# Application for extension of time to hold an annual general meeting or lodge financial statements

***Associations Incorporation Reform Act 2012***

Postal address: GPO Box 4567, Melbourne VIC 3001

Email enquiries and lodgement: [cav.registration@justice.vic.gov.au](mailto:cav.registration@justice.vic.gov.au)

Web: [consumer.vic.gov.au/associations](http://www.consumer.vic.gov.au/associations)

Telephone: 1300 55 81 81

## Things to know before starting your application

* **This is a temporary form to be used during the time the normal fee is waived. Lodge by email or mail at the addresses above.**
* You can only apply for an extension of time between the association’s end of financial year date and the due date specified on your annual statement form for the current financial year.
* Extensions are granted for three months.
* Do not delete any part of this form. Leave any sections blank that do not apply to your circumstance.

## Details of association

|  |  |
| --- | --- |
| 1. Provide details of the association | |
| Association registration number |  |
| Name of association |  |
| Registered address of association (including postcode) |  |

## Type of extension

|  |  |
| --- | --- |
| 1. What type of extension are you applying for? (Mark with an X) | |
| Extension of time to hold both an Annual General Meeting and lodge Financial Statements |  |
| Extension of time to lodge Financial Statements |  |
| 1. If there are reasons for applying for an extension of time in addition to the coronavirus, please provide them | |
|  | |

## Declaration and signature

|  |  |
| --- | --- |
| 1. I declare that:  * I am the secretary of the incorporated association and pursuant to section 104 of the *Associations Incorporation Reform Act 2012*, I am authorised to apply for a three month extension of time to hold an Annual General Meeting or lodge Financial Statements. * The particulars contained in this application are true and correct. I acknowledge that it is an offence under section 208 of the *Associations Incorporation Reform Act 2012* to make a false or misleading statement or omit information in relation to an application. | |
| Signature of secretary (type name if lodging by email) |  |
| Printed name |  |
| Date  dd/mm/yyyy |  |
| Daytime telephone number |  |
| Email address |  |

## How to lodge

Extensions are granted for three months. Complete the form and lodge by mail or email.

**If lodging by email.** Email the completed form to [cav.registration@justice.vic.gov.au](mailto:cav.registration@justice.vic.gov.au)

**If lodging by post**, print the form and sign in the declaration section. Post the completed form to Consumer Affairs Victoria at GPO Box 4567, Melbourne VIC 3001.

## Privacy

CAV is committed to responsible and fair handling of your personal information, consistent with the laws we administer and the *Privacy and Data Protection Act 2014*. Some information on this form will be placed on a public register in accordance with the *Associations Incorporation Reform Act 2012*. We may be unable to process this application if you do not provide the required information. You can contact us at any time to request access to the personal information we hold about you. In exceptional circumstances, you may apply to have public access to your personal information restricted. Our privacy statement and other privacy information is available at [consumer.vic.gov.au/privacy](http://www.consumer.vic.gov.au/) or on request.