

## INCORPORATION COMPLIANCE REQUIREMENTS

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### POLICY

Riverlink Interchange Inc. (Riverlink) is incorporated as a [Company Limited by Guarantee/Association/ other]. As such, it is subject to the Corporations Act 2001, administered by the Australian Securities and Investments Commission (ASIC).

It has an Australian Business Number (ABN): 43 977 688 157; is registered with the Australian Tax Office; and is registered for GST.

Its rules and constitution are contained in the Riverlink Memorandum and Articles which detail:

- the objects of the Company
- its legal powers
- the composition of the Board and Office Bearer positions
- conduct of elections and general meetings
- membership
- winding up requirements.

Riverlink is committed to meeting all ASIC requirements in a timely and efficient manner. Riverlink is registered with ACNC and has Deductible Gift Recipient (DGR) status.

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### PROCEDURES

#### Compliance with ASIC requirements

- The Executive Officer is responsible for coordinating compliance with ASIC requirements and may delegate tasks to other staff members as necessary.
- The Executive Officer must ensure the following:
  - advising ASIC within 28 days of any change to:
    - Riverlink's Directors or Office Bearers (appointments and resignations or retirements)
    - the address of a Director or Office Bearer
    - the Company's Memorandum and Articles
    - the Company's registered office or principal place of business
    - proper conduct of the Annual General Meeting (AGM) and any General Meetings
    - lodging annual returns by the due date
    - maintaining the register of members.
- The Company Secretary is responsible for signing formal correspondence with ASIC.
- Copies of the Memorandum and Articles are to be held in the office and made available to all members and staff of the Company.

### **Use of the Corporate Seal**

The Executive Officer must ensure that the Corporate Seal is kept in a secure location and protected from unauthorised use.

For the purpose of making online lodgements of organisational details, the following people are authorised to have access to the Corporate Seal:

- President of the Management Committee
- Executive Officer
- Finance Officer

The Company Seal may only be used with the approval of the Board or of a Board sub-committee authorised by the Board to use the Seal. Any document to which the Seal is affixed must be signed by a Board member and countersigned by the Secretary, a second Board member, or by a person appointed by the Board for the purpose – see above.

### **Governance**

The Management Committee will partake in the appropriate training required to remain compliant with the standards required of a Management Committee of an Incorporated Association.

#### **Related Forms:**

Riverlink forms only

#### **Related Policies:**

1.02 Riverlink Membership

1.03 Management Committee

1.04 Duties and Code of Behaviour for Management Committee

1.04.2 Management Committee Performance

1.05 Orientation for New Management Committee Members

1.05.2 Management Committee Recruitment

1.06 Management Committee Meetings

#### **Relevant Standards:**

NSW Disability Services Standards:

Standard 6 - Service Management

National Standards for Disability Services 2013:

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Standard 6 - Service Management

**Related documents with reference to:**

Riverlink Constitution

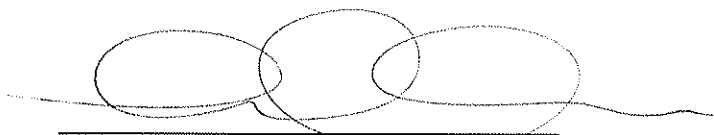
**Legislation:**

(NSW) Associations Incorporation Act 2009

(NSW) Associations Incorporation Regulations 2010

Corporations Act 2001 (Commonwealth)

Corporations (New South Wales) Act 1990 No 83

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Anthony McGrath  
President

Date : 17/10/14

