



Form 5

Associations
Incorporation Act
(1987) ss. 17, 18, 19, 24

(This form is not prescribed)

Notice of Special Resolution Altering the Rules (Constitution) of an Incorporated Association

IMPORTANT – The Department of Commerce is collecting and holding the supplied in this form for the purposes of the *Associations Incorporation Act 1987*. A copy of this form and the information it contains will be available for inspection and purchase by the public upon payment of a prescribed fee.

Date Received	Job Number
This section is for Office Use only	

Registered Name of Incorporated Association:

Incorporated Association Registration Number (IARN):

Postal Address:

Post Code

Association Email:

Special Resolution

(For information on the requirements for a special resolution please refer over page)

This special resolution has effect to change *(please tick which option/s apply ☑)* :

The NAME of the association to:

	<input type="checkbox"/> Inc / <input type="checkbox"/> Incorporated
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The OBJECTS or PURPOSES of the association

Any other RULES of the association

Date of the general meeting at which the Special Resolution was passed:

IMPORTANT - This notice must be lodged with the department within **ONE MONTH** of passing the special resolution, unless this department approves an extension of time. The Department will provide written advice of the date on which the alterations to the rules of the association takes effect.

A copy of the Association's consolidated rules containing the following statement accompanies this Notice.

This is the annexure of [insert the number of pages] marked "A" referred to in Form 5 signed by me and dated [insert the date] [insert your signature]

Declaration

I hereby certify that:

- a) I am a duly elected committee member of the association;
- b) the meeting referred to in this form was convened in accordance with the rules of the Association;
- c) the resolution referred to on this form was duly passed as a special resolution;
- d) the rules of the Association as altered by this resolution conform to the requirements of the Act; and
- e) I certify that the information set out in this application and its accompanying documents are true and correct.

Signature

Date

Title

Mr Mrs Ms Miss Other: ▶ _____

Full Name:

Address:

Post Code

Telephone:

Mobile:

Fax:

Email:

Contact Person

Please provide the details of the person we should contact to discuss any queries associated with the processing of this form

Title:

Mr Mrs Ms Miss Other: ▶ _____

Full Name:

Address:

Post Code

Telephone:

Mobile:

Fax:

Email:

Preferred method of communication

Email Post

Fees

Please refer to the schedule of fees. The prescribed fee must accompany the Form 5 when making this application.

Information about Special Resolutions

Under the *Associations Incorporation Act 1987*, Special Resolutions are required in order to change the rules of an Incorporated Association. These rules are also referred to as the constitution. Please note that Special Resolutions are not required under the Act in order to change by-laws. For a Special Resolution changing the rules of an Incorporated Association to be valid:

- The meeting at which the resolution is to be discussed must be properly called in accordance with the rules of the association.
- Notice must be given to **all** members in accordance with the Rules and must state that it is intended that the resolution to change the rules will be proposed as a **Special Resolution**.
- At the meeting the Special Resolution must be passed by at least 75% of the members present and eligible to vote at the meeting (or by proxy or postal voting if proxies or postal voting are allowed under the rules of the Association).

Credit Card Payment

Credit Card Type:

VISA MASTERCARD

Amount: \$ _____

Card Number:

□□□□/□□□□/□□□□/□□□□

Expiry:

□□/□□

Cardholder Name:

Signature:

Warning: It is an OFFENCE, punishable with a maximum fine of \$500, to sign and submit a statement which is false or misleading