

Department of Justice

Consumer Building and Occupational Services

PO Box 56, Rosny TAS 7018

Ph: 1300 65 44 99 (within Tasmania) (03) 6165 3400 (outside Tasmania) Fax: (03) 6173 0205

Email: [Registration.Services@justice.tas.gov.au](mailto:Registration.Services@justice.tas.gov.au) Web: [www.consumer.tas.gov.au/registrations/charities](http://www.consumer.tas.gov.au/registrations/charities)

## For use by organisations or corporations located outside Tasmania

You must get approval to collect charitable donations in Tasmania if you are an organisation which is an incorporated association located outside Tasmania, or a corporation whose head office is located outside of Tasmania.

### 1. Details

Name of corporation, incorporated association or organisation:

Australian Company Number (if applicable):

Australian Business Number (if applicable):

Association Number (if applicable):

Australian Registered Body Number (if applicable):

State or Territory in which association is incorporated

Address of principal office:

Postal address:

Public officer name:

Telephone number:

Email address:

Fax number:

### 2. Public officer

Has the public officer or the contact officer been convicted of a criminal offence in the last five years?

Yes

No

If you have selected 'Yes' please attach a National Police Criminal History record for the public or contact officer dated within the last 3 months. To get this record you will need to apply to a police station in your State or Territory.

### 3. Purpose or mission statement

Please provide a purpose or mission statement for your organisation. If the space provided is insufficient, please attach a separate sheet of paper

### 4. Interstate licence approvals

Are you licenced or approved to engage in charitable fundraising in any other State or Territory? If you have selected 'Yes' please attach a copy of the relevant licence or approval.

Yes

No

If you selected 'No', please state the reason:

### 5. Previous licence refusals

Has the organisation had any licence or approval relating to charitable collections refused or suspended in the last five years?

Yes

No

If you selected 'Yes', please state the reason:

## 6. Using other marketing organisations

If you anticipate using a marketing organisation to assist in conducting one or more appeals, please supply the name of the marketing organisation

Telephone number:

Fax number:

Email address:

## 7. Insolvency or bankruptcy

**Insolvent** means your organisation is unable to pay its debts as and when they fall due.

**Bankrupt** means entering into a scheme or management, a deed of administration, or receivership, or being bankrupt under the *Bankruptcy Act 1966* or *Corporations Law* of the Commonwealth.

Is your organisation insolvent or bankrupt?  Yes  No

## 8. Event details

Is this application for approval to conduct a particular fundraising event?  Yes  No

If you selected 'Yes', please provide details:

## 9. During which you will be collecting donations

Starting date:

End date:

## 10. Privacy and Declaration

### Personal Information Protection Statement

Consumer Building and Occupational Services Division of the Department of Justice will collect personal information from you for the purpose of processing this application. You are required to provide this information by the *Collection for Charities Act 2001*. 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 *Personal Information Protection Act 2004* and may be accessed by the individual to whom it relates on request to Consumer Building and Occupational Services. You may be charged a fee for this service.

**Declaration - Please note if you do not complete the following section your application may not be processed.**

- I have authority to provide the information contained in this application and to submit this application for or on behalf of the applicant.
- I have read, understand and am able to comply with all the criteria, terms and conditions contained in this application.
- I declare the information provided in this application is true and correct to the best of my knowledge and belief. I understand penalties may apply for providing false and misleading information.

Provide full name:

Provide residential address:

Date:

### Checklist

- The application form has been fully completed
- A National Police Record dated within 3 months is attached, if required
- Copy of licence or approval to fundraise is attached, if required
- It is recommended you read the Information Guide to the *Collections for Charities Act 2001*

## 11. Lodging the form

By Mail: Registration Services  
PO Box 56  
Rosny TAS 7018

By Fax: 03 6173 0205

By Email: [Registration.Services@justice.tas.gov.au](mailto:Registration.Services@justice.tas.gov.au)

## 12. Enquiries

Telephone: 1300 65 44 99

Email: [Registration.Services@justice.tas.gov.au](mailto:Registration.Services@justice.tas.gov.au)

Website: [www.consumer.tas.gov.au/registrations/charities](http://www.consumer.tas.gov.au/registrations/charities)

Attach any relevant documents with the email.  
We recommend you save a copy of this form for your own records.