



# Application for variation of time

Tasmanian Government

Co-operatives National Law (Tasmania) Act 2015

Department of Justice  
Consumer, Building and Occupational Services  
PO Box 56, ROSNY 7018  
Ph: 1300 65 44 99  
Email: [registration.services@justice.tas.gov.au](mailto:registration.services@justice.tas.gov.au)  
Web: [www.cbos.tas.gov.au](http://www.cbos.tas.gov.au)

## Fees

[www.cbos.tas.gov.au/topics/licensing-and-registration/fees](http://www.cbos.tas.gov.au/topics/licensing-and-registration/fees)

Must be paid when lodging application

## Things to know before starting your application

This form can be used to apply for a variation of time for circumstances such as:

- Holding the Annual General Meeting
- Submitting annual statements
- Notice periods

**NOTE:** This form cannot be used to apply for a variation of time for circumstances such as changing the financial year end date. This can only be carried out via a change of rules.

## How to complete this form

- 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

Registered name of co-operative

Co-operative registration number

## 2. Details of extension or shortening of time

From original date

To proposed date

From original number of days

To proposed number of days

## 3. Time variation details

a) What are you applying for a variation of time to do?

b) What are the reasons for applying for a variation of time?

## 4. Credit card details

Please debit my credit card (select one of the two options). Complete the rest of the card details.

Visa

Amount \$

Card number

Expiry date

CCV number

Mastercard

Name of cardholder

Daytime contact telephone number of cardholder

Date

## 5. Declaration and authorisation

I declare that:

- I am authorised to lodge this application for this co-operative
- 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 (Tasmania) Act 2015* to provide the Registrar with false or misleading information

Printed name

Relationship to co-operative

Daytime telephone number

Email address

Date

## 6. How to lodge and pay

- You must be authorised to lodge this document and complete section 5 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](mailto: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](http://www.legislation.tas.gov.au)

## 7. What happens when you lodge your application

- You will be notified of the decision to grant an extension or shortening of time. You may need to provide further information.
- 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

## 8. Privacy Statement

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