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# Annual report – small co-operative

*Co-operatives National Law (Victoria)*

Email enquiries: cav.registration@dgs.vic.gov.au

Web: [consumer.vic.gov.au/co-operatives](http://www.consumer.vic.gov.au/co-operatives)
GPO Box 4567 Melbourne VIC 3001
Telephone: 1300 55 81 81

## How to complete this form

* **Do not lodge by email. We cannot accept forms containing credit card numbers that are emailed to us.**
* You can complete the form onscreen and print it out or print and complete by hand.
* If completing the form by hand, please use a blue or black pen and print clearly using block letters.
* Post your form and attachments to GPO Box 4567 Melbourne VIC 3001.
* If you have made any changes to the Co-operative, you are required to complete and attach a Change of Details form to this return. Refer to the document checklist at question **7**.

## 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 it has done this, the amount raised 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

**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 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 the co-operative does not meet the criteria for a small co-operative, lodge a large co-operative annual report instead of this form. For further information go to [consumer.vic.gov.au/co-operatives](http://www.consumer.vic.gov.au/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 return. Fines apply.

## Fee

The fee to lodge a small co-operative annual return is $89.80, which must be paid at the time of lodgement.

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# Annual report – small co-operative

## Financial year

|  |
| --- |
| 1. This statement is for the co-operative’s financial year ending

The date must match the financial year end date in the rules (insert end of financial year date as dd/mm/yyyy – for example 30/06/2011).  |
|  |

## Details of co-operative

1. Provide details of the co-operative

|  |  |
| --- | --- |
| Co-operative registration number |  |
| Name of co-operative |  |

## Annual general meeting and membership details

|  |
| --- |
| 1. What date was the annual general meeting held? (dd/mm/yyyy)
 |
|  |
| 1. What date were financial reports provided to members? (dd/mm/yyyy)
 |
|  |
| 1. 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.
 |
|  |
| 1. Please list the names of the Chief Executive Officer and all directors as at the date you submit this annual report.

If any directors or the Chief Executive Officer have started or ceased since the last annual report, you must also detail those changes in the Application for change form described in question 7. |
| **Position** | **Name** |
| Secretary |  |
| Chair |  |
| Chief Executive Officer (if applicable) |  |
| Director |  |
| Director |  |
| Director |  |
| Director |  |
| Director |  |
| Director |  |
| Director |  |

## Changes to co-operative details

|  |
| --- |
| 1. We require up-to-date information about the co-operative including registered office address or postal address; secretary; directors; contact telephone numbers and email.

**Are the particulars of the co-operative’s details recorded on the publicly available register correct?** (Mark with an X) |
| **Yes** |  | Go to question **8**. |
| **No** |  | You must also complete and lodge an ‘Application for Change of Co-operative Details’ form. This form is available at the [consumer.vic.gov.au/co-operatives](http://www.consumer.vic.gov.au/co-operatives). |

## Additional report directions from members

|  |
| --- |
| 1. 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 (Victoria)*? (Mark with an X)
 |
| **No** |  | Go to question **9**. |
| **Yes** |  | What were the terms of these directions? What did they cover? Provide details, including the dates, of any directions to audit or review reports. |

## Small co-operative definition

1. Indicate how the co-operative satisfies the definition of a small co-operative (mark all that apply with an X and provide details as specified)

|  |  |
| --- | --- |
|  | It has not issued shares to more than 20 prospective members since the last annual report |
| OR |
|  | It has issued shares to more than 20 prospective members since the last annual report but the amount raised by the issue of the shares did not exceed $20 million |
| AND |
|  | it has not had securities on issue to non-members since the last annual report, 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
 |
| AND (must satisfy at least two of the following) |
|  | The consolidated revenue of the co-operative and the entities it controls (if any) was **less than $8 million** for the previous financial year. |
| **Amount of consolidated revenue** | $ |
|  | 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. |
| **Value of the consolidated gross assets** | $ |
|  | The co-operative and the entities it controls (if any) had **fewer than 30 employees** at the end of the financial year. |
| **Number of employees** |  |

## Declaration and signature

|  |
| --- |
| 1. 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 (Victoria).*
* The board has resolved that it is satisfied that the co-operative is solvent.
* I am authorisedto lodge this annual return for this co-operative.
* The financial reports were provided to members at the annual general meeting.
* The particulars contained in this annual return are true and correct and I acknowledge that it is an offence under section 514 of the *Co-operatives National Law (Victoria)* to give to the Registrar a document containing false or misleading information.
* No director of the proposed co-operative is disqualified under sections 181 and 182 of the *Co-operatives National Law (Victoria).*
* At least two directors of the co-operative are ordinarily resident in Australia in accordance with s172 of the *Co-operatives National Law (Victoria)*

The co-operative has the prescribed number of active members in accordance with the *Co-operatives National Law (Victoria).*  |
| Signature | *X*  |
| Printed name |  |
| Relationship to co-operative |  |
| Date dd/mm/yyyy |  |
| Daytime telephone number |  |
| Email address |  |

## Document checklist

|  |
| --- |
| 1. You do not need to attach any documents unless you are notifying of any changes to the co-operative’s details listed in question 7. If notifying of changes, you must attach a completed ‘Application for Change of Co-operative Details’ form.

Mark with an X if applicable |
| Change of details form completed and attached |  |

## How to lodge and pay

**The lodgement fee must be paid at the time of submission.** There is no GST payable.

* Use paperclips and not staples for all documents.
* A signature must be included in question 8.
* If paying by credit card fill in the details on the next page or attach a cheque or money order made payable to ‘Consumer Affairs Victoria’ to the application form.

## What happens when you lodge your annual return

* If the form is completed correctly and all necessary documents are attached, your annual return is deemed to be lodged and you will not be contacted by Consumer Affairs. If you are required to provide further information, you will be notified in writing.
* If any change occurs in the information you have provided in your annual return, you must notify Consumer Affairs Victoria as soon as possible.

## Credit card details

Please debit my (choose one of two credit card types. Mark the choice with an X, then complete the rest of the card details)

|  |  |
| --- | --- |
| Visa |  |
| Mastercard |  |
| Amount | $89.80 |
| Card number |  |
| Expiry date |  |
| CCV number (3 numbers) |  |
| Name of cardholder |  |
| Signature of cardholder | *X*  |
| Date |  |
| Daytime telephone number of cardholder |  |

The *Co-operatives National Law (Victoria)* can be found on the Victorian Government Legislation and Parliamentary document website.

**Privacy** – CAV is committed to responsible and fair handling of your personal information, consistent with the laws we administer and the *Privacy and Data Protection Act 2014*. Some information on this form will be placed on a public register in accordance with the *Co-operatives National Law (Victoria).* We may be unable to process this application if you do not provide the required information. You can contact us at any time to request access to the personal information we hold about you. In exceptional circumstances, you may apply to have public access to your personal information restricted. Our privacy statement and other privacy information are available at the [consumer.vic.gov.au/privacy](http://www.consumer.vic.gov.au/privacy) or on request.

July 2024