

# Application to approve transfer of engagements

*Co-operatives National Law (South Australia)*

**Email enquiries:** [associations@agd.sa.gov.au](mailto:associations@agd.sa.gov.au)

**Web:** [cbs.sa.gov.au/wcm/licensing-and-registration/co-operatives/](https://cbs.sa.gov.au/wcm/licensing-and-registration/co-operatives/)

**Postal:** GPO Box 1719 Adelaide SA 5001

**Telephone:** 131 882

## Things to know before starting your application

Before applying for approval of a transfer of engagements each co-operative must send to each of its members a disclosure statement approved by the Registrar. If you have not already had the disclosure statement approved by the Registrar you must first complete an 'Application to approve disclosure statement for transfer of engagements' form available at [cbs.sa.gov.au/wcm/licensing-and-registration/co-operatives/](https://cbs.sa.gov.au/wcm/licensing-and-registration/co-operatives/)

Before making this application, the proposed transfer of engagements must have been approved by each of the co-operatives by a special resolution passed by a special postal ballot. If the transfer of engagement requires any of the co-operatives involved in the transfer to change their rules, you must also attach a completed copy of the 'Application for rule amendment' form at [cbs.sa.gov.au/wcm/licensing-and-registration/co-operatives/](https://cbs.sa.gov.au/wcm/licensing-and-registration/co-operatives/)

## Lodging this application

- 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 1719 Adelaide SA 5001.
- Attachments are required as part of this application. Refer to the document checklist at question 5.

## Fees

- The filing fee/s for the registration of the special resolution/s is in addition to the application fee.
- Fees must be paid at the time of application.

## Lodgement person

### 1. Who is lodging this application?

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



## Details of co-operatives proposing to transfer engagements

### 2. List all co-operatives involved in the transfer of engagements

Name of co-operative	Where registered (Australian State)	Registration number

### 3. Does the transfer of engagement require a change in rules for any of the co-operatives involved in the transfer? (Mark with an X)

Yes		Please attach a completed Change of Rules form for each affected co-operative
No		Go to question 4.

## Declaration and signature

### 4. I declare that:

- I am authorised to lodge this application on behalf of all co-operatives proposing to transfer engagements and all co-operatives involved in the transfer of engagements have passed a special resolution by special postal ballot of members.
- There have been no changes, additions or omissions to the disclosure statement(s) approved by the Registrar under section 397 of the *Co-operatives National Law (South Australia)* sent to each of the co-operatives' members.
- I certify there is no good reason why the transfer of engagements should not take effect.
- The particulars contained in this application are true and correct. I acknowledge that it is an offence under section 514 of the *Co-operatives National Law (South Australia)* to provide the Registrar with false or misleading documents.

Signature	X
Date	

## Document checklist

### 5. Your application cannot be processed without the following documents (Mark with an X)

A copy of the special resolution passed by each co-operative involved in the transfer of engagement.	
A Change of Rules form for each co-operative required to change its rules as part of this transfer of engagement (if applicable)	

## How to lodge and pay

The application and filing fees must be paid at the time of application. There is no GST payable.

- Use paperclips and not staples for all documents.
- The signature of the person lodging this form must be included in question 4.
- If paying by credit card fill in the details below or attach a cheque or money order made payable to 'Consumer and Business Services' to the application form.

## What happens when you lodge your application

- You may be required to provide further information.
- When the form is completed correctly and all necessary documents are attached, you will receive notification of the Registrar's decision.
- If any change occurs in the information you have provided in your application, you must notify Consumer and Business Services as soon as possible.

### Credit card details

The filing fee/s for the registration of the special resolution/s is in addition to the application fee.

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	\$
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 (South Australia)* can be found on the South Australian Legislation website.

**Privacy** – CBS is committed to responsible and fair handling of your personal information, consistent with the laws we administer and the *Freedom of Information Act 1991*. Some information on this form will be placed on a public register in accordance with the *Co-operatives National Law (SA)*. 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 and Business Services** website or on request.