



Form 1

This form is effective from 1 July 2026

Application for incorporation of an association

Associations Incorporation Act 2015 s4, 5, 7

Please read this information before completing this form

HOW TO USE THIS FORM

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

Before starting this form ensure that the association has:

- six or more members;
- agreed on the proposed association name, and checked that it is available and reflects the purpose of the association;
- decided on the rules (also referred to as the constitution) that will govern how it operates; and
- authorised a person to apply for incorporation of the association on behalf of the members.

HOW TO COMPLETE THIS FORM

1. Complete sections 1, 2, 3, 4 and 7 in all cases
2. If the association adopts the Model Rules, complete section 5.
3. If the association adopts a set of rules that are not the Model Rules, complete section 6.

FEE

Please refer to [Associations fees forms and online transactions](#) page for current application fees. GST is not payable on these fees.

If you lodge this form by post or email, you will be emailed a Payment Number (PN) to make payment by BPAY or a credit card through our secure online payment portal.

HOW TO LODGE

You can lodge your completed form:

In person:

Customer Service
Level 1, Mason Bird Building
303 Sevenoaks Street, CANNINGTON

Hours: 8:30 am to 4:30 pm (weekdays)

By post:

Associations and Charities
Department of Local Government,
Industry Regulation and Safety
Locked Bag 14
CLOISTERS SQUARE PERTH WA 6850

Email:

associations@lgirs.wa.gov.au

WHAT HAPPENS NEXT

- Your form will be reviewed. You will be notified if further information is required.
- Forms may not be processed if they are incomplete or incorrectly completed; or submitted without the required payment. 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 change in the information you have provided in this form occurs, please notify us as soon as possible.

RELATED INFORMATION

Associations can choose to use the [model rules](#) as its rules or write their Own rules.

The model rules are a complete set of rules that meet all mandatory requirements. When the model rules are used, only the name, objects, quorums for meetings and financial year can be provided by the association.

When writing their own 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.

When choosing a proposed name, please be aware that it can be refused if it is considered:

- offensive or undesirable; or
- identical or similar to another registered organisation name or business name; or
- likely to mislead the public about the objectives or purposes of the association; or
- to contain words or phrases restricted under the Regulations.

Visit the Australian Securities and Investments Commission (ASIC) website to [Search the ASIC register](#) and check that your proposed name is available.

CONTACT

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

Associations Incorporation Act 2015 s4, 5, 7

OFFICE USE ONLY

When completed this form is classed as "OFFICIAL SENSITIVE"

1. PROPOSED NAME

Proposed name of the incorporated association

Inc. / Incorporated

2. ELIGIBILITY

The category that best describes the association's main objects or purpose is:

- | | |
|--|--|
| <input type="checkbox"/> Religious purposes | <input type="checkbox"/> Resource conservation |
| <input type="checkbox"/> Educational purposes | <input type="checkbox"/> Preserving any part of the environmental, historical or cultural heritage of the State |
| <input type="checkbox"/> Charitable or benevolent purposes | <input type="checkbox"/> Promoting the interests of a local community or section of a local community |
| <input type="checkbox"/> Promoting or encouraging literature, science or the arts | <input type="checkbox"/> Establishing, carrying on or improving a community centre |
| <input type="checkbox"/> Sport, recreation or amusement | <input type="checkbox"/> Promotion of the common interests of persons engaged or interested in, a particular business, trade or industry |
| <input type="checkbox"/> Political purposes | <input type="checkbox"/> Promotion of interests of students and staff of an educational institution |
| <input type="checkbox"/> Providing medical treatment or attention | <input type="checkbox"/> Promoting the interests of persons suffering from a physical, mental or intellectual disability or condition |
| <input type="checkbox"/> Other – state below <i>(Additional fee for approval required)</i> | |

Is the association formed for the purpose of providing pecuniary profits to members?

A pecuniary profit is monetary or financial gain. An incorporated association may make a profit but must not be distributed to its members.

- No
- Yes

Does the association have six or more members with voting rights at the time of making this application?

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

- Yes
- No

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3. ASSOCIATION ADDRESSES

Association address

For most associations the contact address is the address that the public can contact them, and where posted correspondence is received.

Address (Street or PO Box)

Suburb

State

Postcode

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Association address for service.

This is an address where official documents can be delivered (served) on the association.

The address for service is included in extracts of information about an incorporated association that may be purchased by the public.

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

Address (Street or PO Box)

Suburb

State

Postcode

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Association 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.

Email address

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4. THE RULES OF THE ASSOCIATION

What are the association's proposed rules?

Adopt the **model rules** with no changes and only the name, objects, meeting quorums or financial year end date specified by the association.

If there are changes to any other items in the model rules, your association will be deemed to be writing its own rules.

- the [MODEL RULES](#) (No changes) - Complete section 5
- its OWN RULES (Must address the mandatory matters specified in Schedule 1 of the Act) - Complete section 6

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5. MODEL RULES

Complete this section only if the association is using Model Rules.

You can view the model rules at: www.lgirs.wa.gov.au/modelrules.

Do not complete this section if the association is using its own rules. Complete Section 6 instead.

Information to be provided to the Commissioner

Complete items A to E below.

NOTE: The information entered in items A to E forms part of the association's rules and must be included in the copy of the rules provided to members

A: The full name of the association is:

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

B: The objects or purposes of the association are:

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

C: The members personally present and entitled to vote under the rules that 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.

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.

E: The end date of the association's financial year is: (dd/mm/yyyy)

This date will establish the regular financial reporting period for lodging annual information statements.

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6. OWN RULES

Complete this section only if the association is using its own rules.

This table confirms that the rules address each matter required by Schedule 1 of the Act. Do not complete this section if the association is using Model Rules. Complete section 5 instead.

In the table below, enter rule or clause number(s) that addresses the required matters.

DO NOT copy the rule wording into the table or leave any spaces blank.

Matters for own rules	Corresponding rule number from your 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:

This date will establish the regular financial reporting period for lodging annual information statements.

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7. DOCUMENT CHECKLIST

Tick each document you are submitting with this form

- A complete copy of rules with no markup or comments, and with every rule consecutively numbered
(Only required if using Own Rules)

8. DECLARATION

Who must sign this form

To be completed the person authorised by the members to apply for incorporation of the proposed association

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

Full name

PRIVACY COLLECTION NOTICE

The Department of Local Government, Industry Regulation and Safety (LGIRS) collects the personal information you provide through this form to administer the *Associations Incorporation Act 2015* (WA), including assessing applications, processing notifications and maintaining regulatory information. For more information about how your personal information is handled, including disclosures and your privacy rights, please see the full [Privacy Collection Notice](#) on our website.

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WHO SHOULD WE CONTACT IF THERE IS A QUERY ABOUT THIS FORM

Title

Given name

Surname

Email

Contact telephone

Mobile number

Address (*Street or PO Box*)

Suburb

State

Postcode