

Form 60

This form is effective from July 2025

Application to approve statement / disclosure statement

Co-operatives Act 2009 186 and 262

Please read this information before completing this form

About this form

This form is used to apply for approval of a disclosure statement in relation to a special postal ballot under section 186 or a statement concerning the proposed issue of Co-operative Capital Units (CCUs) under section 262 of the *Co-operatives Act 2009*.

Do not use this form for seeking approval of a formation disclosure statement instead use the Form 1 – Application for approval of rules and formation disclosure statement.

Lodgement period

At least 35 days before notice of the special postal ballot is to be sent to members. You can seek a shorter timeframe using the [Form 12 – 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

A disclosure statement issued in connection with a special resolution to be passed by a special postal ballot under section 186 must address the matters set out under the Act, including:

- the intention to propose the special resolution;
- the purpose of the special resolution and the effect of the special resolution being passed;
- the financial position of the co-operative;
- the interests of the directors of the co-operative in the proposal, including any interests of the directors in another organisation concerned in the proposal;
- any compensation or consideration to be paid to officers or members of the co-operative in connection with the proposal;
- any additional matters the Act requires to be addressed in relation to a particular proposal as required by sections 147, 255 and 294 of the Act (where relevant);
- any other matters the Co-operative considers to be relevant to the proposal; and
- any other information the Registrar directs.

NOTE: The Registrar may direct a disclosure statement be accompanied by a report made by an independent person approved by the Registrar about any matters the Registrar directs.

A disclosure statement in relation to an issue of debentures to members or employees must address the matters specified in section 252(3) of the Act.

A Statement in relation to the proposed issue of Co-operative Capital Units (CCUs) must address the matters specified in section 262 of the Act.

An explanatory statement under Part 13 of the Act, Division 2 must set out the matters specified in sections 349 & 350 and regulation 34 of the *Co-operatives Regulations 2010*.

How to lodge

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

In person:	<p>Bring your completed form and supporting documents to our cashier services located at:</p> <p>Level 1, Mason Bird Building 303 Sevenoaks Street CANNINGTON</p> <p>Hours: 8:30 am to 4:30 pm (weekdays)</p>
By post	<ul style="list-style-type: none">• If you are making payment by credit card or Bpay after we receive your form, you will be issued with a Payment Number (PN) so that you can make payment using the Department's secure online payment gateway at https://payportal.demirs.wa.gov.au/.• If you are making payment by cheque or money order attach a cheque or money order made payable to "Department of Local Government, Industry Regulation and Safety" to the completed form. <p>Post to: Department of Local Government, Industry Regulation and Safety - Consumer Protection, Associations & Charities Branch Locked Bag 14 CLOISTERS SQUARE PERTH WA 6850</p>

What happens next

- The form and attachments will be reviewed. The contact person will be notified in writing if further information is needed.
- When the form is completed correctly and all necessary documents are attached, you will receive notification of outcome and advised of the next steps for the relevant process.
- 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

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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Co-operatives Act 2009 186 and 262

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](#))

Name of co-operative

SECTION 2 – PURPOSE OF APPLICATION

What is the purpose of the special resolution for which the statement / disclosure statement is required?

(Choose one option only)

- ☐ **Section 28(1)(a)**
Conversion from a co-operative with share capital to a co-operative without share capital, or vice versa
- ☐ **Section 28(1)(b)**
Conversion from a distributing co-operative to a non-distributing co-operative, or vice versa
- ☐ **Section 146**
Require members to take up additional shares and special resolution to deduct amounts for additional shares
- ☐ **Section 188**
A special resolution on the requisition of members
- ☐ **Section 252**
Issue of debentures to members or employees of co-operatives
- ☐ **Section 255**
Compulsory loan from members of the co-operative
- ☐ **Section 262**
Application for approval of Statement and terms of issue of CCUs
- ☐ **Section 273**
Acquisition or disposal of assets
- ☐ **Section 278**
Increase the maximum permissible level of share interest for a particular person
- ☐ **Section 290**
Share offers under section 289(1)
- ☐ **Section 306**
Transfer of incorporation
- ☐ **Section 317**
Voluntary winding up by members
- ☐ **Part 13**
Compromise or arrangement

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

Position held

Address

Suburb

State

Postcode

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 **statement / disclosure statement**
- ☐ A copy of the proposed **special resolution**