## NOTIFICATION OF CHANGES TO RECORDS (Changes to Records in the Annual Return) required to be kept in accordance with section 230 *Fair Work (Registered Organisations) Act 2009* and regulation 147 *Fair Work (Registered Organisations) Regulations 2009*

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

1. I am authorised to make this declaration.
2. The following is a correct statement of the changes made to the information contained in the records required to be kept by the organisation in accordance with s.230(1)(b), (c), and (d) of the *Fair Work (Registered Organisations) Act 2009*:

**[delete all that do not apply]**

* On [DATE] the address of the organisation changed to [STREET ADDRESS].[[1]](#footnote-1)
* On [DATE] the name and/or address of a branch[es] of the organisation changed to:[[2]](#footnote-2)
  + [include OLD name and address and NEW name and address of every branch that has changed]
    - ...
* A list of changes to offices and the names, postal addresses and occupations of persons holding those offices is attached to this declaration at Annexure A and forms part of this declaration.
* On [DATE] the following branch[es]:[[3]](#footnote-3)
  + COMMENCED operation:
    - [include name and STREET address of each new branch]
    - ...
  + CEASED operation:
    - [include name of each closed branch]
    - ...

Signed: [SECRETARY OR OTHER AUTHORISED OFFICER]

Dated: [DATE]

[PLEASE NOTE: This declaration must be submitted to the Fair Work Commission within **35 days.** It can be submitted to [regorgs@fwc.gov.au](mailto:regorgs@fwc.gov.au)].

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

#### Changes to Offices and Office Holders in the Organisation and its Branches [insert as many pages as required]:

[Please note:

* delete the information highlighted: this is instructional or provided by way of example only
* the Fair Work Commission must be notified within **35 days** of the change
* the 35 days begins at the earliest event (for instance when the officer retires) and **cannot be notified in advance** of the change
* a notification of a person leaving office and a notification of person filling the vacant office may need to be lodged separately if the appointment or election process takes longer than 35 days.]

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Branch** | **Date of Change** | **Name of Office**  **that has changed** | **Name of Outgoing Office Holder** | **Name of New Office Holder** | **Postal Address of New Office Holder** | **Occupation of New Office Holder** |
| National | 1.6.2018 | Secretary | Full Name | Full Name | This must be the postal address for the office holder on your records. This information is publicly available and therefore it is recommended that a PO Box or the address of the organisation or branch be kept on your records | Paid official |
|  | 1.6.2018 | President | vacant | Full Name | See instruction above | mechanic |
| ... |  |  |  |  |  |  |
| NSW | 1.6.2018 (resigned)  7.6.2018 (appointed) | President | Full Name | Full Name | See instruction above | mechanic |
|  |  | Committee of Management Member | Full Name | Full Name | See instruction above | mechanic |
|  |  | Treasurer | Full Name | vacant | vacant | vacant |
|  |  |  |  |  |  |  |

1. s.230(1)(d); reg.147(d) [↑](#footnote-ref-1)
2. s.230(1)(d); reg.147(a) & (d) [↑](#footnote-ref-2)
3. s.230(1)(d); reg.147(b) & (c) [↑](#footnote-ref-3)