

REDMOND HALE SOLICITORS  
PO BOX 154  
KOGARAH NSW 1485

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DEPARTMENT OF **FAIR TRADING**  
*NSW Consumer Protection Agency*

## **Certificate of Incorporation as an Association**

THIS IS TO CERTIFY that the undermentioned Association is incorporated in New South Wales under the Associations Incorporation Act, 1984.

Association Name: **TERRA CIRCLE ASSOCIATION INCORPORATED**  
Incorporation No: **INC9880190**  
Date of Incorporation: **30 July 2003**

Issued and given under my hand this thirtieth day of July, 2003.

D B O'Connor  
Commissioner

## **INCORPORATION UNDER THE ASSOCIATIONS INCORPORATION ACT, 1984**

### **PUBLIC OFFICER**

The Association must have a Public Officer. This is the person the Department will contact regarding the Association. The Public Officer is appointed by the Committee of the Association.

You must notify the Department when a person has ceased to be the public officer and a new person has been appointed.

### **ANNUAL GENERAL MEETING**

You must hold an annual general meeting every calendar year. The meeting must be held no later than six months after the end of your financial year. If you did not specify a financial year end date on your application, it is assumed to be 30 June each year.

### **ANNUAL STATEMENTS**

An annual statement must be lodged with the Department within one month of holding your annual general meeting. Failure to lodge an annual statement within that time will result in an increased fee being charged for lodgement.

### **RULES**

You may change your Rules by special resolution at an annual general meeting or special general meeting. You must lodge a copy of the altered Rules with the Department within 1 month of passing the special resolution.

Changes to Rules do not take effect until the Department has accepted them.

### **CANCELLING INCORPORATION**

In order to cancel the incorporation of the Association, you must first pass a special resolution at an annual general meeting or special general meeting and then apply to the Department for approval of the cancellation. Cancellation is not effective until the Department has approved it and placed a notice in the NSW Government Gazette.

### **FEES**

Fees will not be refunded once the Association has been incorporated.

### **PENALTIES**

Penalties apply for failing to comply with the requirements of the Act.

### **FORMS AND ENQUIRIES**

Forms may be obtained or lodged at any Fair Trading Centre. Forms may also be lodged by mail to: Department of Fair Trading, PO Box 972, Parramatta NSW 2124.

Enquiries relating to the incorporation of an association and requests for forms can be made by telephone on 133 220 Monday to Friday 9.00am to 5.00pm.

Information is also available at <http://www.fairtrading.nsw.gov.au>