

# Annual report – large co-operative

*Co-operatives National Law (Victoria)*

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GPO Box 4567 Melbourne VIC 3001  
Telephone: 1300 55 81 81

## How to complete this form

* **Do not lodge by email. We cannot accept forms containing credit card numbers that are emailed to us.**
* You can complete the form onscreen and print it out or print and complete by hand.
* If completing the form by hand, please use a blue or black pen and print clearly using block letters.
* Attachments are required as part of this report. Refer to the document checklist at question **8**.
* Post your form and attachments to GPO Box 4567 Melbourne VIC 3001.

## Definition of a large co-operative

A co-operative is defined as a large co-operative for a particular financial year if:

* it issues shares to **more than 20 prospective members** during that year and the amount raised in that year by the issue of those shares **exceeds $2 million**

**or**

* it has **securities on issue** to non-members during that year, **other than**:
  + shares in the co-operative; and
  + securities issued in respect of the co-operative's obligations under section 163 of the *Co-operatives National Law (Victoria)*

**or**

it satisfies **at least 2** of the following criteria:

* The consolidated revenue of the co-operative and the entities it controls (if any) is **$8 million or more** for the previous financial year.
* The value of the consolidated gross assets and the entities the co-operative controls (if any) is **$4 million or more** at the end of the financial year.
* The co-operative and the entities it controls (if any) had **30 or more employees** at the end of the financial year. In counting employees, part-time employees are to be taken into account as an appropriate fraction of a full-time equivalent. For example, four half-time employees should be counted as two employees.

Consolidated revenue and the value of consolidated gross assets are to be calculated in accordance with accounting standards in force at the relevant time (even if the standard does not apply to the financial year of some or all of the entities concerned).

If your co-operative does not meet the criteria for a large co-operative, lodge a small co-operative annual return instead of this form. For further information go to [consumer.vic.gov.au/co-operatives](http://www.consumer.vic.gov.au/co-operatives).

## Providing incorrect information

It is a serious offence for a person to knowingly or recklessly make a false or misleading statement or omit information in relation to an annual report. Fines apply.

## Fees

The fee to lodge a large co-operative annual report is $310.10, which must be paid at the time of lodgement.

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# Annual report – large co-operative

Financial year

|  |  |
| --- | --- |
| 1. This report is for the co-operative’s financial year ending: The date must match the financial year end date in the rules (insert end of financial year date as dd/mm/yyyy – for example 30/06/2011). | |
|  |

## Details of co-operative

|  |  |
| --- | --- |
| 1. Provide details of the co-operative | |
| Co-operative registration number |  |
| Name of co-operative |  |

## Annual general meeting and membership details

|  |  |
| --- | --- |
| 1. What date was the annual general meeting held? (dd/mm/yyyy) | |
|  | |
| 1. What date were financial reports provided to members? (dd/mm/yyyy) | | |
|  | |
| 1. What is the total number of co-operative members at the end of the co-operative’s financial year?  This should include all members in your register, except the cancelled members. | | |
|  | |
| 1. Please list the names of the Chief Executive Officer and all directors as at the date you submit this annual report.   If any directors or the Chief Executive Officer have started or ceased since the last annual report, you must also detail those changes in the Application for change form described in question 7. | | | | |
| **Position** | | **Name** | | |
| Secretary | |  | | |
| Chair | |  | | |
| Chief Executive Officer | |  | | |
| Director | |  | | |
| Director | |  | | |
| Director | |  | | |
| Director | |  | | |
| Director | |  | | |
| Director | |  | | |
| Director | |  | | |
| Director | |  | | |
| Director | |  | | |

## Changes to co-operative details

|  |  |  |
| --- | --- | --- |
| 1. We require up-to-date information about the co-operative including registered office address or postal address; secretary; directors; contact telephone numbers and email.   **Are the particulars of the co-operative’s details recorded on the publicly available register correct?**  Mark with an X | | |
| **Yes** |  | Go to question **8**. |
| **No** |  | You must also complete and lodge an ‘Application for Change of Co-operative Details’ form. This form is electronically available at [consumer.vic.gov.au/co-operatives](http://www.consumer.vic.gov.au/co-operatives) |

## Large co-operative definition

1. Indicate how the co-operative satisfies the definition of a large co-operative (mark all that apply with an X and provide details as specified)

|  |  |  |
| --- | --- | --- |
|  | it issued shares to **more than 20 prospective members** since the last annual report and the amount raised in that year by the issue of those shares **exceeded $2 million** | |
| OR | | |
|  | It had **securities on issue** to non-members since the last annual report, **other than**:   * shares in the co-operative; and * securities issued in respect of the co-operative's obligations under section 163 of the *Co-operatives National Law (Victoria)* | |
| OR (must satisfy at least two of the following) | | |
|  | The consolidated revenue of the co-operative and the entities it controls (if any) was **$8 million or more** for the previous financial year. | |
| **Amount of consolidated revenue** | | $ |
|  | The value of the consolidated gross assets and the entities the co-operative controls (if any) is **$4 million or more** at the end of the financial year. | |
| **Value of the consolidated gross assets** | | $ |
|  | The co-operative and the entities it controls (if any) had **30 or more employees** at the end of the financial year. | |
| **Number of employees** | |  |

## Declaration and signature

|  |  |
| --- | --- |
| 1. I declare that:   I am authorisedto lodge this annual report for this co-operative.  No director of the co-operative is disqualified under sections 181 and 182 of the *Co-operatives National Law (Victoria)* and at least two directors of the proposed co-operative are ordinarily resident in Australia in accordance with s172 of the *Co-operatives National Law (Victoria).*  The co-operative has the prescribed number of active members in accordance with the *Co-operatives National Law (Victoria).*  The particulars contained in this annual report are true and correct and I acknowledge that it is an offence under section 514 of the *Co-operatives National Law (Victoria)* to give to the Registrar a document containing false or misleading information.  Copies of all documents and instruments accompanying this annual report are true copies. | |
| Signature | *X* |
| Printed name |  |
| Relationship to co-operative |  |
| Date (dd/mm/yyyy) |  |
| Daytime telephone number |  |
| Email address |  |

## Document checklist

|  |  |
| --- | --- |
| 1. Your annual report cannot be processed without payment and the following documents   Mark all documents you are submitting with an X | |
| The financial report required under section 270 of the *Co-operatives National Law (Victoria)* including:   * the financial statements for the year; and * the notes to the financial statements; and * the directors’ declaration about the statements and notes. |  |
| The annual directors’ report required under section 270 of the *Co-operatives National Law (Victoria).* |  |
| The auditor’s report, prepared in accordance with Division 3 of Part 2M.3 of the Corporations Act (as applying under section 283 of the *Co-operatives National Law (Victoria)*. |  |
| If a concise report under section 284(1) of the *Co-operatives National Law (Victoria)* has been prepared and given to members, a copy of the concise report. |  |
| If you need to notify of any changes to the co-operative’s details listed in question 6, you must also attach a completed ‘Application for Change of Co-operative Details’ form. (Mark with an X if applicable) | |
| Change of details form completed and attached |  |

## How to lodge and pay

**The lodgement fee must be paid at the time of submission.** There is no GST payable.

Use paperclips and not staples for all documents.

A signature must be included in question 7.

If paying by credit card fill in the details on the next page or attach a cheque or money order made payable to ‘Consumer Affairs Victoria’ to the application form.

## What happens when you lodge your annual report

If the form is completed correctly and all necessary documents are attached, your annual report is deemed to be lodged and you will not be contacted by Consumer Affairs. If you are required to provide further information, you will be notified in writing.

If a financial report or directors’ report is amended after it is lodged with the Registrar, the co-operative must lodge the amended report with the Registrar within 14 days after the amendment.

If any other change occurs in the information you have provided in your annual report, you must notify Consumer Affairs Victoria as soon as possible.

The *Co-operatives National Law (Victoria)* can be found on the Victorian Government Legislation and Parliamentary document website.

Privacy – CAV is committed to responsible and fair handling of your personal information, consistent with the laws we administer and the *Privacy and Data Protection Act 2014*. Some information on this form will be placed on a public register in accordance with the *Co-operatives National Law (Victoria).* We may be unable to process this application if you do not provide the required information. You can contact us at any time to request access to the personal information we hold about you. In exceptional circumstances, you may apply to have public access to your personal information restricted. Our privacy statement and other privacy information are available at the [consumer.vic.gov.au/privacy](http://www.consumer.vic.gov.au/privacy-statement) or on request.

July 2023

## Credit card details

Please debit my (choose one of two credit card types. Mark the choice with an X, then complete the rest of the card details)

|  |  |
| --- | --- |
| Visa |  |
| Mastercard |  |
| Amount | $310.10 |
| Card number |  |
| Expiry date |  |
| CCV number (3 numbers) |  |
| Name of cardholder |  |
| Signature of cardholder | *X* |
| Date |  |
| Daytime telephone number of cardholder |  |