# Application to approve disclosure statement for special postal ballot for voluntary wind-up of co-operative

*Co-operatives National Law (Victoria)*

Email enquiries: cav.registration@justice.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

This form is to be used to apply for approval of the disclosure statement for a special postal ballot for the voluntary wind-up of a co-operative before sending to members.

Before applying to wind up, the co-operative must send to each of its members a disclosure statement approved by the Registrar stating:

* the financial position of the co-operative as shown in financial statements prepared as at a date not more than 6 months before the date of the statement; and
* the reasons for the proposed winding up; and
* other information the Registrar directs.

## Lodging this application

* **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 application. Refer to the document checklist at question **6.**
* Post your form and attachments to GPO Box 4567 Melbourne VIC 3001.

## Fees

The fee for this application is $310.10, which must be paid at the time of application.

## Details of co-operative

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

## Lodgement person

|  |
| --- |
| 1. Who is lodging this application?
 |
| Surname |  |
| Given names |  |
| Address (including postcode) |  |
| Daytime telephone number |   |
| Email address |  |

## Declaration and signature

|  |
| --- |
| 1. I declare that:
* I am authorised to lodge this application.
* The particulars contained in this application are true and correct. I acknowledge that it is an offence under section 514 of the *Co-operatives National Law (Victoria)* to provide the Registrar with false or misleading documents.
 |
| Signature | X  |
| Date |  |

## Document checklist

|  |
| --- |
| 1. Your application cannot be processed without the following documents (Mark with an X)
 |
| A copy of the disclosure statement. An example of a disclosure statement for special postal ballot for voluntary wind-up of co-operative is available at [consumer.vic.gov.au/co-operatives](http://www.consumer.vic.gov.au/co-operatives). |  |
| A copy of the wording of the proposed special resolution |  |

## How to lodge and pay

**The fees must be paid at the time of application.** There is no GST payable.

Use paperclips and not staples for all documents. A signature must be included in question 3. 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 application

* You may be required to provide further information.
* When the form is completed correctly and all necessary documents are attached, you will receive notification of the next steps in the winding up process.
* If any change occurs in the information you have provided in your application, you must notify Consumer Affairs Victoria as soon as possible.

## Credit card details

The fee for this application is $310.10.

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 |  |

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 2023