

## Form 11

This form is effective from July 2025

# Application for approval, consent, exemption, order or certificate

*Co-operatives Act 2009 s13, 106(4), 137, 139, 171(2), 182, 231, 238, 244ZC, 244ZD, 244ZW, 278, 290, 296, 299, 350, 391, 443, 484, and Reg 3A*

### Please read this information before completing this form

#### About this form

Use this form to apply under the *Co-operatives Act 2009* (the Act) for:

- Approval, consent, exemption or an order under the Act; or
- A declaration that a co-operative is a small co-operative under Regulation 3(A) of the Act; or
- File a document that is required to be provided to the Registrar, including:
  - Registering new disclosure statement if the approved statement is no longer current (s.137A(5)); or
- Applying for a certificate under the Act, including:
  - Certificate of registration of rule amendment (s.106)
  - Certificate of registration of special resolution (s.182)
  - Certificate of statement made by auditor (s.244ZW)
  - Certificate of evidence (s.464).

**Do not use this form for:**

- Applying to extend or shorten a time period - instead, use [Application for an extension or abridgement \(shortening\) of time](#) form
- Requesting a duplicate certificate of registration - instead, use [Co-operative form 99A - Document request form](#)

#### Lodgement period

For applications to declare a co-operative as small, lodge within five months after the end of financial year. Lodgement periods for other applications may vary. Please refer to the Act or contact Consumer Protection for guidance.

#### How to complete this form

- You can complete this form onscreen and print it out or print and complete it by hand.
- If completing by hand use a blue or black pen and print using BLOCK letters.
- Complete all sections of the application and the contact details in all cases.
- Clearly specify the type of approval, consent, exemption, order or declaration being sought, including the relevant provision(s) of the Act it relates to; and
- include supporting information and/or documents that demonstrate how the request is in the interests of the co-operative and its members.

Example: If applying for an exemption from the requirement to conduct a special postal ballot (e.g. to allow the special resolution to be passed at a general meeting) and should include information relevant to whether the application should be granted such as:

- The reason for seeking the exemption
- The number of members in the co-operative
- The financial involvement of members
- Details of prior communication to members about proposal
- The co-operatives financial position and the costs associated with conducting the special postal ballot
- Historical attendance at general meetings or response rates to special postal ballots
- The proximity of members to proposed meeting location
- The proposed meeting date and time, and why it is considered convenient for members (where relevant) and
- Any other factor considered relevant to supporting the proposal.

*Note: This information is provided as a guide to assist with completing and lodging this form. You may wish to seek professional advice regarding the matters dealt with in this form.*

## Fees

Please refer to our [Co-operatives fees and forms webpage](#) for the current fees. Fees are exempt from GST and subject to change without notice.

## How to lodge and pay

Once you have completed this form and prepared your supporting documents, you can lodge them using one of the following methods:

### In person:

Submit your completed form and supporting 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

- **If paying by credit card or Bpay:**

You will receive a Payment Number (PN) after your form is received. Use this number to make payment via Consumer Protection's secure online payment portal at:  
<https://payportal.dmirs.wa.gov.au/>.

- **If paying by cheque or money order:**

Attach a cheque or money order made 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. The contact person will be notified in writing if further information is needed.
- If any change in the information you have provided in your application occurs, you must notify the Department as soon as possible.

## Privacy

Consumer Protection at the Department of Local Government, Industry Regulation and Safety (LGIRS) is collecting information on this form for the purposes of the *Co-operatives Act 2009* (the Act).

In accordance with the Act, a register of this information and any documents lodged with the Registrar of Co-operatives will be available for inspection 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, information about the progress of your application, or general information about co-operatives, please contact us:

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

Email [cooperatives@lgirs.wa.gov.au](mailto:cooperatives@lgirs.wa.gov.au)

Website [www.lgirs.wa.gov.au/co-ops](http://www.lgirs.wa.gov.au/co-ops)

**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 1 – CO-OPERATIVE DETAILS

### Co-operative registration number

(If you do not know the number check on our list of [Registered Co-operatives webpage](#))

C

### Name of co-operative

## SECTION 2 - APPLICATION PURPOSE

### What type of application is being sought from the Registrar?

Choose one option only

- ☐ Approval
- ☐ Consent
- ☐ Exemption
- ☐ Order
- ☐ Filing a copy
- ☐ Certificate

### What is the purpose of this application?

Describe what you are making this application to do. (If there is not enough space, please attach extra pages to this form)

**Which section(s) of the Act does this application relate to?**

**What additional information supports the application and demonstrates that the request is in the interests of the Co-operative and its members?**

*Note: Not required for an application for certificate or for filing*

### SECTION 3 – DECLARATION AND SIGNATURE

I declare that:

- I am authorised to submit this application for the co-operative;
- All the information contained in this form is to the best of my knowledge, complete, true and correct and I have taken reasonable steps and made reasonable inquiries to confirm this; and
- I understand that providing false or misleading information or documents and failing to give information that renders the particulars contained in this form or the documents given with or in support of the application false or misleading is a criminal offence under the *Co-operatives Act 2009*.

**Signature**

**Date signed**

**Name of person signing this form**

**Address**

**Suburb**

**State**

**Postcode**

**Position held**

**Daytime telephone number**

**Email**

**Who should be contacted if there is a query about this form?**

- ☐ The person signing this the declaration
- ☐ The person named below:

**Name of contact**

**Address**

**Suburb**

**State**

**Postcode**

**Daytime telephone number**

**Email**

## SECTION 4 - DOCUMENT CHECKLIST

The following documents must be attached

- ☐ An application for **approval, consent, exemption or order** must be accompanied by supporting documents that show how the request is in the interests of the Co-operative and its members