

# Application for registration of a Special Resolution

*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

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.

## How to complete this form

- The form can be printed and completed
- 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

## 1. Details of Co-operative

Registered name of Co-operative

Co-operative registration number

## 2. Details of the Special Resolution

Provide a summary of the Special Resolution

Provide the date the Special Resolution was passed

## 3. Credit card details

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

Mastercard

Amount \$

Card number

Expiry date

CCV number

VISA

Name of cardholder

Daytime contact telephone number of cardholder

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](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 at [www.legislation.tas.gov.au](http://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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