CERTIFICATE BY SECRETARY* OF A STATE ORGANISATION

[The provisions of section 518(1)(b) of the *Industrial Relations Act 1991* and clause 65 of the *Industrial Relations Regulation 1992* apply as regulations under section 282(3) of the *Industrial Relations Act 1996*]

I _____ secretary / duly authorised officer

       (insert name of secretary)   *(delete whichever is inapplicable)*

of _____

                  (insert name of organisation)

hereby, certify that the documents lodged herewith are true copies of the accounts, auditor's report and certificates of the organisation which were presented to the: *[Please indicate whichever of the following is applicable]*

[ ]   general meeting of members of the organisation held on _____

                                                    (date of meeting)

OR

[ ]   the committee of management meeting held on _____

                                                 (date   of

meeting)

in respect of the financial year of the organisation ending _____

Please note - This certificate and accompanying documents must be lodged within 14 days of the meeting referred to above. The relevant meeting must be held between 8 and 28 days after the accounts, auditor's report and certificates were supplied to members.

        The documents lodged herewith are:

(i)   copies of the accounts prepared in accordance with the requirements of section 510(1) of the 1991 Act and clause 58 of the 1992 Regulation, as applied by section 282(3) of the *Industrial Relations Act 1996* [*an account of income & expenditure and an account of assets & liabilities*];and

(ii)   a copy of the certificate given by the accounting officer of the organisation in accordance with the requirements of section 510(2) of the 1991 Act and clause 59(1)(a) of the 1992 Regulation; and

(iii)   a copy of the certificate given by the committee of management in accordance with the requirements of section 510(2) of the 1991 Act and clause 59(1)(b) of the 1992 Regulation; and

(iv)   a copy of the report of the auditor of the organisation prepared in accordance with the requirements of section 514 of the 1991 Act; and

(v)   a statement by an officer of the organisation in respect of loans, grants or donations by the organisation which are notifiable in accordance with the requirements of section 280 of the 1996 Act.

_____   _____

        (signature of secretary)   *(date)*

*This certificate must be given by the secretary or such other officer prescribed by the rules of the organisation for the making of this certificate.