

# Certificate of Incorporation as an Association on Change of Name

THIS IS TO CERTIFY

## GEOGRAPHY TEACHERS ASSOCIATION OF NEW SOUTH WALES AND AUSTRALIA CAPITAL TERRITORY INCORPORATED

is registered as an incorporated association in New South Wales  
under the *Associations Incorporation Act 2009*

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Registration Number **Y0152604**

Date of Incorporation **19 December 1986**

Name History

GEOGRAPHY TEACHERS ASSOCIATION OF NEW  
SOUTH WALES INC from 19/12/1986

GEOGRAPHY TEACHERS ASSOCIATION OF NEW  
SOUTH WALES AND AUSTRALIA CAPITAL TERRITORY  
INCORPORATED from 19/12/2019

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Issued by NSW Fair Trading on **28 January 2020**.

Rose Webb  
Fair Trading Commissioner  
NSW Fair Trading



**Fair  
Trading**

Our Ref: N5183881

Registry Services  
PO Box 22  
Bathurst NSW 2795

Toll Free 1800 502 042 Ph 6333 1400  
TTY 1300 723 404

ABN 81 913 830 179

Email:  
[registryinquiries@customerservice.nsw.gov.au](mailto:registryinquiries@customerservice.nsw.gov.au)  
[www.fairtrading.nsw.gov.au](http://www.fairtrading.nsw.gov.au)

MS LOUISE SWANSON  
67-73 ST HILLIERS ROAD  
AUBURN NSW 2144

Dear Ms Swanson,

**Re: GEOGRAPHY TEACHERS ASSOCIATION OF NEW SOUTH WALES AND  
AUSTRALIA CAPITAL TERRITORY INCORPORATED - Y0152604**

I refer to your Application to register change of name under the *Associations Incorporation Act 2009* (the Act) received by NSW Fair Trading on 18/12/2019.

The Association's name has been changed effective from 28 January 2020.

Please ensure that the new name of the Association appears correctly on the enclosed Certificate.

You are reminded that all letters, publications, receipts, invoices and notices of the Association should be updated as soon as possible to show the new name of the Association.

The Association is reminded of some key requirements of the Act:

**Annual General Meetings and Lodgement of Annual Summary of Financial Affairs.**

An association's reporting obligations under the Act depends on its status as either a Tier 1 (large) or Tier 2 (smaller) association.

The committee must, as soon as practical after the end of its financial year, cause statements for the association, and any trust for which the association acts as a trustee, to be prepared. Tier 1 Associations must have their financial statements audited.

The financial statements (and for Tier 1 associations the auditor's report) must be submitted to the AGM. The association's first AGM is required to be held within 18 months after incorporation and within 6 months after the end of its first financial year.

Within one month of the AGM and no later than 7 months after the end of the Association's financial year a person authorised by the committee is required to lodge with Fair Trading as:

- Annual summary of financial affairs – Tier1 (Form A12-T1) or
- Annual summary of financial affairs-Tier 2 (Form A12-T2).

Information concerning the financial reporting obligations of incorporated associations is available on the Fair Trading website.

## **Public Officer**

The association's public officer is the official contact point for the association. If there is a vacancy in the office of public officer, the committee must fill that vacancy within 28 days.

The public officer, who must reside in NSW, is required to lodge Form A9 – Notice of appointment of public officer and Notice of change of association address within 28 days of becoming public officer or of any change in the association's official address.

The official address of the association must be an address in NSW:

- at which the public officer can generally be found; and
- at which documents can be served on the association by post.

The official address cannot be a post office box.

## **Association Records**

The association is required to keep and maintain various records including:

- financial records that correctly record and explain its financial transactions and financial position.
- minutes of meetings
- Register of committee members and a Register of members
- A record of any disclosure of conflict of interest by a committee member

## **Constitution**

The constitution of an incorporated association is a contract between the association and its members, who agree to adhere to the provisions outlined in the constitution. The committee is responsible for ensuring the association operates in accordance with its constitution and the Act.

An incorporated association may, by special resolution, alter its statement of objects or its constitution.

An application to register change of objects or constitution (Form A6) must be lodged within 28 days of the special resolution being passed. Any alteration of the objects or constitution of the association takes effect when the alteration is registered.

If you require any further information please review the fact sheets on the Fair Trading website [www.fairtrading.nsw.gov.au/associations-and-co-operatives](http://www.fairtrading.nsw.gov.au/associations-and-co-operatives) prior to contacting Registry Services.

Yours sincerely



Lin Cummings

**Customer Service Officer**

**Registry Services**

28 January 2020