

Application for
Approval of
Proposed
Alteration of
the Rules

Application for Approval of Proposed Alteration of the Rules for a Cooperative

Cooperatives Act 1999, Section

FEE: refer to fee schedule

Late fees also apply if lodged after the prescribed time

Name of Co-operative

Registration No:

Name of person by whom or on whose behalf the form is lodged

Residential address

Postal address

Phone:

Facsimile

This application to seek Business Affairs approval of the proposed draft rule alteration of the above mentioned co-operative is made by a director or secretary of the co-operative. The following rule/s of the co-operative are affected by the proposed alterations:

(Insert rule to be altered)

APPROVAL OF ALTERATION OF RULES

Requirements for all cooperatives

	Item	(Enter rule number)
1	Name of the cooperative	_____
2	Active membership provisions (within the meaning of part 6 of the Act)	_____
3	The mode and conditions of admission to membership, and the payment to be made, or the share or interest to be acquired, before rights of membership are exercised	_____
4	The rights and liabilities of members, and of the estates of deceased members and the rights and liabilities of representatives of members under bankruptcy or mental incapacity	_____
5	The circumstances in which members may be expelled or suspended, and the rights and liabilities of expelled and suspended members	_____
6	The circumstances in which membership ceases	_____
7	Any charges or subscriptions payable by a member to the cooperative	_____
8	The circumstances in which fines and forfeitures may be imposed on members of the cooperative, and the amount of the fines, being not more the maximum amount prescribed under a regulation	_____
9	The grievance procedures for settling disputes under the rules between the cooperative and any of its members as defined in section 81, or between a member and any member	_____
10	The restrictions, if any, on the powers of the cooperative and the board	_____
11	The number of directors, the qualifications of directors, and the way of electing, remunerating and removing directors and filling a vacancy, the period for which directors are to hold office, and whether directors are to retire by rotation or otherwise, and for the holding of annual elections	_____
12	The quorum for meetings, and the procedure at meetings, of the board	_____
13	The device, custody and use of the seal of the cooperative	_____
14	The manner in which the funds of the cooperative are to be managed and, in particular, the mode of drawing and signing cheques, draft, bills of exchange, promissory notes, and other negotiable instruments for and on behalf of the cooperative	_____

- | | | |
|----|---|--|
| 15 | The custody of securities belonging to the cooperative | |
| 16 | The manner in which debentures may be transferred | |
| 17 | The date on which the financial year of the cooperative ends | |
| 18 | Provision for the financial reports of the cooperative to be audited annually or more frequently and the manner of appointment of the auditor | |
| 19 | The manner in which a loss that may result from the transactions of the cooperative is to be provided for | |
| 20 | The manner of calling general and special meetings, the requisite notices of meetings, and the quorum for meetings, of the cooperative | |
| 21 | The procedure at meetings of the cooperative, including rights of members in voting at meetings, the way of voting, and the majority necessary for carrying resolutions | |
| 22 | The method of conducting postal ballots, including special postal ballots, including the sending and filing of information and votes by facsimile or electronic means | |
| 23 | The manner of altering rules | |
| 24 | The manner in which the cooperative may be wound up | |
| 25 | Any matter prescribed under a regulation for this section (specify) | |
| 26 | Any other matter that to the cooperative appear necessary or desirable | |

Additional matters – cooperative with share capital

(Enter rule number)

- | | | |
|---|--|--|
| 1 | The nominal value of each share in the cooperative | |
| 2 | The amount of the contingent liability, if any, attaching to shares | |
| 3 | The terms on which shares, not including bonus shares, but including shares, if any, with a contingent liability attached to them are to be issued | |
| 4 | The periodic subscriptions by which or the manner in which shares are to be paid for | |
| 5 | In the case of a trading cooperative – the manner in which any surplus may be distributed | |
| 6 | The allocation of deficiency on the winding-up of a cooperative | |

- 7 Provision of the forfeiture of shares on expulsion or on failure to pay any subscription or call, the extent to which members whose shares have been forfeited are to remain liable for any amount still unpaid for them, and the sale or cancellation of forfeited shares _____
- 8 The manner in which shares may be transferred _____
- 9 A matter prescribed under a regulation: the minimum number of shares to which a member of the cooperative must subscribe, and the manner in which minimum number may be decided _____

Additional matter – non-trading cooperative

(Enter rule number)

- 1 That there must be no return or distribution on surplus or share capital to members other than the nominal value of shares, if any, at winding-up _____
- 2 For the manner of distribution of the surplus property at winding-up _____

<p>ENQUIRIES</p> <p>Telephone: 03 6233 2555</p> <p>Email: business.affairs@justice.tas.gov.au</p> <p>Website: www.consumer.tas.gov.au</p> <p>LODGING THE FORM</p> <p>Mail to: Business Affairs Branch GPO Box 1244 Hobart TAS 7001</p>	<p>PERSONAL INFORMATION PROTECTION STATEMENT</p> <p>Consumer Affairs and Fair Trading (CAFT) will collect personal information from you for the purpose of processing this application. You are required to provide this information by the <i>Cooperatives Act 1999</i>. Failure to provide this information may result in your application not being processed. Your personal information will be used for the primary purpose for which it is collected, and may be disclosed to other authorised organisations. Your basic personal information may be disclosed to other public sector bodies where necessary for the efficient storage and use of the information. Personal information will be managed in accordance with the <i>Personal Information Protection Act 2004</i> and may be accessed by the individual to whom it relates on request to CAFT. You may be charged a fee for this service.</p>
---	---