

FORM 06N

This form is effective from 23 August 2025

Application for voluntary cancellation of incorporation

Associations Incorporation Act 2015 s24, s130 and 141

Please read this information before completing this form

ABOUT THIS FORM

Use this form when an incorporated association wishes to voluntarily cancel its incorporation under the *Associations Incorporation Act 2015* (the Act).

NOTE – All debts and liabilities of the association must be paid before this form is lodged.

Associations that are unable to pay their debts cannot apply for voluntary cancellation. If your association is unable to pay its debts the committee of the association should seek immediate advice from a solicitor or accountant in relation to their obligations under the Act.

Lodgement period:

Within 28 days after the general meeting where the decision to apply for cancelled was passed by special resolution.

HOW TO COMPLETE THIS FORM

- You may complete this form onscreen and then print it, or print it first and complete it by hand.
- If completing by hand, please use a **blue or black pen** and write in **BLOCK LETTERS**
- **Complete Sections A, B, and D in all cases**
- **Complete Section E if a distribution plan for surplus assets has been prepared.**
- If the person signing the declaration is not a committee member, select the Agent's declaration and attach a signed and completed 'Certificate and statement of committee member for Form 6N'

RELATED INFORMATION

Before completing this form:

- The incorporated association should ensure:
 - It has passed a special resolution at a general meeting (not a committee meeting) to approve making the application to voluntarily cancel its incorporation; and
 - approve the proposed plan for distributing the associations surplus assets (if applicable)
 - any outstanding associations information statements ([INFOSTMT](#)) required to be lodged for the three years before this application is made.
- The terms of the special resolution as voted on by members must be set out Section B of this form. **Do NOT attach meeting minutes.**

Distribution of surplus assets and proposed distribution plan

- Surplus assets include any property (including money held in bank accounts and cash) remaining after the association's debts and liabilities are paid.
- The Act sets out certain requirements concerning the distribution of assets including:
 - The proposed distribution plan **must** be approved by Consumer Protection **before** the assets are distributed.
 - Surplus assets cannot be distributed to or given to any member or former member or held in trust for such member or former member.
 - Any assets supplied by a government department or public authority (including any unexpended portion of any grant) **must** be returned to the department or authority that supplied it or redirected to such organisation or body as that department or public authority instructs.

FEES

Please refer to [Associations 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 and prepared your supporting documents, you can lodge it using one of the following methods:

In person:	Submit your completed form and documents 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.dmirg.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

- The form and supporting documents will be reviewed. We will contact you in writing if further information is needed.
- This form may not be processed if it is incomplete or is not completed correctly, is received without payment; or is not accompanied by the necessary supporting documents.
- If approved and surplus assets exist, Consumer Protection will provide directions for implementing the distribution plan. Otherwise, if no surplus assets exist, the association's incorporation will be cancelled.
- If your application is refused, you will receive written notification of the reasons.
- If any of the provided information changes after submission, please notify Consumer Protection as soon as possible.

PRIVACY

Consumer Protection at the Department of Local Government, Industry Regulation and Safety (LGIRS) is collecting and holding information supplied for the purposes of the *Associations Incorporation Act 2015* (the Act).

In accordance with the Act, a copy of this form and any documents lodged with will be available for inspection and purchase by the public upon payment of a prescribed fee. In other instances, information on this form can be disclosed without your consent where authorised or required by law.

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: INCORPORATED ASSOCIATION PARTICULARS

1. The name of the incorporated association is:

Write the name exactly as it appears on your certificate of incorporation.

2. The incorporated association's registration number (IARN) is:

A

SECTION B: TERMS OF THE SPECIAL RESOLUTION TO VOLUNTARILY CANCEL

3. At a meeting of members, the association passed special resolution approving:

(Select all that apply)

- ☐ the voluntary cancellation of the association's incorporation
- ☐ the proposed distribution plan for the association's surplus assets that is set out in **Section C**

4. The date of the general meeting where the special resolutions were passed:

(dd/mm/yyyy – ie 30/06/2022)

5. Provide the exact wording of the special resolution(s) passed at the general meeting of members. If insufficient space, please attach. **(Do not attach minutes of meetings)**

SECTION C: PROPOSED DISTRIBUTION PLAN

Only complete this section if the association has surplus assets after payment of its debts and liabilities.

6. What surplus assets and property does the association has remaining after satisfaction of its debts and liabilities
Surplus assets are any property, including money held in bank accounts and cash, remaining after payment of debts and liabilities

Description of asset	Estimated value of asset

7. The organisation(s) receiving the association's surplus property are:

IMPORTANT: Under the Act, a cancelled associations surplus can only be distributed to the organisations listed below. If the organisation is not one of these, a new beneficiary and plan will need to be voted on.

- ☐ An incorporated association
- ☐ A company limited by guarantee under the *Corporations Act 2001*
- ☐ A company under the *Corporations Act 2001* that is registered under the *Australian Charities and Not-for-profits Commission Act 2012*
- ☐ A body corporate licenced under the *Charitable Collections Act 1946*
- ☐ A body corporate that has rules which prevent the distribution of property to members AND is a former member of the incorporated association that is applying for cancellation
- ☐ A non-distributing Co-operative registered under the *Co-operatives Act 2009*
- ☐ A trustee for a body corporate that is a member or former member of the incorporated association which at the time of the distribution has rules that prevent the distribution of property to members
- ☐ An Aboriginal or Torres Strait Islander Corporation registered under the *Corporations (Aboriginal and Torres Strait Islander) Act 2006*
- ☐ A religious organisation incorporated or under a written law
- ☐ An entity endorsed as a deductible gift recipient (DGR) under the Income Tax Assessment Act 1997

8. Name of the organisation(s) receiving the property and the estimated value of the property being transferred to them:

Beneficiary Name	Estimated value of property to be received

9. Does this distribution plan follow the distribution of surplus property clause in the association's rules??

- ☐ Yes
- ☐ No

SECTION D: APPLICANT'S DECLARATION & DETAILS

Tick only **one (1)** option. If you **do not hold** a position on the committee, select the **Agents declaration** and attach a completed **Certificate and Statement of committee member for Form 6N form**

☐

Committee Member's declaration

I certify that:

- I am a duly elected committee member of the incorporated association and am authorised to lodge this application, along with any accompanying documents, under the Associations Incorporation Act 2015.*
- Before the special resolution to voluntarily cancel the incorporation of the association was passed by members, the management committee examined the association's affairs and resolved that it has met, or is able to meet its debts and liabilities.*
- The special resolution to cancel the incorporation of the association was duly passed by the members at a general meeting convened in accordance with the association's rules and the requirements of the Associations Incorporation Act 2015.*
- The distribution plan, if any, included in this application was approved by special resolution of the association's members.*
- I understand that it is an offence under section 177 of the Associations Incorporation Act 2015 to make a false and misleading declaration in relation to this application.*

OR

☐

Agent's declaration

I certify that:

- I am authorised by the association's committee to lodge this application any accompanying documents under the Associations Incorporation Act 2015.*
- I have prepared this application in accordance with the information supplied by the association's Committee.*
- A duly elected member of the association's management committee has completed and signed the Certificate and Statement of a Committee Member form which I have included with this application.*
- I understand that it is an offence under section 177 of the Associations Incorporation Act 2015 to make a false and misleading declaration in relation to this application.*

Signature

Date signed

Title

☐ Mr ☐ Mrs ☐ Ms ☐ Miss ☐ Other, please specify: _____

Name

Surname

Address
(Street or PO)

Suburb

State

Postcode

Email

Telephone

IMPORTANT: Before you sign this form, check that you have provided true and correct information.

CONTACT FOR THIS APPLICATION

Who should Consumer Protection contact if there is a query about this application form?

- ☐ The applicant (submitter)
- ☐ Another person ► Provide the contact's details below:

Title	☐ Mr ☐ Mrs ☐ Ms ☐ Miss ☐ Other, please specify: _____				
Name		Surname			
Address (Street or PO)					
Suburb		State		Postcode	
Email			Telephone		