqualified under sections 181 and 182 of the Act and at least two directors of the co-operative are ordinarily resident in Australia in accordance with section 172 of the Act
- The co-operative has the prescribed number of active members in accordance with the Act
- The particulars contained in this annual report are true and correct and I acknowledge that it is an offence under section 514 of the Act to give the Registrar a document containing false or misleading information.

Printed name

Relationship to co-operative

Daytime telephone number

Email address

Date

8. Document checklist

You do not need to attach any documents unless you are notifying of any changes to the co-operative's details listed in question 5. If notifying of changes, you must attach a completed 'Application for Change of Co-operative Details' form available at www.cbos.tas.gov.au/topics/licensing-and-registration/registrations/co-operatives

- Change of details form completed and attached

9. How to lodge and pay

- You must be authorised to lodge this document and complete section 7 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 7018

The [Co-operatives National Law \(Tasmania\) Act 2015](http://www.legislation.tas.gov.au) can be found on the www.legislation.tas.gov.au

10. What happens when you lodge your application

- If the form is completed correctly and all necessary documents are attached, your annual report is deemed to be lodged and you will not be contact by Consumer, Building and Occupational Services. If you are required to provide further information, you will be notified in writing.
- If a financial report or directors' report is amended after it is lodged with the Registrar, the co-operative must lodge the amended report with the Registrar within 14 days after the amendment.
- If any other change occurs in the information you have provided in your annual report, you must notify Consumer, Building and Occupational Services as soon as possible.

11. Privacy Statement

This document has been produced and published by the Consumer, Building and Occupational Services Division of the Department of Justice. Although every care has been taken in the production of the work, no responsibility is accepted for the accuracy, completeness, or relevance to the user's purpose, of the information. Those using it for whatever purpose are advised to verify it with the relevant government department, local government body or other source and to obtain any appropriate professional advice. The Crown, its officers, employees and agents do not accept liability however arising, including liability for negligence, for any loss resulting from the use of or reliance upon the information and/or reliance on its availability at any time.