

Incorporating your Accord

When an Accord becomes incorporated, it has its own legal identity separate from its members and provides protection to members in legal transactions. An accord is not required to become incorporated.

Benefits of incorporation

Incorporated Liquor Accords provide an extra protection which limits the liability of its members. By including a liability clause in your constitution, each individual member will only be liable in total for the amount that they paid to join the Liquor Accord. Incorporated Liquor Accords can often more easily apply and receive grant funding without the need of an auspice.

How to become incorporated

1. Choose a name

Liquor Accords name themselves by the areas they cover. It is beneficial to include the region in your name to make it easier for stakeholders to find you.

Check the [Australian Security and Investments Commission website](#) and the [NSW Incorporated associations register](#) to make sure that your proposed name is available.

Once you have decided on a name for your Accord, download and complete Form A2 - [Applications for Registration of an incorporated association](#).

2. Draft a constitution and establish objectives

All incorporated associations must have a constitution that acts as an agreement between the association and its members. You can use the Liquor Accord constitution template provided in the Accord Executive Governance and Operational pack, available at [liquorandgaming.nsw.gov.au](#).

3. Authorise an application for registration of the incorporated association

You must prepare an application for registration that includes:

- the proposed name of the association
- a statement of the association's objectives
- a copy of the association's proposed constitution
- the association's Secretary, also known as a 'first public officer'

4. Apply for registration of the incorporated association with Fair Trading NSW

The Secretary can then lodge the form to:

Registry Services
Reply Paid 22
Bathurst NSW 2795

or alternatively by email to registrylodgements@customerservice.nsw.gov.au together with a completed [credit card payment form](#) from the [Fair Trading NSW website](#).

Tax exemptions

If the association intends to seek exemption from income tax and other tax concessions, its constitution may need to include specific clauses to meet Australian Taxation Office requirements of a 'Community service organisation'. For more information on tax exemptions, visit the [Australian Taxation Office website](#).

Registering for an ABN

An incorporated association is not required to have an ABN. However, the association may need one for taxation purposes.

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If your Liquor Accord has an annual turnover of \$75,000 or more, or \$150,000 or more and it's classified as a not-for-profit entity, you need an ABN. For more information on ABNs, visit the [Australian Business Register website](#).

For further information

If you would like more information about incorporating your Accord, contact:

Fair Trading NSW on 13 32 20 or use their [general enquiry form](#).