

## Form 32

This form is effective from 1 July 2026

# Application to register rule amendments or special resolution

*Co-operatives Act 2009 s106(2)*

**Please read this information before completing this form**

### About this form

This form is used to register rule amendments or other special resolutions passed by the Co-operative under the *Co-operatives Act 2009* (the Act).

Where the special resolution relates to a rule amendment, section 103 of the Act requires that the proposed rules be pre-approved by the Registrar before the resolution is passed by the co-operative if they concern:

- Converting a non-distributing co-operative to a distributing co-operative; or
- Active membership provisions.

### Lodgement period

This form must be lodged within twenty-eight (28) days after passing the resolution, except for a special resolution to wind up a co-operative which must be lodged within seven (7) days. You can seek a longer timeframe using the [Application for an extension or abridgement \(shortening\) of time](#).

### How to complete this form

- You can complete this form onscreen and print it out or print and complete it by hand.
- If completing by hand use a blue or black pen and print using BLOCK letters.
- Complete all sections of the application and the contact details in all cases.
- Attachments are required as part of this application. Refer to the document checklist in section 4.

### Fees

Please refer to our [Co-operatives fees and forms webpage](#) for the current fees. Fees are exempt from GST and subject to change without notice.

If you lodge this form by post or email, you will be emailed a Payment Number (PN) to make payment by credit card or Bpay via Consumer Protection's secure online payment portal.

### Guides and related information

To assist the Department of Local Government, Industry Regulation and Safety (LGIRS) with assessing your form, you will be required to attach the following documentation:

For resolutions amending the rules:

- A copy of the special resolution passed by members.
- A copy of the full text of the individual rules amended (not required if a full set of rules is adopted by the co-operative); and
- A consolidated copy of the rules, including the alterations.

For other special resolutions:

- A copy of each special resolution passed by the members.

## How to lodge

You can lodge your completed form and supporting documents:

### 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

### By email:

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

## What happens next

- The form and supporting documents will be reviewed. The contact person will be notified in writing if further information is required.
- If any information provided in the application changes, Consumer Protection must be notified as soon as possible.

## Contact

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

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

Website [www.lgirs.wa.gov.au/co-ops](http://www.lgirs.wa.gov.au/co-ops)

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 32 - Application to register rule amendments or special resolution

Co-operatives Act 2009 s106(2)

OFFICE USE ONLY

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

## 1 – CO-OPERATIVE DETAILS

**Co-operative registration number** (If you do not know the number check on our list of [Registered Co-operatives webpage](#))

C

**Name of co-operative**

## 2 – DETAILS OF RULE AMENDMENTS

**How are the proposed amendments to be implemented?** (Tick one only)

- |                          |  |  |                      |                      |                      |
|--------------------------|--|--|----------------------|----------------------|----------------------|
| <input type="checkbox"/> | By special resolution in a general meeting   | ▶ date of general meeting              | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="checkbox"/> | By special resolution by postal vote         | ▶ closing date for postal vote         | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="checkbox"/> | By special resolution by special postal vote | ▶ closing date for special postal vote | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="checkbox"/> | Board resolution                             | ▶ date of resolution of board          | <input type="text"/> | <input type="text"/> | <input type="text"/> |

**Provide the full text of the proposed rule amendment(s), including the rules numbers and note any rule deletions.** (If there is not enough space, please attach extra pages to this form.)

## 3 - DOCUMENT CHECKLIST

This form cannot be processed without the following documents. Mark the documents you are submitting.

- A copy of the **proposed alterations** to the co-operative rules.
- A copy of the proposed **notice of special resolution**
- A statement detailing the **reasons for the alteration**

FORM CONTINUES NEXT PAGE

## 4 – DECLARATION

I declare that:

- I am authorised to submit this application for the co-operative;
- All the information contained in this form is to the best of my knowledge, complete, true and correct and I have taken reasonable steps and made reasonable inquiries to confirm this; and
- I understand that providing false or misleading information or documents and failing to give information that renders the particulars contained in this form or the documents given with or in support of the application false or misleading is a criminal offence under the *Co-operatives Act 2009*.

**Signature**

**Date signed**

**Full name of person signing this form**

## 5 - 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 *Co-operatives Act 2009 (WA)*, including assessing applications, processing annual returns and notifications, and maintaining records to support regulatory functions. 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 be contacted if there is a query about this form?**

**Title**

**Given name**

**Family name**

**Daytime telephone number**

**Email**

**Address**

**Suburb**

**State**

**Postcode**