



**FORM 09**

This form is effective from 1 July 2026

## Application for copies of association documents

*Associations Incorporation Act 2015 s20*

### Please read this information before completing this form

#### ABOUT THIS FORM

This form is to be used to request copies of documents lodged under the *Associations Incorporation Act 2015*, including rules, duplicate certificates or an Extract

**DO NOT** use this form to purchase a replacement certificate, instead use [Form 09R](#)

#### RELATED INFORMATION

- A person can request certified copies of:
  - The current rules of an association (if Own Rules are used).
  - An extract.
  - A duplicate copy of the original certificate of incorporation or certificate of change of name.
  - Other lodged documents from an association
- The **Rules** cannot be purchased for associations using the Model Rules. Instead, the Model Rules can be downloaded from [www.lgirs.wa.gov.au/modelrules](http://www.lgirs.wa.gov.au/modelrules).
- An Extract contains the association's current name, registration number (IARN), date of incorporation or cancellation, current address for service of notice, current status, tier, financial year end, date of last annual general meeting and type of rules used.

#### FEES

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

- Available documents will be provided by email, generally, within 10 working days if the requested document was lodged after 2015. Longer time may be required if the requested document was lodged before 2015.
- You will be advised if the requested documents are unavailable.

#### 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)

**FORM 09**

**Application for copies of association documents**

*Associations Incorporation Act 2015 s20*

OFFICE USE ONLY

**SECTION A: REQUEST DETAILS**

Incorporated association's name

IARN

**SECTION B: DOCUMENTS REQUIRED**

Select all documents that are required:

- Extract** about an incorporated association
- Copy of **Duplicate Certificate** of Incorporation
- Copy of the **Rules (if using own rules)**

Copy of **lodged forms** ▶ *Tick which forms are required*

If known, provide the approximate date lodged

Form 1 - Application for Incorporation

Date lodged:

Form 4 – Notification of associations address

Date lodged:

Form 5 – Notice of Special Resolution to change rules

Date lodged:

Form 5A – Notice of Committee Resolution to alter the rules

Date lodged:

Form 6N – Application for Voluntary Cancellation

Date lodged:

Form 1T – Application for approval to register under another law

Date lodged:

Form 18 – Application for amalgamation

Date lodged:

FORM CONTINUES GO TO NEXT PAGE

## SECTION C: APPLICANT

Provide the name and particulars of the person making this application:

Title	<input type="checkbox"/> Mr	<input type="checkbox"/> Mrs	<input type="checkbox"/> Ms	<input type="checkbox"/> Miss	<input type="checkbox"/> Other ▶	_____
Name	<input type="text"/>	Surname	<input type="text"/>			
Address (Street or PO)	<input type="text"/>					
Suburb	<input type="text"/>	State	<input type="text"/>	Postcode	<input type="text"/>	
Email	<input type="text"/>	Telephone	<input type="text"/>			