



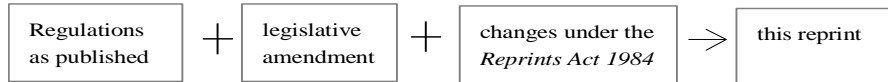
Western Australia

Associations Incorporation Regulations 1988

Reprinted as at 11 October 2002

Guide for using this reprint

What the reprint includes



Endnotes, Compilation table, and Table of provisions that have not come into operation

1. Details about the original regulations and legislation that has amended its text are shown in the Compilation table in endnote 1, at the back of the reprint. The table also shows any previous reprint.
2. Transitional, savings, or other provisions identified in the Compilation table may be important. The table may refer to another endnote setting out the text of these provisions in full.
3. A table of provisions that have not come into operation, to be found in endnote 1a if it is needed, lists any provisions of the regulations being reprinted that have not come into operation and any amendments that have not come into operation. The full text is set out in another endnote that is referred to in the table.

Notes amongst text (italicised and within square brackets)

1. If the reprint includes a regulation that was inserted, or has been amended, since the regulations being reprinted were made, editorial notes at the foot of the regulation give some history of how the regulation came to be as it is. If the regulation replaced an earlier regulation, no history of the earlier regulation is given (the full history of the regulations is in the Compilation table).

Notes of this kind may also be at the foot of Schedules or headings.

2. The other kind of editorial note shows something has been —
 - removed (because it was repealed or deleted from the law); or
 - omitted under the *Reprints Act 1984* s. 7(4) (because, although still technically part of the text, it no longer has any effect).

The text of anything removed or omitted can be found in an earlier reprint (if there is one) or one of the written laws identified in the Compilation table.

Reprinted under the
Reprints Act 1984 as
at 11 October 2002

Western Australia

Associations Incorporation Regulations 1988

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Associations Incorporation Act 1987

Associations Incorporation Regulations 1988

1. Citation

These regulations may be cited as the *Associations Incorporation Regulations 1988*¹.

2. Commencement

These regulations shall come into operation on the day on which the *Associations Incorporation Act 1987* comes into operation¹.

3. Interpretation

In these regulations, unless the contrary intention appears —
“**Corporations Act**” means the *Corporations Act 2001* of the Commonwealth.

[Regulation 3 inserted in Gazette 28 Sep 2001 p. 5353.]

4. Application for approval of purpose

An application to the Commissioner for the approval of a purpose of an association under section 4(1)(f) of the Act shall be accompanied by —

- (a) a copy of the rules of the association conforming to the requirements of the Act; and

- (b) a certificate given by the applicant as to the matters referred to in section 5(2)(b) of the Act.

5. Request to Minister to review

A request to the Minister under section 4(6)(a), 7(2)(a), 8(2)(a), 9(3)(a), 18(4)(a) or 19(3)(a) of the Act to review a decision of the Commissioner shall be lodged with the Commissioner and shall be accompanied by a copy of the Commissioner's notice of refusal together with the applicant's representations in support of the applications (if any).

6. Applied provisions — voluntary winding up

- (1) For the purposes of section 30(4) of the Act Divisions 3 and 4 of Part XII of the Code apply, unless the context or subject matter otherwise indicates or requires, to the voluntary winding up of an incorporated association with the following exclusions, additions and modifications —
 - (a) a reference to the articles of a company shall be read as a reference to the rules of an incorporated association;
 - (b) a reference to the Commission shall be read as a reference to the Commissioner;
 - (c) a reference to a contributory of a company shall be read as a reference to a member of an association;
 - (d) a reference to the Court shall be read as a reference to the Supreme Court;
 - (e) a reference to a company carrying on its business or having a place of business shall be read as a reference to an incorporated association pursuing its objects or purposes;
 - (f) sections 392 and 397 are excluded;
 - (g) subdivision C of Division 3 is excluded; and
 - (h) subdivision F of Division 4 apart from sections 458 and 460 is excluded.

- (2) Notwithstanding section 417 of the Code, in addition to any person qualified to act as the liquidator of a company under the Code, a person in respect of whom an approval is in force under regulation 7 may be appointed, and may act as, liquidator of an incorporated association to which the approval relates.

7. Approval of liquidator

Where, having regard to —

- (a) the property, debts and liabilities of an incorporated association; and
- (b) the interests of the creditors and members of an incorporated association,

the Commissioner is satisfied that a person is a fit and proper person to exercise and perform the powers and duties of liquidator of an incorporated association, the Commissioner may by instrument in writing approve of the person acting as liquidator of the incorporated association subject to such conditions as he thinks fit and may in like manner vary or revoke any such approval or conditions.

8. Applied provisions — winding up by Court

For the purposes of section 32 of the Act, a reference in the text of Part 5.7 of the Corporations Act to a company carrying on its business or having a place of business is to be read as a reference to an incorporated association pursuing its objects or purposes.

[Regulation 8 inserted in Gazette 28 Sep 2001 p. 5354.]

9. Forms

The forms set out in Schedule 1 are prescribed for the respective purposes for which forms are required by sections 5(1), 6(1), 9(1) and 18(6) of the Act.

10. Compliance with forms

- (1) Strict compliance with the style of a form set out in Schedule 1 is not necessary, unless the Commissioner so requires.
- (2) Strict compliance with the substance of, and provision of the information required by, a form set out in Schedule 1 is necessary unless the Commissioner otherwise approves.

11. Completion of forms

A form shall be completed in accordance with such directions and instructions as are specified in, or relate to, the form.

12. General requirements for documents

Unless the Commissioner otherwise approves, a document lodged with the Commissioner shall —

- (a) be on paper of medium weight of good quality and of a size not less than international sheet size A5 and not more than foolscap folio size or international sheet size A4;
- (b) be legibly and clearly printed, written or otherwise produced in a manner that is permanent and will make possible a reproduction by photographic means that is satisfactory to the Commissioner;
- (c) not be a carbon copy, or a copy reproduced by any spirit duplication method;
- (d) have margins of not less than 25 millimetres on the left-hand side and not less than 13 millimetres on the right-hand side;
- (e) where it comprises 2 or more sheets, be fastened together securely in the top left-hand corner;
- (f) have written on the first sheet —
 - (i) the registered number (if any) of the incorporated association to which the document relates;

- (ii) the name of that association;
- (iii) the title of the document;
- (iv) the name, address and telephone number of the person by whom or on whose behalf the document is lodged; and
- (v) the words “lodged with the Commissioner on

13. Annexures accompanying forms

(1) Where the space provided for a particular purpose in a form is insufficient to contain all the required information in relation to a particular item, that information shall be set out in an annexure.

(2) An annexure to a form shall have an identifying mark and be endorsed with the words —

“This is the annexure of pages marked referred to in the (insert description of form)..... signed by me and dated.....

.....
Signature(s) ”

and signed by each person signing the form to which the document is annexed.

(3) The pages to an annexure shall be numbered consecutively.

(4) Where a document, copy of a document, or other matter is annexed to a form, reference made in the form to the annexure shall be by its identifying mark, the number of pages in it, and a brief description of the nature of the document and its contents.

(5) A reference to an annexure includes a reference to a document, copy of a document or any other matter accompanying, attached to or annexed to a form.

14. Signature of documents lodged with Commissioner

- (1) Subject to the Act and these regulations, a document relating to an incorporated association that is required to be lodged with the Commissioner by or on behalf of the association shall be signed by a member of the committee of the association authorised by the committee for that purpose.
- (2) The name of a person signing a document that is lodged with the Commissioner shall be legibly written under or alongside the signature of that person.

15. Translations

- (1) Where any document or part of a document required to be lodged with the Commissioner is not written in the English language that document or part, unless the Commissioner otherwise directs, shall be accompanied by a translation of the document or part certified by a person approved by the Commissioner.
- (2) The Commissioner may, before accepting a translation for lodgment, require the person lodging the translation to furnish to the Commissioner such evidence as the Commissioner thinks sufficient of the ability of the person by whom the translation is made to make the translation.

16. Fees

The fees set out in Schedule 2 are prescribed in respect of the matters referred to.

17. Repeal

The *Associations Regulations 1953* and the *Associations (Certification) Regulations 1982* are repealed.

[Regulation 17 inserted in Gazette 22 Jul 1988 p. 2483.]

Schedule 1

[Regulation 9]

Forms

Application for Incorporation of an Association	<i>Associations Incorporation Act 1987</i> Form 1 (includes certificate required by s. 5(2)(b))
------------------------------------------------------------	-------------------------------------------------------------------------------------------------------

Association	Name _____
	Brief description of main purpose(s) _____ _____
	Category <input type="checkbox"/> Religion, education, charity or other benevolent purpose <input type="checkbox"/> Promotion or encouragement of literature, science or the arts <input type="checkbox"/> Sport, recreation or amusement <input type="checkbox"/> Community, social or cultural centre <input type="checkbox"/> Promotion of the interests of a local community <input type="checkbox"/> Politics <input type="checkbox"/> Other — to be approved by the Commissioner [Extra fee applies]
	Is the Association formed for the purpose of trading or securing a pecuniary profit to its members <input type="checkbox"/> Yes <input type="checkbox"/> No

Applicant	Name _____
	Address street _____ suburb/town _____ postcode _____
	Daytime Phone no. _____ fax no. _____ contact e-mail _____
	I have been authorised by the Association to apply for incorporation <input type="checkbox"/> Yes <input type="checkbox"/> No

Contact person (if not the Applicant)	Name _____
	Address street _____ suburb/town _____ postcode _____
	Daytime phone no. _____ fax no. _____ contact e-mail _____

Associations Incorporation Regulations 1988

Schedule 1

Advertising	An advertisement (in the form of Form 2) giving notice of my intention to apply for incorporation of the Association has been published in a newspaper as required by section 6 of the Act <input type="checkbox"/> Yes <input type="checkbox"/> No	
	Name of newspaper	
	Date of publication	

Members Give names and addresses of 6 members (Postal address is acceptable)	The Association has at least 6 members <input type="checkbox"/> Yes <input type="checkbox"/> No	
	Name	Address
	1	_____
	2	_____
	3	_____
	4	_____
	5	_____
6	_____	

Rules	The rules of the Association —	
	<ul style="list-style-type: none"> include provisions dealing with all the matters listed in Schedule 1 to the Act <input type="checkbox"/> Yes <input type="checkbox"/> No comply with all other requirements of the Act <input type="checkbox"/> Yes <input type="checkbox"/> No 	
	The copy of the Association's rules attached to this application and marked as annexure "A" is a true copy of the Association's rules <input type="checkbox"/> Yes <input type="checkbox"/> No	

Declaration	I certify that all the details set out in this Application are true and correct	
	Signature of Applicant	Date
<i>It is an offence, with a penalty of \$500, to make a false statement in an application.</i>		

Form 2

Associations Incorporation Act 1987 (Section 6(1))

ADVERTISEMENT OF INTENDED APPLICATION
FOR INCORPORATION OF

.....
(Set out name of association)

NOTICE is hereby given that

.....
(full name, address and occupation of applicant)

being duly authorised by the abovenamed association intends to apply to the
Commissioner for Fair Trading on or after

.....
(insert date being at least one month but not more than 3 months after
publication of this notice)

for incorporation of.....
(insert name of association)

The association is formed for the purpose of

.....
(insert main purpose)

Signed

Print full name in block letters.....

Schedule 1

Form 3

Associations Incorporation Act 1987 (Section 9(1))

CERTIFICATE OF INCORPORATION

No.

THIS IS TO CERTIFY THAT.....
has this day been incorporated under the *Associations Incorporation Act 1987*.

Dated this..... day of 20

.....
Commissioner for Fair Trading.

Form 4

Associations Incorporation Act 1987 (Section 18(6))

CERTIFICATE OF INCORPORATION ON CHANGE OF NAME

THIS IS TO CERTIFY THAT.....
which was on the day of 20
incorporated under the *Associations Incorporation Act 1987* changed its name
to on this day of 20

.....
Commissioner for Fair Trading.

[Schedule 1 amended in Gazette 9 Oct 2001 p. 5527; 16 Aug 2002 p. 4205-6.]

Schedule 2

Schedule 2

[r. 16]

Fees

\$

1.	Application for approval of purpose of an association under section 4(1)(f)	30.00
2.	Application for incorporation of an association under section 5(1)	100.00
3.	Lodgment of request to Minister to review decision of Commissioner	30.00
4.	(a) Lodgment of notice of special resolution setting out particulars of alteration of rules of an association under section 17	16.25
	(b) Where alteration of rules has effect to change name of an association, on approval of change of name and issue of certificate of incorporation on change of name under section 18(6)	16.25
	(c) Where alteration of rules has effect to change objects or purposes of an association, on approval of the alteration under section 19	16.25
5.	Lodgment of application for extension of period for holding an annual general meeting under section 23(1)	30.00
6.	Lodgment of application for approval of variation of provisions of rules of an association relating to distribution of surplus property upon winding up under section 33(4)	30.00
7.	Lodgment of distribution plan under section 33(6)	30.00
8.	Inspection of document lodged with Commissioner under section 37(2)(a)	6.25
9.	Issue of uncertified copy of, or extract from document lodged with Commissioner —	
	(a) where fee payable under item 8 for inspection of the document has been paid, for each page	1.25
	(b) where fee payable under item 8 for inspection of the document has not been paid —	
	(i) for the first page	6.25

Schedule 2

	\$
(ii) for each additional page	1.25
10. Issue of certified copy of, or extract from document lodged with Commissioner —	
(a) for the first page	8.75
(b) for each additional page	1.25
11. Application for certificate of Commissioner under section 38 ...	8.75

[Schedule 2 inserted in Gazette 28 Jun 2002 p. 3051-2.]



Notes

- ¹ This reprint is a compilation as at 11 October 2002 of the *Associations Incorporation Regulations 1988* and includes the amendments made by the other written laws referred to in the following table. This table also contains information about any previous reprint.

Compilation table

Citation	Gazettal	Commencement
<i>Associations Incorporation Regulations 1988</i>	24 Jun 1988 p. 1998-2001	25 Jul 1988 (see r. 2 and <i>Gazette</i> 24 Jun 1988 p. 1995)
<i>Associations Incorporation Amendment Regulations 1988</i>	22 Jul 1988 p. 2483	25 Jul 1988 (see r. 2 and <i>Gazette</i> 24 Jun 1988 p. 1995)
<i>Associations Incorporation Amendment Regulations 1990</i>	12 Oct 1990 p. 5176	12 Oct 1990
<i>Associations Incorporation Amendment Regulations 1991</i>	8 Nov 1991 p. 5716	8 Nov 1991
<i>Associations Incorporation Amendment Regulations 1993</i>	31 Aug 1993 p. 4686	1 Sep 1993 (see r. 2)
<i>Associations Incorporation Amendment Regulations 1995</i>	27 Jun 1995 p. 2543-4	1 Jul 1995 (see r. 2)
Reprint of the <i>Associations Incorporation Regulations 1988</i> as at 28 Nov 1997 (includes amendments listed above)		
<i>Corporations (Consequential Amendments) Regulations 2001 Pt. 2</i>	28 Sep 2001 p. 5353-8	15 Jul 2001 (see r. 2 and <i>Cwlth Gazette</i> 13 Jul 2001 No. S285)
<i>Associations Incorporation Amendment Regulations 2001</i>	9 Oct 2001 p. 5527	9 Oct 2001
<i>Associations Incorporation Amendment Regulations (No. 2) 2002</i>	28 Jun 2002 p. 3050-2	1 Jul 2002 (see r. 2)
<i>Associations Incorporation Amendment Regulations 2002</i>	16 Aug 2002 p. 4205-6	16 Aug 2002