



Form 4

This form is effective from 1 July 2026

Notification of an incorporated associations address

Associations Incorporation Act 2015 s7, 103, 174 and 203

Please read this information before completing this form

HOW TO USE THIS FORM

Use this form to notify changes to the address, address for service, or contact email of an incorporated association under the *Associations Incorporation Act 2015*.

Lodgement period

This form must be lodged within 28 days after the change occurs.

HOW TO COMPLETE THIS FORM

1. To change all addresses and email, complete every section.
2. To change a specific address or email, only complete only the relevant section.

RELATED INFORMATION

Keeping your association's details up to date ensures you receive important communications and remain compliant with the Act.

Types of addresses:

- **Address** - used for general correspondence. This should be an address the public can use to contact the association.
- **Address for service** - used for the delivery of official and legal documents. This address is published on extract's from the Register, which can be purchased by the public.
- **Associations email address** - should be an email that is regularly monitored and accessible by one or more members of the management committee.

FEE

There is no fee to submit this form

HOW TO LODGE

You can lodge your completed form:

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. Forms may not be processed if they are incomplete or incorrectly completed.
- When completed correctly, the information will be recorded on the Register of Incorporated Associations.
- If any change in the information you have provided in this form occurs, please notify us as soon as possible.

ENQUIRIES

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

Form 4

Notification of an incorporated associations address

Associations Incorporation Act 2015 s7, 103, 174 and 203

OFFICE USE ONLY

When completed, this form is classed as "OFFICIAL SENSITIVE"

1. INCORPORATED ASSOCIATION PARTICULARS

Name of the incorporated association

Incorporated Association Registration Number (IARN)

2. PURPOSE OF APPLICATION

Which changes are you providing notification of?

(Choose all that apply)

- | | |
|--|-----------------------------|
| <input type="checkbox"/> Change of association address | ▶ Complete section 3 |
| <input type="checkbox"/> Change of association address for service address | ▶ Complete section 4 |
| <input type="checkbox"/> Change to association email address | ▶ Complete section 5 |

3. NEW ASSOCIATION ADDRESS

Association address

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

Suburb or town

State or Territory

Postcode

Date of change (dd/mm/yyyy)

4. NEW ASSOCIATION ADDRESS FOR SERVICE

Same as the contact address. Yes No ▶ Specify the different address below:

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 which the public can purchase.

Suburb or town

State or Territory

Postcode

Date of change (dd/mm/yyyy)

5. NEW ASSOCIATION EMAIL ADDRESS

Association email address

The email address will be used to email correspondence to the association. This should be a generic email address or an email that management committee members have access to.

Date of change (dd/mm/yyyy)

6. DECLARATION

Who must sign this form

To be completed by a committee member of the incorporated association named in this form or an individual authorised by the committee

I certify that:

- I am authorised by the association's committee to lodge this application under the Act; 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 (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

State