

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

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



A4

Form 704

CHANGE OF REGISTERED OFFICE PARTICULARS

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

1. ASSOCIATION NAME AND NUMBER

	Inc.	A
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2. PARTICULARS OF CHANGE (select only one)

If the association did not previously have a registered office but has now opened a registered office, place a 'X' here:	<input type="checkbox"/>
If the association has changed the address and/or hours of opening of an existing registered office, place a 'X' here:	<input type="checkbox"/>
If the association has closed its existing registered office and will no longer have a registered office, place a 'X' here:	<input type="checkbox"/>

An association is not required to have a registered office. If a registered office is established, it must be located at a physical address in the ACT and be open for at least 3 consecutive hours between 9.00 am and 5.00 pm Monday to Friday (excluding public holidays). Only one address at a time may be recognised as the registered office address of an association.

3. DATE OF CHANGE

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4. ADDRESS AND HOURS OF OPERATION (if advising of the closure of the registered office, enter 'Not Applicable')

	From:	:	
	To:	:	

5. PREFERRED POSTAL ADDRESS OF ASSOCIATION

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6. FULL NAME AND RESIDENTIAL ADDRESS OF CURRENT PUBLIC OFFICER

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7. STATEMENT BY PUBLIC OFFICER

As the current public officer of this association, I confirm that all of the particulars shown on this form are true and correct, and that I have read the "Privacy Statement" and "Important Information" shown overleaf.		
_____	_____	_____
Signature	Name	Date

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 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 under the *Associations Incorporation Act 1991* (the Act) and the *Associations Incorporation Regulation 1991* (the Regulation). The committee members are held accountable for ensuring that the association operates in compliance with applicable laws, including the Act and the Regulation.

The Act prohibits any person from serving as a committee member or 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 or public officer. For more information or to conduct a search, visit the ITSA website at 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.

ENGLISH	If you need interpreting help, telephone:
ARABIC	: إذا احتجت مساعدة 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 διερμηνεία τηλεφωνήστε στο
ITALIAN	Se avete bisogno di un interprete, telefonate al numero:
MALTESE	Jekk għandek bżonn l-għajjuna t'interpretu, çempel:
PERSIAN	اگر به ترجمه شفاهی احتیاج دارید به این شماره تلفن کنید:
PORTUGUESE	Se você precisar da ajuda de um intérprete, 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-thoại:
TRANSLATING AND INTERPRETING SERVICE	
131 450	
<small>Canberra and District - 24 hours a day, seven days a week</small>	

LOCATION

255 Canberra Avenue
Fyshwick ACT 2609

OFFICE HOURS

9.00am 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