



# APPLICATION TO REGISTER AN AMENDMENT OF RULES

**OFFICE USE ONLY**

Date received

Lodgement details

I.U. no.:

**Instructions**

Please use BLOCK letters when completing this form. Attach extra sheets if necessary. All dates should be DD/MM/YYYY. If you need help completing this form, please contact the Office of Fair Trading on 13 13 04.

Please note applications must be lodged within three (3) months after the passing of the special resolution at a general meeting of the association.

Applications received by the Office after three (3) months of the passing of the special resolution cannot be registered unless an application for extension of time is granted under Section 121 of the Act.

**Privacy statement - Please read**

The Department of Tourism, Fair Trading and Wine Industry Development is collecting information, including personal information, on this form for the purposes of the *Associations Incorporation Act 1981* and *Associations Incorporation Regulation 1999*. In accordance with this legislation, a register of this information and any documents required by the Department is available for inspection by the public upon payment of a prescribed fee. Where authorised or required by law, information on this form can be disclosed without your consent.

**Fee: \$14.30.**

No GST is payable on these fees.

**Part 1 - Application details**

**Incorporated association details**

Incorporated association number 1A 02060  
Name of incorporated association ROTARY CLUB OF LOGANHOLME

**Application details**

\* A special resolution is a resolution passed at a general meeting by the votes of 3/4 of the members who are present and entitled to vote on the resolution. Written notice of a proposed special resolution, and of the time and place of the general meeting at which it is proposed to move the resolution, must be given as required under the association's rules, before the general meeting to each member who has a right to vote on the resolution.

Application is made (pursuant to section 48 of the *Associations Incorporation Act 1981*) to register an amendment of the rules of the abovenamed association. At a general meeting of the members of the said association duly convened and held at FITZ'S FUNCTION ROOMS LOGANHOLME (place)

on 03/12/2007 (date) a special resolution\* was passed

effecting a change to the following rule/s number/s: .....

OR

adopting a complete set of own/model rules (copy attached) .....

**Authorisation**

To be completed by secretary.

Signature of secretary [Signature]

Name of secretary (please print) ALLAN SHORT

Dated 04/02/2008

Phone (daytime) (07) 3109 7246

**Part 2 - Details of rule amendments**

**Notes for associations with the model rules**

If an association makes any amendments to the model rules, this generally means the association no longer has model rules but its own rules. However, subject to approval, the following amendments to the model rules are allowed:

- the objects;
- membership;
- end of financial year date; and
- updating the model rules to include statutory changes.

Please attach a copy of the amendment or the complete rules with the amendment clearly shown. For minor amendments, please provide details of the special resolution/s

(as outlined in Part 1) below: .....

*COMPLETE RULES ATTACHED.*

**Part 3 - Statutory declaration for change of rules**

**Details**

I, (name) ALLAN SHORT  
do solemnly and sincerely declare that:

1. I am the secretary of (name of incorporated association) ROTARY CLUB OF LOGANHOLM INC

2. The association has complied with all the requirements of the Act and the association's rules in relation to the calling, holding and passing of the special resolution at a general meeting on 03/12/2007 (date).  
D D M M Y Y Y Y

3. The amendments to the rules passed by the members of the above mentioned association by special resolution on 03/12/2007 (date) comply with the *Associations Incorporation Act 1981*.

and I make this solemn declaration conscientiously believing the same to be true and by virtue of the provisions of the *Oaths Act 1867*.

**Declaration**

Declared at LOGANHOLME in Queensland.  
(location)

To be signed by secretary.

Date 04/02/2008  
D D M M Y Y Y Y

Signature of secretary [Signature]  
Before me

To be signed by J.P., Commissioner for Declarations etc.

Signature of J.P., Commissioner for Declarations, etc [Signature]

Date 04/02/2008  
D D M M Y Y Y Y



**Part 4 - Lodgement and payment details**

**Lodgement**

Please lodge the completed application, any supporting documentation and fees to the Office of Fair Trading at the address below, or to any Department regional office at Gold Coast (Southport), Sunshine Coast (Maroochydore), Toowoomba, Hervey Bay, Rockhampton, Mackay, Townsville or Cairns.

(Call 13 13 04 for addresses or visit our website [www.fairtrading.qld.gov.au](http://www.fairtrading.qld.gov.au).)

**By mail:**  
Office of Fair Trading  
GPO Box 3111  
Brisbane QLD 4001.

**In person:**  
Office of Fair Trading  
21st Floor, State Law Building  
50 Ann Street (Cnr George St.),  
Brisbane QLD 4000.  
The counter is open Monday to Friday,  
8:30 am to 4:30 pm.

**By fax:**  
(07) 3246 1532  
(credit card payment only)

If you would like more information or assistance with completing your application, contact the Department on 13 13 04, or visit our website at [www.fairtrading.qld.gov.au](http://www.fairtrading.qld.gov.au).

**Please note**

- If the fees are not included the form will not be processed until the appropriate fees are paid.
- If amending **three (3) or more** rules, please submit a full copy of the rules with amendments included in **Bold Type**.
- If adopting your own rules or you are submitting a full copy of the constitution, please complete the attached Appendix A.
- The Appendix A is to be completed with the rule numbers of your constitution that correspond with each mandatory matter. Please ensure that you insert the rule number. **Do not** tick, cross, put N/A or leave blank.
- If adopting model rules version 6, the association must complete Appendix B.

**Payment details**

Cash     Credit card     Money order     Cheque  
Make money order or cheque payable to the Office of Fair Trading.

**A receipt will not be issued unless specifically requested.**

**Credit card payment**

Charge my:  Mastercard     VISA     AMEX

Credit card no.:

Cardholder's name: .....

Amount authorised: \$ .....    Expiry date:   /

Cardholder's signature: .....