



FORM 06N

This form is effective from 1 July 2026

Application for voluntary cancellation of incorporation

Associations Incorporation Act 2015 s24, s130 and 141

Please read this information before completing this form

ABOUT THIS FORM

Use this form when an incorporated association wishes to voluntarily cancel its incorporation under the *Associations Incorporation Act 2015* (the Act).

NOTE – All debts and liabilities of the association must be paid or able to be paid before this form is lodged.

Associations unable to pay their debts cannot apply for voluntary cancellation. If your association is unable to pay its debts the committee of the association should seek immediate advice from a solicitor or accountant in relation to their obligations under the Act.

Lodgement period:

Within 28 days after the general meeting where the decision to apply for cancellation was passed by special resolution.

HOW TO COMPLETE THIS FORM

1. Complete sections 1, 2, and 4 in all cases.
2. Complete section 3 only if the association has surplus property.

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 approved and surplus assets exist, Consumer Protection will provide directions for implementing the distribution plan. Otherwise, if no surplus assets exist, the association's incorporation will be cancelled.
- If your application is refused, you will receive written notification of the reasons.
- If any change in the information you have provided in this form occurs, please notify us as soon as possible.

RELATED INFORMATION

Before completing this form, ensure that:

- a special resolution has been properly passed at a general meeting (not a committee meeting) to approve:
 - the application to voluntarily cancel its incorporation; and
 - the proposed distribution plan for any surplus assets (if applicable).
- any outstanding [associations information statements](#) for the previous three years have been lodged.

Distribution of assets and proposed distribution plan

The Act sets out requirements for the distribution of an incorporated associations surplus property, including:

- proposing a plan for the distribution of its surplus;
- ensuring that the proposed distribution is approved by Consumer Protection before any surplus property is distributed;
- preventing surplus property from being distributed to, or held in trust for, any member or former member; and
- ensuring any asset supplied by a government department or public authority (including any unexpended portion of any grant) is returned to that department or public authority, or dealt with as instructed by that department or public authority.

Surplus property includes any assets (including money held in bank accounts and cash) remaining after the association's debts and liabilities are paid.

If the association has surplus property, will must set out its proposed distribution plan in this form. This includes:

- describing all the surplus property and its estimated value; and
- identifying the organisations that are intended to receive the property.

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

Application for voluntary cancellation of incorporation

Associations Incorporation Act 2015 s24, s130 and 141

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. APPLICATION FOR VOLUNTARY CANCELLATION

The special resolution(s) approving the application to cancel the association's incorporation and a distribution plan for its surplus property, if applicable, were passed on: (DD/MM/YYYY)

Provide the exact wording of the special resolution(s) passed at the general meeting of members.
If insufficient space, please attach. (Do not attach minutes of meetings)

Does, or will, the association have any surplus property after all debts and liabilities are satisfied?

(Tick only **one (1)** option)

- Yes – Complete section 3
- No – Skip section 3 and complete section 4

FORM CONTINUES NEXT PAGE

3. PROPOSED DISTRIBUTION

Complete this section only if the association has surplus property after payment of all debts and liabilities.

Surplus property includes any assets (including money, equipment or land and property) remaining after the association's debts and liabilities are paid.

Is the proposed distribution of surplus assets consistent with the association's rules?

- Yes
 No

In the table below, describe all of the association's surplus assets and its estimated amount or value.

Description of asset	Estimated amount or value

Provide the names of all organisations that will receive the association's surplus assets under the proposed plan:

What type(s) of non-profit entity are the organisations listed above? (Tick all that apply)

Surplus property must not be distributed among members and must be given to an eligible non-profit entity. If any organisation listed above is not one of the types set out below, a new distribution plan must be approved by special resolution.

- An incorporated association
- A company limited by guarantee under the *Corporations Act 2001*
- A company under the *Corporations Act 2001* that is registered under the *Australian Charities and Not-for-profits Commission Act 2012*
- A body corporate licenced under the *Charitable Collections Act 1946*
- A body corporate that has rules which prevent the distribution of property to members AND is a former member of the incorporated association that is applying for cancellation
- A non-distributing Co-operative registered under the *Co-operatives Act 2009*
- A trustee for a body corporate that is a member or former member of the incorporated association which at the time of the distribution has rules that prevent the distribution of property to members
- An Aboriginal or Torres Strait Islander Corporation registered under the *Corporations (Aboriginal and Torres Strait Islander) Act 2006*
- A religious organisation incorporated by or under a written law
- An entity endorsed as a deductible gift recipient (DGR) under the *Income Tax Assessment Act 1997*.

4. 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

Committee member's declaration

I declare that:

- I am a duly elected committee member of the incorporated association and am authorised make this application under the *Associations Incorporation Act 2015*.
- The management committee has examined the association's affairs and resolved that its debts and liabilities either:
 - have been satisfied, and there **is no surplus property to be distributed; or**
 - are able to be paid or met, and after payment **there is surplus property to be distributed;**
- A special resolution to cancel the incorporation of the association was passed by members at a general meeting convened in accordance with the association's rules and the requirements of the *Associations Incorporation Act 2015*.
- The distribution plan, if any, included in this application was approved by special resolution of the association's members.
- 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.

OR

Agent's declaration

I declare that:

- I am authorised to make this application under the *Associations Incorporation Act 2015* 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 6N**;
- 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

Mobile number

Contact telephone

Address (Street or PO Box)

Suburb

State

Postcode