# Request for copies of documents from the register of co-operatives

*Co-operatives National Law (Victoria)*

Email enquiries: [cav.registration@dgs.vic.gov.au](mailto:%20cav.registration@dgs.vic.gov.au)  
Web: [consumer.vic.gov.au/co-operatives](http://www.consumer.vic.gov.au/co-operatives)  
GPO Box 4567 Melbourne VIC 3001  
Telephone: 1300 55 81 81

## Things to know before starting your application

You can use this form in order to lodge a request to:

* Obtain an extract relating to a co-operative
* Obtain a copy of a current certificate of registration
* Obtain copies of documents relating to a co-operative
* Obtain certified copies of documents relating to a co-operative

## 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.
* Post your form and attachments to GPO Box 4567 Melbourne VIC 3001.

## Fees

* Extract - $35.90 **each**
* Copy of current certificate of registration - $35.90 **each**
* **Copies** of documents relating to a co-operative - $26.10 for the first page and $2 per page for subsequent pages up to a maximum of $124.00 **per document**
* **Certified copies** of documents relating to a co-operative - $35.90 for the first page and $3 per page for subsequent pages up to a maximum of $184.40 **per document**

The extract and duplicate certificate of registration fee/s must be paid at the time of application. If you also or only wish to obtain copies of documents, you will be advised of the fee and how to make payment.

## Lodgement person

|  |  |
| --- | --- |
| 1. Who is lodging this request? | |
| Surname |  |
| Given names |  |
| Address  (including postcode) |  |
| Daytime telephone number |  |
| Email address |  |
| Fax number |  |
| Relationship to co-operative (if applicable) |  |

## Documents relating to a particular co-operative

If you require documents relating to more than one co-operative, please copy these pages

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 1. Provide details of the co-operative | | | | | | | |
| Co-operative registration number | | |  | | | | |
| Name of co-operative | | |  | | | | |
| 1. Do you require an extract and/or a current certificate of registration for the co-operative? (Mark with an X) The co-operative extract includes a co-operative’s registered address and list of directors, secretary and officers. | | | | | | | |
| Extract | |  | | | | | |
| Current certificate of registration | |  | | | | | |
| 1. Do you require copies of any of the following documents?   (Choose all options that apply and mark with an X. Attach extra pages if required) | | | | | | | |
| Co-operative rules | | | | Plain copy |  | Certified copy |  |
| **Changes to co-operative details** (provide type of change and approximate lodgement date) | | | | | | | |
|  | | | | Plain copy |  | Certified copy |  |
|  | | | | Plain copy |  | Certified copy |  |
|  | | | | Plain copy |  | Certified copy |  |
| **Annual report – specify period covered by the report/s** (dd/mm/yy to dd/mm/yy) | | | | | | | |
| Date |  | | | Plain copy |  | Certified copy |  |
| Date |  | | | Plain copy |  | Certified copy |  |
| Date |  | | | Plain copy |  | Certified copy |  |
| **Other (please specify)** | | | | | | | |
|  | | | | Plain copy |  | Certified copy |  |
|  | | | | Plain copy |  | Certified copy |  |
|  | | | | Plain copy |  | Certified copy |  |
|  | | | | Plain copy |  | Certified copy |  |
|  | | | | Plain copy |  | Certified copy |  |
| 1. Please specify how you want to receive these documents. (Mark with an X or provide more information as required) | | | | | | | |
| By email (mark with an X or provide email address if different from the email address provided in question 1) | | | | | | |  |
| By fax (mark with an X or provide fax number if different from the fax number provided in question 1) | | | | | | |  |
| By mail (mark with an X or provide postal address if different from the address provided in question 1) | | | | | | |  |

## How to lodge and pay

* Use paperclips and not staples for all documents.
* If paying by credit card fill in the details below or attach a cheque or money order made payable to ‘Consumer Affairs Victoria’ to the application form.

## What happens when you lodge your form

* If you have requested an extract or duplicate certificate of registration, the documents will be made available to you through the method you chose in question 5.
* If you have requested copies of documents, you will be advised of the fee and how to make payment.
* If any change occurs in the information you have provided in this application, you must notify Consumer Affairs Victoria as soon as possible.

## Credit card details

* Extract - $35.90 each
* Copy of current certificate of registration - $35.90 each
* If you have also or only requested copies of documents other than an extract or certificate of registration, you will be advised of the fee and how to make payment.

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 | $ |
| Card number |  |
| Expiry date |  |
| CCV number (3 numbers) |  |
| Name of cardholder |  |
| Signature of cardholder | X |
| Date |  |
| Daytime telephone number of cardholder |  |

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) or on request.

July 2024