

# Associations Incorporation Form 10a



Queensland  
Government

## Change of details relating to an incorporated association

Associations Incorporation Act 1981

This form is effective from 16 August 2021

### OFFICE USE ONLY

Date received

Lodgement details

LU number: .....

### Instructions

Please use **BLOCK** letters when you fill out this form. All dates should be DD/MM/YYYY.

**Please note: changes must be notified to the Office of Fair Trading within one month of the change occurring.**

### Privacy statement—please read

The Office of Fair Trading (OFT) collects information, including personal information, on this form as required by the *Associations Incorporation Act 1981* to process your application. Your personal information will be placed on a register which may be inspected by the public upon payment of a prescribed fee. Any documents required by the Office of Fair Trading are available for inspection by the public upon payment of a prescribed fee. Additionally, information on this form can be disclosed without your consent where authorised or required by law. Under the *Fair Trading Act 1989* information may also be shared on a confidential basis with other Australian fair trading agencies.

If you give the OFT an email address to communicate with you, the personal information in these communications will be stored on your email service provider's servers. These servers may be outside of Australia. By giving us your email address, you are consenting to the personal information contained within the emails to and from the OFT to be transferred outside Australia.

### No fee is payable

Please note: If a new management committee has been elected at the AGM, the changes are to be completed on the *Annual Return of Association Form 12-1*. This can be completed online at [www.qld.gov.au/fairtradingforms](http://www.qld.gov.au/fairtradingforms)

## Part 1—Incorporated association details

Incorporated association details

Incorporated association number .....

Name of incorporated association .....

## Part 2—Change of details

Change of details

I wish to provide notice of change/s to the following particulars (**1 form per change**):

- |  |                                    |
|--|------------------------------------|
| <input type="checkbox"/> Postal address                | <input type="checkbox"/> President |
| <input type="checkbox"/> Secretary                     | <input type="checkbox"/> Treasurer |
| <input type="checkbox"/> Nominated address for service |                                    |

Existing details

Full name (not necessary for changes to postal address) .....

Residential address/postal address .....

Suburb ..... State  Postcode

## Part 2—Change of details continued

### New details

A PO Box is not acceptable for changes to secretary, president or treasurer and nominated address.

Full name (not necessary for changes to postal address) .....

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Residential address .....

Suburb ..... State  Postcode

Phone ..... Mobile .....

Email .....

Place of birth ..... Date of birth:  /  /   
D D M M Y Y Y Y

Effective date of change  /  /   
D D M M Y Y Y Y

## Part 3—Checklist, declaration and signature (to be completed by secretary)

### Declaration and signature

I declare that the change of details provided in this form are true and correct, and all changes have occurred in accordance with the rules of the association.

Signature of secretary .....

Name of secretary (please print) .....

Daytime contact number .....

Email .....

Dated  /  /   
D D M M Y Y Y Y

### Lodgement details

#### IMPORTANT!

Please make sure you:

- provide all necessary information and documentation
- sign the application
- return all pages of the application form.

**Please lodge the completed application, any supporting documentation and applicable fees to the Office of Fair Trading at the address below, at one of our regional offices, or at a Queensland Government Service Office.**

#### By mail:

Registration Services Unit, GPO Box 3111, Brisbane QLD 4001

#### In person:

Visit [www.qld.gov.au/fairtrading](http://www.qld.gov.au/fairtrading) or call **13 QGOV** (13 74 68) for information and your nearest Fair Trading Office or Queensland Government Service Office.