

# FORM A9

## Notice of appointment of public officer and Notice of change of association address

Associations Incorporation Act 2009  
(sections 13, 14, 34 and 35)



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?

The committee **must** appoint a new public officer within 28 days of the position becoming vacant.

The new public officer of an association **must** lodge this form within 28 days of taking office as public officer.

The public officer of an association **must** lodge this form within 28 days of the official address changing.

### How to complete this form

**To change public officer, complete ALL sections.**

**To change address only, complete sections 1, 3, 5 and 6 only.**

### Association details *(part 1)*

Please ensure the correct name and registration number of the association is included in this section.

### Date and reason of vacancy *(part 2)*

The position of public officer becomes vacant if he or she:

- resigns from the office of public officer in writing,
- dies,
- ceases to ordinarily reside in NSW,
- becomes a mentally incapacitated person,
- becomes bankrupt,
- is removed by resolution of a general meeting of the association, or
- as provided for in the constitution of the association.

The date the position became vacant and the appropriate reason from the above list **MUST** be included in this section.

### Date of appointment/change *(part 3)*

Provide the date the new public officer was appointed by the committee and/or the official address was changed.

### New public officer *(part 4)*

The public officer of the association must:

- be aged 18 years or more,
- reside in NSW,
- not be a bankrupt, and
- not be a mentally incapacitated person.

### First official address *(part 5)*

The official address must be an address in NSW:

- at which documents can be served on the association by post.

**The official address CANNOT be a post office box.**

For most associations the official address will also be the address where the register of committee members and other records of the association will be kept. The public officer must notify Fair Trading of a change in the official address within 28 days.

### Declaration *(part 6)*

The declaration **must** be completed by the new public officer.

### How to lodge

- **By email** to [registrylodgements@customerservice.nsw.gov.au](mailto:registrylodgements@customerservice.nsw.gov.au)
- **By post** to Fair Trading, PO Box 22, Bathurst NSW 2795.
- **In person** at any **Service NSW Centre**. For the address of 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)
- **There is no fee for lodging this form.**

### What happens when you lodge your form?

- The form will be reviewed. You will be notified in writing if further information is required.
- The form may be returned if **it is not completed correctly**.
- If the form is accepted for lodgement, the Register of Incorporated Associations will be amended and you will receive confirmation.
- If any change occurs in the information you have provided in this form, you must notify NSW Fair Trading as soon as possible.

### 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 A9

## Notice of appointment of public officer and Notice of change of association address

*Associations Incorporation Act 2009  
(sections 13, 14, 34 and 35)*

Registry use only

Updated July 2024

1800 502 042 fairtrading.nsw.gov.au

To change public officer, complete ALL sections.  
To change address only, complete sections 1, 3, 5 and 6 only.

Fee - Nil

### 1. Association details

Name

INCORPORATED

Registration number (not ABN) INC or Y

### 2. Date and reason for vacancy (public officer)

Vacancy date

(DD/MM/YYYY)

Reason for vacancy

- Resignation       Removal       Death       Bankruptcy  
 As provided for in constitution       No longer resides in NSW       Mental incapacity

### 3. Date of appointment / change (Public Officer / official address)

Date of appointment of new public officer and/or change of official address (Date must be on or after date of vacancy)

(DD/MM/YYYY)

### 4. New public officer (must reside in NSW)

Title      Given name(s)

Family/Surname

Contact number

Mobile number

I currently reside within New South Wales

### 5. Official address (cannot be a Post Office box - see note 5)

Address

Suburb

State

Postcode

Association email address

## 6. Declaration

I declare:

- I am the public officer of the association at date of signing form,
- I am over the age of 18 years and ordinarily reside in New South Wales,
- I have not been declared bankrupt or made application for bankruptcy or insolvency,
- 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

## 7. 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 process an association's notice of appointment of a public officer in accordance with sections 34 and 35 of the *Associations Incorporation Act 2009* (AI Act). To receive and process an association's notice of change of address in accordance with sections 14 and 15 of the 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"/>			