

# FORM CA2

## Charitable Fundraising Authority - Renewal

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 renewal of an existing 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 renewal form and any supporting documents by:  
email: [charity.inquiries@customerservice.nsw.gov.au](mailto:charity.inquiries@customerservice.nsw.gov.au)

\* **Mandatory fields**

### Part A - Authority Holder details

#### Organisation's name\*

Authority (CFN) Number\*

Registered with ACNC\*  Yes  No

Requested duration  1 year  3 years  5 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 – Primary contact person

Title	Given name(s)*	
<input type="text"/>	<input type="text"/>	
Family/Surname*		
<input type="text"/>		
Daytime telephone number*	Mobile number*	
<input type="text"/>	<input type="text"/>	
Email address*		
<input type="text"/>		
Residential address*		
<input type="text"/>		
Suburb	State	Postcode
<input type="text"/>	<input type="text"/>	<input type="text"/>
Postal address (if different from residential address)		
<input type="text"/>		
Suburb	State	Postcode
<input type="text"/>	<input type="text"/>	<input type="text"/>

## Part C – 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 authority holder,
- that all reasonable steps have and will continue to 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 Authority Holder has meet and will continue to 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.

*Continues next page*

## Part C – Declaration *(continued)*

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
- Declaration completed and signed