



Winding up an Incorporated Association

Useful Tips

- Ensure essential functions continue until formal dissolution.
- Pay all outstanding accounts.
- Ensure legal requirements are met regarding association records, for eg tax documentation.
- Think about the distribution of remaining assets - they must be donated to another incorporated association or for charitable purposes.

Steps to Winding up a Solvent Association

Step 1	Call a special general meeting giving all members the opportunity to vote on a resolution to wind up the association.
Step 2	Complete the Department of Commerce paperwork Notice of Special Resolution to Voluntarily Wind Up an Incorporated Association and post to the Commissioner for Consumer Protection at Locked Bag 14, Cloisters Square PERTH WA 6850.
Step 3	Any remaining funds and assets must be distributed to: a nominated incorporated association or used for charitable purposes (details as per group's constitution under the dissolution clause).
Step 4	Develop a distribution plan for funds and assets.
Step 5	Complete a Distribution Plan For Voluntarily Winding Up an Incorporated Association and post to the Commissioner for Consumer Protection at Locked Bag 14, Cloisters Square PERTH WA 6850.
Step 6	Wait one month from Distribution Plan lodgement date then distribute funds and property as per the plan. Plan must be completed within one month.
Step 7	The association will be formally dissolved by the Commissioner for Consumer Protection two months from the lodgement date of the Distribution Plan.
Step 8	The Commissioner for Consumer Protection will inform of dissolution date in writing.

For more information go to <http://www.commerce.wa.gov.au/ConsumerProtection/Content/Business/Associations/index.htm>

Useful documents: <http://www.commerce.wa.gov.au/associationsguide/>

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