

**Application for cancellation of incorporation**

*Associations Incorporation Reform Act 2012*

Email: 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

* **An application to cancel an incorporation association under section 136 of the *Associations Incorporation Reform Act 2012* can only be made if, to the best of your knowledge, the incorporated association:**
	+ has gross assets of less than $50,000; and
	+ has no outstanding debts or liabilities; and
	+ has paid all fees and penalties applying to it under this Act; and
	+ is not a party to any legal proceedings; and
	+ has ceased operations.

If any of these do not apply, please do not continue with this form. To understand how your association can wind up or cancel refer to the [Consumer Affairs Victoria website.](http://www.consumer.vic.gov.au/)

* 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 request.

## Details of association

1. Provide details of the association

|  |  |
| --- | --- |
| Name of association |  |
| Association registration number |  |
| Registered address of association (including postcode) |  |

## Ceasing operation

1. On what date did the association cease operations?

|  |
| --- |
|  |

1. What is the reason for requesting cancellation? Why should the incorporation of the association be cancelled?

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|  |

1. Was a special resolution passed approving the request to make this application to cancel the incorporation?

|  |  |  |
| --- | --- | --- |
| Yes |  | Date and location of special resolution – please provide meeting minutes if available |
| No |  | Reason why a special resolution was not passed and identify whether remaining members have been notified. |

1. Were the assets of the association distributed according to the association’s rules?

|  |  |  |
| --- | --- | --- |
| Yes |  | Please provide any supporting documentation if available (e.g. bank statement, receipt, etc.) |
| No |  | Please identify the value and type of remaining assets and the reason why these assets have not been distributed |

## Declaration and signature

1. I declare that:
* I am qualified under section 136(2) to make this application for cancellation of incorporation.
* The association:
	+ has gross assets of less than $50 000; and
	+ has no outstanding debts or liabilities; and
	+ has paid all fees and penalties applying to it under the *Associations Incorporation Reform Act 2012*; and
	+ is not a party to any legal proceedings; and
	+ in the case of an application by a member or former member of the association, that the association is not in operation
	+ has and/or will dispose of remaining assets in accordance with the rules of the association.
* The particulars contained in this form are true and correct. I acknowledge that it is an offence under section 208 of the *Associations Incorporation Reform Act 2012* to make a false or misleading statement or omit information.

|  |  |
| --- | --- |
| Signature (type name if lodging by email) |  |
| Printed name |  |
| Date (dd/mm/yyyy) |  |
| Address |  |
| Daytime telephone number |  |
| Email address |  |
| Position relative to the association |  |

## How to lodge

**If lodging by email.** Email the completed form to cav.registration@dgs.vic.gov.au

**If lodging by post**, print the form and sign in the declaration section. Post the completed form to Consumer Affairs Victoria at GPO Box 4567, Melbourne VIC 3001.

## What happens when you lodge your application

* You will receive an acknowledgment. You may be required to provide more information including lodging any outstanding annual statements for the association.
* When the Registrar is satisfied that the incorporation can be cancelled, a notice will be placed in the Government Gazette and on our website. Members and former members have 28 days from the date of the notice to object to the cancellation.
* We will write to you notifying of any objections or that the association has been cancelled.

## Privacy

Consumer Affairs Victoria collects this information in order to:

* Maintain the public register of incorporated associations.

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 *Associations Incorporation Reform Act 2012*.

If you choose not to provide your details, we will not be able to process this application to cancel the registration of the incorporated association.

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.