

# FORM CA1

## Charitable Fundraising Authority – Application

Charitable Fundraising Act 1991



13 32 20 [fairtrading.nsw.gov.au](http://fairtrading.nsw.gov.au)

**Please read this information before completing this form.**  
**This form can be completed in Adobe Reader and saved for your records.**

### Information for Authority Holders

1. This form is for the application of an Authority to fundraise in NSW.
2. Complete all required fields.
3. For more information please see [www.fairtrading.nsw.gov.au](http://www.fairtrading.nsw.gov.au)

4. For assistance completing the form please contact 13 32 20 or email: [charity.inquiries@customerservice.nsw.gov.au](mailto:charity.inquiries@customerservice.nsw.gov.au)
5. Lodge this Application form and any supporting documents by:  
email: [charity.inquiries@customerservice.nsw.gov.au](mailto:charity.inquiries@customerservice.nsw.gov.au)

\* **Mandatory fields**

### Part A – Applicant details

#### Organisation's name\*

#### Applicant type\*

ACN/ INC

ABN

Registered with ACNC\*

Yes  No

Requested Duration of Authority\*

1 year  3 years

Daytime phone number\*

Email address\*

Website

Registered office address\* (cannot be a post office box)

Suburb

State

Postcode

Postal address (if different from registered address)

Suburb

State

Postcode

Business address (if different from registered address)

Suburb

State

Postcode

Is it intended that Directors will receive remuneration?

Yes  No

If Yes, a formal request under s.48 should be emailed to [Charity.inquiries@customerservice.nsw.gov.au](mailto:Charity.inquiries@customerservice.nsw.gov.au)

**Part B – Appointed contact person (a contact person must be nominated)\***

**Primary contact**

Title      Given name(s)

<input type="text"/>	<input type="text"/>
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Family/Surname

<input type="text"/>
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Daytime telephone number\*

<input type="text"/>
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Mobile number

<input type="text"/>
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Email address\*

<input type="text"/>
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Residential address\*

<input type="text"/>
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Suburb

<input type="text"/>
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State

<input type="text"/>
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Postcode

<input type="text"/>
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Postal address *(if different from residential address)*

<input type="text"/>
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Suburb

<input type="text"/>
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State

<input type="text"/>
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Postcode

<input type="text"/>
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**Note:** Only one primary contact is permitted in the Act.

Applicant may be asked to provide additional contact/s. If further contact/s are applicable please attach additional sheets.

## Part C – Auditor details *(an auditor / accountant must be nominated)*

Is auditor

Individual  Company

Title Given name(s)

<input type="text"/>	<input type="text"/>
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Family/Surname

<input type="text"/>
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Auditor company

<input type="text"/>
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Daytime telephone number\*

<input type="text"/>
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Mobile number

<input type="text"/>
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Email address\*

<input type="text"/>
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Website

<input type="text"/>
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Business address\*

<input type="text"/>
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Suburb

<input type="text"/>
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State

<input type="text"/>
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Postcode

<input type="text"/>
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Postal address *(if different from Business address)*

<input type="text"/>
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Suburb

<input type="text"/>
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State

<input type="text"/>
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Postcode

<input type="text"/>
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Auditor qualifications\*

<input type="text"/>
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Auditor experience qualifications - Provide details / Registration number\*

<input type="text"/>
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1. The audit must be conducted by a Registered Company Auditor, authorised audit company or a person having other qualifications or experience acceptable to us and be in line with the relevant requirements of the Australian Auditing Standards.
2. An acceptable auditor would be a current member of either CPA Australia (CPA), The Institute of Chartered Accountants in Australia & New Zealand (CAANZ) or Institute of Public Accountants (IPA) and holds a current public practice certificate issued by one of those bodies.
3. An authority holder is exempt from this requirement if they do not receive more than \$250,000 gross income from fundraising appeal/s in any financial year.
4. If the fundraising income is between \$100,001 and \$250,000, the authority holder must engage an accountant with formal accounting qualifications to prepare its annual financial statements.
5. If the fundraising income is less than \$100,000, the authority holder can engage an accountant who has no formal accounting training but who possesses other qualifications and experience we assess as suitable to prepare its annual financial statements.

**The auditor must be objective, impartial, and free of any conflict of interest in performing their duties.**

## Part D – Details of fundraising appeal

### TRADER

Is it proposed to use a trader?\*

Yes  No

Title Given name(s)

Family/Surname

Company name of trader

Date started (DD/MM/YYYY)

ABN/ACN

Email address

Daytime phone number

Contact address

Suburb

State

Postcode

Please attach a sheet if more than one trader.

Does the applicant have branches, auxiliaries or subsidiaries?\*

Yes  No

Name of branch, auxiliaries or subsidiaries

Date started (DD/MM/YYYY)

Email address

Daytime phone number

Contact address

Suburb

State

Postcode

If further branches, auxiliaries or subsidiaries are applicable please attach additional sheets.

Is the applicant a branch, auxiliary or subsidiary of another organisation?\*

Yes  No

Name of parent organisation

Provide the Charitable Objects of the applicant\*

Brief description of the nature and duration of the expected appeal\*

Financial Year end date\*

Day / Month  
 /

## Part E – Declaration

To be completed by the person identified in Part B:

I declare:

- that I am 18 years or older and I am authorised to make this application as, or on behalf of, the proposed authority holder,
- that all reasonable steps will be taken to ensure that persons proposing to conduct appeals and persons associated with proposed appeals are fit and proper,
- that the contents of this application including any attachments are true, correct and complete,
- the applicant will meet all governance and management committee/ board requirements, duties and obligations - including any conflict of interest.

Signature

Date signed (DD/MM/YYYY)

This form is designed to be completed in Adobe Reader. A cross appearing in the digital signature field above may indicate a compatibility issue. If a cross appears please sign here

Printed name

### Privacy Statement

NSW Fair Trading, Department of Customer Service gives priority to protecting the privacy of your personal information. We do this by handling personal information in a responsible manner and in accordance with the *Privacy and Personal Information Protection Act 1998* (PPIP Act). Service NSW acts as a shopfront for us and performs transactions for you, on our behalf.

The personal information contained in your application is collected and held by NSW Fair Trading and Service NSW will collect and hold person information on our behalf as part of the application process.

We are collecting your personal information for the following purposes:

1. To receive and assess an application, renewal, annual return or change of details application in New South Wales in accordance with the *Charitable Fundraising Act 1991* and the Charitable Fundraising Regulation 2021.
2. Internal administrative purposes, including liaising with you in relation to your application.
3. We may use the information to support more informed policy making, program management, evaluation, research and service planning as it can facilitate more efficient service delivery for charitable fundraising authority holders in NSW.
4. As required by legislation to record information on a public register, parts of which will be published online.

The consequence of not providing it is that your application may not be able to be determined. We may use the personal information contained in your application to confirm your details if you make any subsequent applications in relation to any licence or authority issued by NSW Fair Trading. We may also use it to administer/update our customer database including to send you information that we consider important such as reminders to renew an authority.

We will store and manage your personal information in accordance with provisions under the PPIP Act.

If required, we may make enquiries and exchange information with other NSW government agencies (including the NSW Police Force), or other States, Territories and/or the Commonwealth for the purpose of assessing your application and for compliance purposes. We may disclose your personal information for these purposes.

We will not disclose your personal information to anybody else unless you have given consent, or we are authorised or permitted to do so by law. Our [Privacy Statement](#) describes when this may occur. You can find this information and our [Privacy Management Plan](#) on the Department of Customer Service website.

Please see the [Fair Trading Privacy Code of Practice](#) for more information about how we handle your personal information, how you can request access to or correct the personal information we hold about you (if the information is inaccurate, incomplete, not relevant or out of date) and who to contact if you have a privacy enquiry or complaint, or email [brdprivacy@customerservice.nsw.gov.au](mailto:brdprivacy@customerservice.nsw.gov.au).

For more information about how Service NSW handles personal information please visit [www.service.nsw.gov.au/privacy](http://www.service.nsw.gov.au/privacy).

## Checklist

- All questions have been answered
- Registration Certificate attached
- Governing Document (Constitution/Trust Deed) attached
- Details of additional Traders / Branches, if any, attached
- Declaration completed and signed