# Application for extension of time to hold an annual general meeting or lodge financial statements

***Associations Incorporation Reform Act 2012***

Postal address: GPO Box 4567, Melbourne VIC 3001

Email enquiries: cav.registration@justice.vic.gov.au

Web: [consumer.vic.gov.au/associations](http://www.consumer.vic.gov.au/associations)

Telephone: 1300 55 81 81

## Things to know before starting your application

* **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.
* You can only apply for an extension of time between the association’s end of financial year date and the due date specified on your annual statement form for the current financial year.
* Extensions are granted for two months at a time. The application fee of $39.80 must be paid at the time of each application.
* Do not delete any part of this form. Leave any sections blank that do not apply to your circumstance.

## Details of association

|  |
| --- |
| 1. Provide details of the association
 |
| Association registration number |  |
| Name of association |  |
| Registered address of association (including postcode) |  |

## Type of extension

|  |
| --- |
| 1. What type of extension are you applying for? (Mark with an X)
 |
| Extension of time to hold both an Annual General Meeting and lodge Financial Statements |  |
| Extension of time to lodge Financial Statements |  |
| 1. What are the reasons for applying for an extension of time?
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|  |

## Declaration and signature

|  |
| --- |
| 1. I declare that:
* I am the secretary of the incorporated association and pursuant to section 104 of the *Associations Incorporation Reform Act 2012*, I am authorised to apply for a two month extension of time to hold an Annual General Meeting or lodge Financial Statements.
* The particulars contained in this application are true and correct. I acknowledge that it is an offence under section 208 of the *Associations Incorporation Reform Act 2012* to make a false or misleading statement or omit information in relation to an application.
 |
| Signature of secretary |  |
| Printed name |  |
| Date dd/mm/yyyy |  |
| Daytime telephone number |  |
| Email address |  |

## How to lodge and pay

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

Extensions are granted for two months at a time. The application fee of $39.80 must be paid at the time of each application.

Print the form and sign the declaration. 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, any attachments 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 | $39.80 |
| Card number |  |
| Expiry date |  |
| CCV number (3 numbers) |  |
| Name of cardholder |  |
| Signature of cardholder |  |
| Date |  |
| Daytime telephone number of cardholder |  |

## 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 *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 [consumer.vic.gov.au/privacy](http://www.consumer.vic.gov.au/) or on request.