

Application for change of constitution and/or change of association name

Use this form to apply for a change of constitution and/or change an associations name in accordance with the [Associations Act 2003](#).

Please note: Association name changes may incur an additional fee.

See the [incorporated association's](#) webpage for further information and the prescribed fee.

Applicant details				
Association name:				
Incorporation number:				
Do you agree to receive correspondence via email?				Yes / No
Association amendment details				
Amended constitution	Yes / No	Association name change	Yes / No	
Constitution amendment meeting date:				
Proposed name of association:				
Association head office				
Address:				
Suburb:		State:		Postcode:
Is your postal address the same as above? If no, complete below:				
Postal address:				
Suburb:		State:		Postcode:
Contact details				
Phone number:		Mobile number:		
Email address:				
Public officer declaration				
I, (full name):				
Of (address):				
Solemnly and sincerely declare that:				
<ul style="list-style-type: none">• The resolution to amend the current constitution and adopt the Association's new constitution was passed in accordance with the constitution at a meeting; and• The amended constitution complies with the Associations Act 2003; and• All statements and information contained in this application are true and correct to the best of my knowledge by virtue of the Oaths, Affidavits and Declarations Act 2010; and• I have read and understood the information contained in this application; and• The declaration is true and correct; and• I know that it is an offence to make a declaration that is false in any material particular.				
This declaration is made at: (location)			on: (date)	
Public officer signature:				
Note: Under the <i>Oaths, Affidavits and Declarations Act 2010</i> a person wilfully making a false statement or altering a statement, in a statutory declaration is guilty of a crime and is liable to a penalty or imprisonment, or both.				

Supporting documents checklist	
Prescribed application fee/s – See the incorporated association's page for current fee.	Yes / No
Amended constitution reflecting the name change or other changes attached	Yes / No
A copy of minutes adopting changes attached	Yes / No
Completed and signed public officer declaration	Yes / No
Privacy statement	
The Northern Territory Government complies with the Information Privacy Principles scheduled by the <i>Information Act 2002</i> .	
Disclaimer	
<p>The Northern Territory Government respects and is committed to safeguarding the confidentiality and privacy of the information that it collects and handles, in accordance with the <i>Northern Territory Information Act 2002</i>.</p> <p>You have been asked to provide personal information necessary for us to meet your application requirements. You do not have to provide your personal information but if you choose not to, this application will be incomplete and we will be unable to process it.</p> <p>The information you provide will be accessible to Occupational Licensing and Associations and will only be used to provide a department service or program. We will not disclose your personal information to third parties unless, authorised or required by law to do so you have given us consent to share your personal information for a specific purpose.</p> <p>You may request access to the personal information we hold about you. If you want more information about the Northern Territory's privacy laws, please refer to the <i>Northern Territory Information Act 2002</i>, or the Office of the Information Commissioner NT.</p>	
Lodgement	
Complete applications can be lodged in person, email or via post at a Territory Business Centre below:	
Darwin:	Darwin Corporate Park, Ground Floor, Building 3, 631 Stuart Highway Berrimah
Katherine:	Big Rivers Government Centre, 5 First Street, Katherine
Tennant Creek:	Barkly Business Hub, 63 Haddock Street, Tennant Creek
Alice Springs:	Ground Floor, The Greenwell Building, 50 Bath Street Alice Springs
1800 193 111	territorybusinesscentre@nt.gov.au GPO Box 9800 Darwin NT 0801
Payment details	
<p>A fee is payable on lodgement of this application form. Payment can be made by:</p> <ul style="list-style-type: none"> • Cash (in person only); or • Cheque (made out to Receiver of Territory Monies); or • Credit card (Visa or MasterCard accepted in person or over the phone). Note: A staff member from the Territory Business Centre will contact you via phone for payment. 	
Payment date:	Receipt number: Amount paid: