



**BUSINESS AND INDUSTRY LICENSING**

**ANNUAL RETURN**

*Associations Incorporation Act 1991  
Associations Incorporation Regulation 1991*



**AR 706**

**1. ASSOCIATION NAME** **ASSOCIATION NUMBER**

Incorporated	A
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**2. ASSOCIATION ADDRESSES**

Preferred Postal Address	
Registered Office (If any)	

**3. NAME AND ADDRESS OF CURRENT PUBLIC OFFICER**

*(The public officer must be an ACT resident aged 18 years or older. If you do not want your residential address on the public record, please list an alternative address in the ACT)*

**4. PARTICULARS OF ANNUAL RETURN**

*(Please attach the financial statements and audit report)*

Attached accounts are for the financial year starting	ending
Date audit completed	Annual General Meeting (AGM) held on
If the accounts were not presented at the AGM, please list the date of the general meeting at which the audited accounts were passed:	

**5. NAME AND ADDRESS OF EACH CURRENT COMMITTEE MEMBER**

*(The committee listed should be those elected as a result of the AGM. If insufficient space, please attach list with the remaining information. If you do not want your residential address on the public record, please provide an alternative address which can include a PO Box)*

Name	Address	Position Held	Date of Appointment

**6. REGISTER OF MEMBERS**

Number of Current Members	Address in the ACT which the register of members may be viewed

**7. FINANCIAL INFORMATION**

Name of Financial Institution	Branch Location

**8. CATEGORY OF ASSOCIATION**

(Tick the box that applies to the association)

If the association's gross receipts exceed \$500,000 the association is prescribed under S.76 of the Act. The auditor must be a registered company auditor under the <i>Corporations Act 2001 (Commonwealth)</i> .	<input type="checkbox"/>
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. 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.	<input type="checkbox"/>
If the above do not apply the association is not prescribed and the auditor need not hold qualifications. 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.	<input type="checkbox"/>

**9. PARTICULARS OF AUDITOR**

Full Name and address of Auditor	Qualifications of auditor (If applicable)

**10. SIGNATURE OF AUDITOR**

(Please provide this only if the Auditor has not signed and dated the audit report)

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.

<hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> Auditor's Signature	<hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> Date
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**PRIVACY STATEMENT**

Section 9 of the *Associations Incorporation Act 1991* provides for the Register-General to collect the information for the purpose of establishing and maintaining the register of incorporated associations. The register is available for search in accordance with 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.

**DECLARATION**

As a current office-bearer of this association, I certify under 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 the audited statement of accounts at the annual general meeting of the association.

**11. STATEMENT BY PUBLIC OFFICER AND COMMITTEE**

(Must be completed by the public officer and two committee members).

Signature	Print name, Position
Signature	Print name, Position
Public Officer Signature	Print name

**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 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 Incorporated Associations Practice Manual available from the Office of Regulatory Services, and on-line at [www.ors.act.gov.au](http://www.ors.act.gov.au).

**TELEPHONE INTERPRETER SERVICE**

If English is not your first language, and you need help with this form, please telephone 131 450 for assistance 24 hours a day.

ENGLISH	If you need interpreting help, telephone:
ARABIC	إذا احتجت مساعدة في الترجمة التفسيرية - إتصل 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-għajruna t'interpretu, cempel:
PERSIAN	اگر به ترجمه شفاهی احتیاج دارید به این شماره تلفن کنید:
PORTUGUESE	Se você precisar de ajuda de um intérprete, telefone:
SERBIAN	Ако вам је потребна помоћ преводника телефонирајте:
SPANISH	Si necesita la asistencia de un intérprete, llame al:
TURKISH	Tercümanına ihtiyacınız varsa, lütfen telefon ediniz:
VIETNAMESE	Nếu bạn cần một người thông-ngôn hãy gọi điện-thoại:
<b>TRANSLATING AND INTERPRETING SERVICE</b>	
<b>131 450</b>	
<small>Canberra and District - 24 hours a day, seven days a week</small>	

**LOCATION**

255 Canberra Avenue  
Fyshwick ACT 2609

**CONTACT NUMBER**

Phone (02) 62073000  
Fax (02) 62040487

**OFFICE HOURS**

9.00am to 4.30pm Monday to Friday  
(excluding public holidays)

**POSTAL ADDRESS**

PO Box 225  
CIVIC SQUARE ACT 2608