# Inspection of the register of incorporated associations

***Associations Incorporation Reform Act 2012***

If you are the secretary or a delegate of the association for which you are seeking information, please note that you can download for free the following items via your myCAV account:

* Certificate
* Current rules

**Extracts can be purchased online and emailed to you via our** [**Search for an incorporated association page**](https://www.consumer.vic.gov.au/clubs-and-not-for-profits/incorporated-associations/search-for-an-incorporated-association) **(consumer.vic.gov.au/iasearch).**

## How to complete this form

* **This form can only be lodged by mail. We cannot accept forms containing credit card numbers that are emailed to us.**
* You can pay the fee by cheque, money order or credit card.
* If completing the form by hand, please use a blue or black pen and print clearly using block letters.
* Email enquiries: cav.registration@justice.vic.gov.au
* Website: [consumer.vic.gov.au/associations](http://www.consumer.vic.gov.au/associations)

## Required information

|  |  |
| --- | --- |
| Applicant’s name |  |
| Phone number |  |
| Postal address |  |
| Email address |  |
| What is your role in the organisation, if any? |  |

## Details of incorporated association

|  |  |
| --- | --- |
| Registration number |  |
| Name |  |

## Requested documents

| Documents available | Fee (per document) | Please tick below for required documents |
| --- | --- | --- |
| Copy of certificate of registration | $31.80 |  |  |
| Obtain a copy of the association rules  | $47.70 |  |  |
| Inspection of the Register | $31.80 | This provides an extract of the information about an association held on the public register. It includes:* the incorporation number
* association name
* any previous names and the dates they were current
* current registered address and the date registered
* previous registered address and the date registered
* current postal address
* whether or not it is currently incorporated
* the date it was incorporated
* the name and date of appointment of its current secretary
* the name and date of appointment of each previous secretary and public officer
* the date on which its financial year ended for the last submitted annual statement
* whether, for the purposes of the last financial year, the association is a tier one, tier two, or tier three association (where an annual statement has been submitted under the new tiered system)
* any ABN provided.
 |  |
| Obtain a copy of a prescribed document  | $47.70 | If known, please identify the approximate date lodged: ...../....../.......Identify the specific document you are requesting (required) |  |
| an application for incorporation lodged under s6 of the Act |  |
| an application for incorporation by a registrable body lodged under s12  |  |
| an application for amalgamation lodged under s18 |  |
| an application to change the name of an incorporated association lodged under s24  |  |
| a notification of change of registered address of an incorporated association lodged under s28 (pre 2015) |  |
| an application to alter the rules of an incorporated association lodged under s50 (includes any submitted documents confirming the rule change) (pre 2015) |  |
| a notice of appointment as secretary of an incorporated association lodged under s74 (pre 2015) |  |
| annual statement and financial statements lodged under s102. |  |

| Documents available | Fee (per document) | Please tick below for required documents |
| --- | --- | --- |
| **Obtain a certified** copy of a prescribed document  | $71.60 | If known, please identify the approximate date lodged: ...../....../.......Identify the specific document you are requesting (required) |  |
| an application for incorporation lodged under s6 of the Act |  |
| an application for incorporation by a registrable body lodged under s12  |  |
| an application for amalgamation lodged under s18 |  |
| an application to change the name of an incorporated association lodged under s24  |  |
| a notification of change of registered address of an incorporated association lodged under s28 (pre 2015) |  |
| an application to alter the rules of an incorporated association lodged under s50 (includes any submitted documents confirming the rule change) (pre 2015) |  |
| a notice of appointment as secretary of an incorporated association lodged under s74 (pre 2015) |  |
| annual statement and financial statements lodged under s102. |  |

## How to lodge and pay

**You must pay the application fee at the time of application.** There is no GST payable.

You can pay the fee by cheque, money order or credit card. If paying by credit card, complete the details below. Post the completed form and payment to Consumer Affairs Victoria at GPO Box 4567, Melbourne VIC 3001.

## Credit card details

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Please debit my (choose one) (Mark with an X) | Visa  |  | MasterCard  |  |
| Amount | $  |
| Card number |  |
| Expiry date |  | CCV number (3 numbers) |  |
| Name of cardholder |  |
| Signature of cardholder |  |
| Date |  |
| Daytime telephone number of cardholder |  |

**Privacy** – Consumer Affairs Victoria 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 *Associations Incorporation Reform Act 2012*. 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 is available at the [Consumer Affairs Victoria website](http://www.consumer.vic.gov.au/) or on request.