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PERTH: TUESDAY, JANUARY 19.

[1904.

Co-operative and Provident Societies Act, 1903.

Friendly Societies Office,

Perth, 15th January, 1904.

HIS Excellency the Governor in Executive Council has been pleased to make the following Regulations under "The Co-operative and Provident Societies Act, 1903."

EDGAR T. OWEN,

Registrar of Friendly Societies.

Regulations under the Co-operative and Provident Societies Act, 1903.

F.S. $\frac{429}{1903}$

(3 Edw. VII., No. 2.)

In pursuance of the powers and authorities conferred by "The Co-operative and Provident Societies Act, 1903," and of every other power and authority enabling him in that behalf, His Excellency the Governor of Western Australia, by and with the advice of the Executive Council thereof, doth make the following Regulations, that is to say:—

1. In the following Regulations and Forms the term "Registrar" shall mean the Registrar of Friendly Societies appointed under "The Friendly Societies Act, 1894," and the term "the Act" shall mean "The Co-operative and Provident Societies Act, 1903."

Section 4 (3) of Act.

2. The Registrar shall not register a society or register an amendment of rules of a society under a name identical with that of any other existing registered society, or so nearly resembling such name as to be likely, in his opinion, to mislead the members or the public as to its nature or its identity.

APPLICATION FOR REGISTRY.

Sections 4 (2, 4, 5) and 43 (3) of Act.

3. Application for registry of a society under the Act shall be made to the Registrar, in Form 1, annexed hereto, and shall be signed by seven members and the secretary, accompanied by two copies of the rules, each copy being marked "A," with a certificate appended to each copy, signed by the eight persons who make the application for registry. The certificate may be in the following form:—

We hereby certify that the foregoing rules of the Society, Limited, were duly passed at a meeting thereof, held at, on the day of, 190 .

- 1Member.
- 2 "
- 3 "
- 4 "
- 5 "
- 6 "
- 7 "
- 8Secretary.

Accompanying the said form there shall also be sent a list, in Form 2 annexed hereto, of the titles and names of the officers and committee of management, and the fee prescribed in Regulation 41. The name of every society applying for registration shall contain as the last words thereof the words "society, limited," and shall not contain the word "company."

AMENDMENT OF RULES.

Section 9 (2, 3, 4) of Act.

4. No amendment of a rule or rules shall be valid until the same has been registered. An amendment of a rule or rules of a registered society, which includes a new rule and a resolution rescinding a rule or rules, may be either—

- (a.) A complete amendment consisting of the substitution of an entire set of rules for the existing rules, and bearing at the beginning words to the effect that "all previous rules are rescinded"; or
- (b.) A partial amendment consisting of any amendment which does not substitute an entire set of rules for the existing rules.

5. An application for the registration of a partial amendment of rules must be made by the secretary of the society in Form 3 annexed hereto, and must be accompanied by a statutory declaration by the secretary or other officer of the society in Form 4 annexed hereto, by a copy of the existing registered rules marked to show where the alterations occur and what they are, by the fee prescribed in Regulation 41, and by the following documents:—

- (a.) If the partial amendment consists of the addition or substitution of a new rule or part of a rule or rules, two copies of such rule or part of a rule or rules, each copy being marked "O" and signed by three members and the secretary.
- (b.) If the partial amendment consists of the rescission of any rule or rules or part of any rule, without any substitution, two copies of the resolution for such rescission, each copy being marked "O" and signed by three members and the secretary.

6. The Registrar, before registering the partial amendment of rules, shall ascertain that the rules of the society, if altered in accordance with the proposed partial amendment, will provide for all the matters required by the Act to be provided for by the rules of a registered society.

7. An application for the registration of a complete amendment of rules shall be made by three members and the secretary of the society in Form 5 annexed hereto, and must be accompanied by a statutory declaration in Form 4 annexed hereto, by a copy of the existing rules, by two copies of the new rules (each copy being marked "P" and signed by each of the applicants), and by the fee prescribed in Regulation 41.

8. The Registrar, before registering a new set of rules, shall ascertain that it provides for all matters which by the Act are to be provided for by the rules of a registered society.

ACKNOWLEDGMENT OF REGISTRY.

Sections 5, 9 (4), 32 (2), 60 and 4th Schedule of Act.

9. The acknowledgment (I.) of the registry of a society, (II.) of the registry of a partial amendment of rules, and (III.) of a complete amendment of rules shall be respectively as is provided in Form 6 annexed hereto. The Certificate (IV.) to rules or extracts from rules shall be as is provided in the same Form 6.

CANCELLATION AND SUSPENSION OF REGISTRY.

Section 8 of Act.

10. Every request by a registered society for cancellation of its registry shall be sent to the Registrar, in Form 7 annexed hereto, signed by the secretary, and shall name some newspaper circulating in the locality in which the registered office of the society is situated wherein the notice of cancellation of registry may be published, and shall be accompanied by the sum requisite to defray the expense of such publication, as well as of the publication of such notice of cancelling in the *Government Gazette*. Such request shall be verified by the statutory declaration of the secretary or other officer of the society, in Form 8, or evidenced in such manner as the Registrar shall direct.

11. Notice before cancellation or suspension of registry of a society shall be given to the society in Form 9 annexed hereto, and shall be published in the *Government Gazette* and in a newspaper circulating in the locality in which the registered office of the society is situated.

12. The cancelling of registry shall be in Form 10 annexed hereto. The suspension or renewal of suspension of registry shall be in Form 11 annexed hereto. The advertisement of cancelling or suspension shall be in Form 12 annexed hereto.

REGISTERED OFFICE.

Section 10 of Act.

13. Notice of situation of the registered office of a society, and of any change therein, shall be given to the Registrar, in duplicate, immediately after such office is fixed, or such change is made, in Form 13 annexed hereto. Notice of the situation of the registered office of a society on first registry shall be deemed to be given by the rules.

COMMITTEE OF MANAGEMENT AND SECRETARY.

Section 32 of Act.

14. A notice containing a copy of every resolution appointing or removing the secretary and the committee of management or other directing body of a registered society, and of any change therein, shall be sent to the Registrar, in duplicate, within fourteen days after the passing of such resolution, and the Registrar shall sign the memorandum of receipt thereon, and return one copy to the society. Such notice shall be in Form 14 annexed hereto (in the case of the committee of management) and in

Form 15 annexed hereto (in the case of the secretary), and shall be signed in the manner directed on such Forms respectively. On payment of the fee prescribed in Regulation 41 the Registrar shall issue a certificate in Form 16 annexed hereto of the names of the committee of management and secretary, duly authenticated.

ANNUAL RETURN.

Section 12 of Act.

15. An annual general audited statement, or annual return, of every registered society showing fully the assets and liabilities at the date and the receipts and expenditure for the year or period preceding the date to which it is made out, together with any other particulars required by the Registrar, shall be sent by such society to the Registrar, in Form 17 annexed hereto, so as to reach him before the 1st day of March in every year. Such annual return shall be made out for the period from the date of the previous annual return, or, in case of newly registered societies, from the date of registration, to the 31st December, or to the date of the last published balance sheet, if such last-named date is not more than one month before or after such 31st December.

NOMINATIONS.

Section 18 (3) of Act.

16. Every registered society shall keep a book or register wherein is entered a record of all nominations made by members, and of all revocations and variations of the same; and for the recording of and registering of every such nomination, revocation, or variation the rules of the society may require the member nominating to pay a sum not exceeding threepence. The form for nomination, revocation, and variation recommended is that given in Form 18 annexed hereto.

DISPUTES.

Section 35 of Act.

17. The reference of a dispute to the Registrar shall be in duplicate, in Form 19 annexed hereto. The Registrar, upon receipt of the reference, shall transmit one copy to the Minister for his consent.

18. Every notice of hearing by the Registrar, and every requisition for the attendance of parties and witnesses and the production of books and documents, shall be in Form 20 annexed hereto.

19. When it is necessary to enforce the attendance of a particular witness or the production of a particular document, notice shall be given in Form 21 annexed hereto.

20. If an order for discovery is necessary it shall be in Form 22 annexed hereto.

21. The determination and order of the Registrar in the dispute shall be in Form 23 annexed hereto, or as near thereto as the circumstances of the case may in his judgment allow.

INSPECTORS AND SPECIAL MEETINGS.

Section 38 of Act.

22. An application for appointment of an inspector or inspectors to examine and report on the affairs, or for calling a special meeting of a registered society shall be sent to the Registrar, in duplicate, in Form 24 annexed hereto, and shall be accompanied by a statutory declaration, in Form 25 annexed hereto, by three at least of the applicants.

23. The society and its officers shall produce all books and other matters described in Section 38, Subsection (5), of the Act when so required by any inspector duly appointed under the said section.

24. The appointment of an inspector or inspectors shall be in Form 26 annexed hereto, or as near thereto as circumstances may allow.

25. The notice of special meetings called by Registrar shall be in Form 27 annexed hereto, and shall be given either by letter addressed to every member, or by advertisement, or in such other manner as the Registrar may direct.

26. The Chairman of the special meeting shall make a report thereof to the Registrar, as the Registrar shall direct, in Form 28 annexed hereto.

CHANGE OF NAME.

Sections 39 and 40 of Act.

27. The application for approval and notice of change of name of a registered society and for registry of a special resolution therein shall be in Form 29 annexed hereto, and shall be sent to the Registrar in duplicate, accompanied by a statutory declaration in Form 30 annexed hereto. The Registrar, before approving the change of name, shall ascertain that the new name is not identical with that of any existing registered society or so nearly resembling the same as to be likely, in his opinion, to mislead the members or the public as to its nature or its identity; and if the change of name be approved, the word "Approved" shall be written at the foot or end of each copy of the application, and the same shall be signed by the Registrar and registered by him. Until such change of name is duly registered the same shall not take effect.

AMALGAMATION.

Sections 39 and 41 (1) of Act.

28. Where two or more registered societies desire to become amalgamated together as one society, notice thereof and application for registry of a special resolution therein shall be given to the Registrar, in duplicate, by each such society in Form 31 annexed hereto, accompanied by statutory declarations from officers of each such society in Form 30 annexed hereto, and the Registrar shall return to the amalgamated society one copy of the notice, with the word "Registered" at the foot thereof, and duly authenticated.

TRANSFER OF ENGAGEMENTS.

Sections 39 and 41 (2) of Act.

29. An application to register a special resolution for transfer of the engagements of one registered society to another shall be in duplicate, in Form 32 annexed hereto, and must be supported by statutory declarations in Forms 30 and 33 annexed hereto, as the case may be.

CONVERSION INTO A COMPANY, ETC.

Sections 39 and 42 of Act.

30. An application to register a special resolution for converting a registered society into a company, or for its amalgamation with a company, or for transfer of its engagements to a company, shall be in triplicate, in Form 34 annexed hereto, with necessary modifications, and must be supported by statutory declarations in Forms 30, 35, or 36, as the case may be.

CONVERSION OF COMPANY INTO A REGISTERED SOCIETY.

Section 43 of Act.

31. An application to register a special resolution for converting a company into a registered society must be in triplicate, in Form 37 annexed hereto, and must be supported by a statutory declaration in Form 30, and by an application for registry under this Act in accordance with Regulation 3 above.

SPECIAL RESOLUTIONS.

Sections 39 and 44 of Act.

32. A special resolution shall be registered by writing at the foot or end of each copy of the same the word "Registered," and by affixing thereto the seal and signature of the Registrar, and until such copy is so registered such special resolution shall not take effect.

Section 42 (3) of Act.

33. When the special resolution is for conversion into, amalgamation with, or transfer of engagements to a company, the following words shall be added, together with the signature and seal of the Registrar:—"The registry of the society known as Society, Limited, register No. , is hereby cancelled."

DISSOLUTION.

Section 46 (2) and 48 of Act.

34. The instrument of dissolution of a society shall be in Form 38 annexed hereto, and shall be signed in duplicate, and accompanied by a statutory declaration by three members and the secretary, in Form 39 annexed hereto, and by a statement in Form 40 annexed hereto, naming some newspaper circulating in the locality in which the registered office of the society is situated wherein the notice of dissolution may be published, and by the sum requisite to defray the expenses of such publication, as well as of the publication of such notice in the *Government Gazette*.

35. The Registrar shall return one of the duplicates to the society with an acknowledgment of registry in Form 41 annexed thereto.

36. Alterations in the instrument of dissolution shall be signed, declared to, and registered in like manner as the instrument of dissolution.

37. The advertisement of dissolution by instrument shall be in Form 42 annexed hereto.

Section 48 (6) of Act.

38. The notice of a proceeding to set aside a dissolution shall be in Form 43 annexed hereto, and the notice of an order setting aside a dissolution in Form 44 annexed hereto.

SEAL OF THE REGISTRAR AND AUTHENTICATION OF DOCUMENTS BY REGISTRAR.

Section 62 of Act.

39. The seal of the Registrar shall bear the Royal arms and the words "The seal of the Registrar of Friendly Societies" around or above and the words "Western Australia" below. Every document under the Act bearing the seal of the Registrar shall be deemed to be duly authenticated for the purposes of the Act and the Regulations made thereunder.

INSPECTION OF DOCUMENTS KEPT BY REGISTRAR.

Section 64 (1, c.) of Act.

40. Documents relating to any registered society in the custody of the Registrar may be inspected at the Friendly Societies Office, on application made by any person entitled to inspect the same to the Registrar during office hours, and on payment of the fees prescribed in Regulation 41, subject in every case to the approval of the Registrar.

FEES.

Sections 4 (5), 9 (3), and 64 (1, d) of Act.

41. The following fees shall be payable under the Act:—

	£	s.	d.
(a.) On lodgment of application for registry of a society	2	0	0
(b.) On lodgment of amendment of rules for registry	0	10	0
(c.) For registry of change of name	0	5	0
(d.) For registry of amalgamation	0	5	0
(e.) For registry of transfer of engagements	0	5	0
(f.) For registry of conversion into a company, or amalgamation with or transfer of engagements to a company	0	5	0
(g.) For a certificate of the names of the committee and secretary of a society	0	2	6

	£	s.	d.
(h.) For every appointment of inspectors, or calling of special meeting by the Registrar	0	10	0
(i.) For the determination of the Registrar on a dispute or for his award for dissolution or distribution of funds	0	10	0
(j.) If more than one hearing or adjournment be necessary in case of any dispute or application for award of dissolution, for every hearing after the first, and for every adjournment, an additional fee of	0	10	0
(k.) For an order for discovery by the Registrar under Section 35 (6) of Act	0	2	6
(l.) For registry of notice of dissolution	0	10	0
(m.) For every document required to be authenticated by the Registrar not chargeable with any other fee	0	2	6
(n.) For every inspection on the same day of documents (whether one or more), in the custody of the Registrar, relating to one and the same society	0	1	0
(o.) For every copy or extract of any document in the custody of the Registrar not exceeding 216 words, 1s.; and if exceeding that number, 4d. per folio of 72 words, in addition to the fee for authentication.			

42. No fee is payable for the registry or recording of—

- The appointment and removal of committee or secretary.
- The cancelling or suspension of registry.
- Any notice of change of registered office.
- Application for conversion of a company into a registered society other than the fee under Regulation 41 (a.) above.
- Any document or copy of document supplied to a public department.
- Any document in respect of which a fee is already chargeable under or by virtue of the Act or of any other Statute.

The Registrar may also dispense with the fee for inspection of documents in cases where he may consider it for the public interest so to do.

43. All fees, fines, and penalties which may be received by the Registrar, under or by virtue of the Act and these Regulations, shall be paid into the Treasury to the credit of the general revenue.

PENALTY FOR BREACH OF REGULATIONS.

Section 64 (2) of Act.

44. Every registered society, and every officer and member thereof and any person guilty of any act or default contrary to these Regulations shall, for every such act or default, be liable to a penalty not exceeding £20.

MODIFICATION OF FORMS.

Section 64 (1, e) of Act.

45. When anything is required to be in any of the forms annexed hereto, it shall be sufficient if it be to the like effect, and any such forms may be modified by the authority of the Registrar to suit particular cases, and the Registrar may require further evidence by statutory declaration, in addition to that prescribed by these regulations, in any case in which to him it may seem expedient. The Registrar may dispense with the obligation to supply a duplicate of any document where such obligation is imposed only by the regulations.

FORMS.

FORM 1. (Reg. 3.)

The Co-operative and Provident Societies Act, 1903 (3 Edw. VII., No. 2).

APPLICATION TO REGISTER A SOCIETY.

Name of Society.....Society, Limited.

To the Registrar of Friendly Societies.

1. Application to register a society under the above-named Act, as a co-operative and provident society under the above name, is made by the eight members whose names are subscribed at the foot hereof.

2. The society complies with Section 3 (1.) of the Act, which reads as follows:—"A society which may be registered under this Act as a co-operative and provident society is a society for carrying on any lawful industries, businesses, or trades specified in or authorised by its rules, whether wholesale or retail, and including dealings of any description with land. But no member shall have or claim any interest in the shares of the society exceeding Two hundred pounds."

3. The society does not and the rules do not allow the society to carry on the business of banking.

4. The society was established on the day of , 190 .

5. The matters hereinafter mentioned are provided for in the Rules of the society as follow, that is to say:—

- (1.) The name of the society, in Rule No. .
- (2.) The registered office of the society is at , as set forth in Rule No. .
- (3.) The whole of the objects for which the society is established, in Rule No. .
- (4.) The terms of admission of members, including any society or company investing funds in the society under the provisions of the Act, in Rule No. .
- (5.) The mode of holding meetings, in Rule No. , and the scale and right of voting thereat, in Rule No. .
- (6.) The manner of making, altering, amending, and rescinding rules, in Rule No. .
- (7.) The appointment and removal of a committee of management (by the name of), in Rule No. , the powers and duties of the said committee, in Rule No. , and their remuneration (if any), in Rule No. .
- (8.) The appointment and removal of a manager and secretary, in Rule No. , the powers and duties thereof, in Rule No. , and the remuneration, in Rule No. .
- (9.) The appointment, removal, powers, duties, and remuneration of other officers, in Rules Nos. .
- (10.) The determination of the amount of interest, not exceeding £200 sterling, in the shares of the society which any member or body other than a registered society may hold, in Rule No. .
- (11.) The determination whether the society may contract loans or receive money on deposit, subject to the provisions of the Act, from members or others, and if so, under what conditions, on what security, and to what limits of amount, in Rule No. .
- (12.) The determination whether the shares or any of them shall be transferable, and provision for the form of transfer and registration of the shares and for the consent of the committee of management thereto, in Rule No. .
- (13.) The determination whether the shares or any of them shall be withdrawable, and provision for the mode of withdrawal and for payment of the balance due thereon on withdrawing from the society, in Rule No. .
- (14.) The investment of the funds, by what authority and in what manner, in Rule No. .
- (15.) The keeping of the accounts, in Rule No. .
- (16.) The audit and inspection of the accounts and securities at least once every year, in Rule No. , the appointment of auditors or that a public auditor be employed, in Rule No. .
- (17.) The determination whether and how members may withdraw from the society, in Rule No. .
- (18.) Provision for the claims of the representatives of deceased members or of the trustees of the property of bankrupt members, in Rule No. .
- (19.) The keeping of a nomination book, in Rule No. , and provision for the payment of nominees, in Rule No. .
- (20.) The mode of application or appropriation of profits, in Rule No. .

- (21.) The device, custody, and use of the seal, in Rule No.
 - (22.) The manner of settling disputes, in Rule No.
 - (23.) The penalties imposed on officers and members for acts or defaults contrary to the rules, in Rule No.
 - (24.) The security to be given by officers having the receipt or charge of money of the society, in Rule No.
 - (25.) The restrictions (if any) placed upon the inspection of books by a member or person having an interest in the funds, in Rule No.
 - (26.) The keeping by the society of a register of members or shares with the particulars enumerated in Section 25 of the Act, in Rule No.
 - (27.) The furnishing to the Registrar before the 1st March in every year of an Annual Return, giving a duly audited general statement of the receipts and expenditure, funds and effects, and any other particulars required by the Registrar, in Rule No.
 - (28.) Provision that the following statutory duties shall be duly carried out:—Publication of name as per Section 10 (2); supplying copies of Annual Return, as per Section 13 (1); posting balance sheet and auditors' report, as per Section 13 (2); and supplying copy of rules as per Section 9 (5), in Rules Nos.
6. Accompanying this application are sent:—
- (a.) Two copies (each marked "A") of the rules, each copy being signed by the members and secretary making this application.
 - (b.) A list in Form 2, of the titles and names of the officers and committee of management.
 - (c.) The prescribed fee of £2.

- * 1.Member.
- 2."
- 3."
- 4."
- 5."
- 6."
- 7."
- 8.Secretary.

Postal address of Secretary.....

Dated this day of , 190 .

* Signatures of seven members and secretary.

FORM 2 (Reg. 3).

The Co-operative and Provident Societies Act, 1903 (3 Edw. VII., No. 2).

LIST OF OFFICERS AND COMMITTEE OF MANAGEMENT.

Name of Society.....Society, Limited.

To the Registrar of Friendly Societies.

The following is a complete list of the Titles and Names of the Officers and Committee of Management of the above-named society, as at the day of , 190 .

Title.	Name.
Chairman	
Treasurer	
Secretary	
Manager	
Other Officers	
Members of Committee of Management	

Signature of Secretary.....

Received this day of , 190 .

.....
Registrar of Friendly Societies.

FORM 3 (Reg. 5).

The Co-operative and Provident Societies Act, 1903 (3 Edw. VII., No. 2).

APPLICATION FOR REGISTRY OF PARTIAL AMENDMENT OF RULES.

Name of Society.....Society, Limited.

Register No.....

To the Registrar of Friendly Societies.

1. Application to register a partial amendment of rules of the above-named society is made by the secretary thereof.
2. With this application are sent—
 - (a.) A copy of the existing registered rules marked to show where and in what way they are altered ;
 - (b.) *Two copies of the amendment, each marked "O," signed by three members and the secretary (or if the partial amendment consists of the rescission of any of the rules without any substitution, two copies of the resolution for the rescission of certain rules, each copy marked "O," signed by three members and the secretary).
 - (c.) A statutory declaration, in Form 4, by the secretary or other officer of this society that the amendment of rules now submitted for registry has been duly made by the society, and that to the best of his knowledge and belief the same is not contrary to the provisions of the Act in that behalf.
 - (d.) The prescribed fee of 10s.

.....
Signature of Secretary.

Dated this day of , 190 .

* Strike out the part of this clause that does not apply.

FORM 4 (Regs. 5 & 7).

The Co-operative and Provident Societies Act, 1903 (3 Edw. VII., No. 2).

DECLARATION ACCOMPANYING AMENDMENT OF RULES.

Name of Society.....Society, Limited.

Register No.....

I,* of † , Secretary ‡ of the above-named Society do solemnly and sincerely declare that the amendment of rules, a copy of which is annexed hereto, has been duly made by the said society, and that to the best of my knowledge and belief the same is not contrary to the provisions of the abovenamed Act.

And I make this solemn declaration conscientiously believing the same to be true, and by virtue of the provisions of an Ordinance made and passed in the eighteenth year of the reign of Her late Majesty Queen Victoria, No. 12, intituled "An Ordinance for the Abolition of unnecessary Oaths, and to substitute declarations in lieu thereof."

Declared at
 in the State of Western Australia, }
 this day of , 190 , }
 before me. } §.....
J.P. }

* Name in full. † Address and occupation. ‡ Secretary or other officer. § Signature of declarant.

FORM 5 (Reg. 7).

The Co-operative and Provident Societies Act, 1903 (3 Edw. VII., No. 2).

APPLICATION FOR REGISTRY OF COMPLETE AMENDMENT OF RULES.

Name of Society.....Society, Limited.

Register No.....

1. Application to register a complete amendment of the registered rules of the above-named society is made by the three members and the secretary, whose names are subscribed at the foot hereof.
2. The complete amendment submitted for registry consists in the substitution of the set of rules, two copies of which (each copy marked "P" and signed by the applicants) accompany this application, for the rules already registered.
3. The society with the rules as amended complies with Section 3 (1.) of the Act, which reads as follows :—"A society which may be registered under this Act as a co-operative and provident society is a society for carrying on any lawful industries, businesses, or trades specified in or authorised by its rules, whether wholesale or retail, and including dealings of any description with land. But no member shall have or claim any interest in the shares of the society exceeding Two hundred pounds."

4. The society does not and the rules as amended do not allow the society to carry on the business of banking.

5. The matters hereinafter mentioned are provided for in the Rules of the society as follow, that is to say :—

- (1.) The name of the society, in Rule No.
- (2.) The registered office of the society is at , as set forth in Rule No.
- (3.) The whole of the objects for which the society is established, in Rule No.
- (4.) The term of admission of members, including any society or company investing funds in the society under the provisions of the Act, in Rule No.
- (5.) The mode of holding meetings, in Rule No. , and the scale and right of voting thereat, in Rule No.
- (6.) The manner of making, altering, amending, and rescinding rules, in Rule No.
- (7.) The appointment and removal of a committee of management (by the name of), in Rule No. , the powers and duties of the said committee, in Rule No. , and their remuneration (if any), in Rule No.
- (8.) The appointment and removal of a manager and secretary, in Rule No. , the powers and duties thereof, in Rule No. , and the remuneration, in Rule No.
- (9.) The appointment, removal, powers, duties, and remuneration of other officers, in Rules Nos.
- (10.) The determination of the amount of interest, not exceeding £200 sterling, in the shares of the society which any member or body other than a registered society may hold, in Rule No.
- (11.) The determination whether the society may contract loans or receive money on deposit, subject to the provisions of the Act, from members or others, and if so, under what conditions, on what security, and to what limits of amount, in Rule No.
- (12.) The determination whether the shares or any of them shall be transferable, and provision for the form of transfer and registration of the shares, and for the consent of the committee of management thereto, in Rule No.
- (13.) The determination whether the shares or any of them shall be withdrawable, and provision for the mode of withdrawal, and for payment of the balance due thereon on withdrawing from the society, in Rule No.
- (14.) The investment of the funds, by what authority and in what manner, in Rule No.
- (15.) The keeping of the accounts, in Rule No.
- (16.) The audit and inspection of the accounts and securities at least once every year, in Rule No. , the appointment of auditors or that a public auditor be employed, in Rule No.
- (17.) The determination whether and how members may withdraw from the society, in Rule No.
- (18.) Provision for the claims of the representatives of deceased members or of the trustees of the property of bankrupt members, in Rule No.
- (19.) The keeping of a nomination book, in Rule No. , and provision for the payment of nominees, in Rule No.
- (20.) The mode of application or appropriation of profits, in Rule No.
- (21.) The device, custody, and use of the seal, in Rule No.
- (22.) The manner of settling disputes, in Rule No.
- (23.) The penalties imposed on officers and members for acts or defaults contrary to the rules, in Rule No.
- (24.) The security to be given by officers having the receipt or charge of money of the society, in Rule No.
- (25.) The restrictions (if any) placed upon the inspection of books by a member or person having an interest in the funds, in Rule No.
- (26.) The keeping by the society of a register of members or shares with the particulars enumerated in Section 25 of the Act, in Rule No.
- (27.) The furnishing to the Registrar before the 1st March in every year an Annual Return, giving a duly audited general statement of the receipts and expenditure, funds and effects, and any other particulars required by the Registrar, in Rule No.
- (28.) Provision that the following statutory duties shall be duly carried out:—Publication of name as per Section 10 (2); supplying copies of Annual Return, as per Section 13 (1); posting Balance Sheet and Auditors' Report, as per Section 13 (2); and supplying copy of rules as per Section 9 (5); in Rules Nos.

6. Accompanying this application are sent—

- (a.) A copy of the existing registered rules.
- (b.) Two copies of the complete amendment (each copy marked "P" and signed by the applicants), with the following words inserted at the beginning, "All previous Rules are rescinded."

FORM 7 (Reg. 10).

The Co-operative and Provident Societies Act, 1903 (3 Edw. VII., No. 2).

REQUEST TO CANCEL REGISTRY.

Name of Society.....Society, Limited.
Register No.....

To the Registrar of Friendly Societies.

1. The above-mentioned society desires that its registry under the above-named Act may be cancelled on the following ground, viz. (state reason for desiring cancelling of registry), and at a general (or special general) meeting duly held on the day of , 190 , it was resolved as follows :—

“ That the Registrar be requested to cancel the registry of this Society.”

2. This request is made by the Society accordingly.

3. The notice of such cancelling may be published in the (naming some newspaper) circulating in the locality in which the registered office of the society is situated.

4. The sum of....., being the cost of publishing such notice in the said newspaper, and the further sum of..... for the cost of publishing the same in the Government Gazette, are herewith transmitted.

Dated this day of 190 , Secretary.

FORM 8 (Reg. 10).

The Co-operative and Provident Societies Act, 1903 (3 Edw. VII., No. 2).

DECLARATION BY SECRETARY IN SUPPORT OF REQUEST TO CANCEL REGISTRY.

Name of Society.....Society, Limited.

I , of , do solemnly and sincerely declare as follows, that is to say :—

- (1.) That I am Secretary of the above-named society.
(2.) That the resolution, a copy of which is contained in the request to cancel the registry on Form 7 annexed hereto, was duly passed at a meeting held as therein described.

And I make, etc.

FORM 9 (Reg. 11).

The Co-operative and Provident Societies Act, 1903 (3 Edw. VII., No. 2).

NOTICE BEFORE CANCELLING OR SUSPENSION OF REGISTRY.

Name of Society.....Society, Limited.

Register No.....

Notice is hereby given to the above-mentioned society that it is the intention of the Registrar of Friendly Societies to proceed, on the day of 190 , to cancel [or suspend for (any term not exceeding) three months] the registry of the society, unless cause be shown to the contrary in the meantime. The ground of such proposed cancelling (or suspension) is that the society has made a request for cancellation of registry, or that an acknowledgment of registry has been obtained by fraud or mistake, or that the society exists for an illegal purpose, or that the society has after notice from me violated the provisions of the above-mentioned Act, or that the number of members of the society has been reduced to less than seven, or that the society has ceased to exist.

(The facts should be briefly specified where practicable.)

Registrar of Friendly Societies.

Dated this day of 190 .

FORM 10 (Reg. 12).

The Co-operative and Provident Societies Act, 1903 (3 Edw. VII., No. 2).

CANCELLING OF REGISTRY.

Name of Society.....Society, Limited.

Register No.....

The registry of the above-mentioned society is hereby cancelled at the request (or as the case may be. The Registrar may, if he thinks fit, add a statement as in Form 9 of the ground of the cancelling).

.....
Registrar of Friendly Societies.

Dated this day of 190 .

FORM 11 (Reg. 12).

The Co-operative and Provident Societies Act, 1903 (3 Edw. VII., No. 2).

SUSPENSION OR RENEWAL OF SUSPENSION OF REGISTRY.

Name of Society.....Society, Limited.

Register No.....

The registry of the above-named society is hereby (further) suspended for (any term not exceeding) three months from this date on the ground that (here state the ground of suspension as in Form 9).

.....
Registrar of Friendly Societies.

Dated this day of 190 .

FORM 12 (Reg. 12).

The Co-operative and Provident Societies Act, 1903 (3 Edw. VII., No. 2).

ADVERTISEMENT OF CANCELLING OR SUSPENSION.

Notice is hereby given that the Registrar of Friendly Societies has, pursuant to the Co-operative and Provident Societies Act, 1903, this day cancelled (or suspended for) the registry of the Society, Limited, register No. , held at , on the ground following, that is to say—

The society (subject to the right of appeal given by the said Act) ceases to enjoy (during such suspension) the privileges of a registered society, but without prejudice to any liability incurred by the society which may be enforced against it as if such cancelling (or suspension) had not taken place.

Dated this day of , 190 .

.....
Registrar of Friendly Societies.

Friendly Societies' Office, Perth.

FORM 13 (Reg. 13).

The Co-operative and Provident Societies Act, 1903 (3 Edw. VII., No. 2).

NOTICE OF CHANGE OF REGISTERED OFFICE.

Name of society.....Society, Limited,

Register No.....

Notice is hereby given that the Registered Office of the above-named society is removed from , and is now situated at .

Dated this day of , 190 .

.....
Secretary.

To the Registrar of Friendly Societies.

Received and registered this day of , 190, notice of removal of the Registered Office of the above-mentioned society to .

.....
Registrar of Friendly Societies.

FORM 14 (Reg. 14).

The Co-operative and Provident Societies Act, 1903 (3 Edw. VII., No. 2).

NOTICE OF RESOLUTION APPOINTING COMMITTEE OF MANAGEMENT.

Name of Society.....Society, Limited.

Register No.....

At a meeting of the above-named society duly convened as provided by the rules, and held the.....day of.....190 , it was resolved by a majority of the members present and entitled to vote:—

That *.....of.....of.....of.....of.....of.....and.....of.....

be members of the committee of management in place of †.....
‡.....committeeman.....committeeman.....committeeman.....

Dated this day of , 190 . Secretary.

§ Registered this day of , 190 .

Registrar of Friendly Societies.

* State name in full, address, and occupation. † State name in full of each retiring committeeman, and whether deceased, resigned, or removed. ‡ Signature of each new committeeman and the secretary required. § Leave this part for the Registrar.

FORM 15 (Reg. 14).

The Co-operative and Provident Societies Act, 1903 (3 Edw. VII., No. 2).

NOTICE OF RESOLUTION APPOINTING SECRETARY OF SOCIETY.

Name of Society.....Society, Limited.

Register No.....

To the Registrar of Friendly Societies.

At the meeting of the above-named society duly convened as provided by the rules, held the day of , 190 , it was resolved by a majority of the members present and entitled to vote:—

That*.....

Address.....

Occupation.....

be the Secretary of such Society in place of†

The above-named officer is not a trustee or auditor of the said Society.

‡.....

Secretary of above-named Society.

Dated this day of , 190 .

§ Registered this day of 190 ,

Registrar of Friendly Societies.

* State name in full, address, and occupation of new Secretary. † State name in full of retiring officer and whether deceased, resigned, removed, or retired. ‡ Ordinary signature. § Leave this part for Registrar.

FORM 16 (Reg. 14).

The Co-operative and Provident Societies Act, 1903 (3 Edw. VII., No. 2).

CERTIFICATE OF NAMES OF COMMITTEE AND SECRETARY.

I hereby certify that.....

.....

.....

.....

.....

..... are the registered members of the Committee of Management, and that.....

..... is the registered Secretary of the.....

Society, Limited

Given under my hand this _____ day of _____, 190 .

.....
Registrar of Friendly Societies.

FORM 17 (Reg. 15).

The Co-operative and Provident Societies Act, 1903 (3 Edw. VII., No. 2).

ANNUAL RETURN.

GENERAL STATEMENT OF RECEIPTS, EXPENDITURE, FUNDS, AND EFFECTS OF THE

SOCIETY FOR THE YEAR ENDED THE _____ DECEMBER, 190 .

*(To be sent to the Registrar of Friendly Societies, Perth, before the 1st March in every year, accompanied by copies of all balance-sheets issued during the year.)**Auditors' Certificate.*

We hereby certify that we have inspected the Securities held by the above-named Society; that we have examined the Books, Papers, Deeds, Documents, and Accounts thereof; that we have examined this General Statement (including Accounts A, B, C, and D) and verified the same with the Accounts and Vouchers relating thereto, and that the same is found by us to be correct, duly vouched, and in accordance with law.

Date _____ 190 .

..... } Signatures
..... } of
..... } Auditors.

I, the Secretary of the above-named Society, hereby certify:—

- (a.) That this General Statement (including Accounts A, B, C, and D) is in every particular, to the best of my knowledge and belief, correct and complete.
- (b.) That the Auditors who have signed this Statement were duly appointed in accordance with the rules (or the Auditor is a Public Auditor).*
- (c.) That the name in full, occupation, and place of residence of the Officers and Committee of Management are as follow:—

Officer.	Name in full. (Signatures not necessary.)	Occupation.	Place of Residence.
Committeeman ...			
" ...			
" ...			
" ...			
Auditor ...			
" ...			
Manager ...			
Secretary ...			
Treasurer ...			

Date _____

Signature of Secretary.....

Postal Address of Secretary.....

190 .

[L.S.]

Date when established.....190 . Date when registered.....190 .

Whether the Society gives credit..... If so, to what extent.....

Number of members at beginning of year.....

Number of members admitted during year.....

Number of members left and died during year.....

Number of members at end of year †.....

* The term Public Auditor means only a Public Auditor specially appointed under the above-named Act.

† As at date in December of closing accounts for the year.

General Instructions.

1. This Return must be signed by at least two Auditors appointed under the Rules (unless the Audit is conducted by a public auditor under Section 61 of the Act) as well as by the Secretary.

2. This Return is to be sent to the Registrar of Friendly Societies, Perth, before the 1st March in each year, and should be made in duplicate, one copy being retained by the society for reference, and in order to be able to comply with Section 13 (1, 2) of the Act. Section 12 (3) requires a copy of each balance-sheet issued during the year to accompany the Annual Return.

3. Whatever the Rules may provide as to the date of annual meetings and annual accounts, this Return must be made up for the year ending on the 31st December of the year to which it relates, or some day not more than one month before or after such date.

(A) CASH ACCOUNT.

Dr.	RECEIPTS DURING THE YEAR.				£	s.	d.
Entrance, Nomination, and Withdrawal Fees (1)			
Subscriptions on Shares			
Fines (2)			
Other Payments by Members (<i>give particulars</i>)			
Interest received (3)			
Rents received (4)			
Sale of Goods—Amount received, including for carriage, etc.			
Sale of Rule and Subscription Books (5)			
Loans and other Investments repaid to Society (<i>give particulars</i>)			
Other Receipts (<i>give particulars</i>)			
Total Receipts			
Bank Current Account at beginning of Year (less cheques outstanding)			
Cash in hand at beginning of year			
Total	(6) £			
Cr.	EXPENDITURE DURING THE YEAR.				£	s.	d.
Management Expenses—							
Salaries of Officers			
Audit Fees, £ ; Guarantee Premiums, £			
Rates and Taxes, £ ; Insurance, £			
Rent, £ ; Lighting, £			
Legal Expenses, £ ; Bank Charges, £			
Printing, Stationery, Postage, and Advertising			
Total Management Expenses (7)			
Cost of Goods—including Carriage, etc.			
Dividends to Members (8)			
Dividends to non-Members (9)			
Donations (10)			
Productive Wages (11)			
Interest on Bank Overdraft (if any), or on Loans or Shares (12)			
Furniture, £ (13); Repairs, £ (14)			
Invested during Year—							
In Land, £ *; Buildings, £ *; Fixtures and Fittings, £ *			
Loans advanced to Members (<i>state security</i>)			
Deposited in Bank at Fixed Deposit			
Other Expenditure (<i>give particulars</i>)			
Total Expenditure			
Bank Current Account at end of year (less cheques outstanding) (15)			
Cash in hand at end of year (16)			
Total	(6) £			

(1) to (22): the amounts opposite these numbers should agree with the amounts opposite the same numbers respectively in this or the other accounts. * State whether for trade purposes, for meetings of society, or as an investment.

Dr.

(B) TRADING ACCOUNT.

	£	s.	d.
Stock-in-trade at beginning of year †			
Goods—Credit and Cash purchases ‡ during year, including carriage, etc....			
Productive Wages (<i>as per Cash Account A</i>) (11)			
Management Expenses (<i>as per Cash Account A</i>) (7)			
Interest on Bank Overdraft (if any) or on Loans or Shares (<i>as per Cash Account A</i>) (12)			
Furniture, £ (13); Repairs, £ (14) (<i>as per Cash Account A</i>) ...			
Depreciation—Amount written off during year—In Land, £ ; Buildings, £ ; Other, £			
Bad Debts written off during year			
Balance—Profit on year's transactions (<i>transferred to Account C</i>) (17)			
Total (19) £			

Cr.

	£	s.	d.
Goods—Credit and Cash Sales ‡ during year			
Interest received (<i>as per Cash Account A</i>) (3)			
Rents received (<i>as per Cash Account A</i>) (4)			
Sale of Rule and Subscription Books (5)			
Entrance, Nomination, and Withdrawal Fees (<i>as per Cash Account A</i>) (1) ...			
Fines (<i>as per Cash Account A</i>) (2)			
Stock-in-trade at end of year † (18)			
Total (19) £			

Dr.

(C) PROFIT AND LOSS ACCOUNT, AND APPLICATION OF PROFIT.

	£	s.	d.
<i>Disposal of Year's Profit.</i>			
Dividend to { Members (<i>as per Cash Account A</i>) (8)			
Non-members (<i>as per Cash Account A</i>) (9)			
Donations (<i>as per Cash Account A</i>) (10)			
Placed in Reserve Fund			
Balance of Profit § carried forward (20)			
Total (22) £			

Cr.

	£	s.	d.
Balance of Profit § brought forward from previous year (21)			
Profit for this year (<i>transferred from Account B</i>) (17)			
Total (22) £			

(D) BALANCE-SHEET AS AT DECEMBER, 190 .

Dr.	LIABILITIES.	£	s.	d.
Share Capital (actual net amount subscribed)				
Amounts owing by Society—				
Loans (<i>state nature</i>)				
Bank Overdraft (if any)				
Sundry Creditors (trade debts)				
Bills Payable				
Reserve Fund				
Other Liabilities (<i>give particulars</i>)				
Profit§ brought forward from previous year (<i>as per Profit Account C</i>) (21) ...				
Balance—Profit§ carried forward to next year (<i>as per Profit Account C</i>) (20) ...				
Total £				

(1) to (22): see note on previous page. † Value obtained on taking stock. ‡ Less returns. § A balance of loss will appear on opposite side.

Cr.	ASSETS.	£	s.	d.
Value of Stock-in-trade or Goods (<i>as per Account B</i>) (18)				
Used { Value of Land (less depreciation)				
in { Value of Buildings (less depreciation)				
Trade. { Value of Fixtures and Fittings (less depreciation)				
Bills Receivable				
Sundry Debtors (customers' accounts outstanding)				
Investments—				
In Land				
In Buildings				
In Fixtures and Fittings				
On Mortgage, at per cent.				
In Bank, Fixed Deposit, at per cent.				
In Post Office Savings Bank, at per cent.				
In Shares of other Societies or Companies, yielding interest at per cent. (<i>give particulars</i>)				
Current account in Bank (less cheques outstanding) (15)				
Cash in hand (16)				
Other Assets (<i>give particulars</i>)				
Total		£		

(1) to (22) : see note on previous page.

FORM 18 (Reg. 16).

The Co-operative and Provident Societies Act, 1903 (3 Edw. VII., No. 2).

FORM OF NOMINATION, REVOCATION, AND VARIATION.

The.....Society, Limited, registered pursuant to "The Co-operative and Provident Societies Act, 1903."

I.....

of (*Residence*).....

(*Occupation*).....

a member of the above-named society, being not under 16 years of age, do hereby nominate the following as the only person or persons (none of them being an officer or servant of the society, unless such person is the husband, wife, father, mother, child, brother, sister, nephew, or niece of me, the nominator) to or among whom shall be transferred my property :—

*..... in the society whether in shares, loans, or deposits, at my decease, in such proportion as is set forth below opposite their respective names :—

Name.	Occupation.	Address.	Proportion.
A.B.			
C.D.			
E.F.			

* Where the nomination is not intended to comprise the whole of the member's property in the society the amount to be comprised in it is to be specified.

Dated this.....day of....., 190 ..

Signature of Witness

Signature of Nominator

(2) REVOCATION.

I hereby revoke the above nomination.

Dated this.....day of....., 190 ..

Signature of Witness

Signature of Nominator

(3) VARIATION.

I hereby vary the above nomination as follows :—

I nominate G.H. of (*Occupation and Address*) in lieu of (A.B.), to whom shall be transferred the portion of my property in the society at my decease directed in the above nomination to be transferred in that event to the said (A.B.).

Signature of Witness

Signature of Nominator

FORM 19 (Reg. 17).

The Co-operative and Provident Societies Act, 1903 (3 Edw. VII., No. 2).

REFERENCE OF A DISPUTE TO THE REGISTRAR.

Dispute between the _____ and (_____ an officer of) the society known as
 _____ Society, Limited.

Register No.....

The above parties, by consent, refer the dispute between them to the Registrar of Friendly Societies.

The said _____ states as follows:—

- (1.) That he is (*or has within six months been*) a member (*or claims through a member, or person aggrieved who, within six months has been a member, or under the rules*) of the said society.
- (2.) That he claims to be entitled as follows (*give particulars of claim*).
- (3.) That the claim is proposed to be supported by the evidence of the following witnesses, and by the production of the following books and documents (*give list*).

The said _____ (*or the said _____ as an officer of the said society*) states as follows:—

- (1.) That the society (*or he*) disputes the claim of the said _____ on the following grounds (*state grounds*).
- (2.) That the case of the society (*or his case*) is proposed to be supported by the evidence of the following witnesses and by the production of the following books and documents (*give list*).

Signature of claimant.....

Address of claimant.....

Seal of Society *or* signature of the officer.....

Dated this _____ day of _____, 190 .

FORM 20 (Reg. 18).

The Co-operative and Provident Societies Act, 1903 (3 Edw. VII., No. 2).

NOTICE AND REQUISITION BY REGISTRAR IN A DISPUTE.

Dispute between _____ and (_____ an officer of) the society known as
 _____ Society, Limited.

Register No.....

To.....

Take notice that I shall proceed to hear and determine the matter in dispute, which has been referred to me pursuant to the above-named Act, on _____ the _____ day of _____ next, at _____ o'clock in the _____ noon, at _____, and that I shall require the attendance there of all parties concerned, and of the witnesses named, and the production of the books and documents specified in the statement made by you in the reference of the dispute.

.....
 Registrar of Friendly Societies.

Dated this _____ day of _____, 190 .

FORM 21 (Reg. 19).

The Co-operative and Provident Societies Act, 1903 (3 Edw. VII., No. 2).

SPECIAL REQUISITION TO WITNESS.

Dispute between _____ and (_____ an officer of) the society known as _____ Society,
 Limited.

Register No.....

To.....

Pursuant to section 35 of the above-named Act, you are required to attend at _____, on _____, the _____ day of _____ next, at _____ o'clock in the _____ noon, to give evidence relating to the matter in question, and to produce the following books and documents (*state them*).

.....
 Registrar of Friendly Societies.

Dated this _____ day of _____, 190 .

N.B.—If you do not comply with this requisition you will be guilty of an offence under the above-named Act, and become liable to a penalty.

FORM 22 (Reg. 20).

The Co-operative and Provident Societies Act, 1903 (3 Edw. VII., No. 2).

ORDER FOR DISCOVERY.

In the matter of a dispute between _____ and (_____ an officer of) the society known as _____ Society, Limited.

Register No. referred to me pursuant to the above-named Act.

I, _____, Registrar of Friendly Societies, order and direct as follows:—

- (1.) That within 14 days from the service of this order _____ do deposit at my office (state where), for inspection by the parties, the following documents (state documents).
(2.) That on the _____ day of _____ next, at _____ o'clock in the _____ noon (an officer of the society*) do appear before me, at my office above-named, and make discovery upon oath of all things within his knowledge (as such officer*) relative to the following matters (state the matters as to which discovery is granted).

Given under my hand this _____ day of _____, 190 .
.....
Registrar of Friendly Societies.

*These words will be omitted if the discovery is to be made by the other party to the dispute.

FORM 23 (Reg. 21).

The Co-operative and Provident Societies Act, 1903 (3 Edw. VII., No. 2).

DETERMINATION AND ORDER.

In the matter of a dispute between _____ and (_____ officer of) the society known as _____ Society, Limited.

Register No. referred to me pursuant to the above-named Act.

I, _____ Registrar of Friendly Societies, determine as follows (insert particulars of Registrar's determination).

The expenses hereof are ordered to be paid out of the funds of the society (or as the case may be).

Given under my hand this _____ day of _____, 190 .
.....
Registrar of Friendly Societies.

N.B.—Application for the enforcement of this order may be made to the Local Court of the district wherein the registered office of the society is situated.

FORM 24 (Reg. 22).

The Co-operative and Provident Societies Act, 1903 (3 Edw. VII., No. 2).

APPLICATION TO REGISTRAR FOR INSPECTORS OR SPECIAL MEETING.

Name of Society Society, Limited.

Register No.

Application made to Registrar of Friendly Societies pursuant to Section 38 of the above-named Act.

- 1. The above-named Society has _____ members.
2. This application is signed by one-tenth of the whole number of members (or by 100 members, if the whole number exceeds 1,000).
3. The application is that the Registrar may appoint an inspector or inspectors (or may call a special meeting) pursuant to the said section.
4. The grounds of the application are as follow (state the grounds fully).
5. The applicants are prepared to support the application by the following evidence, for the purpose of showing that they have good reason for making the application, and are not actuated by malicious motives in doing so, viz., by a statutory declaration annexed hereto by _____ (state names), three of the present applicants, and (here state the nature of the evidence proposed to be given).
6. The applicants are prepared, if required, to give security for costs to the extent of _____ (state amount).
7. With this application is sent the fee prescribed in Regulation 41.

Signatures of applicants.*
Address to which communications are to be sent.

Dated this _____ day of _____, 190 .

* Signature by mark must be attested by some one not an applicant.

FORM 25 (Reg. 22).

The Co-operative and Provident Societies Act, 1903 (3 Edw. VII., No. 2).

DECLARATION IN SUPPORT OF APPLICATION IN FORM 24.

Name of Society.....Society, Limited.

Register No.....

We, _____, three of the members of the above-named society, do solemnly and sincerely declare that the persons whose signatures are appended to the application, a copy of which is hereunto annexed, are to the best of our knowledge and belief *bonâ fide* members of the society, and that we are not, nor to the best of our knowledge and belief is any person whose signature is appended to such application, actuated by malicious motives, and that to the best of our knowledge and belief there is good reason for making such application.

And we make, etc.

FORM 26 (Reg. 24).

The Co-operative and Provident Societies Act, 1903 (3 Edw. VII., No. 2).

APPOINTMENT OF AN INSPECTOR OR INSPECTORS.

Name of Society.....Society, Limited.

Register No.....

Pursuant to Section 38 of the above-named Act, I hereby appoint _____ and _____ inspector (or inspectors) to examine into the affairs of the above-named society and to report thereon.

One copy of the application for inspection is sent herewith for the guidance of the inspector (or inspectors).

He (or they) may require the production of all or any of the books, accounts, securities, and documents of the society, and may examine on oath its officers, members, agents, and servants in relation to its business, and may administer such oath accordingly.

This inspection is to commence on _____, the _____ day of _____ next, at _____ o'clock in the _____ noon, and is to be held at _____

.....
Registrar of Friendly Societies.

Dated this _____ day of _____, 190 .

FORM 27 (Reg. 25).

The Co-operative and Provident Societies Act, 1903 (3 Edw. VII., No. 2).

NOTICE OF A SPECIAL MEETING CALLED BY REGISTRAR.

Name of Society.....Society, Limited.

Register No.....

Notice is hereby given that a special meeting of the above-named society will be held by direction of the Registrar, pursuant to Section 38 of the above-named Act, on _____, the _____ day of _____ next, at _____ o'clock in the _____ noon, at _____, which meeting shall appoint its own chairman, and shall then proceed to discuss and determine on the following matters (*state them*).

.....
Registrar of Friendly Societies.

Dated this _____ day of _____, 190 .

FORM 28 (Reg. 26).

The Co-operative and Provident Societies Act, 1903 (3 Edw. VII., No. 2).

REPORT OF CHAIRMAN OF SPECIAL MEETING.

Address.....

Date.....

To the Registrar of Friendly Societies.

I have to report that at the special meeting of the _____ Society, Limited, held by your direction at _____ on the _____ day of _____, 190 , the following resolution was (or resolutions were) passed (*state resolution or resolutions, and any other matters which the writer may think proper to report*).

Signature.....
Chairman of special meeting.

FORM 29 (Reg. 27).

The Co-operative and Provident Societies Act, 1903 (3 Edw. VII., No. 2).

APPLICATION FOR APPROVAL OF CHANGE OF NAME, AND REGISTRY OF SPECIAL RESOLUTION.

Name already registered.....Society, Limited.

Register No.

To the Registrar of Friendly Societies.

Application for approval of a change of name of the above-mentioned society, and for registry of a special resolution to that effect, is made by the society whose seal and the three persons whose names are affixed and subscribed at the foot hereof.

The following is a copy of a special resolution passed by the votes of three-fourths of the members present and entitled to vote at a general meeting of the society (*add, some being present by proxy, where the rules allow proxies*), of which notice was duly given, held on the _____ day of _____, 190____, and confirmed by a majority of the members present and entitled to vote at a subsequent general meeting (*add, some being present by proxy, where the rules allow proxies*), of which notice was duly given, held on the _____ day of _____, 190____, pursuant to Section 39 of the above-named Act.

(The resolution to be copied at length.)

With this application is sent the fee prescribed in Regulation 41.

.....Chairman of the first general meeting.

.....Chairman of the subsequent general meeting.

Countersigned.....Secretary.

Dated this _____ day of _____, 190____.

[Seal of Society.]

FORM 30 (Regs. 27, 28, 29, 30, 31).

The Co-operative and Provident Societies Act, 1903 (3 Edw. VII., No. 2).

DECLARATION OF CHAIRMAN OF GENERAL MEETING TO ACCOMPANY APPLICATION FOR REGISTRY OF SPECIAL RESOLUTION.

Name of society.....Society, Limited.

Register No.....

I, _____ of _____, do solemnly and sincerely declare that I was the chairman of a general meeting of the above-named society held at _____ on the _____ day of _____, 190____, at the hour of _____ in the _____ noon, at which meeting the resolution, application for registry of which is appended to this declaration, was carried (*or confirmed*) by a _____ majority (*or unanimously*).

And I make, etc.

FORM 31 (Reg. 28).

The Co-operative and Provident Societies Act, 1903 (3 Edw. VII., No. 2).

APPLICATION FOR REGISTRY OF A SPECIAL RESOLUTION FOR AMALGAMATION OF SOCIETIES.

Name of Society*.....Society, Limited.

Register No.....

Name of Society.....Society, Limited.

Register No.....

(And so on, if more than two.)

To the Registrar of Friendly Societies.

Application for registry of a special resolution for the amalgamation of the above-named societies is made by the society whose seal and the three persons whose names are affixed and subscribed at the foot hereof.

1. The following is a copy of a special resolution passed by the vote of three-fourths of the members present and entitled to vote at a general meeting of the first-named society (*add, some being present by proxy, where the rules allow proxies*), of which notice was duly given, held on the _____ day of _____, 190____, and confirmed by a majority of the members present and entitled to vote at a subsequent general meeting (*add, some being present by proxy, where the rules allow proxies*), of which notice was duly given, held on the _____ day of _____, 190____, pursuant to Section 39 of the above-named Act:—

(The resolution to be copied at length.)

2. With this application is sent the fee prescribed in Regulation 41.

....., Chairman of the first general meeting.

....., Chairman of the subsequent general meeting.

Countersigned....., Secretary of the first-named society.

[Seal of first-named Society.]

Dated this _____ day of _____, 190____.

* In the copies of this application by each society, its own name should appear first.

FORM 32 (Reg. 29).

The Co-operative and Provident Societies Act, 1903 (3 Edw. VII., No. 2).

APPLICATION FOR REGISTRY OF SPECIAL RESOLUTION FOR TRANSFER OF ENGAGEMENTS.

Name of society transferring its engagements.....Society, Limited.
 Register No.
 Name of society undertaking to fulfil transferred engagements.....Society, Limited.
 Register No.

To the Registrar of Friendly Societies.

Application for registry of a special resolution for transfer of engagements of the first-named society is made by the.....societies whose seals and the three persons whose names are affixed and subscribed at the foot hereof.

1. The following is a copy of a special resolution passed by the votes of three-fourths of the members present and entitled to vote at a general meeting of the first-named society (*add, some being present by proxy, where the rules allow proxies*), of which notice was duly given, held at _____ on the _____ day of _____, 190____, and confirmed by a majority of the members present and entitled to vote at a subsequent general meeting (*add, some being present by proxy, where the rules allow proxies*), of which notice was duly given, held at _____ on the _____ day of 190____.

(The resolution to be copied at length.)

2. The last-named society has (*state in what manner*) undertaken to fulfil the engagements of the first-named society, as testified by the common seal and by the signature of the Secretary of the last-named society, to this application and by the declaration of an officer of the same sent with this application.

3. With this application is sent the fee prescribed in Regulation 41.

....., Chairman of first general meeting.
 , Chairman of second general meeting.
 Countersigned....., Secretary of the first-named society.
 Countersigned....., Secretary of last-named society.

[Seal of first-named Society.]

[Seal of last-named Society.]

Dated this _____ day of _____, 190____.

FORM 33 (Reg. 29).

The Co-operative and Provident Societies Act, 1903 (3 Edw. VII., No. 2).

DECLARATION BY OFFICER OF SOCIETY ACCEPTING TRANSFER OF ENGAGEMENTS.

Name of society.....Society, Limited.
 Register No.....

I, _____ of _____, an officer of the above-named society, do solemnly and sincerely declare that by a resolution of a meeting of the society held on the _____ day of _____, 190____, at _____ (*or, as the case may be, stating by what authority the transfer is accepted*) the society has undertaken to fulfil all the engagements of the society known as _____ Society, Limited.

And I make, etc.

FORM 34 (Reg. 30).

The Co-operative and Provident Societies Act, 1903 (3 Edw. VII. No. 2).

APPLICATION FOR REGISTRY OF SPECIAL RESOLUTION FOR CONVERSION INTO OR AMALGAMATION WITH OR TRANSFER OF ENGAGEMENTS TO A COMPANY.

Name of society.....Society, Limited.
 Register No.....

To the Registrar of Friendly Societies.

Application for registry of a special resolution for conversion of the above-named society into a company (*or for amalgamation of the above-named society with a company, or for transfer of all the engagements of the above-named society to a company*) is made by the society whose seal and the three persons whose names are affixed and subscribed at the foot hereof.

The following is a copy of a special resolution passed by the votes of three-fourths of the members present and entitled to vote at a general meeting of the said society (*add, some being present by proxy, where the rules allow proxies*); of which notice was duly given, held on the _____ day of _____, 190____, and confirmed by a majority of members present and entitled to vote at a

subsequent general meeting (*add*, some being present by proxy, *where the rules allow proxies*), of which notice was duly given, held on the _____ day of _____, 190____, pursuant to Section 39 of the above-named Act.

(*The resolution to be copied at length.*)

With this application is sent the fee prescribed in Regulation 41.

....., Chairman of the first general meeting.

....., Chairman of the subsequent general meeting.

Countersigned....., Secretary of society.

[Seal of Society.]

Dated this _____ day of _____, 190____.

FORM 35 (Reg. 30).

The Co-operative and Provident Societies Act, 1903 (3 Edw. VII., No. 2).

DECLARATION BY SECRETARY, ETC., OF COMPANY AGREEING TO AMALGAMATION.

Name of Company.....

I, _____ of _____, Secretary, Manager, or Principal Executive Officer for Western Australia of the above-named company, do solemnly and sincerely declare that by a resolution of a special general meeting of the company held on the _____ day of _____, 190____, at _____ (*or as the case may be, stating by what authority the amalgamation is agreed to*), the company has agreed to an amalgamation with the society known as _____ Society, Limited.

And I make, etc.

FORM 36 (Reg. 30).

The Co-operative and Provident Societies Act, 1903 (3 Edw. VII., No. 2).

DECLARATION BY SECRETARY, ETC., OF COMPANY AGREEING TO TRANSFER OF ENGAGEMENTS.

Name of Company.....

I, _____ of _____, Secretary, Manager, or Principal Executive Officer for Western Australia of the above-named company, do solemnly and sincerely declare that by a resolution of a special general meeting of the company held on the _____ day of _____, 190____, at _____ (*or as the case may be, stating by what authority the transfer of engagements is accepted*) the company has agreed to undertake to fulfil all the engagements of the society known as _____ Society, Limited.

And I make, etc.

FORM 37 (Reg. 31).

The Co-operative and Provident Societies Act, 1903 (3 Edw. VII., No. 2).

APPLICATION FOR CONVERSION OF COMPANY INTO A REGISTERED SOCIETY.

Name of Company.....

To the Registrar of Friendly Societies.

1. Application for the conversion of the above-named company into a registered society under the name of _____ Society, Limited, and for registry of a special resolution to that effect, is made by the company whose seal and the chairman of the meeting and secretary, manager or principal executive officer for Western Australia whose names are affixed and subscribed at the foot hereof.

2. The following is a copy of a resolution passed by a special general meeting of the company, held on the _____ day of _____, 190____, at _____, whereby the company agreed to make application for the said conversion.

(*The resolution to be copied at length.*)

3. With this application is sent an application for registry under the above-named Act, in accordance with Regulation 3.

.....

Chairman of the Meeting.

Countersigned { Secretary,
Manager,
or Principal Executive Officer for W.A.

[Seal of Company.]

Dated this _____ day of _____, 190____.

FORM 38 (Reg. 34).

The Co-operative and Provident Societies Act, 1903 (3 Edw. VII., No. 2).

INSTRUMENT OF DISSOLUTION.

Name of Society.....Society, Limited.

Register No.....

Instrument of dissolution of the above-named society made the _____ day of _____, 190 _____, pursuant to the above-named Act, and signed by three-fourths in numbers of the members.

It is agreed and declared as follows:—

- (1.) The liabilities and assets of the society are the following:—(*Here set them out in detail*).
- (2.) The number of members is _____, and the nature of their interests in the society is as follows:—
- (3.) The society has no creditors other than such members (*or if there be any, state the amount claimed by them and the provision made for their payment*).
- (4.) The funds and property of the society shall be appropriated and divided in the following manner (*or in such manner as the Registrar may award; if left to the award of Registrar, add the fee prescribed in Regulation 41 is sent herewith*):—

(Here insert any other provision the society desires to insert as to the dissolution.)

(Signatures of members.)

.....Witness to signatures.

SCHEDULE.

(List of members who have not signed the foregoing instrument.)

N.B.—All signatures by mark only must be attested by a witness who does not sign as a member.

FORM 39 (Reg. 34).

The Co-operative and Provident Societies Act, 1903 (3 Edw. VII., No. 2).

DECLARATION TO ACCOMPANY INSTRUMENT OF DISSOLUTION.

Name of Society.....Society, Limited.

Register No.....

We, _____ of _____, _____ of _____ of _____, and _____ of _____, three members and the secretary, respectively, of the above-named society, do solemnly and sincerely declare that in making the instrument of dissolution (or the alteration of the instrument of dissolution) appended to this declaration the provisions of the above-named Act have been complied with.

And we make, &c.

FORM 40 (Reg. 34).

The Co-operative and Provident Societies Act, 1903 (3 Edw. VII., No. 2).

STATEMENT TO ACCOMPANY INSTRUMENT OF DISSOLUTION.

Name of Society.....Society, Limited.

Register No.....

1. The Registrar of Friendly Societies is hereby informed that the notice of dissolution of the above-named society may be published in the _____ (*naming some newspaper*), circulating in the locality in which the registered office of the society is situated.

2. The sum of _____, being the cost of publishing such notice in the said newspaper, and the further sum of _____, being the cost of publishing the same in the *Government Gazette*, are herewith transmitted to the Registrar.

Dated this _____

day of _____

190 _____

.....
Secretary of Society.

FORM 41 (Reg. 35).

The Co-operative and Provident Societies Act, 1903 (3 Edw. VII., No. 2).

ACKNOWLEDGMENT OF REGISTRY OF INSTRUMENT OF DISSOLUTION.

Name of Society.....Society, Limited.

Register No.....

The foregoing (or attached) instrument of dissolution (or alteration of instrument of dissolution) of the above-named society is registered under "The Co-operative and Provident Societies Act, 1903."

Given under my hand this day of , 190 .

.....
Registrar of Friendly Societies.

Friendly Societies Office, Perth.

FORM 42 (Reg. 37).

The Co-operative and Provident Societies Act, 1903 (3 Edw. VII., No. 2).

ADVERTISEMENT OF DISSOLUTION BY INSTRUMENT.

Notice is hereby given that the society known as Society, Limited, held at , is dissolved by instrument, registered at this office the day of , 190 , unless within three months from the date of the *Government Gazette* in which this advertisement appears proceedings be commenced by some member or other person interested in or having any claim on the funds of the society, to set aside such dissolution and the same be set aside accordingly.

.....
Registrar of Friendly Societies.

Friendly Societies Office, Perth.

Dated this day of , 190 .

FORM 43 (Reg. 38).

The Co-operative and Provident Societies Act, 1903 (3 Edw. VII., No. 2).

NOTICE OF PROCEEDING TO SET ASIDE DISSOLUTION.

Name of Society..... Society, Limited.

Register No.....

To the Registrar of Friendly Societies.

Whereas on the day of , 190 , the above-named Society was dissolved or purported to be dissolved by an instrument of dissolution purporting to be duly registered :

I hereby give you notice that I intend, after not less than seven days from this date hereof, to take proceedings for setting aside such dissolution in the Court.

Dated this day of , 190 .

.....Signature.

.....Address.

FORM 44 (Reg. 38).

The Co-operative and Provident Societies Act, 1903 (3 Edw. VII., No. 2).

NOTICE OF ORDER TO SET ASIDE DISSOLUTION.

Name of Society.....Society, Limited.

Register No.....

To the Registrar of Friendly Societies.

Whereas on the day of , 190 , the above-named Society was dissolved or purported to be dissolved by an instrument of dissolution purporting to be duly registered :

The above-named Society hereby gives you notice that by an order of the Court, dated the day of , 190 , a copy whereof is hereto annexed, the dissolution of the said society was set aside.

[Seal of Society.]

Countersigned.....Secretary.

Dated this day of , 190 .

N.B.—This notice must be sent within seven days after the order to set aside dissolution is made, and a copy of the order must be annexed thereto.