

CHECKLIST FOR INCOMING COMMITTEE

Please complete and keep in a safe place

(Suggestion - Attach to front of Minute Book or Register of Committee Members)

Fair Trading

INCORPORATED ASSOCIATION

Nov 2021

Name

Registration number

LOCATION OF

Incorporation certificate

Constitution

Minutes of committee and general meetings

Member register

Committee members register

Disclosure of interests register

Authorised signatories register

ANNUAL OBLIGATIONS

End of financial year end date is / (same date each year)
DAY MONTH

Annual general meeting *(within 6 months of the end of financial year)*

Due by

Annual summary of financial affairs (form A12) *(lodge within 1 month of the AGM each year)*

Due by

PUBLIC OFFICER & OFFICIAL ADDRESS

Public Officer name

Official address

(Note: A change of public officer or change of official address must be notified to Registry Services within 28 days)

FORMS TO BE LODGED WITH REGISTRY AND ACCREDITATION

Annual summary of financial affairs (form A12-T1) (Large Associations) or (form A12-T2) (Small Associations)

Change of public officer or official address (form A9)

Alteration of the constitution or objects (form A6)

Change the association's name (form A7)

Cancel registration as an association (form A8)

MORE INFORMATION

Information to assist committees in running an association is available on NSW Fair Trading's website at www.fairtrading.nsw.gov.au/associations-and-co-operatives/associations