

# **Procedure to Incorporate and Adopt New Constitution by Unincorporated Sub-Branches**



RETURNED & SERVICES  
LEAGUE OF AUSTRALIA  

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QUEENSLAND BRANCH

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***Governance, Constitution & Awards Committee***



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### 1 Glossary

GC&A: RSL Qld Governance, Constitution & Awards Committee

OFT: Office of Fair Trading

OLGR: Office of Liquor and Gaming Regulation

### 2 Note

Steps with a check box ( ☐ ) are to be completed by the Sub-Branch

### 3 Actions

#### Step 1

- ☐ Prior to deciding to incorporate read the link below, this will take you to a document “Set up an incorporated association” on the Office of Fair Trading (OFT) website. Also ensure that you have fully considered the tax implications and that you have received advice from your tax advisers prior to proceeding.

Set up an incorporated association:

<https://www.qld.gov.au/law/laws-regulated-industries-and-accountability/queensland-laws-and-regulations/associations-charities-and-non-for-profits/incorporated-associations/set-up-an-incorporated-association>

A precis of the guide is at Appendix A.

This process applies to either a Sub Branch or District. In the case of a District Step 3 is redundant.

When a decision is made to become an incorporated association, the matter is placed on the agenda for the next general meeting.

For the decision, of whether to or not to become an incorporated association, the delegates/members of the Sub Branch or District must vote on a motion to incorporate, that is moved and seconded by financial members of the Sub Branch or District and approved by  $\frac{3}{4}$  of those present and eligible to vote. Motion: “That unincorporated Sub Branch become an incorporated association.”

- ☐ If a Sub Branch supports the motion to become an incorporated association three other special resolutions need to be moved, seconded and carried, subject to RSL Qld approval. These motions are at Appendix B.

Note: You must have more than 7 members in order to be an incorporated association.



### Step 2

- ☐ Prepare a draft constitution using the template provided. Make changes as needed, note however aside from your name in rule 2.1 the only changes normally available to you are at rule 24 "Membership of the board", not the number only the titles and 25 "Transition to rotational system of elections" setting the correct years. If any further changes are needed, a letter detailing the changes and reasons explaining why is to be included with the request in step 3.
- ☐ At the same Sub Branch or District meeting, an agenda item to adopt a new constitution OR the Model Rules (the draft of which has been created prior to the meeting and circulated to the members with the agenda) as stipulated by RSL QLD, is also voted on as per Step 1. Use the template as provided. Supply a copy of the rules with changes marked.

The Sub Branch and District constitution templates can be found on the RSL Qld website under the tab "about us" Constitution and by-laws. Click on RSL Sub Branch or District Model Constitution to open and download the document.

### Step 3

- ☐ After this general meeting the sub branch drafts a letter to the chairperson of Constitution and Awards Committee (C&A) requesting approval to incorporate. An example of this letter is at Appendix C.

This Letter together with a copy of the general meeting minutes, draft constitution (step 2) is sent to the district to be considered at the next district council or district board meeting.

### Step 4

- ☐ After being approved by the District Council the letter, supporting documents and copies of the district minutes are forwarded to the C & A for consideration at their next meeting.

If the request to incorporate and the draft constitution are approved by the C & A, the request is sent for inclusion on the agenda of the next RSL Qld Board meeting.

If not approved, it will be returned with a covering letter detailing reasons as why not and what remedial action is required.

### Step 5

- ☐ On approval by RSL Qld, of incorporation and constitution, the RSL Qld secretary will then advise the Sub Branch via the District, or the District of the decision. This letter will form part of the supporting documentation required in Step 6.



### Step 6

- ☐ When the letter of approval is received from RSL Qld, the Sub Branch or District then completes and submits to the OFT the "Associations Incorporation Form 1" together with the required fee, approved Constitution and copy of the approval letter. This application can be lodged by mail or online. (See Appendix D and E)

To: Registration Services  
Office of Fair Trading  
GPO Box 3111  
Brisbane QLD 4001

An information copy also needs to be sent to the C & A.

For Info To: C&A Committee  
GPO Box 629  
Spring Hill QLD 4004

### Step 7

- ☐ On the acceptance of your application, you will receive a certificate of incorporation from OFT.

### Step 8

- ☐ On receipt of your certificate of Incorporation, please send a letter to the RSL Qld secretary via District **and GC & A committee** requesting a new charter. Please include a copy of your Certificate of Incorporation. A suggested draft for this letter is at Appendix F.

### Step 9

- ☐ If your Sub Branch owns land, or you are unsure whether your Sub Branch owns land, please contact the **Compliance Team on 3634 9444 or [compliance@rslqld.org](mailto:compliance@rslqld.org)** for guidance with changing land registration.

**NOTE: This only applies to Sub Branches that hold a Liquor/Gaming licence:**

- ☐ Complete cover letter for OLGR (See Appendix G) and include this letter when sending documents to OLGR.



### Appendix A

Set up an incorporated association

<https://www.qld.gov.au/law/laws-regulated-industries-and-accountability/queensland-laws-and-regulations/associations-charities-and-non-for-profits/incorporated-associations/set-up-an-incorporated-association>:

### Set up an incorporated association

#### Legal status

An incorporated association is a legally separate body. It has the same powers, benefits and responsibilities as a person.

These include:

- owning land
- signing a lease
- appearing in court.

An incorporated association is legally separate from its members. This means that:

- the committee makes decisions
- the association becomes legally liable for these decisions
- individuals on the committee are not personally liable (as long as they acted in good faith).

#### Duties outline

Your incorporated association must:

- comply with the [Associations Incorporation Act 1981](#) and the [Associations Incorporation Regulation 1999](#)
- review its financial affairs every year
- lodge copies of your rules, annual returns and financial statements with us.

The public can access copies of the documents that you lodge with us.

#### Who can qualify?

To incorporate an association in Queensland, you must:

- have at least 7 members
- be a not-for-profit association
- have a physical address in Queensland.



### Appendix B

#### Special Resolutions to adopt constitution

##### Special Resolution 1

That all current rules of the association be repealed, effective from the coming into effect of the new rules of the association adopted at Special Resolution 2.

##### Special Resolution 2

That the proposed new rules of the association (as attached to the notice of this meeting) be adopted, subject to RSLQLD Approval, effective as soon as all relevant legislative requirements for registration and approval of the new rules have been met.

##### Special Resolution 3

That a member be appointed (the appointed person) to prepare and make an application for the association to be incorporated, and to do all things necessary and expedient to give effect to special resolutions 1 and 2 above including, if necessary, effecting minor or administrative changes to the rules approved under special resolution 2 which do not affect the substance or intent of the rules.





### Appendix C

#### Letter to RSL Qld

[insert date]

Chairperson  
C&A Committee  
Returned & Services League of Australia (Queensland Branch)  
PO Box 629  
Spring Hill Qld 4004

Dear Sir/Madam

**Re: Proposed incorporation of and new constitution for [insert name of Sub Branch]  
ABN [insert ABN]**

[insert current name of Sub Branch] seeks the permission of Returned & Services League of Australia (Queensland Branch) to:

- Incorporate as a branch of Returned & Services League of Australia (Queensland Branch);
- Adopt the attached rules for the incorporated association; and
- Use the name "Returned & Services League of Australia (Queensland Branch) [Sub Branch] Sub Branch Inc".

(Include wording as shown at Step 3)

Please contact [insert name] on [insert telephone number] or at [insert email address] should you wish to discuss this matter.

Yours sincerely

[insert name of Secretary]

Secretary

[insert name of Sub-Branch]





### Appendix D

#### Template cover letter to OFT

[insert date]

Attention: Registration Unit  
Office of Fair Trading  
GPO Box 3111  
Brisbane Qld 4001

Dear Sir/Madam

**Re: Incorporation of and new constitution for [insert name of District / Sub Branch]**

In accordance with the *Associations Incorporation Act*, I attach a completed Form 1 applying for incorporation, and a copy of the new constitution for [insert name of District / Sub Branch] along with a letter of approval signed by RSL Qld secretary.

I would be grateful for your advice as soon as possible regarding incorporation and approval of the new constitution.

Please contact [insert name] on [insert telephone number] or at [insert email address] should you wish to discuss this matter.

Yours sincerely

[insert name]

Secretary

[insert name of District / Sub-Branch]



## Appendix E - Example Form 1

### Associations Incorporation Form 1



Queensland  
Government

#### Application for incorporation of an association

*Associations Incorporation Act 1981*

This form is effective from 1 July 2013

ABN: 13 846 673 994

<p><b>OFFICE USE ONLY</b></p> <p>Date received</p> <p>_____</p> <p>Lodgement details</p> <p>LU number: _____</p>	<p><b>Instructions</b></p> <p>Please use <b>BLOCK</b> letters when completing this form. Attach extra sheets if necessary. All dates should be DD/MM/YYYY.</p> <p><b>Privacy statement—please read</b></p> <p>The Office of Fair Trading is collecting information, including personal information, on this form for the purposes of the <i>Associations Incorporation Act 1981</i> and <i>Associations Incorporation Regulation 1999</i>. In accordance with this legislation, a register of this information and any documents required by the department is available for inspection by the public upon payment of a prescribed fee. Where authorised or required by law, information on this form can be disclosed without your consent.</p> <p><b>Fees</b></p> <p>The applicable fee for this form is available on the Fair Trading website at <a href="http://www.fairtrading.qld.gov.au">www.fairtrading.qld.gov.au</a>. No GST is payable on the fee.</p>
<p><b>Part 1—Personal particulars—appointed person</b></p>	
<p><b>Person appointed to make this application</b></p> <p>Any correspondence regarding this application will be sent to this person.</p>	<p>Preferred title <input checked="" type="radio"/> Mr <input type="radio"/> Mrs <input type="radio"/> Ms <input type="radio"/> Miss Other (specify) _____</p> <p>Last name <u>Jones</u> Given name <u>John</u></p> <p>Postal address <u>PO Box 1000</u></p> <p>Suburb <u>BRISBANE</u> State <u>QLD</u> Postcode <u>4002</u></p> <p>Phone (day time) <u>07 1234 5678</u> Mobile <u>0414 123 456</u></p> <p>Email <u>jjones@email.com.au</u></p>
<p><b>Part 2—Current or unincorporated association details</b></p>	
<p><b>Current association</b></p> <p>E.g. 'XYZ' hockey association.</p> <p>An association is not eligible if it has less than seven members.</p> <p>If the association is a branch, the written agreement of the parent association to allow incorporation must be included with this application. If the applicant is only affiliated with a body, written consent is not required.</p> <p><b>Note:</b> the secretary of an incorporated association must, within 30 days after incorporation, request the Registrar of Titles in writing to record in the appropriate register details of land or any interest in land gained by the association because of its incorporation under the Act.</p>	<p>a) Current name of association <u>RSL XYZ SUB BRANCH</u></p> <p>b) Number of members currently in association <u>50</u></p> <p>c) Approximately when did the association commence? <u>1985</u></p> <p>d) Does the association provide a financial gain to its members? <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>e) Is the association a branch of another association? <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>f) If yes, what is the full name of the parent association? <u>RETURNED &amp; SERVICES LEAGUE OF AUSTRALIA (QUEENSLAND BRANCH)</u></p> <p>g) Does the association own or lease land or hold an interest in land, or is a trustee of trust land under the <i>Land Act 1994</i>? <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>If yes, please provide details _____</p> <p><b>DETAILS</b></p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>



## Procedure to incorporate and adopt new constitution by unincorporated Sub-Branches

Part 2—Current or unincorporated association details continued	
<b>Resolution passed</b> If the association is a branch, the resolution can only be passed after the parent body has given permission for incorporation.	The members of the above named unincorporated association at a general meeting duly convened and held at <b>1 BRISBANE STREET, BRISBANE QLD 4000</b> on <input type="text" value="01"/> / <input type="text" value="06"/> / <input type="text" value="2012"/> <small>D D M M Y Y Y Y</small> passed a resolution with three quarters majority deciding to incorporate under the Act to adopt proposed rules for the incorporated association. A second resolution was also passed to appoint the person named in Part 1 to make this application.
Part 3—Proposed Incorporated association particulars	
<b>Proposed name</b> The association's name must include either 'Inc.' or 'Incorporated'. (* Please tick whichever is applicable) If the association is a branch, it must include the word 'branch' in its name. e.g. 'XYZ hockey association—Gatton branch Inc.' Registration will be made in the first available name.	1st preference <b>RETURNED &amp; SERVICES LEAGUE OF AUSTRALIA (QUEENSLAND BRANCH) XYZ SUB BRANCH</b> <input type="radio"/> Incorporated* / <input checked="" type="radio"/> Inc* 2nd preference <input type="text"/> <input type="radio"/> Incorporated* / <input type="radio"/> Inc* 3rd preference <input type="text"/> <input type="radio"/> Incorporated* / <input type="radio"/> Inc*
<b>Postal address</b>	Postal address <b>PO BOX 1000</b> Suburb <b>BRISBANE</b> State <input type="text" value="QLD"/> Postcode <input type="text" value="4002"/>
<b>Nominate address for service</b> A post office box address is not acceptable.	Address <b>1 BRISBANE STREET</b> Suburb <b>BRISBANE</b> State <input type="text" value="QLD"/> Postcode <input type="text" value="4000"/>
<b>Bank details</b>	Name of existing or proposed bank/building society/credit union <b>COMMONWEALTH BANK OF AUSTRALIA</b> Branch <b>BRISBANE</b>
<b>Office holders of the association following incorporation</b> A post office box address is not acceptable. If a secretary has not yet been elected, the association must appoint a secretary within one month of incorporation and notify the department (use Form 10A).	<b>President:</b> Name <b>SAMUEL SMITH</b> Home address <b>26 SAMPSON STREET</b> Suburb <b>BRISBANE</b> State <input type="text" value="QLD"/> Postcode <input type="text" value="4000"/> Phone <b>07 2223 4545</b> Mobile <b>0414 232 345</b> <b>Treasurer:</b> Name <b>WALTER WILLIAMS</b> Home address <b>963 WATERFALL CRESCENT</b> Suburb <b>BRISBANE</b> State <input type="text" value="QLD"/> Postcode <input type="text" value="4000"/> Phone <b>07 9898 6464</b> Mobile <b>0414 968 498</b> <b>Secretary:</b> Name <b>JOHN JONES</b> Home address <b>9 JOLLY STREET</b> Suburb <b>BRISBANE</b> State <input type="text" value="QLD"/> Postcode <input type="text" value="4000"/> Phone/Fax <b>07 1313 2727</b> Mobile <b>0414 131 272</b> Email <b>JJONES@EMAIL.COM.AU</b> Preferred contact method <input type="radio"/> Phone <input type="radio"/> Fax <input type="radio"/> Mobile <input checked="" type="radio"/> Email <input type="radio"/> Mail



## Procedure to incorporate and adopt new constitution by unincorporated Sub-Branches

Part 3—Proposed Incorporated association particulars continued	
<b>Association rules</b> Associations can choose to adopt either the model rules or their own rules.  Own rules must include matters to be provided for in the rules as stated in Schedule 3 of the Associations Incorporation Regulation 1999.  <b>N.B.</b> Any alterations/deletions to model rules other than allowed for in Appendix B means the association is adopting its 'own' rules and must follow Part (a).	The association will be :  a) <input checked="" type="radio"/> adopting its <b>own rules</b> .  If adopting own rules, the association must :  <input checked="" type="checkbox"/> complete <b>Appendix A</b> of this form identifying matters to be provided for in own rules.  <input checked="" type="checkbox"/> complete prescribed statutory declaration signed by appointed person declaring rules comply with the <i>Associations Incorporation Act 1981</i> .  <input checked="" type="checkbox"/> attach a complete copy of rules to application.  <b>OR</b>  b) <input type="radio"/> adopting the <b>model rules</b> .  If adopting model rules, the association must :  <input type="checkbox"/> complete <b>Appendix B</b> (only completed Appendix B form to be lodged).
<b>Books of account address</b> Must be kept in Queensland.  <b>A post office box address is not acceptable.</b>	Address <input type="text" value="1 BRISBANE STREET"/>  Suburb <input type="text" value="BRISBANE"/> State <input type="text" value="Q"/> <input type="text" value="L"/> <input type="text" value="D"/> Postcode <input type="text" value="4"/> <input type="text" value="0"/> <input type="text" value="0"/> <input type="text" value="0"/>
Part 4—Declaration	
<b>Declaration</b>	I confirm that the unincorporated association applying for incorporation is eligible to do so as it:  <input checked="" type="checkbox"/> has seven members or more  <input checked="" type="checkbox"/> is not already incorporated under the <i>Industrial Relations Act 1999</i>  <input checked="" type="checkbox"/> does not provide financial gain to its members  <input checked="" type="checkbox"/> is not a parents and citizens association under the <i>Education (General Provisions) Act 1989</i> .
<b>Sign here</b>	Signature of appointed person .....  Dated: <input type="text" value="0"/> <input type="text" value="2"/> / <input type="text" value="0"/> <input type="text" value="6"/> / <input type="text" value="2"/> <input type="text" value="0"/> <input type="text" value="1"/> <input type="text" value="4"/> <small>          D D           M M           Y Y           Y Y</small>
Left blank intentionally, please turn over for more details	





## Procedure to incorporate and adopt new constitution by unincorporated Sub-Branches

### Part 5—Lodgement

<b>Lodgement details</b>	<p>Please lodge the completed application, any supporting documentation and fees to the Office of Fair Trading at the address below, or at one of our regional offices.</p> <p><b>By mail:</b></p> <p>Registration Services Office of Fair Trading GPO Box 3111 Brisbane QLD 4001</p> <p>Visit <a href="http://www.fairtrading.qld.gov.au">www.fairtrading.qld.gov.au</a> or call 13 QGOV (13 74 68) for information and your nearest Fair Trading Office.</p>
<b>Notice to appointed person</b>	<p>Checklist:</p> <p><input checked="" type="checkbox"/> Have you completed Parts 1–6 of the application?</p> <p><input checked="" type="checkbox"/> Have you signed the declaration in Part 4?</p> <p>If you are applying to use own rules have you:</p> <p><input checked="" type="checkbox"/> Completed Appendix A?</p> <p><input checked="" type="checkbox"/> Signed the statutory declaration?</p> <p><input checked="" type="checkbox"/> Had the declaration witnessed by a Justice of the Peace / Commissioner for Declarations?</p> <p><input checked="" type="checkbox"/> Attached the full copy of rules?</p> <p>If you are adopting model rules have you:</p> <p><input type="checkbox"/> Completed and signed Appendix B?</p> <p><input type="checkbox"/> Have you included the appropriate fee?</p>

### Part 6—Payment details

<b>Payment details</b>	<p><input type="radio"/> Cash      <input type="radio"/> Credit card      <input type="radio"/> Money order      <input checked="" type="radio"/> Cheque</p> <p>Make money order or cheque payable to the Office of Fair Trading.</p> <p><b>A receipt will not be issued unless specifically requested.</b></p>
<b>Credit card payment</b>	
Charge my:	<input type="radio"/> Mastercard <input type="radio"/> VISA <input type="radio"/> AMEX
	<b>Note:</b> AMEX is not accepted for payments at the Brisbane CBD, Calms or Sunshine Coast public counters.
Credit card number:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Cardholder's name:	<input type="text"/>
Amount authorised:	\$ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Cardholder's signature:	<input type="text"/>
	Expiry date: <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>



## Appendix A



### Application for incorporation of an association

*Associations Incorporation Act 1981*

This form is effective from 1 July 2013

ABN: 13 846 673 994

<b>Complete this appendix only if the association is adopting its own rules.</b>	
<b>Matters to be provided for in rules (Part 1—matters with examples)—</b>	
<b>Each of these matters must be fully provided for in the association's rules.</b>	
<b>Possible wording for any or all of these rules may be found in the model rules.</b>	
	<b>Insert rule number</b>
1. The name of the incorporated association (example—see model rule 2).	2
2. The objects of the incorporated association (example—see model rule 3).	3
3. Any membership or other fees to be paid by the members of each class of membership of the incorporated association (example—see model rule 8).	10
4. Whether or not there is a right of rejection or termination of membership and if so, the way the rejection or termination is decided (example—see model rules 9 and 10).	11 & 15
5. Whether or not there is a right of appeal against rejection or termination of membership and if so, how the right of appeal may be exercised (example—see model rules 11 and 12).	16
6. The recording of minutes of proceedings of management committee meetings and general meetings, and inspection of the minutes of a general meeting by financial members (example—see model rules 26(1) and 41(1) and (3)).	33 & 52
7. The verification of the accuracy of the recorded minutes of meetings (example—see model rules 26(2) and 41(2)).	33
8. The amendment or rescission of, or addition to, the rules of the incorporated association (example—see model rule 43(1)).	49
9. The validation of an amendment or rescission of, or addition to, the rules of the incorporated association (example—see model rule 43(2)).	49
10. The form, custody and use of the common seal of the incorporated association (example—see model rule 44).	50
11. The way the income and property of the incorporated association may be used (example—see model rule 46(2)).	51 & 52.6
12. The custody of the books, documents, instruments of title and securities of the incorporated association (example—see model rule 47).	53
13. The end date of the incorporated association's financial year (example—see model rule 48).	54
14. Distribution of surplus assets on winding-up (example—see model rule 49).	55
<b>Matters to be provided for in rules (Part 2—matters without examples)—</b>	
<b>Each of these matters must be fully provided for in the association's rules.</b>	
1. The following matters about membership:	
a) the classes of membership of the incorporated association	6 & 7
b) the conditions of entry to a class	7.2 & Annex 1
c) whether membership of a class is limited or unlimited in numbers	7.5
d) how a class is limited, if at all, and additional limitations of rights for a class, for example, voting rights and eligibility for holding office.	6.2 & 6.3



## Procedure to incorporate and adopt new constitution by unincorporated Sub-Branches

2. The following matters about the management committee:	
a) the designation of the positions constituting the management committee and how a member of the management committee is elected or appointed to a position	24 & 26
b) the term of office of a member	24.5
c) the resignation of a member	27
d) how a member is removed from office	27
e) appeal rights of a member if the member is removed from office	27.5
f) how a casual vacancy on the management committee is filled	28
g) the frequency of meetings of the management committee, how the meetings are called and the notice requirements for a meeting	30
h) the procedure for meetings and the size of a quorum	30 & 31
i) the functions and powers of the management committee.	29
3. The following matters about general meetings of the incorporated association:	
a) the grounds for calling a meeting	44
b) how a meeting is called	44
c) the procedure for general meetings.	44
4. How the register of members is kept.	17
5. The way the income and property of the incorporated association is to be managed and how the association's cheques must be drawn and signed.	52 & 53

### Statutory declaration

#### QUEENSLAND OATHS ACT 1867—STATUTORY DECLARATION UPON INCORPORATION

I, ..... do solemnly and sincerely declare that:  
(name)

1. I am the person appointed by resolution of the members of

.....  
(name of unincorporated association)

to prepare and make an application for the association to be incorporated under the *Associations Incorporation Act 1981*.

2. The 'own rules' adopted by the members of the above mentioned association by resolution passed with a three quarters majority on / /  comply with the *Associations Incorporation Act 1981* and I make this solemn declaration conscientiously believing the same to be true and by virtue of the provisions of the *Oaths Act 1867*.

Declared at .....  
(place)

in the State of Queensland on / /

.....  
(signature of Appointed Person)

Before me .....  
(J.P., Commissioner for Declarations, etc)





## Appendix F

### Letter to RSL Qld

[insert date]

Chairperson

C&A Committee

Returned & Services League of Australia (Queensland Branch)

PO Box 629

Spring Hill Qld 4004

Dear Sir/Madam

**Re: New Charter required as a result of a name change due to new constitution or incorporation for [insert name of Sub Branch] ABN [insert ABN]**

[insert current name of Sub Branch] seeks the Returned & Services League of Australia (Queensland Branch) issuance of a new charter for (insert Sub Branch Name) due to change of name as a result of incorporation or the reregistration of amended constitution.

Please contact [insert name] on [insert telephone number] or at [insert email address] should you wish to discuss this matter.

Yours sincerely

[insert name of Secretary]

Secretary

[insert name of Sub-Branch]



## Appendix G

### Template cover letter to OLGR

**NOTE:** Only use this template letter if your Sub Branch holds a liquor/gaming licence

[insert date]

Office of Liquor and Gaming  
Regulation Locked Bag 180  
City East Qld 4002

Dear Sir/Madam

**Re: New constitution for [insert name of Sub Branch] Liquor Licence No. [insert liquor licence number] [Gaming Licence No. insert gaming licence number]**

In accordance with section [if community club licence: 79(1)(b) / if community other licence: 83(1)(b)] of the *Liquor Act 1992*, I attach a copy of the new constitution for [insert name of Sub Branch], which was adopted by special resolution of the association on [insert date of EGM].

Please contact [insert name] on [insert telephone number] or at [insert email address] should you wish to discuss this matter.

Yours sincerely

[insert name]

Secretary

[insert name of District / Sub Branch]