



# Incorporated Association - Change of Name Fact Sheet

### CHANGE OF NAME

Your incorporated association can apply to change its name at any time.

To check whether your preferred new name is available, check the Queensland charities and associations online register through the Office of Fair Trading (OFT) website (<http://www.fairtrading.qld.gov.au/check-a-charity-or-association.htm>).

### SPECIAL RESOLUTION

A special resolution at a general meeting of the association must be passed. Your association's Constitution and By-laws will set out the requirements for passing a special resolution.

Within three (3) months of passing the special resolution, the Secretary must:

- complete and lodge the approved form from the OFT - Associations Incorporation Form 4 Application for registration of a change of name (PDF, 218 KB)
- pay the fee; and
- send your incorporated association's original certificate of incorporation.

On registration of the incorporated association's new name, the OFT will issue the association with a new certificate of incorporation.

### WHAT YOU NEED TO PROVIDE TO COUNCIL

The following must be provided to Council:

1. Advise Council of the change of name in writing;
2. Forward a *certified* copy of the new certificate of incorporation, Please provide the actual certified document. An email or photocopy is not acceptable; and
3. Forward a certificate of currency for insurance policies updated with the association's new name. (Remember to ensure Council/State interest is noted on Public Liability Insurance).

### CHANGING THE NAME ON YOUR LEASE

If your association has a registered lease with Council, the name of the lessee is required to be amended. A Form 14 - General Request must be lodged with the Titles Office to effect the change. Titles charge a fee of \$162.90 (subject to change) for lodging the Form 14 which is payable by your association.



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When you have finalised your name change, please advise Council and provide the appropriate documentation as listed above. Council will then prepare the Form 14 for your association to sign. The Form 14 must be returned to Council for lodgement with the Titles Office. Council will issue an invoice to your organisation for the \$162.90 lodgement fee.

The manner of execution of the Form 14 by an incorporated association must be as follows:

<b>Signing with a Common Seal – required to be signed by:</b>	<b>Signing with a Common Seal – required to be signed by:</b>
<ul style="list-style-type: none"> <li>• the secretary; and</li> <li>• the Common Seal affixed.</li> </ul>	<ul style="list-style-type: none"> <li>• The secretary, with their designation shown;</li> <li>• and countersigned by –               <ul style="list-style-type: none"> <li>a) a member of the management committee; or</li> <li>b) someone authorised by the management committee (by way of resolution)</li> </ul> </li> </ul>

Please ensure you print your full name and designation under your signature.

After lodgement, the lease held by the association will be recorded as being held by the association in its new name.

For further information, please contact Council's Community Services Branch on 3412 3412.