

INFOSTMT

Association's Information statement

Associations Incorporation Act 2015 s 156 Associations Incorporation Regulations 2016 r 15

Please read this information before completing this form

ABOUT THIS FORM

Use this form to submit your incorporated association's Annual Information Statement (AIS) to Consumer Protection as required under the *Associations Incorporation Act 2015*.

Lodgement period:

This form must be lodged within six months AFTER the end of the association's financial year, and ideally once the annual general meeting is held.

HOW TO COMPLETE THIS FORM

- You may complete this form onscreen and print it, or print it and complete by hand.
- If completing by hand, use a blue or black pen and write in BLOCK letters.
- **Complete all sections of the form.**

RELATED INFORMATION

- Each incorporated association in Western Australia must submit an Annual Information Statement (AIS) each year under section 156 of the *Associations Incorporation Act 2015*.
- If Consumer Protection does not receive an AIS, we may assume the association is no longer operating and may cancel its incorporation.

Exemptions

- Your incorporated association may be exempt from submitting this form if:
 - It is registered with the Australian Charities and Not-for-profits Commission (ACNC) and
 - It submits the ACNC's Annual Information Statement with the ACNC on time.
- To qualify for exemption, ACNC-registered associations must:
 - Ensure that the reporting period in the ACNC's statement matches the financial year end recorded with Consumer Protection
 - Answer 'Yes' to the ACNC question about being an incorporated association and select WA as the state of incorporation.
 - Provide your **Incorporated Association Registration Number (IARN)** when prompted.
 - Complete all questions in the State and Territory reporting section, including **AGM** date and **member details**.
- Associations that hold a WA Charitable Collections Licence and are not registered with the ACNC must also complete [Annual Financial Return](#)
- Consumer Protection will send confirmation to the association's email and any active AssociationsOnline users when an exemption is granted.
- Even if exempted your association must continue to notify Consumer Protection of changes to its name, Rules (including changes of financial year) and contact details. For more information, please refer to the Associations Information statement webpage at <https://www.lgirs.wa.gov.au/infostatement>.

FEES

There is no fee to submit this form

HOW TO LODGE

Once you have completed this form, you can lodge it using one of the following methods:

By email:	associations@lgirs.wa.gov.au
By post	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
- To correct a submitted AIS, complete a new form and email it to Consumer Protection.

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.

INFOSTMT

Association's Information statement

Associations Incorporation Act 2015 s 156 Associations Incorporation Regulations 2016 r 15

OFFICE USE ONLY

SECTION A: INCORPORATED ASSOCIATION PARTICULARS

1. This statement is for the financial year ending:

Day	Month	Year

2. Name of the incorporated association

--

3. Incorporated Association's Registration Number (IARN)

--

4. What is the incorporated association's current contact address?

This is the address for posted correspondence and should be the address that the public can use to contact the association.

Suburb		State		Postcode	

5. What is the incorporated association's current email address?

This is the main email address for the association. It should be a generic email or one accessible by all members of its governing body.

Email

--

6. The incorporated association's current address for service?

This is the address where 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	

7. The association's main objects or purpose is:

- | | |
|--|---|
| <input type="checkbox"/> Religious activities | <input type="checkbox"/> Environmental conservation |
| <input type="checkbox"/> Educational activities | <input type="checkbox"/> Historical or cultural preservation |
| <input type="checkbox"/> Charitable or benevolent activities | <input type="checkbox"/> Promotion of the interests of a local community |
| <input type="checkbox"/> Culture and the Arts | <input type="checkbox"/> Establishing, carrying on or improving a community centre |
| <input type="checkbox"/> Sport, recreation or social club activity | <input type="checkbox"/> Promotion of interests for a trade or industry |
| <input type="checkbox"/> Political activities | <input type="checkbox"/> Promotion of students and staff interests |
| <input type="checkbox"/> Providing medical treatment | <input type="checkbox"/> Promoting the interests of persons suffering from a physical, mental or intellectual disability or condition |
| <input type="checkbox"/> Other – Describe in the space below. | |

SECTION B: REPORTING AND REGULATORY OBLIGATIONS

8. Does the incorporated association have at least six voting members?

*The association must have 6 or more members with voting rights to remain incorporated.
If it has fewer than 6 members, the association should take steps immediately to increase these numbers.*

☐ Yes ☐ No

9. What was the date of the last Annual General Meeting (AGM) was held on?

The AGM must be held within six months after the end of the association's financial year, where its financial statements are presented to members.

Day	Month	Year

10. What is the incorporated association's **total revenue** received for the period reported on in this statement?

Revenue refers to the total amount of money received or earned BEFORE any expenditure or deductions are subtracted.

\$

11. Is the association registered with the Australian Charities Not-for-profit Commission (ACNC)?

Generally, only incorporated associations formed with charitable objects are registered with the ACNC. If unsure, you can check for registration via the ACNC's website at www.acnc.gov.au.

☐ Yes ☐ No

SECTION C: AUTHORISED PERSONS PARTICULARS & DECLARATION

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

I certify that:

- *I am a duly elected committee member of the association or authorised by a committee member on behalf of the association to submit this statement under the Associations Incorporation Act 2015;*
- *the information contained within this statement is true and correct; 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

Position held

Address

Suburb

State

Postcode

Telephone

Email

IMPORTANT: Before you submit 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