

FORM 09

This form is effective from 1 July 2025

Application for copies of association documents

Associations Incorporation Act 2015 s20

Please read this information before completing this form

ABOUT THIS FORM

This form is to be used to request copies of documents lodged under the *Associations Incorporation Act 2015*, including rules, duplicate certificates or an Extract

DO NOT use this form to purchase a replacement certificate, instead use [Form 09R](#)

RELATED INFORMATION

- A person can request certified copies of:
 - The Rules of an association (if Own Rules are used).
 - An Extract.
 - A duplicate copy of the original certificate of incorporation or certificate of change of name.
 - Other documents lodged about the association.
- The **Rules** cannot be purchased for associations using the Model Rules. A copy of the Model Rules is available at www.lgirs.wa.gov.au/modelrules.
- An Extract contains the association's current name, registration number (IARN), date of incorporation or cancellation, current address for service of notice, current status, tier, financial year end, date of last annual general meeting and type of rules used.

FEES

Visit our [fees forms and online transactions](#) page for current application fees. GST is not payable on these fees.

HOW TO LODGE AND PAY

Once you have completed this form you can lodge it using one of the following methods:

In person:	Submit your completed form at: Cashier Services Level 1, Mason Bird Building 303 Sevenoaks Street CANNINGTON Opening hours: 8:30 am to 4:30 pm (weekdays)
By post	• Credit card or Bpay: You will receive a Payment Number (PN) after your form is received. Use this number to pay via Consumer Protection's secure online payment portal at: https://payportal.dmirs.wa.gov.au/ • Cheque or money order: Make payable to "Department of Local Government, Industry Regulation and Safety" and post it with your completed form to: Department of Local Government, Industry Regulation and Safety Associations and Charities Locked Bag 14 CLOISTERS SQUARE PERTH WA 6850

WHAT HAPPENS NEXT

- Available documents will be provided by email
 - Within 10 working days if the requested document was lodged after 2015.
 - Longer time may be required if the requested document was lodged before 2015.
- You will be advised if the requested documents are unavailable.

CONTACT

For assistance with completing this form, or information about the progress of an application, contact the Associations and Charities Branch by:

Telephone **1300 30 40 74 or (08) 6552 9300** (8:30 am to 4:30 pm weekdays)

Email associations@lgirs.wa.gov.au

Website www.lgirs.wa.gov.au/associations

The above information is intended as a guide only and is included to assist you in completing and lodging this form. This page is not part of the form. If required, professional advice should be obtained regarding the matters dealt with in this form.

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OFFICE USE ONLY

SECTION A: REQUEST DETAILS

Incorporated association's name

IARN

SECTION B: DOCUMENTS REQUIRED

Select all documents that are required:

- ☐ **Extract** about an incorporated association
- ☐ Copy of **Duplicate Certificate** of Incorporation
- ☐ Copy of the **Rules (if using own rules)**

Copy of **lodged forms** ▶ *Tick which forms are required*

If known, provide the approximate date lodged

- ☐ Form 1 - Application for Incorporation
- ☐ Form 4 – Notification of associations address
- ☐ Form 5 – Notice of Special Resolution to change rules
- ☐ Form 5A – Notice of Committee Resolution to alter the rules
- ☐ Form 6N – Application for Voluntary Cancellation
- ☐ Form 1T – Application for approval to register under another law
- ☐ Form 18 – Application for amalgamation

Date lodged:

Date lodged:

Date lodged:

Date lodged:

Date lodged:

Date lodged:

Date lodged:

SECTION C: APPLICANT

Provide the name and particulars of the person making this application:

Title	☐ Mr	☐ Mrs	☐ Ms	☐ Miss	☐ Other ▶		
Name				Surname			
Address (Street or PO)							
Suburb		State		Postcode			
Email				Telephone			