



**Fair
Trading**

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Our Ref: N3968599

JOHN PARNELL
47 - 53 KINGHORNE STREET
NOWRA NSW 2541

Dear Client

Re: WIRELESS INTERNET SERVICE PROVIDER ASSOCIATION OF AUSTRALIA INC - INC1601453

I refer to your Application for registration under the *Associations Incorporation Act 2009* (the Act) that was lodged with NSW Fair Trading on 12/10/2016.

The above Association was registered on 14 October 2016.

Please ensure that the name of the Association appears correctly on the enclosed Certificate of Incorporation.

Fair Trading will monitor the association's ongoing suitability for incorporation under the Act.

The Association is reminded of some key requirements of the Act:

Annual General Meetings (AGM) and Reporting Obligations

An association's reporting obligations under the Act depend on its status as either a Tier 1 (large) or Tier 2 (smaller) association.

The committee must, as soon as practical after the end of its financial year, cause statements for the association, and any trust for which the association acts as a trustee, to be prepared. Tier 1 Associations must have their financial statements audited.

The financial statements (and for Tier 1 associations the auditor's report) must be submitted to the AGM. The association's first AGM is required to be held within 18 months after incorporation and within 6 months after the end of its first financial year.

Within one month of the AGM and no later than 7 months after the end of the Association's financial year a person authorised by the committee is required to lodge with Fair Trading an:

- Annual summary of financial affairs - Tier 1 (Form A12-T1) or
- Annual summary of financial affairs - Tier 2 (Form A12-T2).

Information concerning the financial reporting obligations of incorporated associations is available on the Fair Trading website.

Department of Finance, Services and Innovation

Public Officer

The association's public officer is the official contact point for the association. If there is a vacancy in the office of public officer, the committee must fill that vacancy within 28 days.

The public officer, who must reside in NSW, is required to lodge Form A9 – Notice of appointment of public officer and Notice of change of association address within 28 days of becoming public officer or of any change in the association's official address.

The official address of the association must be an address in NSW:

- at which the public officer can generally be found; and
- at which documents can be served on the association by post.

The official address cannot be a post office box.

Association Records

The association is required to keep and maintain various records including:

- financial records that correctly record and explain its financial transactions and financial position.
- minutes of meetings
- Register of committee members and a Register of members
- A record of any disclosure of conflict of interest by a committee member

Constitution

The constitution of an incorporated association is a contract between the association and its members, who agree to adhere to the provisions outlined in the constitution. The committee is responsible for ensuring the association operate in accordance with its constitution and the Act.

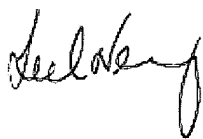
An incorporated association may, by special resolution, alter its statement of objects or its constitution.

An application to register change of objects or constitution (Form A6) must be lodged within 28 days of the special resolution being passed. Any alteration of the objects or constitution of the association takes effect when the alteration is registered. Fair Trading will forward a letter confirming the date of registration.

Additional information on the above matters and forms are available on the Fair Trading website at www.fairtrading.nsw.gov.au

If you require any further information please view the fact sheets on the Fair Trading website www.fairtrading.nsw.gov.au/ftw/Cooperatives_and_associations.page prior to contacting the Registry.

Yours sincerely



Leah Neary
Customer Service Officer
Registry Services
14 October 2016