

# FORM A1

## Application for reservation of name

Associations Incorporation Act 2009 (section 15)



1800 502 042 [fairtrading.nsw.gov.au](http://fairtrading.nsw.gov.au)

**Please read this information before completing this form.**  
**This form can be completed in Adobe Reader and saved for your records.**

### When should this form be lodged?

A proposed name may be reserved:

- for a new association,
- when an existing association intends to change its name,
- where 2 or more associations propose to amalgamate, **OR**
- where a registrable corporation intends to register as an incorporated association.

**Reserving a proposed name is optional.**

### Duration of reservation

If approved, a name is reserved for a period of 3 months. It is NOT possible to extend a name reservation.

### Proposed association name (part 1)

Set out the spelling of the name of the proposed association EXACTLY as you wish it to appear on the certificate of registration.

Please note that the name will appear on the certificate in CAPITAL letters.

The name **must** end in the word 'INCORPORATED' or the abbreviation 'INC'.

When choosing a name for an association it is important to appreciate Fair Trading may refuse to register a name in certain circumstances, including where:

- it closely resembles the name of an existing or former incorporated association and the public would likely be misled,
- it is the same as a registered business, company or co-operative name,
- it is considered to be offensive or undesirable, or
- if the name or words in the name are restricted by state of federal law.

To reduce delay you should nominate up to 3 different names, in order of preference. The first available name will be registered. Before making this application, please read the webpage titled 'Naming your incorporated association' on [www.fairtrading.nsw.gov.au](http://www.fairtrading.nsw.gov.au).

### Application details (part 3)

This part is used to identify the purpose for the name reservation. For example whether the name is to be reserved for a new incorporated association, a change of name of an existing association, an amalgamation, or where a registrable corporation proposes to register as an incorporated association.

It is important that only one box is ticked and that the information relating to that box is completed.

### How to lodge

- **By email** to [registrylodgements@customerservice.nsw.gov.au](mailto:registrylodgements@customerservice.nsw.gov.au) ensuring a copy of the receipt of payment is attached.
- **By post** to Fair Trading, PO Box 22, Bathurst NSW 2795, ensuring a copy of the receipt of payment is included.

- **In person** at any **Service NSW Centre**. Before visiting your nearest Service NSW Centre, please telephone 13 77 88 or visit [www.service.nsw.gov.au/service-centre](http://www.service.nsw.gov.au/service-centre) to confirm accepted payment methods prior to attending.

### How to pay the lodgement fee

Pay by credit card or PayPal using the following link: [www.fairtrading.nsw.gov.au/registrypayments](http://www.fairtrading.nsw.gov.au/registrypayments)

**Step 1** - Click on the link or type the URL into your web browser.

**Step 2** - Follow the instructions online to complete payment. (select 'Fair Trading - Associations and Co-operatives' as the agency)

**Step 3** - You will receive a receipt upon payment.

**Step 4** - Attach a copy of the receipt to the form.

Alternatively, if you intend to pay by cheque or money order this can be done in person at a Service NSW Centre accepting this form of payment. Please telephone 13 77 88 or visit [www.service.nsw.gov.au/service-centre](http://www.service.nsw.gov.au/service-centre) prior to attending, to confirm accepted payment methods.

Cheques or money orders should be made payable to NSW Fair Trading.

**Not providing all required information and a copy of the receipt may result in delays in processing your application.**

### What happens when you lodge your application?

- The application will be reviewed. You will be notified in writing if further information is required.
- If your application is approved, the name will be reserved and you will receive written notification.
- If your application is refused, you will receive written notification of the reasons.
- If any change occurs in the information you have provided in your application, you must notify NSW Fair Trading as soon as possible.

### What if my application is refused?

- If you are dissatisfied with the decision made on your application, in the first instance, you may apply in writing to Fair Trading to have the decision reviewed.
- If you are dissatisfied with the outcome of the internal review you may apply to the NSW Civil and Administrative Tribunal for a review of the decision.

### Contacting Fair Trading

Telephone 1800 502 042  
Mail Fair Trading  
PO Box 22, Bathurst NSW 2795

Website [www.fairtrading.nsw.gov.au/associations-and-co-operatives/associations](http://www.fairtrading.nsw.gov.au/associations-and-co-operatives/associations)

### Assistance

Telephone - 13 14 50 Ask for an interpreter in your language.  
TTY - 133 677 Telephone service for the hearing impaired.

**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 A1

## Application for reservation of name

Associations Incorporation Act 2009 (section 15)

Registry use only

Updated July 2024

1800 502 042 fairtrading.nsw.gov.au

Please read the information before completing this form.  
This form can be completed in Adobe Reader and saved for your records.

Fee (GST free) - \$62.00

### 1. Applicant

Title  Given name(s)  Family/Surname

Address

Suburb  State  Postcode

Contact number  Mobile number

Email address

### 2. Proposed association name (in order of preference)

		Office use
1.	<input type="text"/>	INCORPORATED App / Rej
2.	<input type="text"/>	INCORPORATED App / Rej
3.	<input type="text"/>	INCORPORATED App / Rej

If insufficient space please attach details of proposed names.

### 3. Application details

This application for the registration of an incorporated association has been authorised by

5 or more individuals proposing to register an incorporated association; **OR**

an existing unincorporated body or registrable corporation proposing to register as an incorporated association

Name

Registration number (where applicable)

the following incorporated association that proposes to change its name

Name  INCORPORATED

Registration number (not ABN) INC or Y

the following incorporated associations that propose to adopt the reserved name on amalgamation

Name  INCORPORATED

Registration number (not ABN) INC or Y

**AND**

Name  INCORPORATED

Registration number (not ABN) INC or Y

## 4. Declaration

I declare:

- I am the applicant and am authorised to make this application,
- the information set out in this form is correct.

Signature

Date signed (DD/MM/YYYY)

This form is designed to be completed in Adobe Reader. A cross appearing in the digital signature field above may indicate a compatibility issue. If a cross appears please sign here

Printed name

## 5. Privacy statement

NSW Fair Trading, Department of Customer Service gives priority to protecting the privacy of your personal information. We do this by handling personal information in a responsible manner and in accordance with the *Privacy and Personal Information Protection Act 1998* (PPIP Act). Service NSW acts as a shopfront for us and performs transactions for you, on our behalf.

The personal information contained in your application is collected and held by NSW Fair Trading and Service NSW will collect and hold personal information on our behalf as part of the application process.

We are collecting your personal information for the following purposes:

1. To receive and assess an association's application for reservation of name in accordance with section 15 of the *Associations Incorporation Act 2009* (AI Act).
2. Internal administrative purposes, including liaising with you in relation to your application.
3. We may use the information to support more informed policy making, program management, evaluation, research and service planning as it can facilitate more efficient service delivery for incorporated associations in NSW.
4. As required by legislation to record information on a public register, parts of which will be published online.

The consequence of not providing it is that your application may not be able to be determined. We may use the personal information contained in your application to confirm your details if you make any subsequent applications. We may also use it to administer/update our public register, including to send you information that we consider important such as information and updates regarding Incorporated Association's obligations under the AI Act.

We will store and manage your personal information in accordance with provisions under the PPIP Act.

If required, we may make enquiries and exchange information with other NSW government agencies (including the NSW Police Force), or other States, Territories and/or the Commonwealth for the purpose of assessing your application and for compliance purposes. We may disclose your personal information for these purposes.

We will not disclose your personal information to anybody else unless you have given consent, or we are authorised or permitted to do so by law. Our [Privacy Statement](#) describes when this may occur. You can find this information and our [Privacy Management Plan](#) on the Department of Customer Service website.

Please see the [Fair Trading Privacy Code of Practice](#) for more information about how we handle your personal information, how you can request access to or correct the personal information we hold about you (if the information is inaccurate, incomplete, not relevant or out of date) and who to contact if you have a privacy enquiry or complaint, or email [brdprivacy@customerservice.nsw.gov.au](mailto:brdprivacy@customerservice.nsw.gov.au).

For more information about how Service NSW handles personal information please visit [www.service.nsw.gov.au/privacy](http://www.service.nsw.gov.au/privacy).

### Who should NSW Fair Trading contact if there is a query about this form?

Title	Given name(s)	Family/Surname
<input type="text"/>	<input type="text"/>	<input type="text"/>
Contact number	Mobile number	
<input type="text"/>	<input type="text"/>	
Address		
<input type="text"/>		
Suburb	State	Postcode
<input type="text"/>	<input type="text"/>	<input type="text"/>
Email address		
<input type="text"/>		

### Payment details

Application fee: \$62.00

Pay by credit card or PayPal using the following link:

[www.fairtrading.nsw.gov.au/registrypayments](http://www.fairtrading.nsw.gov.au/registrypayments)

**Step 1** - Click on the link or type the URL into your web browser.

**Step 2** - Follow the instructions online to complete payment (*select 'Fair Trading - Associations and Co-operatives' as the agency*).

**Step 3** - You will receive a receipt upon payment.

**Step 4** - Attach a copy of the receipt to the form.

Alternatively, if you intend to pay by cheque or money order this can be done in person at a Service NSW Centre accepting this form of payment. Please telephone 13 77 88 or visit [www.service.nsw.gov.au/service-centre](http://www.service.nsw.gov.au/service-centre) prior to attending, to confirm accepted payment methods.

Cheques or money orders should be made payable to NSW Fair Trading.

Receipt number