



Change of Public Officer or Change of Address of Public Officer

- The public officer's name and current residential and postal address must be registered with CBS.
- It is a breach of *Associations Incorporation Act 1985* (the Act) for an association to be without a public officer for longer than a one month period.
- If the public officer changes his or her residential address, or if the association changes its nominated public officer, CBS must be notified by application within one month (the prescribed time) of the change.
- No fee is payable if the application is lodged within the prescribed time, however late fees apply if the application is lodged after that time.

Contact Clubs SA for advice.

- Generally the appointment of a public officer is made by the association's committee of management. The rules of an association can provide for particular procedures to be followed.
- Where the public officer is notifying CBS of a change of residential or postal address only, there is no need for the committee to authorise the change. The form is simply completed giving particulars of the change of address and signed by the public officer.
- Where the change being notified is a change of public officer, the application must acknowledge consent by the new (incoming) public officer.
- Changes are lodged online via the CBS website [HERE>>](#)
- Complete the form as require.

Incorporated associations – Change Public Officer details

Status: New State

Select the changes you want to notify

- I am the new public officer
- Update my contact details with CBS
- Update my name with CBS 

Enter the details of all the Associations the changes apply to:

Association details

▼ Association name, Registration number 

* Association name

* Registration number 

 Add another association

 Next

Details

▼ New Public Officers details

Please enter your **current** details here, including your new address if you have recently moved.

* Given name

* Family name

* Occupation

* Preferred phone

* Email

▼ Residential details

Residential address

* Is the service address the same as your residential?

Yes

No

➔ Next


Details

▼ Replace a public officer

New Public Officer


Christine Carter

* Date of appointment

 dd/mm/yyyy or select

Previous public officer's full name (if known)

Previous public officer's cessation date (if known)

 dd/mm/yyyy or select

* Are you an insolvent under administration?

Yes

No

* Have you been convicted of an offence within the last five years?

Yes

No

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Review

Select the changes you want to notify

I am the new public officer checked

Update my contact details with CBS

Update my name with CBS

Association details

Association name ABC Club

Registration number A12345

Details

New Public Officers details

Given name Christine

Family name Carter

Occupation blmmm

Preferred phone 0400 111 222

Email ccarter@clubssa.com.au

Residential details

Full residential address 222A HENLEY BEACH ROAD, TORRENSVILLE SA, 5031

Is the service address the same as your residential? Yes

Replace a public officer

New Public Officer Christine Carter

Date of appointment 03/05/2021

Previous public officer's full name (if known)

Previous public officer's cessation date (if known)

Are you an insolvent under administration? No

Have you been convicted of an offence within the last five years? No

Fee category 1

Payment

Details and Consent of Public Officer of the association

The new Public Officer has attained 18 years of age, is a resident of South Australia and has consented to be the public officer of the association:

Full name: Christine Carter

* I declare that all the information I have provided is true and correct and I have read and understood the outline of responsibilities.

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No fees will apply if dated within one month of change. Contact Clubs SA for advice on this.