

# APPLICATION TO ALTER RULES OR CHANGE THE NAME OF A REGISTERED ASSOCIATION

Section 125 of the *Fair Work Act 1994*



SOUTH  
AUSTRALIAN  
EMPLOYMENT  
TRIBUNAL

Case number (SAET use only)

## About this form

- This is the approved form to apply for SAET to:
  - alter the rules of a registered association in accordance with section 125 of the *Fair Work Act 1994*; or
  - change the name of a registered association in accordance with section 125(2) of the *Fair Work Act 1994*.
- This form may be completed electronically and lodged as an email attachment (not a scan). A signature is not required.

## 1 TYPE OF APPLICATION

This application relates to the:

- Alteration of rules of a registered association (section 125 of the *Fair Work Act 1994*) (FW-23)
- Change the name of a registered association (section 125(2) of the *Fair Work Act 1994*) (FW-27a)

## 2 PARTIES (SUMMARY) *DO NOT COMPLETE*

This section will auto-populate with details you provide in [Attachment 1 - Parties \(Detail\)](#) (enclosed at the end of this form) which must be completed prior to lodgement.

**Name (Party type)**

**Contact's last name**

**Applicant**

## 3 APPLICATION DETAILS

**Name of registered association**

Full name of registered association

**Proposed alterations or new association name**

Set out the proposed alterations or new association name (attach a separate document if more space is required)

**Resolution process**

**If applying to alter the rules**

A resolution to alter the rules was passed in accordance with the following rules of the association

On (Date)

**If applying to change the name of a locally based registered association**

A resolution was passed, on the following date, by a majority of the members present and voting at an ordinary meeting of the association. At least 14 days' notice of the time and place of the meeting was given to the members in accordance with the association's rules and the notice of meeting contained the proposed resolution for the change of name.

Date of meeting

### If applying to change the name of a federally based registered association

The secretary of the association must notify the Registrar of the change in writing, providing evidence of the change, within 21 days

Date name was changed

### Supporting attachments

Provide a brief description of any attachments supporting this application.

Note: If applying to change the name of a registered association, this application must have the existing Certificate of Registration of the association attached to it unless the Tribunal waives such requirement on an application made in writing for waiver.

## 4 LODGING YOUR COMPLETED FORM

By lodging this application, I declare that:

- I am the applicant or I am legally authorised to lodge this application
- To the best of my knowledge, all information provided in this application is true and correct
- I will attach all relevant supporting documents to this application form
- I understand that the information provided will be used to determine eligibility to initiate proceedings
- I understand that a copy of this application, and any supporting documents, may be sent to others who may have a direct interest in the proceedings. The *South Australian Employment Tribunal Act 2014* governs what information is available to be viewed publicly.

Name of person lodging the application

Date

To lodge your completed form:

1. **Save** it to your computer - SAET does not require a signed version so there is no need to print and scan
2. **Email** it with any supporting documents to [saet@sa.gov.au](mailto:saet@sa.gov.au).

*Ensure you complete Attachment 1: Parties (Detail) below*

## ATTACHMENT 1 - PARTIES (DETAIL)

### A. Applicant

Association Name

#### Contact details

Title

Given name

Other given names

Family name

Job title

Unit number

Street number

Street name / PO Box

Street type (eg Street, Road, Drive)

Suburb

State

Postcode

Phone

Mobile

Email (if provided, correspondence will be emailed)