

Form 32

This form is effective from July 2025

Application to register rule amendments or special resolution

Co-operatives Act 2009 s106(2)

Please read this information before completing this form

About this form

This form is used to register rule amendments or other special resolutions passed by the Co-operative under the *Co-operatives Act 2009* (the Act).

Where the special resolution relates to a rule amendment, section 103 of the Act requires that the proposed rules be pre-approved by the Registrar before the resolution is passed by the co-operative if they concern:

- Converting a non-distributing co-operative to a distributing co-operative; or
- Active membership provisions.

Lodgement period

This form must be lodged within twenty-eight (28) days after passing the resolution, except for a special resolution to wind up a co-operative which must be lodged within seven (7) days. You can seek a longer timeframe using the [Application for an extension or abridgement \(shortening\) of time](#).

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.
- Attachments are required as part of this application. Refer to the document checklist in section 4.

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.

Guides and related information

To assist the Department of Local Government, Industry Regulation and Safety (LGIRS) with assessing your form, you will be required to attach the following documentation:

For resolutions amending the rules:

- A copy of the special resolution passed by members.
- A copy of the full text of the individual rules amended (not required if a full set of rules is adopted by the co-operative); and
- A consolidated copy of the rules, including the alterations.

For other special resolutions:

- A copy of each special resolution passed by the members.

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 required.
- If any information provided in the application changes, Consumer Protection must be notified 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

Website 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 – DETAILS OF RULE AMENDMENTS

How are the proposed amendments to be implemented? (Tick one only)

- ☐ By special resolution in a general meeting ▶ *date of general meeting*
- ☐ By special resolution by postal vote ▶ *closing date for postal vote*
- ☐ By special resolution by special postal vote ▶ *closing date for special postal vote*
- ☐ Board resolution ▶ *date of resolution of board*

Provide the full text of the proposed rule amendment(s), including the rules numbers and note any rule deletions. (If there is not enough space, please attach extra pages to this form.)

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

This form cannot be processed without the following documents. Mark the documents you are submitting.

- ☐ A copy of the **proposed alterations** to the co-operative rules.
- ☐ A copy of the proposed **notice of special resolution**
- ☐ A statement detailing the **reasons for the alteration**