



INFOSTMT

This form is effective from 1 July 2026

Association's Information statement

Associations Incorporation Act 2015 s 156 Associations Incorporation Regulations 2016 r 15

Please read this information before completing this form

HOW TO USE THIS FORM

You should use this form to submit your incorporated association's Information Statement (IAIS) to Consumer Protection as required under the *Associations Incorporation Act 2015*.

Please DO NOT submit other documents (such as minutes or financial records) with this form

Lodgement period:

This form must be lodged within six months AFTER the end of the association's financial year, and ideally after the annual general meeting is held.

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. You will be notified if further information is required.
- Forms may not be processed if they are incomplete or incorrectly completed
- If any change in the information you have provided in this form occurs, please notify us as soon as possible.

RELATED INFORMATION

Incorporated associations must submit an Association Information Statement (AIS) each year, unless exempted.

The AIS collects basic information about the incorporated association's operations to confirm that it is active and eligible to remain incorporated. If an AIS is not received and the association is not exempted, we may assume that the association is no longer operating and may cancel its incorporation.

Exemptions

Incorporated associations that are registered charities with the Australian Charities and Not-for-profits Commission (ACNC) may benefit from an exemption which allows them to only report annually to the ACNC. Further information on is available on our Associations Information Statement webpage at <https://www.lgirs.wa.gov.au/infostatement>.

RELATED INFORMATION (*continued*)

To complete the AIS, you will need:

- the association's financial year end for the statement period;
- the total revenue amount for that financial year end;
- the number of members at the time the statement is submitted; and
- the date the annual general meeting (AGM) was held (or is intended to be held) for that financial year end.

You do not need to attach supporting documents to this statement.

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

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

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OFFICE USE ONLY

When completed this form is classed as "OFFICIAL SENSITIVE"

1. ASSOCIATION DETAILS

Name of the incorporated association

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. CURRENT ADDRESSES

Association address

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

Address (Street or PO Box)

Suburb

State

Postcode

Association 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.

☐ Tick if the address for service is the same as the association's address.

Address (Street or PO Box)

Suburb

State

Postcode

Association email address

This is the main email address for the Association. The association's email address should be a generic email address or an email that members of its governing body have access to.

Email address

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3. FINANCIAL YEAR END AND REGULATORY INFORMATION

This statement is for the financial year ending (FYE) on:

(DD/MM/YYYY)

Date the association held its most recent annual general meeting (AGM)

(DD/MM/YYYY)

An AGM must be held annually AFTER the FYE, and no later than six months after the FYE, unless an extension has been granted.

The total revenue received for the FYE is:

Revenue is the total amount of money received or earned before subtracting expenditure or deductions.

Does the association have at least six voting members?

An association **must have six or more members** with voting rights.

If the association has fewer than six members, it must take steps immediately to increase this number to at least six

☐ Yes

☐ No -

Is the association a registered charity with the Australian Charities Not-for-profits Commission (ACNC)?

If unsure, you can check for registration via the ACNC's website at www.acnc.gov.au.

☐ No

☐ Yes

The category that best describes the association's main objects or purpose is:

☐ Religious activities

☐ Educational activities

☐ Charitable or benevolent activities

☐ Culture and the Arts

☐ Sport, recreation or social club activity

☐ Political activities

☐ Providing medical treatment

☐ Environmental conservation

☐ Historical or cultural preservation

☐ Promotion of the interests of a local community

☐ Establishing, carrying on or improving a community centre

☐ Promotion of interests for a trade or industry

☐ Promotion of students and staff interests

☐ Promoting the interests of persons suffering from a physical, mental or intellectual disability or condition

☐ Other – state below

FORM CONTINUES NEXT PAGE

4. DECLARATION

Who must sign this form

To be completed by a committee member from the association named in this form or a person authorised by the committee.

I certify that:

- I am a duly elected committee member or authorised by the committee of the incorporated association named in this form to provide this statement under the *Associations Incorporation Act 2015*;
- The information in this statement is to the best of my knowledge and belief true, correct and complete;
- I understand that it is an offence under section 177 of the *Associations Incorporation Act 2015* to make a false or misleading declaration in relation to this statement.

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 or Mobile number	
Address (Street or PO Box)		
Suburb	State	Postcode