

Department of Justice
Building Standards and Occupational Licensing
PO Box 56, ROSNY 7018
Ph: 1300 65 44 99
Email: registration.services@justice.tas.gov.au
Web: www.cbos.tas.gov.au

Things to know before starting your application

- You can complete the form onscreen (save and email with attachments) or print, complete by hand and post with attachments
- 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 Consumer, Building and Occupational Services, PO Box 56, ROSNY 7018

1. Details of co-operative

Co-operative registration number

Name of co-operative

2. Type of change - select all that apply

- Change of contact number and/or email - complete question 3
- Change of registered address - complete question 4
- Change of postal address - complete question 4 a)
- Appointment of new secretary, directors or chief executive officer - complete question 5
- Ceasing secretary, directors or chief executive officer - complete question 6
- Change of name of existing secretary, director or chief executive officer - complete question 7
- Change of address of existing secretary, director or chief executive officer - complete question 8

3. Contact number and/or email address

Daytime telephone number

Registered email address to receive all electronic correspondence

4. Registered and/or postal address

Address must be in Tasmania and be a street address (PO Box not accepted)

Date registered address changed

a) New postal address of co-operative

Same as registered address Yes/No. If no, specify different address Yes No

Address (including state and postcode (PO Box accepted))

Date postal address changed

5. Appointment of new secretary, directors or chief executive officer

List all new officers. If more than five, attach a separate list or photocopy this page as needed

Secretary

Surname	Given name/s	Former names (if any)	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Residential address	Place of birth	Date of birth	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Email address	Daytime telephone number	Date appointed	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

Officer

Surname	Given name/s	Former names (if any)	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Residential address	Place of birth	Date of birth	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Email address	Daytime telephone number	Date appointed	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

Officer

Surname	Given name/s	Former names (if any)	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Residential address	Place of birth	Date of birth	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Email address	Daytime telephone number	Date appointed	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

Officer

Surname	Given name/s	Former names (if any)	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Residential address	Place of birth	Date of birth	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Email address	Daytime telephone number	Date appointed	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

Officer

Surname	Given name/s	Former names (if any)	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Residential address	Place of birth	Date of birth	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Email address	Daytime telephone number	Date appointed	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

6. Ceasing secretary, directors or chief executive officer - list all ceasing officers

If more than five, attach a separate list or photocopy this page as needed

Officer

Surname	Given name/s	Former names (if any)
<input type="text"/>	<input type="text"/>	<input type="text"/>
Residential address	Place of birth	Date of birth
<input type="text"/>	<input type="text"/>	<input type="text"/>
Email address	Daytime telephone number	Date appointed
<input type="text"/>	<input type="text"/>	<input type="text"/>

Officer

Surname	Given name/s	Former names (if any)
<input type="text"/>	<input type="text"/>	<input type="text"/>
Residential address	Place of birth	Date of birth
<input type="text"/>	<input type="text"/>	<input type="text"/>
Email address	Daytime telephone number	Date appointed
<input type="text"/>	<input type="text"/>	<input type="text"/>

Officer

Surname	Given name/s	Former names (if any)
<input type="text"/>	<input type="text"/>	<input type="text"/>
Residential address	Place of birth	Date of birth
<input type="text"/>	<input type="text"/>	<input type="text"/>
Email address	Daytime telephone number	Date appointed
<input type="text"/>	<input type="text"/>	<input type="text"/>

Officer

Surname	Given name/s	Former names (if any)
<input type="text"/>	<input type="text"/>	<input type="text"/>
Residential address	Place of birth	Date of birth
<input type="text"/>	<input type="text"/>	<input type="text"/>
Email address	Daytime telephone number	Date appointed
<input type="text"/>	<input type="text"/>	<input type="text"/>

Officer

Surname	Given name/s	Former names (if any)
<input type="text"/>	<input type="text"/>	<input type="text"/>
Residential address	Place of birth	Date of birth
<input type="text"/>	<input type="text"/>	<input type="text"/>
Email address	Daytime telephone number	Date appointed
<input type="text"/>	<input type="text"/>	<input type="text"/>

7. Change of name - existing secretary, director or chief executive officer

If more than one, attach a separate list or photocopy this page as needed

Officer's previous name	New given name (if applicable)	New surname (if applicable)
<input type="text"/>	<input type="text"/>	<input type="text"/>
Date of birth	Date of name change	Position (office) held
<input type="text"/>	<input type="text"/>	<input type="text"/>

8. Change of existing secretary, director or chief executive officer address

If more than one, attach a separate list or photocopy this page as needed

Officer name	Residential address	Date of birth
<input type="text"/>	<input type="text"/>	<input type="text"/>
Position (office) held	Date of address change	
<input type="text"/>	<input type="text"/>	

9. Declaration and authorisation

I declare that:

- I am authorised by the co-operative to apply for these changes.
- The particulars contained in this form and any attachments are true and correct and I acknowledge that it is an offence under section 514 of the *Co-operatives National Law (Tasmania) Act 2015* to give to the Registrar a document containing false or misleading information.

Printed name	Position (office) held	
<input type="text"/>	<input type="text"/>	
Daytime telephone number	Email address	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>

10. How to lodge your form

- You must be authorised to lodge this document and complete section 9 of this application
- Any fees must be paid at the time of application - there is no GST payable
- If paying by credit card, fill in the credit card payment section in this application form or attach to the application form a cheque or money order made payable to Registration Services
- Email the completed form and any attachments to registration.services@justice.tas.gov.au
- If lodging by email, the total email size cannot exceed 10MB
- If lodging by post send to:
Consumer, Building and Occupational Services
PO Box 56, ROSNY 7018

The [Co-operatives National Law \(Tasmania\) Act 2015](#) can be found on the www.legislation.tas.gov.au

11. What happens when you lodge your form

- If the form is completed correctly, your changes are deemed to be lodged and you will not be contacted by Consumer, Building and Occupational Services. If you are required to provide further information, you will be notified in writing.
- If any change occurs in the information you have provided in your application, you must notify Consumer, Building and Occupational Services as soon as possible.

12. Privacy Statement

This document has been produced and published by the Consumer, Building and Occupational Services Division of the Department of Justice. Although every care has been taken in the production of the work, no responsibility is accepted for the accuracy, completeness, or relevance to the user's purpose, of the information. Those using it for whatever purpose are advised to verify it with the relevant government department, local government body or other source and to obtain any appropriate professional advice. The Crown, its officers, employees and agents do not accept liability however arising, including liability for negligence, for any loss resulting from the use of or reliance upon the information and/or reliance on its availability at any time.