## ANNUAL RETURN OF INFORMATION (organisation with no branches) in accordance with Regulation 147 Fair Work (Registered Organisations) Regulations 2009 and sections 230 and 233 *Fair Work (Registered Organisations) Act 2009*

I, [NAME], being the [OFFICER] of the [ORGANISATION NAME], declare the following:

1. I am authorised to make this declaration.
2. The register of members has, during the immediately preceding calendar year, been kept and maintained as required by section 230(1)(a) and section 230(2) of the *Fair Work (Registered Organisations) Act 2009* (the Act).
3. The following is a correct statement of the information contained in the records required to be kept by the organisation in accordance with section 230(1)(b), (c), and (d) of the Act:

* The address of the organisation is [STREET ADDRESS].[[1]](#footnote-1)
* The organisation has no branches and no branches have ceased or commenced in the previous 12 months.[[2]](#footnote-2)
* On 31 December in the previous year the number of members was [NUMBER OF MEMBERS].[[3]](#footnote-3)
* A list of offices and the names, postal addresses and occupations of persons holding those offices as at the date of this declaration is attached at Annexure A and forms part of this declaration.
* Under the rules of the organisation, the following elections must be held between 1 January and 31 December of THIS YEAR:[[4]](#footnote-4)

[For example: President (1),   
Committee of Management Members (7), OR  
No elections are scheduled THIS YEAR.]

* The organisation: [Delete the dot point that does not apply]
  + Has not entered into an agreement under section 151(1) of the Act with a state union.
  + Has entered into an agreement under section 151(1) of the Act with a state union and the number of members of the state union who were not eligible to be members of the organisation on 31 December in the previous year is [NUMBER OF MEMBERS].[[5]](#footnote-5)

Signed: [SECRETARY OR OTHER AUTHORISED OFFICER]

Dated: [DATE]

[PLEASE NOTE: This declaration must be lodged with the Fair Work Commission by 31 March. It can be submitted to [regorgs@fwc.gov.au](mailto:regorgs@fwc.gov.au). If at any time in the year this information changes a Notification of Changes must be lodged with the Commission within **35 days** of the change[[6]](#footnote-6).]

## Annexure A

## THIS IS A PUBLIC DOCUMENT THAT WILL BE PUBLISHED ON THE WEBSITE

* Offices and Office Holders in the Organisation [*insert as many pages as required*]:

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of Office**  **(include any offices that are vacant)** | **Name of Office Holder** | **Postal Address of Office Holder** | **Occupation of Office Holder** |
| Secretary | Full Name | c/- the Registered Organisation, [postal address of Registered Organisation] | Paid official |
| President | Full Name | As above | mechanic |
| Treasurer | Vacant | vacant | vacant |
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|  |  | It is recommended that an organisation or branch supply addresses for officers that are care of the organisation or branch in order to avoid personal addresses being placed on the website |  |
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1. Section 230(1)(d); reg. 147(d) [↑](#footnote-ref-1)
2. Section 230(1)(d); reg. 147(a), (b), (c) & (d) [↑](#footnote-ref-2)
3. Section 230(1)(d); reg. 147(f) [↑](#footnote-ref-3)
4. Section 230(1)(d); reg. 147(e) [↑](#footnote-ref-4)
5. Section 230(1)(d); reg. 147(g) [↑](#footnote-ref-5)
6. Section 233(2); reg. 151 [↑](#footnote-ref-6)