# DECLARATION OF AUTHORISED OFFICER in accordance with Regulation 126 *Fair Work (Registered Organisations) Regulations 2009*

# ALTERATION OF OTHER RULES OF ORGANISATIONS in accordance with section 159 of the *Fair Work (Registered Organisations) Act 2009*)

I, [NAME] of [PROFESSIONAL ADDRESS] am the [POSITION] of the [ORGANISATION] and am authorised to give this notice of particulars of alterations to the rules of [ORGANISATION] and to make this declaration as required by Regulation 126 of the *Fair Work (Registered Organisations) Regulations 2009*.

1. I declare that the alterations were made in accordance with the rules of the [ORGANISATION].
2. The particulars of the rule alterations are attached to this declaration and labelled ‘Schedule A’.
3. The actions taken under the rules to make this alteration were as follows:
4. [Include list of actions as steps taken, in chronological order. The contents of this list will change depending upon the rules of the organisation, for example:]
5. The [POSITION] called for an AGM/Meeting.
6. The [POSITION] sent notice to members on [DATE] and included a copy of the proposed rule changes, which is attached to this declaration
7. The AGM/Meeting was held on the [DATE].
8. [NUMBER] members attended the AGM. Current membership is [NUMBER]. As such the meeting was quorate.
9. [NUMBER] voted in support.
10. And so on...
11. I declare that the particulars set out in this notice are true and correct to the best of my knowledge and belief.

Signed and dated by an officer.

*[PLEASE NOTE: This declaration must be submitted to the Fair Work Commission within* ***35 days*** *of the changes being transacted by the organisation. It must be accompanied by the ‘particulars’, which are the details of the rule changes. It can be submitted to regorgs@fwc.gov.au. If the organisation has a website, a notice must be put up on the website that this application has been lodged with the Fair Work Commission and this should be mentioned in the email.]*