

REGISTER OF ENVIRONMENTAL ORGANISATIONS

Application Form for Entry to the Register of Environmental Organisations and Endorsement as a Deductible Gift Recipient

This application should be completed by organisations seeking entry to the Register of Environmental Organisations (the Register) and endorsement as a deductible gift recipient.

The information on this form is used by the Department of the Environment to assess your organisation's eligibility for inclusion on the Register of Environmental Organisations as established under Subdivision 30-E of the *Income Tax Assessment Act 1997* (the Act).

This application is cross-referenced to the Guidelines for your convenience. Sections 1, 2, 3 and 4 of the Guidelines provide clarification to the requirements listed on the application.

If your organisation's application is successful, and your organisation's is listed on the Register, the Australian Taxation Office will be notified for endorsement as a deductible gift recipient under Subdivision 30-BA of the Act.

The Australian Business Register, which is publicly available, lists the names of all endorsed deductible gift recipients and the date of endorsement.

This application should be completed by a person authorised by the organisation to act on its behalf.

The word 'you' or 'your' in this application refers to the entity applying for endorsement.

To complete this application:

- Read the Guidelines to the Register and the application carefully
- Print clearly, using a black pen only
- Use BLOCK LETTERS
- Place a cross in all relevant boxes if you are answering yes

SECTION 1

Applicant Information

1.1 **Australian Business Number**

1.2 **Full, legal name of the organisation:**

Postal Address:

Suburb or town:

State:

Postcode:

Telephone no/s: ()

Facsimile no: ()

Home Page Address:

Email address:

Contact Name for enquiries:

Office Held (eg President, Secretary, Trustee):

1.3 **We are applying for endorsement of our public fund as a deductible gift recipient.**

Name of the Public Fund:

1.4 **Relevant item number is: 6.1.1**

1.5 **Is your organisation and public fund located in Australia?**

Yes

No

1.6 **What is the most recent year for which you have accounts, or for which your fund, authority or institution has accounts?**

1.7 **For that year, provide the following information:**

Total amounts received (not including disposals of capital assets)

\$

Receipts (expressed as a percentage of the total amounts received):

Donations Received

_____ %

Membership subscriptions received

_____ %

Government grants and payments received

_____ %

Costs of fundraising

_____ %

Distributions to other deductible gift recipients

_____ %

Date for approval / /
FOR OFFICIAL USE ONLY

1.8 Type of Organisation

Your organisation must be one of the following (please cross the correct description):

- a body corporate; or
- a cooperative society; or
- a trust; or
- an unincorporated body established for a public purpose by the Commonwealth, a State or a Territory.

1.9 Body Corporate made up of other Bodies Corporate

- Is your organisation a body corporate made up of other bodies corporate?

If so, then please provide, on a separate list, the names of the bodies corporate that are members of your organisation

1.10 Minimum Membership Requirement

- If your organisation is made up of a majority of individual members, and not bodies corporate, does it meet the minimum membership* requirement of 50?

How many members*?

**Section 30-275 of the Income Tax Assessment Act 1997 defines membership as members who are financial (ie paid up) and who are entitled to vote at a general meeting.*

1.11 Commonwealth/State/Territory Registration

If your organisation is an incorporated body, a cooperative society or a trust, then please complete the following table:

Registration Number	Date of Incorporation/Registration	Commonwealth, State or Territory

1.12 Public Fund Account

Public Fund Account Name	
Bank and Branch	Bank: Branch:
Account No	BSB: A/c No:

1.13 Public Fund Management Committee

Public Fund Management Committee	Number of Committee Members
<input type="checkbox"/> Have you set up the public fund with a majority of responsible persons?	

- Have you attached a public fund management committee member nomination form for each committee member as evidence your organisation meets the "responsible persons" requirement?*

SECTION 2

Mandatory Clauses for Environmental Organisations

HAVE YOU INCLUDED A CLAUSE/S FOR THE FOLLOWING IN YOUR CONSTITUTIONAL DOCUMENTS?

Mandatory Clauses	Your Reference
2.1 Principal purpose of protecting and enhancing the environment	
2.2 Establishing and Maintaining a Public Fund	
2.3 Agreement to Abide by Ministerial rules	
2.4 Informing the Department	
2.5 Not-for-profit Organisation	
2.6 Conduit Policy	
2.7 Winding-up the Public Fund	
2.8 Statistical Information	

SECTION 3

Mandatory Clauses for Public Funds

Mandatory Clauses	Your Reference
3.1 Objective of the Fund	
3.2 Seek Funds from the Public	
3.3 Separate Bank Account for the Fund	
3.4 Public Fund Management Committee	
3.5 Income	
3.6 Not-for-profit	
3.7 Receipts	

SECTION 4

Enclosures to Application

Please cross the following boxes if you have provided the item/s requested

4.1 Essential Items

- Certificate of incorporation
- Constitutional documents (e.g. constitution, rules, memorandum and articles of association, deed of trust or settlement etc)
- Public fund management committee member nomination forms
- A brief description of your organisation and its activities that will be included in a brief to the Minister for the Environment seeking his approval of your entry.

4.2 Additional items that can assist assessment

- Most recent annual report
- Most recent audited financial statement
- Most recent publications (e.g. newsletter)

SECTION 5

Declaration by Applicant

(To be signed by a person authorised to do so on behalf of the organisation—such as the president, secretary, public officer or trustee—after making diligent inquiry and on the basis of their own knowledge)

I declare that the details provided in this application and any attachments are true and accurate knowing that giving false or misleading information is a serious offence, and I certify that the:

(insert name of organisation)

agrees to comply with the requirements of Subdivision 30-E of the *Income Tax Assessment Act 1997* and any related guidelines that may be determined by the Government.

Full Name _____

Office Held _____

Signature _____

Date / / _____