



Received at:
Date:

Notice of appointment of public officer &
Notice of change of association address
Associations Incorporation Act 2009 (sections 13 & 34)

Please read the information provided before completing this form.
This form should be completed in BLACK or BLUE ink and in BLOCK LETTERS.

Application fee NIL

Association details

Incorporation number

Name Incorporated

Do you wish to give notice of (tick one of these boxes and complete the corresponding section/s below)

- 1. Vacancy in the position of public officer and appointment of a new public officer.
- OR
- 2. Change of official address.

1. Notice of vacancy in the position of public officer and appointment of new public officer

The position of public officer of the association became vacant on:
DD MM YYYY

Reason for vacancy*
(*refer to notes)

Date of appointment:
DD MM YYYY

Surname Given name (s)

Title (Mr/Mrs/Ms) Date of birth
DD MM YYYY

Official address
(This address cannot be a POST OFFICE BOX - see notes for requirements for the official address)

Address

Town/suburb State Postcode

2. Notice of change of official address

The official address was changed on:
DD MM YYYY

Address

Town/suburb State Postcode

Declaration and privacy acknowledgement

I of
NAME ADDRESS

declare that

- I am the current public officer of the association,
- I am over the age of 18 years and ordinarily reside in New South Wales,
- the information set out in this form is correct, and
- I acknowledge that NSW Fair Trading is collecting and holding information (including personal information) supplied in this form for the purposes of the *Associations Incorporation Act 2009* and in particular, inclusion in a register maintained under that Act which is open to public inspection,
- I acknowledge that NSW Fair Trading may disclose personal details to persons or bodies and to receive information from them: in respect of purpose(s) related to the association's incorporation and activities, and
- I acknowledge that have a right to seek access to and correction of the personal information supplied/collected from me.

Signature

 / /
DD MM YYYY

Contact details of the person lodging this document

Surname

Given name (s)

Title

(Mr/Mrs/Ms)

Daytime telephone number

Address

Town/suburb

State

Postcode

Email



Form A9

Please read the information before completing this form.
The form should be completed in BLACK or BLUE ink and BLOCK LETTERS.

When should this form be lodged?

The committee is required to appoint a new public officer within 28 days of the position of public officer becoming vacant.

The new public officer of an association (other than the first public officer) must lodge this form within 28 days of

- taking office as public officer,
- after the association's official address & address for service of notices changes.

Association details

Set out the correct name and incorporation number of the association.

Vacancy in the position of public officer

The position of public officer becomes vacant if he or she

- resigns from the office of public officer in writing,
- dies,
- ceases to ordinarily reside in NSW,
- becomes a mentally incapacitated person,
- becomes bankrupt,
- is removed by resolution of a general meeting of the association, or
- as provided for in the constitution of the association

The date the position became vacant and the appropriate reason from the above list needs to be included in this section.

Notice of appointment of new public officer

Public officer - the public officer of the association must be a person aged 18 years or more who is resident in NSW. The public officer must not be a bankrupt and must not be a protected or a mentally incapacitated person.

Official address of the association

The official address must be an address in NSW where

- a premises of the association is located, or
- where the public officer resides, is employed or carries on his or her business.

A post office box number **cannot** be entered as the official address.

For most associations the official address will also be the address at which the register of committee members and other records of the association should be kept. The public officer is required to notify the Fair Trading of a change in the official address within 28 days.

Declaration and privacy acknowledgment

This declaration must be completed by the current public officer of the association.

Lodging the notice

- This notice can be lodged with Registry Services, PO Box 22, Bathurst NSW 2795 or at Fair Trading Centre.
- For the address of your nearest Fair Trading Centre please telephone 13 32 20 or visit www.fairtrading.nsw.gov.au
- There is no fee for lodging this form.
- This form may be returned if it is not completed correctly.

Contacting the Registry

Telephone (02) 6333 1400 or 1800 502 042

Mail Registry Services
PO Box 22
Bathurst NSW 2795

Website www.fairtrading.nsw.gov.au

Language assistance

Telephone - 13 14 50
Ask for an interpreter in your language.
TTY - 1300 723 404
Telephone service for the hearing impaired.