



Form 5

This form is effective from 1 July 2026

Notice of special resolution to change the rules

Associations Incorporation Act 2015 s 30

Please read this information before completing this form

HOW TO USE THIS FORM

Use this form when your incorporated association makes changes to its rules (also known as the constitution) by special resolution at a general meeting of members.

Lodgement period:

Within one (1) month after the special resolution approving changes has been passed. If the form is lodged late, you must explain the reason for the delay in Section 2. An additional fee may apply.

HOW TO COMPLETE THIS FORM

- Complete sections 1, 2, 5 and 6 in all cases
- If the association adopted the Model Rules, or uses the Model Rules and the special resolution only changed the name, objects, meeting quorums or financial year, complete section 3.
- If the association adopted a full new set of rules that are not the Model Rules, or changed any part of its existing rules, complete sections 4 and 4a..

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 contacted if further information is required.
- Your form may not be processed if it is incomplete, incorrectly completed, lodged without payment, missing supporting documents, or lodged more than one month after the special resolution was passed without an extension being allowed.
- You will be advised of the outcome in writing. If accepted, you will be advised of the date that the changes take effect. 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.

RELATED INFORMATION

Before presenting rules changes to members to vote on, check that the rules continue to address the following mandatory requirements:

- the name of the association;
- the objects or purposes of the association;
- the quorum for committee and general meetings;
- a not-for-profit clause; and
- each of the matters set out in [schedule 1](#) of the Act.

Changes to the rules are made by passing a motion by **special resolution** at a **general meeting** of members. Changes cannot be passed at a management committee meeting.

For the special resolution to be valid:

- Before the meeting, written notice must be provided to all members in accordance with the existing rules. This notice must include:
 - the date, time and place of the meeting;
 - the proposed special resolution to be voted on; and
 - a copy of the proposed rule amendments.
- At the meeting, a quorum must be present, and at least 75% of members who cast a vote must be in favour of the resolution. This can include postal or proxy votes, if permitted by the current rules.
- If changing the association's name, the association must return its original certificate of incorporation or certificate of change of name to Consumer Protection, or confirm in writing that it has been lost or destroyed.

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

Form 5

Notice of special resolution to change the rules

Associations Incorporation Act 2015 s 30

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. SUBJECT OF THE SPECIAL RESOLUTION

The date the special resolution(s) to change the rules was passed: (DD/MM/YYYY)

Late lodgement explanation

If lodging this form more than one month after the general meeting, explain the reason for the delay and why an extension of time should be allowed.

NOTE: Extensions are generally only granted for delays of up to three months. An additional fee applies.

Type of rules being changed:

If the association has changed the Model Rules in any way other than the matters listed in section 3, tick "own rules".

- The association uses the [MODEL RULES](#) – Complete section 3
- The association uses its OWN RULES – Complete section 4

FORM CONTINUES NEXT PAGE

3. DETAILS OF THE SPECIAL RESOLUTION AFFECTING THE MODEL RULES

Complete this section only if the association is using Model Rules and the special resolution changed one or more of the matters listed below.

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 Sections 4 and 4a instead.

Which model rule matters did the special resolution affect?

(Tick all that apply)

- Name
- Objects or Purposes
- Quorum for general meeting
- Quorum for committee meeting
- Financial year

Information to be provided to the Commissioner

Complete items A to E below. Enter the new details for any matter changed by the special resolution. Enter the current unchanged information for the remaining matter.

NOTE: The information entered in items A to E form 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:

B: The objects or purposes of the association are:

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:

D: The members committee members that constitute a quorum for the conduct of business at a committee meeting is:

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

FORM CONTINUES NEXT PAGE

4. DETAILS OF THE SPECIAL RESOLUTION AFFECTING OWN RULES

Complete this section only if your association is using its own rules

The rules must cover all the matters listed in **Schedule 1**. You will be prompted to show where each matter is covered in the rules on the following page.

Do not complete this section if the association is using Model Rules. Complete Section 3 instead.

The rules altered by special resolution are:

(Tick all that apply)

Name

The new full name of the association is:

Objects or Purposes

The new objects or purposes are:

Financial year

The new financial year end is:

Distribution of surplus property:

The new terms for distributing the association of surplus property upon cancellation is:

Other rule changes

List all other rules changes made by the special resolution. If your association adopted a completely new set of rules, write "A full new set of rules was adopted"

FORM CONTINUES GO TO NEXT PAGE

4A. OWN RULES MATTERS

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

Enter rule or clause numbers only. DO NOT copy the rule wording into the table or leave any spaces blank.

Matters required by Schedule 1 of the Act.	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 when membership starts and ends.	
4. The register of members of the incorporated association	
5. The entrance fees, subscriptions and any other amounts to be paid by members, if any	
6. The name, composition, and powers of the management committee and including:	
a) The election or appointment of members of the committee.	
b) The terms of office of members of the committee.	
c) The grounds on or reasons for which the office of a member of the committee shall become vacant.	
d) The filling of casual vacancies occurring on the committee.	
e) The quorum and procedure at meetings of the committee.	
f) The making and keeping of records of the proceedings at meetings of the committee.	
g) The circumstances (if any) in which payment may be made to a member of the committee out of the funds of the association.	
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.	
8. The notification of members or classes of members of general meetings and their rights to attend and vote at those meetings	
9. The time within which, and manner in which, notices of general meetings and notices of motion are to be given, published or circulated.	
10. The percentage of members who may at any time require that a general meeting be convened.	
11. The manner in which the funds of the association are controlled.	
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.	
14. The manner of altering and rescinding the rules and of making additional rules of the incorporated association.	
15. Provisions for the custody and use of the common seal of the incorporated associations (if it has one).	
16. The custody of books and securities of the incorporated association.	
17. The inspection by members of the incorporated association of records and documents of the incorporated association.	
18. A procedure for dealing with any dispute under or relating to the rules between members and between members and the incorporated association	
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	
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.	

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5. DOCUMENT CHECKLIST

Tick each document you are submitting with this form

- Original certificate of incorporation or certificate of change of name, or a written statement explaining why the certificate cannot be provided. *(Required only if changing the association's name.)*
- A complete and final copy of rules containing the changes passed by the special resolution, with no markup or comments, and with every rule consecutively numbered *(Only required if using Own Rules)*
- A completed Certificate and Statement of committee member for Form 5. *(Only required if the person signing this is not a committee member)*

6. DECLARATION

Who must sign this form

To be completed either a committee member of the incorporated association or an authorised agent.

Tick only one (1) option

<input type="checkbox"/> Committee member's declaration I certify that: <ul style="list-style-type: none">• I am a duly elected committee member of the association and am authorised to make this application under the <i>Associations Incorporation Act 2015</i>;• The changes to the rules set out in this notice were duly passed by special resolution of members at a general meeting which was called according to the existing rules and the requirements of the <i>Associations Incorporation Act 2015</i>;• 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 <i>Associations Incorporation Act 2015</i> to make a false and misleading declaration in relation to this application.

<input type="checkbox"/> Agent's declaration I certify that: <ul style="list-style-type: none">• I am authorised to make this application under the <i>Associations Incorporation Act 2015</i> on the association's behalf;• I have prepared this application in accordance with the information supplied by the association's Committee;• I have attached a signed and completed Certificate and statement of committee member for Form 5;• 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 <i>Associations Incorporation Act 2015</i> to make a false and misleading declaration in relation to this application.
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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.

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

Title

Given name

Family name

Email

Mobile number

Contact telephone

Address (Street or PO Box)

Suburb

State

Postcode