documentshop

Instructions for registration of an Incorporated Association

A. Incorporated Association order and delivery instructions

Your details

Name | Date

Organisation | ACN/ABN

Delivery Address

Phone

Email

Your Ref No.

Delivery options
(please tick the appropriate box)

☐ DIY print - Please deliver all documents to me via e-mail

☐ Hard copy - Please print, bind and deliver all documents to me via express post

Please complete the information below and we will provide you with a quote before proceeding.

B. Basic Details:

Name of Incorporated Association

Choice 1

Choice 2
(if choice 1 unavailable)

State or Territory of Operation

Registered office

Street Address (not PO Box):

Will the Association occupy the registered office? **Yes** / **No**

If **No**, name of occupier

Principal business office
(if different to above)

Purpose

What are the purposes/objectives of the Association?

Membership

Does the Association have members?

☐ Yes - please provide the information below

☐ No

What are the classes of membership?

How does an applicant become eligible for each class?

Initial Officeholders

Full Name	Street Address *(PO Box not acceptable)*	Title *e.g. President, Secretary, Tresurer, Public Officer, Chairperson, Committee Member*	Date of birth	Place of birth

How Often are Committee Meetings to be Held?

Charity and/or DGR Status

Does the Association intend to apply for Charity and/or DGR status?

☐ Yes

☐ No

If yes, under which categories:

An association formed –

☐ for religious, educational charitable or benevolent purpose

☐ for the purpose of promoting or encouraging literature, science or the arts

☐ for the purpose of providing medical treatment or attention, or promoting the interests of persons who suffer from a particular physical, mental or intellectual disability

☐ for the purpose of sport, recreation or amusement

☐ for the purpose of establishing, carrying on, or improving a community centre, or promoting the interests of a local community or a particular section of a local community

☐ for conserving resources or preserving any part of the environmental, historical or cultural heritage of the State

☐ for the purpose of promoting the interests of students or staff of an educational institution

☐ for political purposes

☐ for the purpose of administering any scheme or fund for the payment of superannuation or retiring benefits to the members of any organisation or the employees of any body corporate, firm or person;

☐ for the purpose of promoting the common interests of persons who are engaged in, or interested in, a particular business, trade or industry

☐ for any other purpose approved by the Minister under the *Associations Incorporation Act 1985* (SA).

Guarantee Amount

State or Territory of Registration

Logo

Would you like us to include your logo on the documents?

☐ Yes - please e-mail to us your logo for insertion

☐ No - we will include the Document Shop logo

Other requirements

(including special provisions for Constitution, if any)

Acceptance of terms and conditions

☐ By ticking this box, I/we acknowledge that I/we have read and agree to the Document Shop Pty Ltd *terms and conditions and acknowledgement* [available on our website at www.documentshop.com.au or contact us at info@documentshop.com.au and we will e-mail or post a copy to you].

Payment

Please debit the following credit card by the amount of $ _____(GST inclusive):

Type of Card ☐ Mastercard ☐ Visa ☐ Bankcard

Card Number_____ Expiry Date_____CSC_____

Name on Card_____ Signature_____

Please return this order form to **info@documentshop.com.au**.
We will provide a quote to you before proceeding.
Your order will be processed once payment has been received.