

# Application to register a co-operative

Co-operatives National Law (Tasmania) Act 2015

Department of Justice  
Consumer, Building and Occupational Services  
PO Box 56, ROSNY 7018  
Ph: 1300 65 44 99  
Email: [registration.services@justice.tas.gov.au](mailto:registration.services@justice.tas.gov.au)  
Web: [www.cbos.tas.gov.au](http://www.cbos.tas.gov.au)

## Fees

[www.cbos.tas.gov.au/topics/licensing-and-registration/fees](http://www.cbos.tas.gov.au/topics/licensing-and-registration/fees)

**Must be paid when lodging application**

## Things to know before starting your application

Before applying for registration of a co-operative you must have the co-operative rules and if applicable the formation disclosure statement approved by Consumer, Building and Occupational Services. If you have not already done this, before lodging this form you must first complete an 'Application to approve co-operative rules and formation disclosure statement' form available from [www.cbos.tas.gov.au/topics/licensing-and-registration/registrations/co-operatives](http://www.cbos.tas.gov.au/topics/licensing-and-registration/registrations/co-operatives)

## Lodging this application

- 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 7018

## Eligibility

To be eligible for registration, a proposed co-operative must meet the following criteria:

- Must have membership of:
  - in the case of a co-operative group - 2 or more co-operatives; or
  - in the case of any other co-operative, 5 or more active members
- Must have held a formation meeting.

## 1. Details of proposed co-operative

### a) Name of proposed co-operative

### b) Date formation meeting held

### c) What is the address of the proposed co-operative's registered office? This must be located in Tasmania and must be a street address. PO boxes cannot be accepted.

### d) What is the postal address of the proposed co-operative? PO boxes accepted. If same as registered office, type Yes. If no, specify different address below

### e) Co-operative contact number and email (daytime telephone number; registered email address to receive all electronic correspondence)

## 2. First financial year estimates (Select Yes or No)

The co-operative will issue shares to more than 20 prospective members during the financial year and the amount raised in that year by the issue of those shares will exceed \$2 million ☐ Yes ☐ No

The co-operative will have securities on issue to non-members other than: ☐ Yes ☐ No

- 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*

The consolidated revenue of the co-operative and the entities it controls (if any) calculated with accounting standards, will be \$8 million or more at the end of the financial year ☐ Yes ☐ No

The value of the consolidated gross assets of the co-operative and the entities it controls (if any) calculated in accordance with accounting standards, will be \$4 million or more at the end of the financial year ☐ Yes ☐ No

The number of employees of the co-operative and the entities it controls (if any) will be 30 or more 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 ☐ Yes ☐ No

### 3. Details of board members

#### Provide details of the board members elected to the co-operative

If more than four board members, photocopy this page as required or attach a separate list with all the board member details as specified below.

##### Secretary

First name	Surname	Address <i>(must be in Australia)</i>
<input type="text"/>	<input type="text"/>	<input type="text"/>
Occupation	Date of birth	Place of birth
<input type="text"/>	<input type="text"/>	<input type="text"/>
Mobile	Email	Are you a director? <input type="radio"/> Yes <input type="radio"/> No
<input type="text"/>	<input type="text"/>	

##### Member 1

First name	Surname	Address <i>(must be in Australia)</i>
<input type="text"/>	<input type="text"/>	<input type="text"/>
Occupation	Date of birth	Place of birth
<input type="text"/>	<input type="text"/>	<input type="text"/>
Mobile	Email	Are you a director? <input type="radio"/> Yes <input type="radio"/> No
<input type="text"/>	<input type="text"/>	

##### Member 2

First name	Surname	Address <i>(must be in Australia)</i>
<input type="text"/>	<input type="text"/>	<input type="text"/>
Occupation	Date of birth	Place of birth
<input type="text"/>	<input type="text"/>	<input type="text"/>
Mobile	Email	Are you a director? <input type="radio"/> Yes <input type="radio"/> No
<input type="text"/>	<input type="text"/>	

##### Member 3

First name	Surname	Address <i>(must be in Australia)</i>
<input type="text"/>	<input type="text"/>	<input type="text"/>
Occupation	Date of birth	Place of birth
<input type="text"/>	<input type="text"/>	<input type="text"/>
Mobile	Email	Are you a director? <input type="radio"/> Yes <input type="radio"/> No
<input type="text"/>	<input type="text"/>	

##### Member 4

First name	Surname	Address <i>(must be in Australia)</i>
<input type="text"/>	<input type="text"/>	<input type="text"/>
Occupation	Date of birth	Place of birth
<input type="text"/>	<input type="text"/>	<input type="text"/>
Mobile	Email	Are you a director? <input type="radio"/> Yes <input type="radio"/> No
<input type="text"/>	<input type="text"/>	

## 4. Declaration and signature

☐ I declare that:

- If a non-corporation applicant, at least one person signing below has been authorised by the proposed co-operative to apply for the registration of the co-operative.
- If an existing applicant, a resolution has been passed approving the proposed registration and any amendment of its existing constituent documents necessary to enable the corporation to comply with the *Co-operatives National Law (Tasmania) Act 2015*.
- A formation meeting was held on the date specified in this application, at which the attached co-operative rules were passed in accordance with the *Co-operatives National Law (Tasmania) Act 2015*;
- If a disclosure statement is attached, the disclosure statement has been presented and passed at the formation meeting in accordance with the *Co-operatives National Law (Tasmania) Act 2015*;
- No director of the proposed co-operative is disqualified under sections 181 and 182 of the *Co-operatives National Law (Tasmania) Act 2015*;
- At least two directors of the proposed co-operative are ordinarily resident in Australia in accordance with section 172 of the *Co-operatives National Law (Tasmania) Act 2015*;
- The proposed co-operative has the prescribed number of active members in accordance with the *Co-operatives National Law (Tasmania) Act 2015*;
- The primary and majority of activities of the proposed co-operative will be conducted in Tasmania.
- The particulars contained in this application and other documents are true and correct. I acknowledge that it is an offence under section 514 of the *Co-operatives National Law (Tasmania) Act 2015* to provide the Registrar with false or misleading documents.

## 5. Who must sign this application

### For non-corporation applicants

In the case of a co-operative group, 2 directors of the proposed co-operative unless there is only one director. In the case of any other proposed co-operative at least 5 members of the co-operative including 2 directors elected at the formation meeting.

### For existing corporation applicants

2 directors of the corporation or if a sole director corporation, 1 director and the secretary of the corporation.

### For existing incorporated association applicants

the Secretary and 1 committee member of the incorporated association.

Signature	<input type="text"/>	Director	<input type="text"/>	Date:	<input type="text"/>
Signature	<input type="text"/>	Director	<input type="text"/>	Date:	<input type="text"/>
Signature	<input type="text"/>	Title/position	<input type="text"/>	Date:	<input type="text"/>
Signature	<input type="text"/>	Title/position	<input type="text"/>	Date:	<input type="text"/>
Signature	<input type="text"/>	Title/position	<input type="text"/>	Date:	<input type="text"/>

## 6. Credit card details

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

<input type="checkbox"/> Visa	Amount \$	Card number	Expiry date	CCV number
<input type="checkbox"/> Mastercard	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Name of cardholder	Daytime contact telephone number of cardholder	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>

## 7. Document checklist - application cannot be processed without the following documents

### For existing body applicants (including corporations, indigenous corporations and incorporated associations)

Two copies of the proposed rules of the new co-operative

A registration document to evidence the incorporation or registration of the corporation.

A copy of the constituent documents of the corporation in force at the date of the application.

If you are proposing to be a distributing co-operative or you were directed by the Registrar to present a disclosure statement, you must also attach one copy of the formation disclosure statement presented at the formation meeting. The copy must be signed and certified by the directors or committee of management of the corporation.

A written declaration, signed by the directors or committee of management of the corporation, no more than 28 days before the application for registration and stating that at a meeting of the directors or committee they formed the opinion the corporation will be able to pay its debts as they fall due.

A report in the approved form (balance sheet) as to the affairs of the corporation and showing its assets and liabilities, made up to the latest practicable date before the application.

### For non-corporation applicants

Two copies of the proposed rules signed and certified by the persons who acted as chairperson and secretary at the formation meeting.

If you are proposing to be a distributing co-operative or directed by the Registrar to present a disclosure statement, you must also attach one copy of the formation disclosure statement presented at the formation meeting. The copy must be signed and certified by the persons who acted as chairperson and secretary at the formation meeting.

## 8. How to lodge and pay

- You must be authorised to lodge this document and complete section 6 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](mailto: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](#) can be found on the [www.legislation.tas.gov.au](http://www.legislation.tas.gov.au)

## 9. What happens when you lodge your application

- If the form is completed correctly and all necessary documents are attached, within 28 days you will receive notification of the next steps in the registration process.
- If any change occurs in the information you have provided in your application, you must notify Consumer, Building and Occupational Services as soon as possible.

## 10. 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.

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