

Lodged By:  
Name:  
Address:  
E-mail:  
Telephone (BH):

**ACT GOVERNMENT**  
*Associations Incorporation Act 1991*  
**Registrar-General's Office**



**AR**

Form 706

**ANNUAL RETURN**

**PRIVACY COLLECTION STATEMENT (PRIVACY ACT 1988 (C'WLTH)) OVERLEAF**

THE AUDITOR'S REPORT AND AUDITED STATEMENT OF ACCOUNTS MUST BE ATTACHED TO THIS FORM

**1. ASSOCIATION NAME AND NUMBER**

|  |      |   |
|--|------|---|
|  | Inc. | A |
|--|------|---|

**2. ASSOCIATION ADDRESS(ES)**

|                               |     |
|-------------------------------|-----|
| Preferred Postal Address:     |     |
| Registered Office (optional): | ACT |

**3. NAME AND RESIDENTIAL ADDRESS OF CURRENT PUBLIC OFFICER (must be 18 years or older and a resident of the ACT)**

|  |
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**4. PARTICULARS OF ANNUAL RETURN**

|  |                                      |
|--|--------------------------------------|
| Attached accounts are for the financial year ending  | Annual General Meeting (AGM) held on |
| Please attach the auditors report and audited statement of accounts as presented at the Annual General Meeting.<br>If this was not done at the AGM, the date of the general meeting at which this was done must be shown here: |                                      |

**5. NAME AND ADDRESS OF CURRENT COMMITTEE MEMBERS (if insufficient space, attach list with remaining information)**

| Position Held | Full Name and Residential Address | Date of Appointment |
|---------------|-----------------------------------|---------------------|
|               |                                   |                     |
|               |                                   |                     |
|               |                                   |                     |
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|               |                                   |                     |
|               |                                   |                     |

**6. REGISTER OF MEMBERS (must be maintained in line with Section 67 of the Act)**

|                           |   |
|---------------------------|---|
| Number of Current Members | Address in the ACT at which the Register of Members may be viewed |
|                           |   |

**7. BANK PARTICULARS (if multiple accounts are held, attach list of all institutions and branches where association holds accounts)**

|                               |  |                 |  |
|-------------------------------|--|-----------------|--|
| Name of Financial Institution |  | Branch Location |  |
|-------------------------------|--|-----------------|--|

**8. CATEGORY OF ASSOCIATION** (select only one)

|   |                          |
|---|--------------------------|
| <p>If the association's gross receipts exceed \$500,000 the association is prescribed under S.76 of the Act. Place a 'X' here:<br/>The auditor must be a registered company auditor under the <i>Corporations Act 2001 (Commonwealth)</i></p>   | <input type="checkbox"/> |
| <p>If the association's gross receipts and/or assets exceed \$150,000 or the association has more than 1,000 members or has a licence issued under the <i>ACT Liquor Act 1975</i>, the association is prescribed under S.74(3) of the Act. Place a 'X' here:<br/>The auditor must either be a registered company auditor under the <i>Corporations Act 2001 (Commonwealth)</i> or be a current member of the Institute of Chartered Accountants in Australia or the National Institute of Accountants or CPA Australia. The auditor cannot be an officer, partner, employer or employee of the association, or of an officer of the association, or of an employee of an officer.</p> | <input type="checkbox"/> |
| <p>If either do not apply the association is not prescribed and the auditor need not hold qualifications. Place a 'X' here:<br/>Accounts may be audited by a person who is not an officer of the association or a person who has prepared or assisted in the preparation of the accounts.</p>   | <input type="checkbox"/> |

**9. PARTICULARS OF AUDITOR**

I have audited the attached financial statements of the association. In my opinion:

- a) the financial statements of the association are properly drawn up;
  - i. so far as to give a true and fair view of the matters required by subsection 72(2) of the Act to be dealt with in the accounts for the financial year reported on;
  - ii. in accordance with the provisions of the Act; and,
  - iii. in accordance with proper accounting standards.
- b) proper accounting and other records have been kept by the association.
- c) the audit was conducted in accordance with the rules of the association.

|                      |  |                                |  |
|----------------------|--|--------------------------------|--|
| Full Name            |  | Qualifications (if applicable) |  |
| Contact Address      |  |                                |  |
| Signature of Auditor |  | Dated                          |  |

**10. STATEMENT BY PUBLIC OFFICER AND COMMITTEE** (must be completed by the public officer and two committee members)

As a current office-bearer of this association, I certify under Section 79(1)(e) of the Act that the particulars shown on this form are true and correct, and reflect the association's compliance with those provisions of the Act that apply in relation to:

- (i) the preparation of the annual statement of the association's accounts; and
- (ii) the auditing of the accounts and the presentation of audited statement of accounts at the annual general meeting of the association.

I have read the 'Privacy Statement' and 'Important Information' below.

|           |           |           |
|-----------|-----------|-----------|
| Signature | Signature | Signature |
| Name      | Name      | Name      |
| Position  | Position  | Position  |

**PRIVACY STATEMENT**

Section 9 of the *Associations Incorporations Act 1991* provides for the Registrar-General to collect the information for the purpose of establishing and maintaining the register of incorporated associations. The register is available for search pursuant to Section 11 of the Act, to any person upon payment of a fee. The register is also made available to a range of government agencies for law enforcement, administrative and statistical purposes.

## IMPORTANT INFORMATION

The committee members are held accountable for ensuring that the association operates in compliance with applicable laws, including the *Associations Incorporation Act 1991* (the Act) and the *Associations Incorporation Regulation 1991* (the Regulation). The public officer is responsible for acting as a point of contact between the association and the community, and is expected to be able to represent the association in dealings with this office. The residential address of the committee members and public officer must be provided in order to allow for the service of documents under Section 122 of the Act. The financial institution and branch at which the association holds funds must be identified as the property of a defunct association will vest in the Registrar-General if the association's incorporation is cancelled under Section 93 of the Act.

The Act prohibits any person from serving as a committee member or the public officer if he/she is insolvent or bankrupt, without leave from the ACT Supreme Court under S.63 of the Act. A search should be conducted of the records held by the Insolvency and Trustee Service Australia (ITSA) before accepting the nomination of a person as a committee member. For more information or to conduct a search, visit the ITSA website at [www.itsa.gov.au](http://www.itsa.gov.au). Further information on the obligations of incorporated associations can be found in the Associations Kit available from the Registrar-General's Office, and on-line at [www.rgo.act.gov.au](http://www.rgo.act.gov.au).

|   |   |
|---|---|
| ENGLISH   | If you need interpreting help, telephone:                   |
| ARABIC  | إذا كنت بحاجة لمساعدة في الترجمة الشفوية، اتصل برقم الهاتف: |
| CHINESE   | 如果你需要传译员的帮助，请打电话：   |
| CROATIAN  | Ako trebate pomoć tumača telefonirajte:                     |
| GREEK   | Αν χρειάζεστε διαμετνητές τηλεφωνήστε στο                   |
| ITALIAN   | Se avete bisogno di un interprete, telefonate al numero:    |
| MALTESE   | Jekk għandek bżonn i-ghajjuna t'interpretu, ɕempel:         |
| PERSIAN   | اگر به ترجمه شفاهی احتیاج دارید به این شماره تلفن کنید:     |
| PORTUGUESE  | Se voce precisar da ajuda de um interprete, telefone:       |
| SERBIAN   | Ako vam je potrebna pomoć prevodionica telefonirajte:       |
| SPANISH   | Si necesita la asistencia de un intérprete, llame al:       |
| TURKISH   | Tercümana ihtiyacınız varsa lütfen telefon ediniz:          |
| VIETNAMESE  | Nếu bạn cần một người thông-ngôn hãy gọi điện-thoai:        |
| <b>TRANSLATING AND INTERPRETING SERVICE</b><br><b>131 450</b><br><small>Canberra and District - 24 hours a day, seven days a week</small> |   |

### LOCATION

B1 Level, Allara House,  
50 Allara Street,  
CANBERRA CITY

### OFFICE HOURS

8.30am to 4.30pm Monday to Friday  
(excluding public holidays)

### CONTACT NUMBERS

Phone (02) 62070435 or  
(02) 62070474  
Fax (02) 62070487

### POSTAL ADDRESS

PO Box 225  
CIVIC SQUARE ACT 2608