

# Application for incorporation of an association

Use this form to become an incorporated association in accordance with Section 8 of the [Associations Act 2003](#). See the [incorporated association's](#) webpage for further information and the prescribed fee.

Applicant details					
Proposed association name:					
Do you agree to receive correspondence via email?				Yes / No	
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:					
Principle place of business					
Is your principle place of business address the same as above? If no, complete below:					
Address:					
Suburb:		State:		Postcode:	
Does the association intend to use a business or trading name?				Yes / No	
If yes, provide business name, business number and website					
Business name:					
Business number:					
Website address:					
End of financial year details					
Date (MM/YY):					
Association details					
Number of members:					
Is the Association formed for the purpose of trading or securing a pecuniary profit to its members?				Yes / No	
If yes, provide details below					
The proposed constitution is:		Model constitution	Yes / No	Own constitution	Yes / No
Principle activity:					
Association approved by Minister		Yes / No	Environment, Development, Housing		Yes / No
Culture, Religion		Yes / No	Education		Yes / No
Literature, Art, Science, Research		Yes / No	Social Services		Yes / No
Recreation, Sport		Yes / No	Health		Yes / No
Trading Association		Yes / No			

Public officer details					
Surname:				Date of birth:	
Given name/s:					
Other names: (if applicable)					
Residential 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):					
Being the public officer/committee member, solemnly and sincerely declare that:					
<ul style="list-style-type: none"> <li>I have been appointed the public officer for this association and statements and information contained in this application are true and correct to the best of my knowledge by virtue of the <i>Oaths, Affidavits and Declarations Act 2010</i>; and</li> <li>I have read and understood the information contained in this application; and</li> <li>The declaration is true and correct; and</li> <li>I know that it is an offence to make a declaration that is false in any material particular.</li> </ul>					
This declaration is made at: (location)				on: (date)	
Public officer/Committee member signature:					
<p><b>Note:</b> 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.</p>					

Committee members						
Complete the following sections for each committee member of the Association. If more entries are required, photocopy and complete the following sections for each member.						
Committee member details						
Surname:				Date of birth:		
Given name/s:						
Other names: (if applicable)						
Position held:						
President/ Chairperson	Yes / No	Principal Executive Officer	Yes / No	Public Officer	Yes / No	
Secretary	Yes / No	Committee member	Yes / No	Treasurer	Yes / No	
Postal address:						
Suburb:			State:			
Phone number:			Mobile number:			
Email address:						
Disclosures						
Have you ever been arrested, charged, convicted or summoned for an offence - excluding spend convictions?					Yes / No	
If yes, please complete below:						
Have you ever been a defendant in a civil lawsuit for breach of duty of care?					Yes / No	
If yes, please complete below:						
Have you ever been the subject of any action pursuant to the provisions of bankruptcy legislation?					Yes / No	
If yes, please complete below:						

Committee member declaration			
I, (full name):			
Of (address):			
Solemnly and sincerely declare that:			
<ul style="list-style-type: none"> <li>All statements and information contained in this application are true and correct to the best of my knowledge by virtue of the <i>Oaths, Affidavits and Declarations Act 2010</i>; and</li> <li>I have read and understood the information contained in this application; and</li> <li>The declaration is true and correct; and</li> <li>I know that it is an offence to make a declaration that is false in any material particular.</li> </ul>			
This declaration is made at: (location)		on: (date)	
Committee member signature:			
<p><b>Note:</b> 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.</p>			
Supporting documents checklist			
Prescribed application fee – See the <a href="#">incorporated association's</a> page for current fee.			Yes / No
Statutory declaration and constitution of the new association attached			Yes / No
Copy of minutes of formation meeting attached			Yes / No
Completed and signed public officer declaration attached			Yes / No
Completed and signed committee member declaration attached			Yes / No
Privacy statement			
The Northern Territory Government complies with the Information Privacy Principals 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	<a href="mailto:territorybusinesscentre@nt.gov.au">territorybusinesscentre@nt.gov.au</a>	GPO Box 9800 Darwin NT 0801
Payment		
A fee is payable on lodgement of this application form. Payment can be made by:		
<ul style="list-style-type: none"> <li>• Cash (in person only); or</li> <li>• Cheque (made out to Receiver of Territory Monies); or</li> <li>• 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.</li> </ul>		
Payment date:	Receipt number:	Amount paid: