

**Notice of intention to remove auditor or update auditor’s details**

*Co-operatives National Law (Victoria)*

Email: [cav.registration@dgs.vic.gov.au](mailto:cav.registration@dgs.vic.gov.au)  
Website: [consumer.vic.gov.au/associations](http://www.consumer.vic.gov.au/associations)  
Postal address: GPO Box 4567, Melbourne VIC 3001  
Telephone: 1300 55 81 81

## Things to know before starting your application

If an auditor is seeking to resign from a large co-operative, he or she must also seek the consent of the Registrar by submitting an ‘Application to consent to resignation by the auditor of a large co-operative’ form available at [consumer.vic.gov.au](http://www.consumer.vic.gov.au/)/co-operatives.

## How to complete this form

* To lodge this application by email, you can complete the form onscreen and email or print and complete by hand and post in. If completing the form by hand, please use a blue or black pen and print clearly using block letters.
* There is no fee to lodge this application.

## Co-operative details

1. Details of the co-operative intending to remove auditor

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

1. Co-operative contact person for this notice

|  |  |
| --- | --- |
| Surname |  |
| Given names |  |
| Address  (including postcode) |  |
| Daytime telephone |  |
| Email address |  |

## Type of change

1. Which change are you applying for? (Mark with an X)

|  |  |
| --- | --- |
| Update existing auditor’s contact details – complete question **4.** |  |
| Remove auditor – complete questions **5-10.** |  |

## Update existing auditor’s contact details

1. Provide auditor’s name and new contact details

|  |  |
| --- | --- |
| Auditor name |  |
| Name of auditor firm  (if applicable) |  |
| Address |  |
| Daytime telephone |  |
| Email address |  |
| Date changed |  |

## Remove auditor

1. Details of the auditor proposing to resign or the co-operative is seeking to remove

|  |  |
| --- | --- |
| Surname |  |
| Given names |  |
| Name of auditor firm (if applicable) |  |
| Address  (including postcode) |  |
| Daytime telephone |  |
| Email address |  |

1. Under which circumstance is the auditor no longer auditing the co-operative?

|  |  |
| --- | --- |
| Removal – complete question **7** |  |
| Resignation – complete question **8** |  |

1. Date on which the co-operative has held or intends to hold the resolution meeting to remove the auditor

|  |  |
| --- | --- |
| (dd/mm/yyyy) |  |

1. On which date does the auditor propose to resign as auditor of the co-operative?

|  |  |
| --- | --- |
| (dd/mm/yyyy) |  |

1. Briefly state the reasons why the auditor is proposing to resign or the co-operative is intending to remove the auditor

|  |
| --- |
|  |

1. If known, provide details of auditor the co-operative intends to appoint

|  |  |
| --- | --- |
| Surname |  |
| Given names |  |
| Name of auditor firm (if applicable) |  |
| Address (including postcode) |  |
| Daytime telephone |  |
| Email address |  |

## Declaration and signature

1. I declare that:

* I am authorised to lodge this notice on behalf of the co-operative.
* A copy of the notice of intention to remove the auditor by resolution was sent to the auditor as soon as possible.
* If the auditor is proposing to resign and the co-operative is defined as a large co-operative under the  *Co-operatives National Law (Victoria)*, Consumer Affairs Victoria has consented to the resignation.
* If the auditor is to be removed by resolution, unless Consumer Affairs Victoria orders otherwise, the provisions under section 329(3) and 329(4) of the *Corporations Act 2001* regarding any representations made by the auditor will be adhered to.
* The particulars contained in this application 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.
* If lodging electronically, I acknowledge that Consumer Affairs Victoria will accept this communication as containing my signature for the purposes of the *Electronic Transactions (Victoria) Act 2000*.

|  |  |
| --- | --- |
| Signature  (type name if lodging by email or sign if lodging by post) |  |
| Date (dd/mm/yyyy) |  |

## How to lodge

**If lodging electronically**

* The total email size cannot exceed 10MB.
* The name (signature) of the person lodging this form must be included in question 11.
* Email your application to Cav.registration.enquiries@justice.vic.gov.au

**If posting** the application

* Use paperclips and not staples for all documents.
* A signature must be included in question 11.

## What happens when you lodge your application

* Consumer Affairs Victoria will notify the co-operative if there are any actions required from this notice.
* If any change occurs in the information you have provided in your application, you must notify Consumer Affairs Victoria as soon as possible.

**Privacy**

Consumer Affairs Victoria collects this information in order to:

* Maintain the auditor’s details on the co-operative’s record.

We may share / disclose this information outside of Consumer Affairs Victoria where circumstances require it, for example:

* If you lodge a consumer complaint, we will disclose the details to the person or organisation that your complaint is about.
* If we hold your details in connection with a fundraising appeal, an incorporated association or a co-operative, personal information about you may appear on the relevant public register. These registers may be inspected by the public and extracts can be purchased. Consumer Affairs Victoria will make some of the public registers available online.
* If we use a contractor to help us mail out educational or promotional material, we will need to provide them with your name and address details.
* If you are involved in a committee, expert panel or reference group, we may need to give the Minister relevant background about you.

You are required to provide this information in accordance with the *Co-operatives National Law*.

If you choose not to provide your details, we will not be able to process your notice of intention to remove auditor or update auditor’s details.

If you have any questions about how your personal information will be handled or would like to gain access to your personal information, you can contact Consumer Affairs Victoria on 1300 55 81 81 or [cav.registration@dgs.vic.gov.au](mailto:cav.registration@dgs.vic.gov.au).