



## Form 03

This form is effective from 1 July 2026

# Application to extend time for holding annual general meeting

*Associations Incorporation Act 2015 s 50(3)(b)*

### Please read this information before completing this form

#### HOW TO USE THIS FORM

Use this form to apply for an extension of time under the *Associations Incorporation Act 2015* (the Act) if your incorporated association is unable to hold its Annual General Meeting (AGM) for a particular year within six months of its financial year ending.

An AGM is an important governance requirement. An extension of the Act's timeframe will generally only be considered where the need for delaying the AGM is because of circumstances beyond the association's control; or the extension is deemed to be in the best interests of the members

#### Lodgement period:

Submit this form as soon as the incorporated association becomes aware that it will be unable to meet the AGM deadline AND before the expiry of the period within which the AGM is required to be held.

#### 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](mailto: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.
- You will be advised of the outcome in writing. If refused, the reasons for the decision will be provided.
- If any change in the information you have provided in this form occurs, please notify us as soon as possible.

#### CONTACT

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

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

Website [www.lgirs.wa.gov.au/associations](http://www.lgirs.wa.gov.au/associations)

**The above information is provided as a general guide to assist with completing and lodging this form. It does not constitute legal advice. If needed, seek professional advice about the matters dealt with in this form. This page is not part of the form.**



# Form 03

## Application to extend time for holding annual general meeting

Associations Incorporation Act 2015 s 50(3)(b)

OFFICE USE ONLY

When completed this form is classed as "OFFICIAL SENSITIVE"

### 1. INCORPORATED ASSOCIATION PARTICULARS

**Name of the incorporated association**

Write the name exactly as it appears on the certificate of incorporation.

**Incorporated Association Registration Number (IARN)**

The association's registration number starts with A followed by 7 numbers and a letter. It is not the ABN.

### 2. PARTICULARS FOR REQUESTING FURTHER TIME TO HOLD THE AGM

**The financial year end that this AGM applies is:**

 (DD/MM/YYYY)

**Has the association held any previous AGM?**

NO

YES

└ **Date of last AGM (DD/MM/YYYY)**

**The proposed date for holding AGM is:**

 (DD/MM/YYYY)

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## 2. PARTICULARS FOR REQUESTING FURTHER TIME TO HOLD THE AGM (continued)

The reason/(s) that an extension of time is required is:

## 3. DECLARATION

### Who must sign this form

*To be completed by a committee member of the incorporated named in this form or a person authorised by the committee.*

I certify that:

- I am authorised by the association's committee member to lodge this application and any accompanying documents under the *Associations Incorporation Act 2015*;
- I have prepared this application in accordance with the information supplied by the association's committee;
- The information in this form, and any supporting documents provided at the time or subsequently, are to the best of my knowledge and belief true, correct and complete; and
- I understand 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 (dd/mm/yyyy)

### Full name

### Position held or affiliation with the association

## 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.

FORM CONTINUES NEXT PAGE

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

**Title**

**Given name**

**Family name**

**Email**

**Contact telephone**

**Mobile number**

**Address** (Street or PO Box)

  

**Suburb**

**State**

**Postcode**