

Form 1

This form is effective from 23 August 2025

Application for incorporation of an association

Associations Incorporation Act 2015 s4, 5, 7

Please read this information before completing this form

ABOUT THIS FORM

Clubs, groups, organisations or associations can use this form to apply for incorporation under the *Associations Incorporation Act 2015* (the Act).

Before completing the form, members of the unincorporated group must:

- Agree on a name for the association.
- Decide on the rules (also referred to as the constitution) that will govern the association.
- Appoint a person to prepare and submit the application.

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, C, D and G in all cases**
- **Complete either Section E or Section F, depending on the type of rules being adopted.**

RELATED INFORMATION

Proposed name:

- When selecting a name, please be aware that a proposed name may be refused if it:
 - Is offensive or undesirable; or
 - Is likely to mislead the public about the objectives or purposes of the association; or
 - Is identical to or resembles the name of an existing incorporated association, and the public would likely be misled; or
 - Is the same as, or likely to be confused with, a registered business, company or co-operative name; or
 - Contains words or phrases restricted under the Regulations.
- To check whether a name is available, you can lodge a 'Name Enquiry' using [AssociationsOnline](#). Simply login with your user account, click 'Start a new application' then select the "Check Name" button.

Rules

- The Rules are a written document that governs the day-to-day management of an incorporated association. Under the Act, they must include:
 - The association's name;
 - Its objects or purposes of the association;
 - Quorums for committee and general meetings;
 - A not-for-profit clause; and
 - Address all matters listed in [schedule 1](#) of the Act (listed in section F)
- Associations may choose to:
 - Use the [model rules](#) set out in the *Associations Incorporation Regulations*. The model rules are a complete set of rules which meet all mandatory requirements, but if used, an incorporated association can only choose its name, objects, quorums for meetings and financial year.
 - Write their Own Rules. When drafting the rules, Associations are strongly encouraged to refer to Consumer Protection's publication [What's in the rules: explaining the Schedule 1 requirements](#) which explains the mandatory requirements and consider seeking professional assistance.

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.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

- 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; and or is not accompanied by the necessary supporting documents.
- If using Own Rules, if the rules do not address the schedule 1 matters you may be asked to amend them.
- If the application is approved, you will receive a certificate of incorporation showing the association's name, registration number (IARN) and date of incorporation.
- 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

Form 1

Application for incorporation of an association

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OFFICE USE ONLY

SECTION A: PROPOSED INCORPORATED ASSOCIATION NAME

1. What is the proposed name of the association applying for incorporation?

☐ Inc. / ☐ Incorporated

SECTION B: ELIGIBILITY

2. Which of the following categories best describe the association's main purpose?

- | | |
|---|--|
| ☐ Religious purposes | ☐ Resource conservation |
| ☐ Educational purposes | ☐ Preserving any part of the environmental, historical or cultural heritage of the State |
| ☐ Charitable or benevolent purposes | ☐ Promoting the interests of a local community or section of a local community |
| ☐ Promoting or encouraging literature, science or the arts | ☐ Establishing, carrying on or improving a community centre |
| ☐ Sport, recreation or amusement | ☐ Promotion of the common interests of persons engaged or interested in, a particular business, trade or industry |
| ☐ Political purposes | ☐ Promotion of interests of students and staff of an educational institution |
| ☐ Providing medical treatment or attention | ☐ Promoting the interests of persons suffering from a physical, mental or intellectual disability or condition |
| ☐ Other – Describe in the space below. Commissioner's approval required. | |

3. Is the association formed to provide a pecuniary profit for its members?

A pecuniary profit is monetary or financial gain. An incorporated association may make a profit, but these must be used for the association's activities and must not be distributed to members.

☐ No

☐ Yes

4. Does the association currently have at least six members with full voting rights under its proposed rules?

Members can include any person who has been accepted as a member, not only committee members.

☐ Yes

☐ No

SECTION C: ASSOCIATIONS ADDRESSES

5. What is the proposed association's address?

Provide an address that the public could use to send correspondence and contact the Association.

Suburb		State		Postcode	

6. What is the proposed association's email address?

This is the main email address for the Association. The Association's email address should be a generic email address or an email that members of its governing body have access to.

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7. What is the proposed association's address for service of notice?

The address for service is the address that official documents can be delivered (served) on the association.

☐ Tick if the address for service is same as the association's address.

Suburb		State		Postcode	

SECTION D: THE RULES

8. The rules that the association will use upon incorporating is:

☐ the [MODEL RULES](#) ► Complete **Section E**

☐ its OWN RULES ► Complete **Section F**

If using **own rules**, the association must:

☐ attach a copy of the rules to this application

SECTION E - MODEL RULES

Complete this section if the association is using the model rules. The model rules can be viewed at www.lgirs.wa.gov.au/modelrules

If any changes or customisation is made to the model rules (apart from the items listed below) you must complete Section F – Own Rules.

A: The name of the Association is:

Insert the name as per question 1. The name must end with the word 'Incorporated' or 'Inc.'

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B: The objects of the Association are:

Insert a clear explanation of what the association is established for or intends to do and achieve.

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C: The amount of members personally present and entitled to vote under the rules that will constitute a quorum for the conduct of business at a general meeting is:

A quorum is the minimum number or percentage of members who must be present to legally make decisions at the general meeting. The amount should be achievable, without being so small that general membership is left without adequate representation.

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D: The amount of committee members to constitute a quorum for the conduct of business at a committee meeting is:

The quorum is the minimum number or percentage of committee members who must be present to legally make decisions at a committee meeting. If the amount is too high, it may be difficult to conduct business, but if set too low, the management of the association may not have an adequate spread of responsibility, experience, and representation.

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E: The end date of the association's first financial year is:

Day	Month	Year

SECTION F: OWN RULES

Use this section if the association is using its Own rules or has made changes (customised) the model rules

Fill in the table by stating the rule number/(s) that deal with listed matter in the space provided. Possible wording for any or all of these matters may be found in the model rules.

Matters for own rules	Clause number from associations rules
1. The name of the incorporated association.	
2. The objects or purposes of the incorporated association.	
3. The eligibility criteria (if any) for a person to become a member of the association and details on when membership starts and ends. (example – see model rule 4,7 and 9)	
4. The register of members of the incorporated association. (example – see model rule 13)	
5. The entrance fees, subscriptions and other amounts to be paid by members (if any). (example – see model rule 12)	
6. The name, composition and powers of the management committee including: (example – see model rule 26)	
a. The election or appointment of members of the committee. (example – see model rule 33)	
b. The terms of office of members of the committee. (example – see model rule 35)	
c. The grounds on or reasons for which the office of a member of the committee shall become vacant. (example – see model rule 37)	
d. The filling of casual vacancies occurring on the committee. (example – see model rule 38)	
e. The quorum and procedure at meetings of the committee. (example – see model rule 41-43)	
f. The making and keeping of records of the proceedings at meetings of the committee. (example – see model rule 47)	
g. The circumstances (if any) in which payment may be made to a member of the committee out of the funds of the association. (example – see model rule 40)	
6A. The member or members, of the management committee of the incorporated association who are responsible for complying with a provision of this Act that requires information to be given to the Commissioner	
7. The quorum and procedure at general meetings of members of the incorporated association. (example – see model rule 55-60)	
8. The notification of members or classes of members of general meetings and their rights to attend and vote at those meetings. (example – see model rule 52,66, 8(5) and 57)	
9. The time within which, and manner in which, notices of general meetings and notices of motion are to be given, published or circulated. (example – see model rule 66)	
10. The percentage of members who may at any time require that a general meeting be convened. (example – see model rule 52(2))	
11. The manner in which the funds of the association are controlled. (example – see model rule 62)	
12. The day in each year on which the financial year of the incorporated association commences.	
13. The intervals between general meetings of members and the manner of calling general meetings. (example – see model rule 51)	
14. The manner of altering and rescinding the rules and of making additional rules of the incorporated association. (example – see model rule 72)	
15. Provisions for the custody and use of the common seal of the incorporated associations (if it has one). (example – see model rule 65)	
16. The custody of books and securities of the incorporated association. (example – see model rule 67)	
17. The inspection by members of the incorporated association of records and documents of the incorporated association. (example – see model rule 69)	
18. A procedure for dealing with any dispute under or relating to the rules between members and between members and the incorporated association (example – see model rule 17 to 25)	
19. The manner in which surplus property of the incorporated association must be distributed or dealt with if the association is wound up or its incorporation cancelled. (example – see model rule 71)	
20. A statement that the property and income of the association must be applied solely towards promoting the association's objects or purposes and no part of that property or income may be paid or otherwise distributed, directly or indirectly, to any member, except in good faith in promoting those objects or purposes. (example – see model rule 3)	

The end date of the association's first financial year, as stated in the rules, is:

Day	Month	Year

SECTION G: APPLICANT'S DECLARATION & DETAILS

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

I certify that:

- I am duly authorised to apply to incorporate the above-named association under the Associations Incorporation Act 2015;*
- the particulars within this application and the accompanying rules, if any, are true and correct;*
- I have prepared this application in accordance with the information supplied by the association; and*
- I acknowledge 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 application, 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