



Our Ref «LICENCE_NUMBER»
 Enquiries: (08) 9282 4373

<Organisation Name>
 «Address_Line_1»
 «Address_Line_2»
 «Town» «STATE» «POSTCODE»

Application to Renew a Charitable Collections Licence

Charitable Collections Act (1946) Section 6

1. Collection Details

The Charitable Collections Licence for your organisation is due to expire.

This form and all supporting information must be received in this office before INSERT DATE.

Does your organisation want to continue to fundraise and collect donations in Western Australia beyond the date of your current licence?

- Yes** *Complete **all** questions and provide any supporting information.*
- No** *Sign and date the Declaration at the end of this form and return the entire form to Charitable Collections Section.*

2. Organisation Details

Is the organisation's address correct? **Yes** **No** *Confirm the correct address below.*

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3. Contact Person

Provide details of the Contact Person who will deal with the Department in this matter.

Title Mr Mrs Ms Miss Other (*specify*)

Name:

Position held:

Phone Number:

Mobile Number:

Email:



Checklist

- It is important that these items are included in your application.**
- A Principal Executive Officer Declaration and Consent form for each of the office holders named on this form.
 PEO Forms can be downloaded from our website, www.commerce.wa.gov.au/charities.
 Select 'Charities forms and publications' from the menu on the left of the screen.
 Click on the 'Principal Executive Officer Declaration and Consent' link.
- The renewal of your licence cannot be completed unless all of this information is included.**
- An original Police clearance, no older than six (6) months, for each of the Principal Executive Officers named in Part 4 **unless they are continuing office holders that previously provided this office with a police clearance.**
 - Ensure all questions on this form have been answered.

Important Note

The information required on this form and any supporting information must be received by this office no later than **INSERT DATE**.

If the information is not received by the given date, your organisations charitable collections licence **will expire**.

This will mean that your organisation will no longer be able to solicit charitable donations or fundraise in Western Australia.

Should you require assistance with any part of this form, please contact the Charitable Collections Branch:

Telephone:	08 9282 4373	Email:	charities@commerce.wa.gov.au
Country Callers:	1300 30 40 74	Website:	www.commerce.wa.gov.au/charities
Fax:	08 9282 4337		
TTY:	08 9282 0900		

Lodgement Details

<p>Lodgement by Mail</p> <p>Department of Commerce Locked Bag 14 Cloisters Square PERTH WA 6850</p>	<p>Lodgement in Person</p> <p>Department of Commerce Unit 4 321 Selby Street North OSBORNE PARK WA 6017 8.30am to 5.00pm</p>
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