



Annual Returns



THE LAST
12 MONTHS

The names of any branches, and their street addresses, that commenced or ceased during the past 12 months must be included in the Annual Return.
reg 147(b) + (c)



31 MARCH

All Annual Returns must be lodged with the ROC by 31 March.

s. 233(1) and reg. 149

The Annual Return must include **all** the elections that are due in 2022 – including any that have already started or finished and any that will start but may not get finished during 2022.

reg. 147(e)



ALL OF 2022

LAST YEAR (2021)

THIS YEAR (2022)

The member numbers contained in the Annual Return are the number of members on 31 December in the year before the Annual Return. This applies to both organisation members and s. 151 state members (if applicable).
reg 147(f) + (g)



31 DECEMBER



THE DATE
YOU SIGN

Certain pieces of information in the Annual Return are current on the date that the officer signs the Annual Return. This includes:

- the two declarations (s. 233(1))
- the address of the organisation (reg. 147(d))
- the branches and their addresses (reg. 147(a) + (d))
- the list of offices, the people who hold them, their occupations and addresses (Annexure A of the template). (s. 230(1)(b) + (c))