



## Form A1

Please read the information before completing this form.

The form should be completed in BLACK or BLUE ink and BLOCK LETTERS.

### When should this form be used?

This form must be lodged to reserve the proposed name

- for a new association,
- when an existing association intends to change its name,
- where 2 or more associations propose to amalgamate,
- where a company or co-operative intends to register as an incorporated association.

### Duration of reservation

If approved, a name is reserved for a period of 3 months. It is NOT possible to extend a name reservation.

### About the proposed association name

**Name** - set out the name of the proposed association EXACTLY as you wish it to appear on the certificate of incorporation. All incorporated associations must include the word '**Incorporated**' or the abbreviation '**Inc**' at the end of its name.

When choosing a name for an association it is important to appreciate that Fair Trading may refuse to register a name in certain circumstances, including where

- it closely resembles the name of an existing incorporated association and the public would likely be misled,
- it is the same as a registered business, company or co-operative name,
- it is considered to be offensive or undesirable,
- if the name or words in the name are restricted by state or federal law.

To reduce delay you should nominate up to 3 different names, in order of preference. The first available name will be reserved.

*Before reserving a name, it is a good idea to read the fact sheet titled 'Naming your incorporated association' on [www.fairtrading.nsw.gov.au](http://www.fairtrading.nsw.gov.au) and to search the Register of Trade Marks. Searches can be done free of charge on the IP Australia website - [www.ipaustralia.gov.au](http://www.ipaustralia.gov.au), or for a fee the IP Australia office will do the search for you.*

### What does 'The application is made on behalf' mean on the application

This section is used to identify the purpose for the name reservation. For example whether the name is to be reserved for a new incorporated association, a change

of name of an existing association, an amalgamation, or where a company or NSW co-operative proposes to register as an incorporated association.

It is important that only one box is ticked and that the information relating to that box is completed.

### Lodging the form

If there is insufficient room provided for any question, the additional information should be set out on a separate sheet.

- This form may be lodged with Registry Services, PO Box 22, Bathurst NSW 2795 or at any Fair Trading Centre.
- For the address of your nearest Fair Trading Centre please telephone 13 32 20 or visit [www.fairtrading.nsw.gov.au](http://www.fairtrading.nsw.gov.au)
- Fair Trading Centres will accept payment by cheque, cash, money order or credit card. Fees for mailed applications should be paid by cheque or money order.
- Cheques and money orders should be payable to 'NSW Fair Trading'.  
*(Please note receipts will only be issued upon request).*
- The application fee is not subject to GST.

### What if my application is refused?

If you are dissatisfied with the decision made on your application, in the first instance, you may apply in writing to the Registry to have the decision reviewed.

If you are dissatisfied with the outcome of the internal review you may apply to the Administrative Decisions Tribunal for a review of the decision.

### Contacting the Registry

Telephone (02) 6333 1400 or 1800 502 042

Mail Registry Services  
PO Box 22  
Bathurst NSW 2795

Website [www.fairtrading.nsw.gov.au](http://www.fairtrading.nsw.gov.au)

### Language assistance

Telephone - 13 14 50  
Ask for an interpreter in your language.  
TTY - 1300 723 404  
Telephone service for the hearing impaired.