

Consumer Affairs Victoria

Associations Factsheet 7

The Public Officer

September 2004

The Public Officer is the association's main point of contact with Consumer Affairs Victoria.

Need more information?

Call Consumer Affairs Victoria on 1300 36 16 73.

A Public Officer must be at least 18 years old and reside in the State of Victoria. Unless the rules otherwise provide, a Public Officer may hold any other office in the incorporated association. Upon vacating the position, the Public Officer should pass on all information held on behalf of the association to their successor.

Public Officers of incorporated associations can now apply for their user identification and pass code online at <http://online.justice.vic.gov.au> and click on Business Registration.

You will receive your user identification online and the pass code in the mail and then you will be ready to:

- 1 change the contact name and address details for your incorporated association at no cost
- 2 apply for an extension of time for lodging an annual statement and pay by credit card.

You can search the Victorian Names Register for brief details of an incorporated association at no cost and purchase by credit card an extract of incorporation details.

The responsibilities of the Public Officer

- 1 Notify the Registrar of appointment as Public Officer or a change of the Public Officer's address within 14 days of the change by lodging a *Change of Association Details* form. No fee is required.
- 2 Notify the Registrar of a change of the association's registered address within 14 days of the change by lodging a *Change of Association Details* form. No fee is required.
- 3 Within one month **after** the annual general meeting, lodge with the Registrar an *Annual Statement by Public Officer* and other required financial documents with the prescribed fee.

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- 4 Within 14 days of the association becoming trustee of a trust, lodge with the Registrar the particulars of the trust and a copy of any relevant documents.
No fee is required.
- 5 Apply to the Registrar for approval to alter the statement of purposes or rules within 28 days **after** the alteration was passed by special resolution. An *Application for Alteration of Rules or Purpose* must be lodged with the prescribed fee.
- 6 Apply to the Registrar for approval of a change of name within one month **after** passing a special resolution to change the association's name. An *Application for Change of Association Name* must be lodged with the prescribed fee.
- 7 Notify the Registrar of special resolution relating to the winding up and distribution of the assets of the association within 28 days of passing the resolution. A *Notice of Special Resolution for Distribution of Assets on Voluntary Winding Up* must be lodged with the prescribed fee.

Cheques must be made payable to Consumer Affairs Victoria.
Receipts will only be issued upon request.

More information

Information on Associations is available from:

**Consumer Affairs Victoria
Victorian Consumer &
Business Centre**

113 Exhibition Street
Melbourne 3000

Counter hours: 8.30am-5.00pm Mon-Fri

Postal Address

GPO Box 4567

Melbourne 3001

Telephone: 1300 36 16 73

Fax: 03 8684 6210

Phone hours: 9.00am-5.00pm Mon-Fri

Website www.consumer.vic.gov.au



The information contained in this fact sheet is of a general nature only and should not be regarded as a substitute for a reference to the legislation or professional advice.
Authorised by the Victorian Government, 121 Exhibition Street, Melbourne, Victoria, 3000
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