



## VICTORIA

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[1958

*Co-operative Housing Societies Act 1957.*

### CO-OPERATIVE HOUSING SOCIETIES (GENERAL) REGULATIONS 1958.

*At the Executive Council Chamber, Melbourne, the  
eighteenth day of March, 1958.*

#### PRESENT:

His Excellency the Governor of Victoria.

Mr. Chandler  
Mr. Mibus

Mr. Cameron  
Mr. McArthur.

PURSUANT to the powers conferred by the *Co-operative Housing Societies Act 1957* and the *Acts Interpretation Act 1928*, His Excellency the Governor of Victoria, by and with the advice of the Executive Council thereof, doth hereby revoke the *Co-operative Housing Societies (General) Regulations*, and all subsequent *Co-operative Housing Societies (General) Regulations* in force at the date hereof, made under the provisions of the *Co-operative Housing Societies Acts*, and in lieu thereof doth hereby make the following Regulations, that is to say:—

1. The aforesaid revocation of the *Co-operative Housing Societies (General) Regulations* shall not effect any right, privilege, obligation or liability acquired, accrued or incurred under the said Regulations.

#### CITATION.

2. These Regulations may be cited as the *Co-operative Housing Societies (General) Regulations 1958*.

#### INTERPRETATION.

3. (1) In these Regulations, unless inconsistent with the context or subject matter, expressions used have the same meaning as those ascribed to them by the *Co-operative Housing Societies Act 1957*.

(2) In these Regulations "Act" means the *Co-operative Housing Societies Act 1957*.

(3) Wherever in these Regulations there is a reference to a form by a number such reference shall be deemed to be a reference to the form of the like number set forth in the Schedule to these Regulations. Any form to the like effect of the appropriate form set forth in the said Schedule shall be sufficient for the purposes of these Regulations.

#### FORMATION OF SOCIETIES.

##### *Notice of Adjourned Meeting.*

4. Every notice required to be given under the provisions of sub-section (4) of section 8 of the Act shall, not less than seven clear days prior to the date on which the meeting is to be held, be advertised once in the least in a newspaper circulating in the locality in which the proposed society intends to operate and shall state the name of the proposed society and that an adjourned meeting of the proposed members thereof is to be held at a date, time and place named in the advertisement and shall also state the purpose for which such adjourned meeting is to be held.

##### *Application to Register.*

5. Every application for the registration of a society shall be made in the form of Form No. 1 and shall be lodged with the registrar at his office.

6. Every statutory declaration accompanying the application for registration from the persons who acted as chairman and secretary respectively of the meeting for the purpose of forming the society as to compliance with the requirements of section 8 of the Act shall be in the form of Form No. 2.

7. The list of directors required to be furnished with the application for registration of a society and every annual list of directors required by the Act to be furnished shall be in the form of Form No. 3.

8. The list of applicants for membership of a society which is to accompany the application for registration shall be in the form of Form No. 4.

#### REGISTRATION AND INCORPORATION.

9. Every certificate of registration of a society and its rules under the Act shall be in the form of Form No. 5.

10. Every certificate of incorporation of a society under the Act shall be in the form of Form No. 6.

#### REGISTERED OFFICE.

11. (1) Every society shall have a registered office in Victoria.

(2) Every application to register the office of a society shall be in the form of Form No. 7 and shall be filed with the registrar who shall register the same by an appropriate entry in the register of societies kept by him.

(3) Until registration of the original situation of the office a society shall be deemed not to have complied with the provisions of this Regulation with respect to having a registered office.

(4) Every notice of any change of address of the registered office shall be in the form of Form No. 8.

(5) Every society which carries on business without having a registered office as required by this Regulation shall be liable to a penalty of not more than Five pounds for every day during which business is so carried on.

#### APPLICATION FOR MEMBERSHIP.

12. Every application for membership of a society or for additional shares in a society shall be in the form of Form No. 9 and shall be filed numerically in the records of the society.

#### FULL LIST OF MEMBERS.

13. Every full list of members submitted to the registrar pursuant to the provisions of sub-section (3) of section 41 of the Act shall be in the form of Form No. 10.

## MINUTES OF MEETING.

14. (1) Separate minutes shall be kept of the meetings of the society, the board and every committee.

(2) At every meeting of the society or the board or any committee the secretary or other person deputed for the purpose by the board shall take minutes of the proceedings and shall record them in the appropriate minute book.

(3) The minutes of every meeting shall be taken into consideration as the first business of the next annual meeting of the society or next meeting of the board or committee (as the case may be) in order that they may be confirmed by such latter meeting and shall be signed after confirmation by the chairman of the meeting at which they are confirmed. No motion or discussion with respect to such minutes, save one with respect to their accuracy as a record of the proceedings of which they purport to be a record, shall be in order.

(4) Minutes may be confirmed at any special meeting of the society or of the board or of any committee.

## CHANGE OF NAME OF A SOCIETY.

15. (1) Every application for approval of any change of the name of a society shall be in the form of Form No. 12 and shall be forwarded to the registrar in duplicate within one calendar month from the date of the meeting at which the resolution approving the change was passed.

(2) The application shall be accompanied by—

- (a) a copy of the notice convening the meeting;
- (b) a copy of the special resolution signed by the chairman of the meeting and countersigned by the secretary;
- (c) the certificate of incorporation of the society; and
- (d) a statutory declaration by such chairman and secretary in the form of Form No. 13.

(3) There shall be paid to the registrar by the society the sum required to defray the expenses of publishing in the *Government Gazette* and in some newspaper circulating in the locality in which the society is operating the advertisement referred to in Regulation 17.

16. Upon registration of the change of name the registrar shall return one copy of the application to the society with an acknowledgment of registration at the foot thereof.

17. The change of name shall, within thirty days after the registration thereof, be advertised in the *Government Gazette* and in some newspaper circulating in the locality in which the society is operating. The registrar shall cause the advertisement to be inserted.

18. Every new certificate of incorporation issued consequent on the change of name shall be in the form of Form No. 14.

## DISTANCE OF LAND FORMING SECURITY FROM REGISTERED OFFICE.

19. (1) Unless the registrar and the Treasurer of the State of Victoria consent to the making of the advance, no advance shall be made by any society whose registered office is within the metropolitan area unless the land intended to form the security for the advance is within fifteen miles of such registered office; or by any other society unless the land intended to form the security for the advance is—

- (a) (in the case of land situated within the metropolitan area) within fifteen miles of the registered office of the society; or
- (b) (in any other case) within 30 miles of the registered office of the society.

(2) For the purpose of this Regulation "metropolitan area" shall be deemed to mean the area within fifteen miles of the post office situated at the corner of Bourke-street and Elizabeth-street in the City of Melbourne.

(3) All of such distances hereinbefore mentioned shall be measured in a direct line.

REGISTRATION OF SPECIAL RESOLUTION—NOT BEING A RESOLUTION  
CHANGING NAME OF SOCIETY OR ADOPTING A SCHEME OF  
AMALGAMATION.

20. (1) Every application for registration of any special resolution, other than a resolution by which the name of a society is changed or by which a scheme of amalgamation is adopted, shall be made in duplicate in the form of Form No. 37.

(2) The application shall be accompanied by a copy of the notice convening the meeting at which the special resolution was passed.

(3) Where the special resolution is a resolution altering the rules of the society the application shall also be accompanied by a consent to the alteration of the rules given by every lender from whom the society has borrowed money; Provided that, where the Treasurer of Victoria is the lender, the consent of the said Treasurer to the alteration of the rules need not be furnished if the registrar has notified the society in writing that the Treasurer has consented to the making of the alteration.

(4) Upon registration of the special resolution, the registrar shall return one copy of the application to the society with an acknowledgment of registration.

(5) Every certificate of registration of any special resolution (other than an acknowledgment of registration) shall be in the form of Form No. 17.

REGISTERS AND ACCOUNTS.

21. Every society shall keep such registers and accounts in such a manner as will enable it to compile therefrom, in the form of Form No. 18, a balance-sheet, general interest account and management account for each accounting period and, in particular, it shall keep the following registers:—

- (a) a register of members in the form of Form No. 19;
- (b) a register of shares in the form of Form No. 20;
- (c) a register of advances made in the form of Form No. 21;
- (d) a register of withdrawals and forfeitures in the form of Form No. 22;
- (e) a register of valuation and inspection fees in the form of Form No. 23;
- (f) a register of share transfers in the form of Form No. 24;
- (g) a register of directors in the form of Form No. 25;
- (h) a register of securities taken in the form of Form No. 26;
- (i) a register of loans raised and securities given in the form of Form No. 27;
- (j) a register of insurances effected on securities taken; and
- (k) a register of the names of current members arranged in alphabetical order, and indicating the registered number and latest known address of each such member and the address (if any) given by him for the purpose of the sending of notices to him.

22. (1) All income which has accrued to a society during any accounting period shall, whether the whole of such income has been actually received by the society or not, be taken into account in the management account or the general interest account (accordingly as the case requires) for that period and all expenses incurred by the society whether such have been paid or not shall likewise be taken into account in the relevant account for that period.

(2) No moneys received by way of fines, subscriptions, amounts payable for late admissions or loan payments shall be taken into account in the management account.

(3) A summary of every bank account shall be posted to the society's ledger at the close of each accounting period.

(4) All payments made by a society shall be made by cheque save such payments as the board may direct to be paid out of any petty cash advance.

23. Every statement of the assets and liabilities of a society at the close of each financial year and of the accounts thereof for each financial year which, under the provisions of paragraph (b) of sub-section (2) of section 41 of the Act, is required to be transmitted to the registrar, shall be in the form of Form No. 18.

#### MAXIMUM FEES FOR DIRECTORS AND OTHER OFFICERS.

24. (1) The maximum amount of the management income which in any one financial year may be paid by any society to its officers other than directors (hereinafter called "the maximum amount") shall be as follows:—

- (a) Where the management fee of the society does not exceed Three pence per share per month the maximum amount shall be four-fifths of the management income received by the society in the financial year in question.
- (b) Where the management fee of the society exceeds Three pence per share per month the maximum amount shall be two-thirds of the management income of the society in the financial year in question;

Provided that, in any financial year during certain months of which the management fee does not exceed Three pence per share per month and during the other months of which the management fee exceeds Three pence per share per month, the maximum amount for the respective periods shall be calculated in accordance with the appropriate scale as set out in paragraphs (a) and (b) of this sub-regulation.

(2) In this regulation "management income" means the total sums which have been received by the society during the financial year in question on account of management fees transfer fees discharge fees and insurance commission accrued due in or before the financial year in question, but does not include any entrance fee.

25. The maximum amount of the total fees which in respect of any one financial year may be paid by any society to its directors shall be the appropriate amount set out in Column B hereunder:—

<i>Column A.</i>	<i>Column B.</i>
Where the capital of the society at the close of the financial year in question—	
(a) does not exceed £50,000 .. .. .	£ 35 s. 0 d.
(b) exceeds £50,000 but does not exceed £75,000 ..	42 10 0
(c) exceeds £75,000 but does not exceed £100,000 ..	50 0 0
(d) exceeds £100,000 but does not exceed £150,000 ..	57 10 0
(e) exceeds £150,000 but does not exceed £200,000 ..	65 0 0
(f) exceeds £200,000 but does not exceed £250,000 ..	72 10 0
(g) exceeds £250,000 but does not exceed £300,000 ..	80 0 0
(h) exceeds £300,000 .. .. .	87 10 0

Provided that, in respect of the first financial year of a society, the appropriate amount as set out in Column B shall be increased by one-twelfth for every month by which such financial year exceeds twelve months or shall be decreased by one-twelfth for every month by which such financial year is less than twelve months (as the case requires).

#### GOVERNMENT DIRECTORS.

26. A person appointed a director of any society pursuant to the provisions of sub-section (2) of section 49 of the Act if such person is not an officer of the Public Service may be paid a fee not exceeding £2 2s. with respect to each meeting of the board which he attends or with respect to his attendance at any general meeting of the society.

## SECURITY BY OFFICERS.

27. (1) Every officer of a society having the receipt or charge of any money of the society, immediately upon his appointment and before entering on the duties of his office, shall obtain the guarantee of some company society or association approved by the board and the registrar in a form approved by the board and the registrar in the sum of One thousand pounds or such larger sum as the board may in any particular case at any time direct to secure that the officer will render a just and true account of all money received and paid by him for the society and for payment of all money due from him to the society and every such officer shall at all times have such a guarantee in force.

(2) Every such officer who at any time fails to have such a guarantee in force and every director of the society who knowingly permits any such officer to act as an officer of the society whilst any such failure persists shall be guilty of an offence against this Regulation and for every such offence shall be liable to a penalty of not more than Twenty pounds.

## SECURITY AND FEES FOR LIQUIDATOR.

28. (1) Where a society is wound up upon a certificate of the registrar, the liquidator appointed by the registrar shall immediately upon his appointment and before entering upon his duties obtain the guarantee of some company society or association approved by the registrar in such an amount and in such a form as the registrar shall approve to secure the faithful execution of his duties by the liquidator.

(2) Every liquidator so appointed by the registrar who at any time during the period of his liquidation fails to have such a guarantee in force shall be guilty of an offence against this Regulation and for every such offence shall be liable to a penalty of not more than Twenty pounds.

(3) The liquidator so appointed by the registrar shall be entitled to receive as fees in addition to his out-of-pocket expenses such a sum as in all the circumstances to the registrar may seem adequate.

## VALUATIONS.

29. Every valuator's report to his board on any property and the verification thereof shall be in the form of Form No. 28.

## FEES.

30. The fees payable for every inspection made and for any document or certified copy of any document obtained in pursuance of section 70 of the Act shall be as follows:—

	s.	d.
(a) For each inspection of the registration and rules of any society .. .. .	3	0
(b) For each inspection of any other registered document ..	3	0
(c) For every certificate of registration of a society ..	3	0
(d) For a certified copy of the rules or of any part of the rules of any society or a certified copy of any other registered document—per folio of 72 words ..	1	0
(e) For each inspection of the register of mortgages kept pursuant to sub-section (9) of section 33 of the Act .. .. .	3	0

## DISSOLUTION.

31. (1) Every certificate of the registration of the dissolution and cancellation of the registration of a society shall be in the form of Form No. 29.

(2) The dissolution of a society and the cancellation of its registration shall be notified in the *Government Gazette* in the form of Form No. 30.

## POWERS OF REGISTRAR.

32. The registrar shall have power to act as arbitrator in any dispute between a member and a society when and so often as he is so appointed.

## OFFENCES.

33. Any society or person who contravenes or fails to comply with any provision of these Regulations for which contravention or failure no penalty is specially provided either under the Act or these Regulations shall be guilty of an offence and liable to a penalty of not more than Twenty pounds and every director of any society who knowingly directs authorizes or permits the commission by any society of any such offence shall without affecting the liability of the society be guilty of an offence and severally liable to the same penalty as the society.

## AMALGAMATION OF SOCIETIES.

*Notice of Adjourned Meetings.*

34. Every notice required to be given under the provisions of section 15 of the Act shall, not less than seven clear days prior to the date on which the adjourned meeting is to be held, be advertised once in the least in a newspaper circulating in the locality in which the society operates, and shall state the name of the society and that the adjourned meeting is to be held at a date, time and place named in the advertisement and shall also state the purpose for which such adjourned meeting is to be held.

*Registration of Special Resolution Providing for the Amalgamation of Societies.*

35. (1) Every application for registration of a special resolution, pursuant to the provisions of section 18 of the Act, shall be in the form of Form No. 31 and shall be lodged in the office of the registrar in duplicate within one month from the date of the meeting at which the resolution was passed.

(2) The application shall be accompanied by—

- (a) a copy of the special resolution, which copy shall be signed by the chairman of the adjourned meeting, countersigned by the secretary and marked as an exhibit to the statutory declaration hereinafter in this sub-regulation referred to;
- (b) a copy of the scheme of amalgamation, which shall be signed by the secretary and not less than three members, and which shall be marked as an exhibit to the statutory declaration hereinafter in this sub-regulation referred to;
- (c) a copy of the notice convening the meeting;
- (d) a copy of the notice relating to the adjourned meeting; and
- (e) a statutory declaration by the chairman and the secretary of the adjourned meeting in the form of Form No. 32.

(3) Upon registration of the special resolution, the registrar shall return one copy of the application to the society with an acknowledgment of registration at the foot thereof.

(4) Every certificate of registration of any such special resolution (other than an acknowledgment of registration) shall be in the form of Form No. 17.

36. There shall be paid to the registrar by the amalgamated society the sum required to defray the expenses of publishing in the *Government Gazette* and in some newspaper circulating in the locality in which the society is operating the advertisement referred to in the next succeeding Regulation.

*Notice of Amalgamation.*

37. Every notice of amalgamation published pursuant to the provisions of section 20 of the Act shall be in the form of Form No. 33.

*Registrations.*

38. Every certificate of registration of a scheme of amalgamation shall be in the form of Form No. 34.

39. Every certificate of registration of an amalgamated society and its rules under the Act shall be in the form of Form No. 35.

40. Every Certificate of Incorporation of an amalgamated society under the Act shall be in the form of Form No. 36.

# SCHEDULE.

Form No. 1.  
Regulation 5.

*Co-operative Housing Societies Act 1957.*

## APPLICATION TO REGISTER A SOCIETY.

To the Registrar of Co-operative Housing Societies.

We, the undersigned, being all of the directors of the society hereinafter referred to, hereby apply for registration of such society under the *Co-operative Housing Societies Act 1957*, and, in support of such application, make the following statements:—

1. The name of the society is.....  
as set forth in rule No.....

2. The meeting to establish the society was held at.....  
on the.....day of.....19..... and the adjourned meeting  
was held at ..... on the ..... day  
of.....19..... and it was then resolved to apply for  
registration as a society.

3. The following documents are lodged in support of this application:—

\* Strike out  
the words  
which are  
inapplicable.

- (a) \*A statutory declaration from the persons who acted as the  
\*Statutory declarations chairman and secretary of the said meeting as to compliance  
with the requirements of section 8 of the Act;
- (b) a copy of the written statement presented to the said meeting as  
required by section 8 (3) (a) of the Act identified by being  
signed by the signatories hereto;
- (c) two copies of the proposed rules signed by not less than twenty  
applicants for membership, each of whose signatures has been  
attested by a witness and each of whom is, as we believe, over  
the age of twenty-one years;
- (d) a list containing the full name and occupation and address of  
each director; and
- (e) a list containing the full name and the occupation and address  
of each applicant for membership and the number of shares  
subscribed for by him.

4. The person to whom and the address to which communications relating  
to this application may be sent are:—

Name.....

Address.....

Dated this ..... day of ..... 19 .....

Director..... Director.....

Director..... Director.....

Director.....

Form No. 2.  
Regulation 6.

*Co-operative Housing Societies Act 1957.*

## DECLARATION TO ACCOMPANY APPLICATION TO REGISTER A SOCIETY.

In the matter of the *Co-operative Housing  
Societies Act 1957*.

and

In the matter of the application by.....  
..... Limited to be  
registered under that Act.

We, ..... of ..... in Victoria, .....  
and..... of..... in Victoria, .....  
do solemnly and sincerely declare:—

1. That the said..... is the person who acted as chairman  
and the said..... is the person who acted as secretary  
of the meeting of persons at which it was resolved to apply for registration  
of the above-named society.



## SCHEDULE—continued.

2. That all requirements of section 8 of the above-named Act in respect of matters precedent to the making of an application for the registration of the said society and incidental thereto have been complied with.

And we make this solemn declaration conscientiously believing the same to be true and by virtue of an Act of the Parliament of Victoria rendering persons making a false declaration punishable for wilful and corrupt perjury.

Declared at.....  
by both the above-named declarants  
this.....day  
of.....19.....

Before me,

A Justice of the Peace for the.....  
Bailliwick of the State of Victoria (or  
as the case may be).

Form No. 3.  
Regulation 7.

## Co-operative Housing Societies Act 1957.

Name of Society.....

## LIST OF DIRECTORS.

I, (a).....being secretary of the above-named society hereby give notice that the under-mentioned persons:—

(a) Insert name and address.

†(1) were elected as directors of the said society at the meeting for the formation thereof held on the.....day of.....19.....  
† Strike out the paragraph which is inapplicable.

Or

†(2) are the directors of the said society for the financial year which commenced on the.....day of.....19.....

SURNAME.	CHRISTIAN OR OTHER NAMES. (in full).	ADDRESS.	OCCUPATION.	DATE OF APPOINTMENT.

Dated this.....day of.....19.....

(Signature).....

To the Registrar of Co-operative Housing Societies.

Form No. 4.  
Regulation 8.

## Co-operative Housing Societies Act 1957.

Name of Society.....

## LIST OF APPLICANTS FOR MEMBERSHIP OF THE ABOVE-NAMED SOCIETY.

SURNAME (in block letters).	CHRISTIAN OR OTHER NAMES (in full).	ADDRESS.	OCCUPATION.	NUMBER OF SHARES SUBSCRIBED FOR.

Dated this.....day of.....19.....

(Signature of Secretary).....

## SCHEDULE—continued.

Form No. 5.  
Regulation 9.*Co-operative Housing Societies Act 1957.*

## CERTIFICATE OF REGISTRATION OF A SOCIETY AND ITS RULES.

I certify that .....  
 Limited and its rules were on .....  
 registered under the above-named Act by virtue of which registration the  
 Society became incorporated thereunder.

Given under my hand and seal at Melbourne this ..... day  
 of ..... 19.....

(L.S.) .....  
 Registrar of Co-operative Housing Societies.

Form No. 6.  
Regulation 10.*Co-operative Housing Societies Act 1957.*

## CERTIFICATE OF INCORPORATION.

This is to certify that ..... Limited is  
 this day incorporated as a Co-operative Housing Society under the above-  
 named Act.

Given under my hand and seal at Melbourne this .....  
 day of ..... 19.....

(L.S.) .....  
 Registrar of Co-operative Housing Societies.

Form No. 7.  
Regulation 11.*Co-operative Housing Societies Act 1957.*

## APPLICATION TO REGISTER OFFICE OF SOCIETY.

(To be submitted in duplicate.)

Name of Society.....  
 To the Registrar of Co-operative Housing Societies.

Application is hereby made to register the office of the above-named  
 society which office is situated at.....

Dated this..... day of..... 19.....

.....  
 Chairman of Directors.

.....  
 Secretary of Society.

Registered this..... day of..... 19.....

(L.S.) .....  
 Registrar of Co-operative Housing Societies.

Form No. 8.  
Regulation 11.*Co-operative Housing Societies Act 1957.*

## NOTICE OF CHANGE OF ADDRESS OF REGISTERED OFFICE.

(To be submitted in duplicate.)

Name of Society.....  
 To the Registrar of Co-operative Housing Societies.

Notice is hereby given that the registered office of the above-named  
 Society was removed from.....

to..... on the.....  
 day of..... 19.....

Dated this..... day of..... 19.....

.....  
 Chairman of Directors.

.....  
 Secretary of Society.

Registered this..... day of..... 19.....

(L.S.) .....  
 Registrar of Co-operative Housing Societies.

## SCHEDULE—continued.

Form No. 9.

Regulation 12.

*Co-operative Housing Societies Act 1957.*

## APPLICATION FOR MEMBERSHIP OR FOR ADDITIONAL SHARES.

Name of Society.....  
Surname of Applicant.....  
Christian or other names.....  
Occupation.....  
Full postal address.....  
Address to which notices are to be sent.....

## 1. I hereby apply—

- \*(a) to be admitted as a member of the above-named society and to be allotted.....shares therein; \*Strike out the words which are inapplicable.  
\*(b) to be allotted.....additional shares in the above-named society—

and in respect of such application I lodge herewith the sum of £..... which sum is made up as shown hereunder.

2. If this application be approved and the shares as aforesaid be allotted to me, I agree to pay all charges required by the society, and I agree to be bound by the rules of the society and by any amendments thereof registered in accordance with the above-named Act.

## 3. \*I am not a member of any other society.

\*I am a member of.....Society whose registered office is situate at..... but am not a member of any other society.

## 4. \*I am over the age of twenty-one years.

\*I am under the age of twenty-one years, having been born on the .....day of.....19.....

	£	s.	d.
Entrance fee .. .. .			
Subscription .. .. .			
Late admission interest .. .. .			
Management fees .. .. .			

Dated this.....day of.....19.....

(Signature of applicant).....

(Witness) .....

(For office use only.)

Date application received.....Board Min. follo.....Date.....

Shares allotted.....

Secretary's initials.....

Form No. 10.

Regulation 13.

*Co-operative Housing Societies Act 1957.*

Name of Society.....

## FULL LIST OF MEMBERS.

I certify that the following is a full list of the members of the above-named society as at the .....day of.....19.....:—

SURNAME (in block letters).	CHRISTIAN OR OTHER NAMES (in full).	ADDRESS.	OCCUPATION.	NUMBER OF SHARES HELD.

Dated this.....day of.....19.....

(Signature of Secretary).....

To the Registrar of Co-operative Housing Societies.

Form No. 11 is revoked by these Regulations.

## SCHEDULE—continued.

Form No. 12.  
Regulation 15.*Co-operative Housing Societies Act 1957.*

## APPLICATION FOR APPROVAL OF CHANGE OF NAME OF A SOCIETY.

(To be submitted in duplicate.)

Name of Society (as registered).....  
To the Registrar of Co-operative Housing Societies.

Application for approval of change of name of the above-named society and for registration of a special resolution to that effect is hereby made by the undersigned, being secretary of the said society.

Accompanying this application are sent:—

- (a) A copy of the special resolution which copy has been signed by the chairman of the meeting at which the special resolution was carried, countersigned by the secretary and marked as an exhibit to the statutory declaration hereinafter referred to;
- (b) a statutory declaration in the form of Form No. 13; and
- (c) the certificate of incorporation of the society.

Application is also made for a new certificate of incorporation of the society under the name of.....

Dated this.....day of.....19.....  
(Signed).....

The special resolution above referred to having been registered by me, the change of name applied for is approved and registered and a new certificate of incorporation issued this.....day of.....19.....

(L.S.) .....  
Registrar of Co-operative Housing Societies.Form No. 13.  
Regulation 15.*Co-operative Housing Societies Act 1957.*

## DECLARATION TO ACCOMPANY APPLICATION FOR REGISTRATION OF A SPECIAL RESOLUTION CHANGING THE NAME OF A SOCIETY.

In the matter of the *Co-operative Housing Societies Act 1957.*

and

In the matter of the.....Limited.

We,.....of.....in Victoria,.....,  
and.....of.....in Victoria,.....,  
do solemnly and sincerely declare:—

1. That the said.....is the person who acted as Chairman and the said.....is the person who acted as Secretary of a duly convened meeting of the.....Limited held at.....on the.....day of.....19.....

2. That the document hereto annexed and marked with the letter "A" is a true copy of the notice convening the said meeting and that a like notice was given to all members of the society entitled to same on or before the.....day of.....19.....

3. That the document hereto annexed and marked with the letter "B" is a true copy of a special resolution declared by the chairman to have been duly passed at the said meeting.

4. That the said special resolution was passed by a majority of not less than three-quarters of such members of the society entitled under the rules to vote as were present in person at such meeting.

5. That not less than ..... members entitled under the rules to vote, being a quorum in accordance with the rules of the society, were present at the said meeting.

6. That the document annexed hereto and marked with the letter "C" is a true copy of the rule(s) altered by the special resolution above referred to, set out in full in its (their) altered form.

7. That to the best of our information and belief all the requirements of the law and of the rules of the society relating to such resolution were duly observed and performed.

And we make this solemn declaration conscientiously believing the same to be true and by virtue of an Act of the Parliament of Victoria rendering persons making a false declaration punishable for wilful and corrupt perjury.

Declared at.....  
by both the above-named declarants  
this ..... day  
of ..... 19 .....

Before me,

A Justice of the Peace for the.....  
Balliwick of the State of Victoria  
(or, as the case may be).

## SCHEDULE—continued.

Form No. 14.  
Regulation 18.

Co-operative Housing Societies Act 1957.

## CERTIFICATE OF INCORPORATION.

I certify that..... Limited which was incorporated as a Co-operative Housing Society under the above-named Act on the.....day of.....19..... has registered a change of its name and is now incorporated under the name of..... Limited under the said Act.

Given under my hand and seal at Melbourne this.....day of.....19.....

(L.S.) .....

Registrar of Co-operative Housing Societies.

Forms Nos. 15 and 16 revoked by previous Regulations (1952).

Form No. 17.  
Regulation 20.

Co-operative Housing Societies Act 1957.

## CERTIFICATE OF REGISTRATION OF SPECIAL RESOLUTION.

I hereby certify that the following special resolution of..... Limited was registered by me on the.....day of.....19....., viz:—

Given under my hand and seal at Melbourne this.....day of.....19.....

(L.S.) .....

Registrar of Co-operative Housing Societies.

Form No. 18.  
Regulation 23.

[This Return, with a copy of any Report by the Auditor, must be transmitted to the Registrar within Three months after the close of each financial year.]

Co-operative Housing Societies Act 1957.

## ANNUAL STATEMENT OF ASSETS AND LIABILITIES AND OF ACCOUNTS FOR THE FINANCIAL YEAR ENDED ON.....19.....

Name of Society.....  
Registered Office .....

PARTICULARS OF MEMBERSHIP, ADVANCES, ETC., FOR THE SAID FINANCIAL YEAR.  
Date of Society's first pay..... Notional Term.....years.

	Number of—		Subscriptions—		Advances Paid.
	Mem- bers.	Shares.	Total Paid.	Deferred (Memo. only—In- cluded in Previous Column).	
			£ s. d.	£ s. d.	£ s. d.
Balance Forward as per last Return ..					
Additions for year ..					
Total ..					
Less—					
Refunds and Withdrawals (unadvanced Shares) ..					
Forfeitures ..					
Deferred Subscriptions paid in year ..					
Advanced Shares withdrawn ..					
Balance at close of year ..					
Total ..					

## SCHEDULE—continued.

## PARTICULARS OF ADVANCES APPROVED.

Incomplete advances are to be included in the section covering the total amounts approved.

Purpose of the Advance.	Advances Approved during the Financial Year.		Total Advances Current at End of Financial Year.	
	No.	£	No.	£
(1) Advances for the erection of dwelling-houses .. ..				
(2) Advances for the purchase of dwelling-houses .. ..				
Totals .. ..				

Additional advances approved during the financial year No. ....  
Amount £ .....

(NOTE.—Additional advances are to be treated as part of the original advance and the total amount shown in the appropriate classification under (1) or (2)).

Number of Borrowers over twelve months in arrears ..... Shares held .....  
Amount of Arrears £ .....

(The original of this return must be forwarded to the Registry; a carbon copy will not be accepted. A copy should be filed with the Society's records.)

## CASH ACCOUNT FOR THE SAID FINANCIAL YEAR.

Receipts.	£ s. d.	Payments.	£ s. d.
To Subscriptions .. ..		By Advances .. ..	
Loan payments (interest) ..		Interest—Bank ..	
Late Admission Interest ..			
Fines .. ..		Subscriptions with- drawn .. ..	
Discharge Payments ..		Members' Insurance Pre- miums .. ..	
Members' Insurance Pre- miums .. ..		Valuation and Inspec- tion Fees .. ..	
Valuation and Inspection Fees .. ..		Other (detailed) ..	
Other (detailed) .. ..			
Management Receipts—		Management Expenses—	
Fees—Management ..		Salaries .. ..	
Entrance .. ..		Fees—Directors ..	
Transfer .. ..		Audit .. ..	
Sale of Rule Books ..		Printing and Stationery ..	
Insurance Commission ..		Postages and Telephone ..	
Other Receipts (detailed)		Rent .. ..	
		Insurances—Fidelity, Bur- glary, Workers Compens- ation .. ..	
		General Expenses ..	
Total .. ..		Total .. ..	
Cash in Hand brought for- ward .. ..		Cash in Hand .. ..	
Bank Balance brought for- ward .. ..		Bank Balance brought for- ward .. ..	
Bank Balance carried for- ward .. ..		Bank Balance carried for- ward .. ..	
£		£	



## SCHEDULE—continued.

<i>Assets.</i>	<i>£ s. d.</i>	<i>£ s. d.</i>
Advances Approved .. .. .		
<i>Less</i> sum to be advanced .. .. .		
Advances made (secured by Mortgage) .. .. .		
Amounts due from Members for—		
Loan Payments (Interest) .. .. .		
<i>Less</i> sums paid in advance .. .. .		
Management Fees .. .. .		
<i>Less</i> sums paid in advance .. .. .		
Insurance Premiums .. .. .		
Valuation and Inspection Fees .. .. .		
Management Ledger Account—Balance .. .. .		
Furniture and Equipment (at Cost) .. .. .		
<i>Less</i> Depreciation charged to date .. .. .		
Cash at Bank £.....Cash in Hand £.....Petty Cash £.....		
Other Assets (detailed) .. .. .		
	<i>£</i>	

## AUDITOR'S CERTIFICATE.

I have examined the Books, Accounts and Vouchers of the Society and have obtained all the information and explanations required by me. In my opinion the foregoing statements are properly drawn up so as to exhibit a true and correct view of the financial position of the Society according to the information at my disposal and explanations given to me and as shown by the books of the Society. The figures in the Reconciliation Statements are as shown by the books.

I also certify—(a) that I have received from the lending institution a statement of mortgage deeds and other securities of the Society held by it and that such statement agrees with the records of the Society; and (b) that the rules relating to the administration of the funds of the Society have been observed.

Date.....19.....

Signature of Auditor.....

Separate report attached.—State YES or No.....

RECONCILIATION STATEMENTS AS AT.....19.....

## SUBSCRIPTIONS.

	<i>£ s. d.</i>
1. Total sums due on.....Shares current to Pay No.....	
2. <i>Less</i> arrears as per Register (including Subscriptions Deferred .. .. .)	
3. <i>Add</i> sums paid in advance as per Register .. .. .	
4. Balance—Sums to credit of Members' Accounts as per Subscriptions Account and Members' Register .. .. .	

## LOAN PAYMENTS (INTEREST).

	<i>£ s. d.</i>
1. Arrears as per last return .. .. .	
2. Dues for year on current advanced shares .. .. .	
3. Total amount due for year .. .. .	
4. Receipts for year (Cash £..... Journal Entry £.....) £.....	
5. <i>Add</i> Loan Payments in advance at end of last year .. .. .	
6. <i>Less</i> —Receipts on account of advanced shares with- drawn during year .. .. .	
7. Receipts on account of shares paid in ad- vance .. .. .	
8. Balance—Receipts on account of loan payments on shares current .. .. .	
9. <i>Add</i> arrears at end of year as per Members' Register .. .. .	
10. TOTAL .. .. .	



## SCHEDULE—continued.

## MANAGEMENT FEES.

		£	s.	d.
1.	Arrears as per last return .. .. .	£		
2.	Less arrears written off on shares forfeited ..	£		
3.	Dues for year on current shares .. .. .	£		
4.	Dues for prior years on shares allotted during year— Shares .. .. . Pays .. .. .	£		
5.	Total amount due for year .. .. .			
6.	Receipts for year (Cash £. .... Journal Entry £ .. .. .)	£		
7.	Add—Payments in advance at end of last year ..	£		
8.	Less—Receipts on account of shares withdrawn during year .. .. .	£		
9.	Receipts on account of shares paid in advance .. .. .	£		
10.	Balance—Receipts on account of management fees on shares current			
11.	Add—Arrears at end of year as per Members' Register ..			
12.	TOTAL .. .. .			

Date .. 19 ..

Secretary of Society.

Form No. 19.

Regulation 21.

## REGISTER OF MEMBERS.

Year ..

Reg. No.	Member.	Number of Shares—		Rates of Dues.	
		Held.	Advanced.	From Pay No.	Amount.
	Brought forward				

## REGISTER OF MEMBERS—continued.

Cash on Account of Monthly Dues (Subscriptions, Loan Payments and Management Fees) Paid in Pay No.—										Total Dues Paid for Year.

## SCHEDULE—continued.

## REGISTER OF MEMBERS—continued.

Transfers and Adjustments.				Subscriptions Account—Shares in Force at End of Year.						
Dr.	Reg. No.	Item or Ref.	Cr.	With-drawn or For-fetted.	Balance Brought Forward.	Cash this Year.	Balance Carried Forward.	Total Subs. Dues Thereon.	No. of Shares—	
									Held.	Ad-vanced.

## REGISTER OF MEMBERS—continued.

Loan Payments.		Management Fees.		Arrears from Last Year.			Ref.
Cash this Year.	Dues for Year.	Cash this Year.	Dues for Year.	Subs.	Loan Payments.	Management Fees.	

## REGISTER OF MEMBERS—continued.

Deferred Subscriptions Account.			Reg. No.	Memorandum of Fines Paid for Two Years Herein.			
Dr. Balance Brought Forward.	Interest for Year.	Cash this Year.					

Form No. 20.  
Regulation 21.

## REGISTER OF SHARES.

Application.		Member.		Reg. No.	No. of Shares.		Min. Book Fol.
No.	Date.	Surname.	Christian Name.		App'd for.	Allot-ted.	

## REGISTER OF SHARES—continued.

Total Cash Paid.	Receipt No.	Dues Accrued as at Entry Pay.						Total.
		Entry Pay No.	Subs.	Management Fees.	Entrance Fees.	Late Admission Interest.		

## SCHEDULE—continued.

## REGISTER OF SHARES—continued.

Balance Owing at Entry Pay.				Board Min. Ref.
Item.	Amount.	Total.	Terms Granted.	

Form No. 21.  
Regulation 21.

## REGISTER OF ADVANCES MADE.

Advance Application.		Member.	Reg. No.	Amount of Advance.		Min. Book Fol.	Valuation.	No. of Shares Fully Advanced.	Amount of Partial Advance.
No.	Date.			Applied for.	Approved.				
				£	£				

## REGISTER OF ADVANCES MADE—continued.

Progress Advances.			Progressive Total of Advance.	Loan Payments (Interest) Due.				
Date.	Cheque No.	Amount.		Rates for Each Advance.	From Pay No.	Sub-Totals or Total to End of Financial Year.	Total for Next Year.	Final Annual Rate.

## REGISTER OF ADVANCES MADE—continued.

Deduction from Advance Entered in Advances Column.					Loan Payment per Pay on Partial Advance.
Item.	Amount.	Item.	Amount.	—	
					s. d.

## SCHEDULE—continued.

Form No. 22.

**Regulation 21.**

### REGISTER OF WITHDRAWALS AND FORFEITURES.

Application.		Member.	Reg. No.	Withdrawn at Pay No.	Number of Shares Withdrawn.	
No.	Date.				Advanced.	Unadvanced.

REGISTER OF WITHDRAWALS AND FORFEITURES—continued.

Dr.							Total Debits
Total Advance.	Interest to Date of Settlement.	Arrears Loan Payments.	Fines.	Management Fees.	Sundries.		
					Item.	Amount.	

REGISTER OF WITHDRAWALS AND FORFEITURES—continued.

Cr.		Total Credits.	Balance.		Date Paid.	Receipt or Cheque No.	Memo. of Loan Payments in this Year.
Subs. Paid.	Interest Payable.		Dr.	Cr.			

Form No. 23.

**Regulation 21.**

## REGISTER OF VALUATION AND INSPECTION FEES.

[illegible]

## SCHEDULE—continued.

Form No. 24.  
Regulation 21.

## REGISTER OF SHARE TRANSFERS.

Transfer.		Transfer to—	
Number.	Date.	Surname.	Christian Names.

## REGISTER OF SHARE TRANSFERS—continued.

Register No.	Pay No. at which Transferred.	Number of Shares.	Sums Transferred.			
			Subs. Previous Years.	Cash Current Years, Subs., and M./F.	Sundries.	
					Item.	Amount.

## REGISTER OF SHARE TRANSFERS—continued.

Transfer from—		Register No.	Transfer Fees.		Board Min. Fol.
Surname.	Christian Names.		Amount.	Rec. No.	

Form No. 25.  
Regulation 21.

## REGISTER OF DIRECTORS.

Date of Election.	Reg. No.	Surname.	Christian Names.	Occupation.	Termination of Office.		Remarks.
					Date.	Mode.	

## SCHEDULE—continued.

Form No. 26.  
Regulation 21.

## REGISTER OF SECURITIES TAKEN.

Date Mortgage Signed.	Member.	Reg. No.	Location and Description of Subject Property.	Particulars of Security.			Sum Secured.
				Title.		Mortgage No.	
				Vol.	Fol.		

Form No. 27.  
Regulation 21

## REGISTER OF LOANS RAISED AND SECURITIES GIVEN.

Date of Loan.	Security Given.	Amount of Charge Created.	Name of Mortgagee.	Date Security Released.	Min. Book Fol.	Remarks.

Form No. 28.  
Regulation 29.

## Co-operative Housing Societies Act 1957.

## VALUATOR'S REPORT.

Name of Society .....

Report on Security offered by Mr. ....

of ..... Mrs. ....

..... Miss .....

REPORT ON \*PLANS AND SPECIFICATIONS.  
\*EXISTING DWELLING-HOUSE.

TYPE OF DWELLING-HOUSE.....roof.....habitable rooms .....

KITCHEN—walls ..... sink ..... stove.....

BATHROOM—walls ..... floor..... bath.....basin.....

LAUNDRY—copper.....floor..... GARAGE—.....

VERANDAHS ..... DETACHED OUTBUILDINGS—walls.....roof.....floor.....

(Note.—Strike out headings which are not applicable.)

## CONSTRUCTION—

Foundations .....	Drainage..... approximate feet run
External walls.....	Internal walls.....
Paths.....square yards	Number of squares in main building .....
Front Fence.....	Number of squares in verandahs .....
Dividing Fences.....feet run	Number of squares in outbuildings .....
Hot water service .....	Other improvements.....

\*Is the

\*Do the plans and specifications provide for a building of satisfactory construction?.....

## SCHEDULE—continued.

\*Does it conform with the Uniform Building Regulations, Victoria, and  
 \*Do they substantially with the set specifications approved by the Co-operative  
 Housing Advisory Committee? .....

†What, in your opinion, is a reasonable cost of erection, based on present  
 costs?

Dwelling-house .. ..	£ .....
Fencing (Member's liability only) ..	£ .....
Paths .. ..	£ .....
Garage and other outbuildings ..	£ .....
Works not included in the tender ..	£ .....

TOTAL .. £ .....

\* Strike out the words which are inapplicable.

† The valuator should include in the estimate of cost and in the "Details of Valuation" only those items which are supported by documentary evidence (e.g., the plans and specification and undertaking by member) or are already existing on the land.

## REPORT ON LAND AND LOCALITY.

LOCATION OF SECURITY—Lot No. .... Street .....  
 Suburb, Town or District .....  
 .....side of street .....feet North, South, } from.....  
 East or West }

Frontage.....Depth.....

(If the land is irregular in shape, attach a rough sketch showing  
 measurements.)

What is the extent of existing fencing? .....

Describe other existing improvements .....

Do you recommend a check survey? .....

Distance from station.....tram.....bus .....

In the case of land not urban or suburban, distance from business centre of  
 town.....

Is the street formed?.....metalled? .. kerbed and  
 guttered?.....

Is footpath paved?.....Is the right-of-way formed?.....

If road, right-of-way or path unformed, &c., give approximate liability for  
 forming, &c., and state when such is likely to be done .....

Having regard to the locality, is the security likely to increase or decrease  
 in value?.....

State any objectionable features which might affect the security, such  
 as proximity to rubbish tip, quarry, noxious trade, swampy ground, &c.

State how you have allowed for same in your valuation .....

Is the property well drained?.....

What is the approximate fall to the building area? .....

Are the following services immediately available?

Gas.....Electricity.....Water.....Sewerage.....

If any of such services is not immediately available, state when likely to be  
 available and approximate liability therefor.....

If the dwelling is existing what is your estimate of its age? .....

What is your estimate of the rental value? .....

Would the property be a readily saleable or letting proposition if it came  
 into the possession of the Society? .....

## DETAILS OF VALUATION.

Value of land without buildings .. £ .....

Value of existing improvements £ .. Fencing £ .. £ ..

(Member's liability only)

Value of buildings, paving etc. as described in plans and  
 specification .. £ ..

Value of other improvements as described in undertaking  
 by member .. £ ..

Total .. £ ..

General remarks and recommendations. (Here set out any descriptive  
 particulars not given above, or any recommendation, particularly on any  
 matters likely to affect the market value of the property on completion of  
 the buildings. If erection has commenced describe extent, quality and value  
 of work done. If the dwelling is complete, report on its condition, list any  
 repairs, &c., necessary to put the property in acceptable condition, stating  
 approximate cost thereof, and submit a sketch plan of the dwelling on the  
 back of this form.)

## SCHEDULE—continued.

## CERTIFICATE OF VALUATION.

I, ..... of .....  
in Victoria, hereby certify :—

1. That I have been approved by the Registrar of Co-operative Housing Societies as a valuator for the purpose of the *Co-operative Housing Societies Act 1957*.

2. That I am not nor, to the best of my knowledge, information and belief, is my \*wife/husband or any relation by blood or marriage of mine directly or indirectly interested in the property referred to in this report.

3. That I inspected the land hereinbefore referred to on the ..... day of ..... 19.....  
and I \*perused the plans and specifications hereinbefore referred to and I †made a complete inspection of the buildings on the ..... day of ..... 19.....

4. That I have inspected documentary evidence of improvements not included in the tender.

5. That the information in this report contained is, to the best of my knowledge and belief, true and correct.

6. That I am of opinion that the sum off ..... pounds is a fair and reasonable valuation \* of the land and improvements thereon † of the property when the buildings and other improvements as detailed in the plans and specifications before-mentioned have been completed on the land beforementioned.

Given under my hand at ..... this ..... day of ..... 19.....

Signature.....

\* Strike out the words which are inapplicable.

† This amount should be the same as the total of the "Details of Valuation".

## CHECK VALUATION.

Valuation by Society's Valuator :—

Land £. .... Buildings £..... Other Improvements £ .....  
Total £.....

Summary of Cost:—

Land £..... Buildings (accepted tender) £ ..... Total £.....

Percentage of advance based on valuation of £ ..... %

REPORT .....  
.....  
.....  
.....  
.....  
.....  
.....

Date..... Signed.....

SKETCH PLAN OF EXISTING DWELLING.



## SCHEDULE—continued.

Form No. 29.  
Regulation 31.*Co-operative Housing Societies Act 1957.*

## DISSOLUTION OF SOCIETY.

The dissolution of \_\_\_\_\_ Limited is this day registered  
and its registration cancelled under the above-named Act.

Given under my hand and seal at Melbourne this \_\_\_\_\_ day of  
19 \_\_\_\_\_  
(L.S.) \_\_\_\_\_

Registrar of Co-operative Housing Societies.

Form No. 30.  
Regulation 31.*Co-operative Housing Societies Act 1957.*

## DISSOLUTION OF SOCIETY—GAZETTE NOTICE.

\_\_\_\_\_ Limited.

Notice is hereby given that I have this day registered the dissolution of  
the above-named society and cancelled its registration under the above-  
named Act.

Dated at Melbourne this \_\_\_\_\_ day of \_\_\_\_\_ 19 \_\_\_\_\_

Registrar of Co-operative Housing Societies.

Form No. 31.  
Regulation 35.*Co-operative Housing Societies Act 1957.*

Name of Society: \_\_\_\_\_

APPLICATION TO REGISTER A SPECIAL RESOLUTION—BEING A  
RESOLUTION ADOPTING A SCHEME OF AMALGAMATION.

(To be submitted in duplicate.)

To the Registrar of Co-operative Housing Societies.

Application for registration of a special resolution of the above-named  
society adopting a scheme of amalgamation is made by the undersigned,  
being secretary of the said society.

Accompanying this application are sent—

- (a) a copy of the special resolution, which copy has been signed by  
the chairman of the meeting at which the special resolution was  
carried, countersigned by the secretary, and marked as an  
exhibit to the statutory declaration hereinafter referred to;
- (b) a copy of the scheme of amalgamation, which copy has been  
signed by the secretary and not less than three members, and  
which has been marked as an exhibit to the statutory declara-  
tion hereinafter referred to; and
- (c) a statutory declaration in the form of Form No. 32.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 19 \_\_\_\_\_

(Signed)

The special resolution above referred to was registered by me this  
day of \_\_\_\_\_, 19 \_\_\_\_\_

(L.S.) \_\_\_\_\_  
Registrar of Co-operative Housing Societies.

Form No. 32.  
Regulation 35.*Co-operative Housing Societies Act 1957.*DECLARATION TO ACCOMPANY APPLICATION FOR REGISTRATION  
OF A SPECIAL RESOLUTION ADOPTING A SCHEME OF  
AMALGAMATION.

In the matter of the *Co-operative  
Housing Societies Act 1957.*  
and

In the matter of \_\_\_\_\_  
Limited.

We, \_\_\_\_\_ of \_\_\_\_\_  
in Victoria \_\_\_\_\_ and \_\_\_\_\_  
of \_\_\_\_\_ in Victoria  
do solemnly and sincerely declare :—  
1. That on the \_\_\_\_\_ day of \_\_\_\_\_ 19 \_\_\_\_\_ a duly convened  
meeting of \_\_\_\_\_  
Limited was held at \_\_\_\_\_  
and such meeting was adjourned until the \_\_\_\_\_ day of \_\_\_\_\_  
19 \_\_\_\_\_ at \_\_\_\_\_ when the said \_\_\_\_\_ was the person  
who acted as chairman of the adjourned meeting and the said \_\_\_\_\_  
was the person who acted as secretary of the  
adjourned meeting.

## SCHEDULE—continued.

2. That the document hereto annexed and marked with a letter "W" is a true copy of the notice convening the meeting of the day of 19 and that a like notice was given to all members of the society entitled to same on or before the day of 19

3. That the document hereto annexed and marked with the letter "X" is a true copy of the notice relating to the adjourned meeting which was advertised in the day of 19 newspaper published on the day of 19 which newspaper circulates in the locality in which the society operates.

4. That the document hereto annexed and marked with the letter "Y" is a true copy of a special resolution declared by the chairman to have been duly passed at the adjourned meeting.

5. That the said special resolution was passed by a majority of not less than three-quarters of such members of the society entitled under the rules to vote as were present in person at the adjourned meeting.

6. That not less than members entitled under the rules to vote, being a quorum in accordance with the rules of the society, were present at each of the meetings.

7. That the document hereto annexed and marked with the letter "Z" is a true copy of a scheme of amalgamation adopted by the special resolution referred to above.

8. That to the best of our information and belief all the requirements of the law and of the rules of the society relating to such resolution were duly observed and performed.

And we make this solemn declaration conscientiously believing the same to be true and by virtue of an Act of the Parliament of Victoria rendering persons making false declarations punishable for wilful and corrupt perjury.

Declared at  
by both the above-named declarants  
this 19 day of

Before me,

A Justice of the Peace (or, as the case may be).

Form No. 33.  
Regulation 37.

## Co-operative Housing Societies Act 1957.

## NOTICE OF AMALGAMATION OF SOCIETIES.

Notice is hereby given that, pursuant to the provisions of the Co-operative Housing Societies Act 1957, Limited and Limited were amalgamated into one society under the name of Limited, on the day of 19

Dated at Melbourne this day of 19

Registrar of Co-operative Housing Societies.

Form No. 34.  
Regulation 38.

## Co-operative Housing Societies Act 1957.

## CERTIFICATE OF REGISTRATION OF A SCHEME OF AMALGAMATION OF SOCIETIES.

I certify that the within scheme of amalgamation of Limited with Limited is this day registered under the above-named Act.

Given under my hand and seal at Melbourne this day of 19

(L.S.) Registrar of Co-operative Housing Societies.

Form No. 35.  
Regulation 39.

## Co-operative Housing Societies Act 1957.

## CERTIFICATE OF REGISTRATION OF A SOCIETY AND ITS RULES.

I certify that Limited and its rules were on the day of 19, registered under the above-named Act, pursuant to an amalgamation in accordance with the said Act of Limited and Limited by virtue of which registration the said Limited became incorporated thereunder.

Given under my hand and seal at Melbourne this day of 19

(L.S.) Registrar of Co-operative Housing Societies.

## SCHEDULE—continued.

Form No. 36.  
Regulation 40.*Co-operative Housing Societies Act 1957.*  
CERTIFICATE OF INCORPORATION.

This is to certify that \_\_\_\_\_ Limited, being  
an amalgamation of \_\_\_\_\_ Limited with  
\_\_\_\_\_ Limited  
is this day incorporated as a Co-operative Housing Society under the  
above-named Act.

Given under my hand and seal at Melbourne this \_\_\_\_\_ day of \_\_\_\_\_, 19 \_\_\_\_\_

(L.S.) \_\_\_\_\_  
Registrar of Co-operative Housing Societies.

Form No. 37.  
Regulation 20.*Co-operative Housing Societies Act 1957.*

NAME OF SOCIETY \_\_\_\_\_  
APPLICATION TO REGISTER A SPECIAL RESOLUTION—NOT BEING  
A RESOLUTION CHANGING THE NAME OR ADOPTING A  
SCHEME OF AMALGAMATION.

To the Registrar of Co-operative Housing Societies.

We, \_\_\_\_\_ of \_\_\_\_\_  
in the State of Victoria \_\_\_\_\_ and \_\_\_\_\_  
of \_\_\_\_\_ in the said State being the  
chairman and secretary respectively of a general meeting of the said  
society held on the \_\_\_\_\_ day of \_\_\_\_\_ 19 \_\_\_\_\_  
hereby apply for registration of the following special resolution.

(Signed) \_\_\_\_\_ Chairman.  
(Signed) \_\_\_\_\_ Secretary.

And we severally do solemnly and sincerely declare :

1. That the special resolution contained in this application is a true copy of a resolution passed at the said meeting.
2. That the said special resolution was duly passed by a majority of not less than three-quarters of such members entitled under the rules to vote as were present in person at the said meeting.
3. That notice specifying the intention to propose the said resolution was duly given according to the rules of the society.
4. That a quorum of members as specified by the said rules was present at the time that the said resolution was passed.
5. That to the best of our knowledge and belief all the requirements of the above-named Act and of the said rules relating to the passing of special resolutions have been complied with.

And we make this solemn declaration conscientiously believing the same to be true and by virtue of the provisions of an Act of the Parliament of Victoria rendering persons making a false declaration punishable for wilful and corrupt perjury.

Declared at  
in the State of Victoria by both  
of the above-named declarants  
this \_\_\_\_\_ day of \_\_\_\_\_  
19 \_\_\_\_\_

Before me,  
Justice of the Peace.

The within-written Special Resolution of \_\_\_\_\_

\_\_\_\_\_ Limited  
was registered by me this \_\_\_\_\_ day of \_\_\_\_\_  
19 \_\_\_\_\_

(L.S.) \_\_\_\_\_  
Registrar of Co-operative Housing Societies.

And the Honorable Henry Edward Bolte, Her Majesty's Treasurer  
for the State of Victoria, shall give the necessary directions herein  
accordingly.

A. MAHLSTEDT,  
Clerk of the Executive Council.





VICTORIA  
GOVERNMENT GAZETTE.

Published by Authority.

[Registered at the General Post Office, Melbourne, for transmission by post as a newspaper.]

No. 21]

THURSDAY, MARCH 20

[1958

CO-OPERATIVE HOUSING SOCIETIES ACT 1957.

*At the Executive Council Chamber, Melbourne, the  
eighteenth day of March, 1958.*

PRESENT:

His Excellency the Governor of Victoria.

Mr. Chandler  
Mr. Mibus

Mr. Cameron  
Mr. McArthur.

CO-OPERATIVE HOUSING SOCIETIES (MODEL RULES)  
REGULATIONS 1958.

PURSUANT to the powers conferred by the *Co-operative Housing Societies Act 1957* and the *Acts Interpretation Act 1928*, His Excellency the Governor of the State of Victoria, by and with the advice of the Executive Council thereof, doth hereby revoke the Co-operative Housing Societies (Model Rules) Regulations, and all subsequent Co-operative Housing Societies (Model Rules) Regulations in force at the date hereof, made under the provisions of the Co-operative Housing Societies Acts, and in lieu thereof doth hereby make the following Regulations, that is to say:—

1. The aforesaid revocation of the Co-operative Housing Societies (Model Rules) Regulations shall not affect any right, privilege, obligation or liability acquired, accrued or incurred under the said Regulations.
2. These Regulations may be cited as the Co-operative Housing Societies (Model Rules) Regulations 1958.
3. The model rules for a co-operative housing society shall be the rules set forth in the Schedule to these Regulations.

## SCHEDULE.

*Co-operative Housing Societies Act 1957.*

## MODEL RULES FOR A CO-OPERATIVE HOUSING SOCIETY.

*Interpretation.*

1. In these rules, unless inconsistent with the context or subject-matter:—

Expressions used have the same meaning as those ascribed to them by the Act.

Words importing the singular include the plural and vice versa.

Words importing the masculine gender include females.

"Back subscriptions" means subscriptions which have accrued due but have not been paid.

"Dues" includes any moneys due by a member to the Society in relation to his membership.

"Loan payment" means the amount to which a member becomes liable at each pay in respect of the advance on each share upon obtaining an advance in respect of that share.

"Month" means calendar month.

"Pay" means the periodical date on which dues to the Society are payable.

"Registrar" means the registrar of co-operative housing societies.

"Regulations" means regulations made under the Act.

"Subscription" means the amount due in respect of share capital on each share at each pay.

"The Act" means the *Co-operative Housing Societies Act 1957*.

"Unit of advance" means the amount of advance for which a member is eligible in respect of each share held by him.

"The Appendix" means Appendix " " to these rules.

*Rules.*

2. In accordance with section 38 of the Act, the rules of the Society shall bind the Society and all members thereof and all persons claiming through them respectively to the same extent as if each member had subscribed his name and affixed his seal thereto and there were contained in the rules a covenant on the part of each member and his legal representatives to observe all the provisions of the rules, subject to the provisions of the Act and the regulations.

3. Each member shall be entitled to one copy of the rules without charge and for any extra copy he shall be charged One shilling.

*Name.*

4. The name of the Society shall be\* ..... (hereinafter called "the Society"). The Society is a co-operative housing society.

\* The words "Co-operative Housing Society" must form part of the name and the word "Limited" must be the last word of the name.

*Registered Office.*

5. The registered office of the Society shall be at ..... or at such other place as the Board may determine from time to time. The Board shall, in accordance with section 36 (4) of the Act, cause the office to be registered as prescribed and shall cause notice of any change of address to be transmitted to the Registrar in the form prescribed within fourteen days after the change.

*Objects of the Society.*

6. The objects of the Society shall be the following, namely:—

(a) to enable each of its members—

(i) to purchase land and to erect a dwelling-house thereon; or

- (ii) to erect a dwelling-house on land already owned by him; or
  - (iii) to purchase land upon which is situated a dwelling-house—
    - which was erected by or is vested in the Housing Commission of Victoria; or
    - which was erected by any person within the period of five years immediately prior to the application for the advance in question or (where the member is at the date of the application the tenant of the dwelling-house) within the period of twenty years immediately prior to that date; or
    - upon which an advance has been made by the society to another member from whom the land is purchased by the member in question; or
  - (iv) where the approval of the Governor in Council given after consideration of a report by the Registrar is first obtained—to discharge a mortgage held by another society upon any land; or
  - (v) to discharge a mortgage or any other charge or security over or affecting any land which mortgage charge or security was granted or executed by the member in question whilst a member of the Society and with the prior approval in writing of the Society and of the Registrar; and
- (b) for all or any of those purposes to make advances to its members upon the security of freehold property.

*Power to Raise Money on Loan.*

7. The Society may, subject to the Act and these rules, raise money on loan for the objects of the Society.

*Seal.*

8. The Society shall, as required by section 36 (2) of the Act, have its name inscribed in legible characters upon a seal. The seal shall be kept at the registered office in such custody as the Board directs. The device of the seal shall be the name of the Society encircling the word "Seal." The seal shall be affixed only under the authority of a resolution of a general meeting or of the Board and such affixing shall be attested by the signatures of two directors and the secretary, or in lieu of the secretary, of such other person as the Board authorizes.

*Membership.*

9. Any natural person shall be eligible to be a member of the Society except—

- (a) a person who is under the age of eighteen years;
- (b) a person who without having obtained the consent in writing of the Registrar is a member of any other society having the same registered office as the Society; or
- (c) a person who is a member of any other society having a registered office other than the registered office of the Society.

10. Application for membership or for additional shares shall be made in writing in or to the effect of the form prescribed by the regulations.

In respect of shares applied for on or before the first pay the applicant shall lodge one monthly subscription in respect of each share—

- (a) where the application is made before registration—within thirty days after such registration; or
- (b) where the application is made after registration—at the time of application.

Such amount shall if the application is approved be deemed a payment in advance of the subscriptions due upon the first pay.

Where the application is made before registration and the member does not pay the amount within thirty days, the Board may cancel the application and the member shall then cease to be a member of the Society.

In respect of shares applied for after the first pay an applicant shall lodge with his application the appropriate amount prescribed in the Appendix according to the number of the pay at which he joins the Society: Provided that the amount so prescribed together with interest at such rate as the Board may determine may, if the Board so allows, be paid in periodic instalments or be deducted from the advance when made.

In addition, an entrance fee of two shillings and sixpence in respect of each share or additional share applied for and the appropriate management fees shall be lodged at the same time as the subscription or amount as aforesaid (as the case may be).

No member shall apply for or be allotted more than one share before the Society is registered.

11. Upon approval of the application by the Board the shares applied for shall be allotted and the applicant's name shall be entered in the proper books of the Society. He shall be notified of such allotment and upon allotment he shall be entitled to the privileges of membership. Upon allotment of the shares the subscriptions or amounts lodged with the application as aforesaid shall be applied towards payment of the sum due for the shares and the amount unpaid on such shares shall be paid by periodic subscriptions in the manner hereinafter provided.

12. If an application for membership or additional shares is not approved by the Board the whole of the moneys lodged in respect thereof shall be returned to the applicant without interest.

13. The Board may accept or reject an application for membership or for additional shares and need not assign any reason for its action.

14. When any member changes his address he shall send notice thereof in writing to the Society at the registered office within seven days after such change, and the new address shall be entered forthwith in the register. Any member who fails within such seven days to give such notice shall be liable to a fine of one shilling.

#### *Ceasing Membership.*

15. (1) A person shall, as provided in section 24 (3) of the Act, cease to be a member in any of the following circumstances:—

- (a) Where his share is transferred to another person in accordance with these rules and the transferee is registered as holder in his place;
- (b) Where his share is forfeited in accordance with these rules,
- (c) Where his share is sold by the Society under any power conferred by these rules and the purchaser is registered as holder in his place;
- (d) Where he becomes bankrupt or insolvent under any law relating to bankruptcy or insolvency and the official receiver or assignee disclaims in accordance with the provisions of such law;
- (e) on death:

Provided that the estate of the deceased person shall remain liable and his executor or administrator shall be and may be registered as the holder of the shares as such executor or administrator (whether eligible to be a member of the Society or not) until some eligible person is registered as the holder of the shares by transfer from the executor or administrator or until the shares are withdrawn or discharged in accordance with the Act and these rules, and while any such executor or administrator is so registered he shall be deemed to be and shall have the rights and obligations of a member of the society for all purposes other than voting at meetings of the Society and becoming a director thereof;

- (f) Where the contract of membership is rescinded on the ground of misrepresentation or mistake;
- (g) Where he ceases to be a member in accordance with these rules;



- (h) Where a refund in respect of his subscriptions is made to him in accordance with these rules;
  - (i) Where a member has withdrawn his share in accordance with these rules.
- (2) Where shares are held by the executor or administrator of a deceased member, the Board may in its discretion by notice in writing to the executor or administrator call upon him to transfer the shares to an eligible person or to withdraw or discharge the shares within six months after receipt of the notice or within such further time as the Board may in any particular case allow and, unless the shares are so transferred withdrawn or discharged, they may at the discretion of the Society be forfeited and dealt with as forfeited shares in accordance with the Act and these rules.

*Liability of Member to Society.*

16. A member shall, in accordance with section 26 of the Act, be liable to the Society for the amount, if any, unpaid on the shares held by him, together with any charges payable by him to the Society, as prescribed by these rules.

*Expulsion of Members.*

17. Subject to the provisions of section 44 of the Act, a member may be expelled from the Society by special resolution if—

- (a) he has failed to discharge his obligations to the Society whether prescribed by these rules or arising out of any contract; or
- (b) he has, in the opinion of a majority of not less than three quarters of such members entitled under these rules to vote as may be present in person at the general meeting at which the resolution is proposed, been guilty of conduct detrimental to the Society—

and upon such expulsion such member shall cease to be a member of the Society.

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Any such special resolution shall state the ground upon which the member is expelled:

Provided that, before a special resolution based on the ground referred to in paragraph (b) of this rule is passed, the member concerned—

- (i) shall be given notice in writing that it is intended to propose a special resolution for his expulsion on the ground that he has been guilty of conduct detrimental to the Society, specifying particulars of the conduct charged;
- (ii) shall in the same or a subsequent notice be informed of the date (which shall not be earlier than fourteen days after the notice referred to in paragraph (i) of this proviso), time and place of the meeting at which the special resolution will be proposed; and
- (iii) shall be given an opportunity of being heard at such meeting.

18. The shares of a member who is expelled may by special resolution, passed at the general meeting at which he is expelled, be forfeited to the Society if not less than fourteen days before that meeting notice in writing of intention to propose such resolution had been given to the member concerned. Within seven days of such forfeiture taking effect notice thereof shall be sent to the expelled member. No expelled member shall be re-admitted except by special resolution. A member so re-admitted shall not have restored to him any shares which were forfeited on his expulsion.

19. Where a member has been expelled but his shares have not been forfeited—

- (a) if no advance has been made thereon, a refund shall be made to him of such amount and subject to such deductions as would be payable upon a withdrawal of the shares as at the pay last preceding the date on which the expulsion takes effect; and
- (b) if an advance has been made thereon, such advance shall become immediately repayable and the Society may exercise its rights under the mortgage to enforce such payment in full and the amount which the Society may

recover shall be such amount, together with such additions thereto, as would be payable by the member for the discharge of his mortgage as at the pay last preceding the date on which the expulsion takes effect.

*Capital and Shares.*

20. The capital of the Society shall be raised by the issue of shares. The capital shall vary in amount according to the nominal value of shares from time to time subscribed.

21. Shares, which shall be of one class all ranking equally, shall be of the nominal value of ..... each.

22. Every member shall hold at least one share but no member shall hold more than one hundred shares or more than one-tenth of the shares in the Society.

*Subscriptions on Shares.*

23. The amount unpaid on shares shall be paid by means of monthly subscriptions at the rate of ..... per share, on such days and times as the Board shall determine. A member may pay his subscriptions in advance at any time, but shall have no claim for interest on such payments in advance. The date of the first pay from which subscriptions shall be deemed to have accrued due shall be fixed by the Board.

24. If subscriptions are not paid when due the Board may impose upon the member concerned a fine of one penny for each share for each pay in arrear. No fines shall be payable if a member pays as many subscriptions in advance as there are back subscriptions due at the date of payment.

25. Without affecting the generality of anything in these rules contained, the Board may exempt a member for such period as it thinks fit from payment of subscriptions, fines or other dues for such reasons as continued sickness, unemployment or other misfortune proved to its satisfaction. During the period of such exemption, subscriptions and other dues shall not become payable and fines shall not be incurred but the member shall remain liable for the amount of such subscriptions and dues. In granting any such exemption the Board may impose such conditions as it thinks fit in relation to the making up of back subscriptions and otherwise.

*Withdrawal of Shares.*

26. Subject to the provisions hereinafter contained, a member may at any time not less than one year after the registration of the Society (or with the consent of the Board at any earlier time) withdraw any share or shares—

- (a) upon which he has not had an advance, or
- (b) upon which he has had an advance and the liability in respect thereof has been discharged prior to or is discharged simultaneously with such withdrawal.

A withdrawing fee of sixpence in respect of each share upon which an advance has not been made and of two shillings and sixpence in respect of each share upon which an advance or partial advance has been made shall be payable, and may be deducted from the amount (if any) refundable to the member.

27. Except as is provided in Rule 64 of these rules, fourteen days' notice in writing shall be given by the member of his desire to withdraw the shares and he shall be deemed to withdraw the shares as at the pay last preceding the date of the receipt of the notice or, if the notice is received at a pay, as at that pay, and, if all dues accrued up to and including the pay as at which he is deemed to withdraw have not been paid, such dues incurred thereon shall be deducted from the amount to be refunded as hereinafter provided.

28. Refunds shall be made in order of priority of the receipt of notices.

29. The amount to be refunded to the member shall be—

- (a) before pay 37 of the Society, the subscriptions paid by him without interest;

(b) at any other time, the amount set out in the Appendix at the pay at which he withdraws in respect of each share withdrawn:

Provided that, if the last preceding balance-sheet of the Society prior to the refund has disclosed an aggregate deficiency, the appropriate proportions of such loss or deficiency having regard to the number of shares to be withdrawn in relation to the total number of shares in the Society as at the date of such balance shall be deducted from the amount to be refunded. A member shall not be required to continue the payment of subscriptions and management fees in respect of the shares proposed to be withdrawn after he has given notice of withdrawal.

30. A notice of withdrawal may not be cancelled by the member without the consent of the Board.

*Transfer and Transmission of Shares.*

31. A share may not be sold or transferred without the consent of the Board.

32. The instrument of transfer of any share shall be executed both by the transferor and the transferee, and the transferor shall be deemed to remain the holder of the share until the name of the transferee is entered in the register of members in respect thereof.

33. The shares in the Society shall be transferred in the following form or in any usual or common form which the Board approves:—

I, A.B., of....., in consideration of the sum of  
(Name of Society)

£..... paid to me by C.D., of..... (hereinafter called the "said transferee"), do hereby transfer to the said transferee..... share (or shares) registered in my name in the share register of the above-named Society to hold unto the said transferee, his executors, administrators and assigns, subject to the several conditions on which I hold the same at the time of the execution hereof, and I, the said transferee, do hereby agree to take the said share (or shares) subject to the conditions aforesaid.

Dated this..... day of....., 19.....

Signed by the Transferor.....

in the presence of.....

Signed by the Transferee.....

in the presence of.....

34. No transfer of shares shall be made to a person where the transfer would increase his holding of shares in the Society beyond the number or proportion allowed by these rules, and except where the contrary is expressly provided in these rules, the Board shall decline to register any transfer of shares to a person not eligible to be a member or of whom it does not approve and may also decline to register any transfer of shares during the fourteen days immediately preceding the annual general meeting in any year. The Board may decline to recognize any instrument of transfer unless the instrument of transfer is accompanied by such evidence as the Board may reasonably require to show the right of the transferor to make the transfer of the shares to which it relates.

35. There shall be paid to the Society a fee of sixpence on the transfer of any share on which an advance has not been made and a fee of two shillings and sixpence on the transfer of any share on which an advance or partial advance has previously been made.

36. The Board shall cause a record of all transfers to be made in the proper books of the Society.

37. The legal personal representatives of a deceased member (not being one of several joint holders of shares) shall be the only persons recognized by the Society as having any title to the shares registered in the name of such member. Notwithstanding anything to the contrary contained in this rule, where a member to whom an

advance has not been made dies and upon the withdrawal of his shares there is payable by the Society a sum not exceeding Two hundred pounds, the provisions of section 29 of the Act shall apply.

38. In the case of shares registered in the names of two or more persons as joint holders the survivor or survivors or the legal personal representatives of the deceased last survivor shall be the only persons recognized by the Society as having any title to the shares. The Board may require such evidence as it thinks fit of the death of any joint holder of shares. The Board shall also require proof to its satisfaction that Probate Duty in respect of such property has been paid, or that the Commissioner of Probate Duty consents to the proposed dealing.

39. Any person becoming entitled to shares in consequence of the death bankruptcy or insolvency of a member or in consequence of a member having made any arrangement or composition with his creditors or any assignment of his estate for the benefit of his creditors, upon such evidence of his title being produced as is properly required by the Board, shall have the right either—

(a) to be registered as a member in respect of the shares if he is otherwise eligible under the Act and these rules to be so registered; or

(b) in lieu of being registered himself—

(i) to make subject to the Act and these rules such a transfer of the shares as he would be entitled to make if he were the registered holder of the shares; or

(ii) to withdraw the shares (where no advance has been made thereon) or to discharge the liability in respect of the advance thereon (where an advance has been made thereon) in the same manner and subject to the same conditions as if he were the registered holder of the shares.

#### *Forfeiture of Shares.*

40. All shares the dues upon which become six pence in arrear shall be liable to forfeiture after notice of the intention to forfeit has been given to the member concerned by registered post. The notice shall state the amount owing and name a date, being not less than four pence after the date of such notice, after which the shares may be forfeited unless previously such amount with fines accrued is paid at the registered office. The notice shall also state whether the member is eligible to withdraw from the Society. The Board may resolve to forfeit the shares of any member who does not pay the stated amount and fines on or before the date named in the notice.

41. If the official receiver or assignee disclaims in accordance with the provisions of any law relating to bankruptcy or insolvency as to the shares of any member becoming bankrupt or insolvent the shares of such member shall be deemed forfeited upon receipt by the Society of notification of the disclaimer.

42. A person whose shares have been forfeited for a default in payment or for any other reason shall cease to be a member in respect of the forfeited shares but shall, notwithstanding, remain liable to pay to the Society all moneys which, at the date of forfeiture, were presently payable by him to the Society in respect of the shares. A member whose shares are forfeited shall be liable to pay his proportion of any loss or deficiency in the same way as if he had withdrawn the shares.

43. A statutory declaration by a person purporting to be a director of the Society that a share in the Society has been duly forfeited on a date stated in the declaration, shall as against all persons claiming to be entitled to the share be prima facie evidence of such forfeiture having taken place.

44. Shares forfeited for any reason shall be cancelled and shall not be sold or reissued. All moneys received by the Society in respect of forfeited shares (whether before or after the forfeiture) shall be applied firstly in satisfaction of all costs, charges, expenses, management fees, fines and other deductions as are properly payable to the Society by the person whose shares have been forfeited as at the date of such forfeiture and the balance (if any) shall be added to the interest reserve of the Society.

*Management Fees.*

45. Members shall pay fourpence per share per month, calculated from the first pay of the Society, which amount shall be applied towards the management expenses of the Society.

46. A separate account of the moneys received and expended on account of management shall be kept.

*Charge on Shares.*

47. The Society shall have a charge upon the share or interest in the capital of a member or past member in respect of any debt due from the member or past member to the Society and may set off any sum accredited or payable to a member or past member in or towards payment of the debt.

*Advances.*

48. Every application for an advance shall be made on the form supplied by the Society for that purpose and shall be accompanied by such valuation fee as, subject to these rules, may be determined by the Board.

49. An advance may be made to a member only on condition that the member holds shares of a nominal value equivalent to the amount of the advance. A member shall be eligible for an advance only upon shares on which the subscriptions fines and charges of any kind due under the rules are paid up to the date of the application for an advance.

50. A member shall be eligible for an advance in respect of each share held by him. This amount is in these rules referred to as the unit of advance. Notwithstanding the number of shares held by him, no member shall be eligible for an advance which, when reduced by the value of the share capital of the member and excluding any advance for street making, sewerage or drainage, exceeds the sum of ..... pounds or (subject to the written consent of every lender from whom the Society has borrowed money) such higher amount as may from time to time be approved in writing by the Treasurer of the State of Victoria. If there are not sufficient funds in hand to satisfy all applications for advances the right of priority shall be determined by the order in which the applications were received.

For the purposes of this rule any reference to street making, sewerage or drainage shall be deemed to include a reference to any of the purposes referred to in paragraphs (a), (b), (c) and (d) of sub-section (4) of section 3 of the Act.

51. The Board may approve of an advance to a member which is not exactly equivalent to the nominal value of an integral number of shares. In such a case the member shall be required to hold the integral number of shares of nominal value next above the amount of the advance. The amount by which the advance exceeds the nominal value of the integral number of shares next below the amount of the advance shall be regarded as a partial advance on one share and a loan payment of ..... per pay for each £1 or part of £1 of such partial advance shall be payable as from the pay immediately following the payment of such partial advance. The balance of the share, that is to say, the difference between the partial advance and the nominal value of one share, shall be subject to the balloting out provisions of rules 70 and 71.

*Payments after Advance.*

52. A member shall pay an additional amount of ..... (in these rules called the "loan payment") per pay in respect of each share when an advance has been made thereon. Where the full amount of the advance to the member is paid in one sum loan payments shall commence on the pay next after the advance is made. Where the advance is made in instalments the loan payment in respect of the full amount of the advance approved shall be due on the pay next after the date on which the sum of such instalments is equal to £25 for each share relevant to the advance excepting that, where the Board at any time so directs, the advance shall be deemed to be made on the several shares in succession, and the loan payment in respect of any one share shall be due on the pay next after the date on which the amount of advance on that share is not less than £25. Provided further that where the rate of interest charged to the Society on moneys borrowed by it has been varied, the Board shall have power from time to time to vary the amount payable by a member after the

advance has been obtained; no variation, however, shall be made if it will cause the interest charged to the member to exceed by more than One pound per centum per annum the rate of interest charged to the Society on moneys borrowed by it as aforesaid, and no such variation shall take effect unless and until it is approved by the Registrar.

53. If the loan payments are not paid when due, the Board may impose upon the member concerned a fine of twopence for each advanced share for each pay in arrear. Such fines shall be in addition to any fines owing by reason of subscriptions on shares being in arrear. No fines shall be payable on loan payments if the member pays as many loan payments in advance as there are loan payments in arrear at the time of payment.

*Security for Advances.*

54. Without assigning any reason the Board may exercise its discretion in accepting or rejecting any security submitted but no advance shall be made unless such advance is secured by legal mortgage over freehold property in Victoria nor shall any advance be made otherwise than in accordance with the Act and the regulations.

55. The mortgage shall conform to these rules and shall contain such usual and other covenants as the Board deems proper and necessary to secure the advance in accordance with the rules. The mortgage shall secure the payment of the advance and the payment of subscriptions, loan payments, fines, charges and other moneys to which a member is or may become liable under the rules: Provided that the amount which the Society may recover in the event of its exercising its power of sale under the mortgage shall be such amount, together with such additions thereto, as would be payable by the member for the discharge of his mortgage as at the pay last preceding the exercise of the power of sale, and the Society may also recover the costs and expenses incurred by the Society in connexion with the sale.

56. The mortgage shall provide that the member shall be governed by any subsequent alteration of rules affecting the mortgage notwithstanding any provision contained in the mortgage which is inconsistent with the rules as so altered.

57. The provisions of this rule and of the next two succeeding rules numbered 58 and 59 shall apply only in the case of a member who applies for an advance for the purpose of purchasing land and erecting a dwelling-house thereon, or of erecting a dwelling-house on land already owned by him. Such member shall with his application for advance submit plans and specifications of the building and improvements proposed to be erected. If an advance is approved, and upon executing a mortgage to secure the total amount of the advance approved by the Board in his case, the member shall be paid such advance in instalments as the erection of the dwelling-house on the land in question and the improvements incidental thereto progress. The total amount of such instalments shall not at any time exceed seventy-five per centum of the value of the land and the dwelling-house and improvements for the time being thereon to which may be added a sum not exceeding the amount of the subscriptions paid by the member in respect of the shares held by him: Provided always that the total amount of any such instalments shall not at any time exceed the value of the land and the dwelling-house and improvements for the time being thereon. Such instalments shall be paid upon the certificate of the valuer appointed for the purpose by the Board.

58. Upon completion of the dwelling-house and improvements to the satisfaction of the Board the remainder of the advance shall be paid to the member.

59. The Board shall have power, at the expense of any member failing to do so, to complete a dwelling-house or improvements upon which advances have been authorized and which remain unfinished, and to direct the making of the advance requisite for such completion.

Instead of completing the dwelling-house and improvements the Society may sell the property and in that case the Society may recover the costs and expenses incurred by the Society in connexion with the sale and also such amount, together with such additions thereto, as would be payable by the member for the discharge of his mortgage as at the pay last preceding the exercise of the power of sale.

Provided that where the full amount has not been actually advanced on all shares held by the member the member shall be deemed to hold unadvanced and advanced shares or parts of shares respectively in the same ratio as the amount not advanced bears to the amount advanced and the member shall be deemed to have withdrawn the unadvanced shares or parts of shares as at that pay and shall be given a credit in respect of the unadvanced shares accordingly.

For the purposes of this rule the determination of the Board that a member has failed to complete a dwelling-house or improvements shall be final and conclusive.

*Valuation and Inspection of Property.*

60. (1) Whenever an application is made for an advance for the erection of a dwelling-house, the Board shall arrange for the valuation of the land, the examination of the plans and specifications of the dwelling-house and improvements proposed to be erected and effected thereon and the estimation of the value thereof when completed and for such purposes shall employ a valuator qualified and approved in accordance with section 58 of the Act. The Board shall also arrange for the inspection and valuation from time to time, by a valuer appointed for the purpose by the Board and approved by the Registrar, of such dwelling-house during construction and upon completion and at periodical intervals after completion. The member shall be liable for the costs and fees of such examination and valuations and of all such inspections and the amount thereof may, if the Board sees fit, be deducted from the amount of the advance or from any progress payment made on account thereof. The following shall be the maximum fees payable in each case:—

	£	s.	d.
(a) For the valuation of the land, examination of the plans and specifications and estimation of the value of the land together with the proposed dwelling-house and improvements when completed .. .. .	3	3	0
(b) For inspections to the number as set out below, of dwelling-houses in course of construction and upon completion—			
(i) Four inspections of every timber-framed dwelling-house covered with weather-board, asbestos cement sheets or similar material .. .. .	3	10	0
(ii) Five inspections of any brick or concrete dwelling-house or any other house of a type not covered in sub-paragraph (i) above .. .. .	4	7	6
(c) For each additional inspection in excess of the relevant number set out in paragraph (b) and for each other inspection required by the Board .. .. .	0	15	0
(d) For every maintenance inspection of the property made at intervals of not less than three nor more than five years from the date of its acceptance by the Society as a security .. .. .	0	10	0

(2) Whenever an application is made for an advance for any purpose other than the erection of a dwelling-house, the Board shall arrange for the valuation of the property submitted as security and shall employ a valuator qualified and approved in accordance with section 58 of the Act. The Board shall also arrange for the inspection of the property at periodical intervals by a valuer appointed for the purpose by the Board and approved by the Registrar. The member shall be liable for the costs and fees of such valuation and inspections and the amount thereof may, if the Board sees fit, be deducted from the amount of the advance. The following shall be the maximum fees payable in each case:—

	£	s.	d.
(a) For the valuation of the land and improvements .. .. .	3	3	0
(b) For any other inspection required by the Board .. .. .	0	15	0

	£	s.	d.
(c) For every maintenance inspection of the property made at intervals of not less than three nor more than five years from the date of its acceptance by the Society as a security	0	10	0

*Survey of Property.*

61. Where the Board considers it desirable, a survey of the land submitted as security for any advance shall be made. The costs of the survey shall be borne by the member. If such costs are not paid within the time fixed by the Board they may be deducted from the amount of the advance.

*Solicitor.*

62. The Board shall arrange with a qualified solicitor to act as solicitor to the Society. If such solicitor is a member of the Society and applies for an advance, such other solicitor as the Board may appoint shall act as solicitor for the Society in the matter of that application.

63. All costs and expenses of the Society in connexion with the mortgage of any property or of the discharge thereof shall be payable by the member concerned but in no case shall such costs (exclusive of expenses) exceed one-half of the costs chargeable for a mortgage of the like amount or for the discharge thereof (as the case may be) under the Solicitors' Remuneration Order 1956 or any amendment thereof or substitution therefor.

*Discharge after Advance.*

64. A member who has had an advance in respect of any shares may by giving one calendar month's notice in writing to the Society (or such lesser notice as the Board may require) discharge his liability to the Society in respect of such advance as at the pay last preceding the date of the giving of such notice by paying to the Society the amount of such advance or advances, together with all arrears of subscriptions, loan payments, deferred subscriptions, interest thereon, management fees and fines (if any) accrued due on those shares up to and including that pay, and all inspection fees, insurance premiums, legal fees, survey fees and other moneys owing by him to the Society, plus interest calculated on the difference between such aggregate and the amount refundable to him in accordance with Rule 29 at the rate of interest for the time being charged to the Society on moneys borrowed by it computed from the said pay until the date of settlement: Provided that a member shall not discharge his liability to the Society in respect of any such advance within the period of three years from the making of the advance unless the consent of the Board is first obtained or he pays, in addition to any other sum which under the rules he is required to pay, an amount equivalent to loan payments for three months on those shares.

In discharging his liability as aforesaid the member shall be given credit for the amount refundable to him under Rule 29 upon the withdrawal of his shares. In these rules the difference between the amount payable by the member under this rule and the amount refundable to the member under Rule 29 is referred to as "the amount payable by the member for the discharge of his mortgage."

A member may in the same manner and subject to the same conditions discharge part of his liability in respect of the advance in accordance with the foregoing provisions of this rule so long as by so doing he reduces his shareholding to an integral number of shares.

65. Where the liability is so discharged upon all shares upon which the member has had an advance he shall, upon payment of the costs and expenses connected therewith, be entitled to the discharge of his mortgage.

The member shall cease to be a member in respect of all shares the liability in relation to which is so discharged and no management fees subscriptions or loan payments shall be payable by him in respect of any pay after the giving of such notice as aforesaid and those shares shall be deemed to be withdrawn pursuant to Rule 26.



66. Any notice of intention to discharge the liability on any shares shall not be cancelled by the member concerned without the consent of the Board; but if the full amount required by these rules to be paid is not paid to the Society within 60 days from the date of giving notice of intention to discharge, the Board may give notice to the member requiring him within fourteen days to reinstate his account by paying all subscriptions, fines, charges, dues, interest, loan payments, management fees and other moneys then in arrears.

*Insurance of Mortgaged Property.*

67. The Society shall, for such amount as the Board may deem necessary and with such insurer as the Board determines, insure and keep insured from loss or damage by fire and any other cause determined by the Board in the joint names of the Society and the member concerned or (in the discretion of the Board) in the joint names of the Society and the Society as trustee for the member every dwelling-house and premises mortgaged to the Society. The amount of every premium paid for such insurance shall be repaid by the member within fourteen days after a demand therefor being made, or the amount thereof may be deducted from any money paid by him, and if the amount of such premium is not paid within such fourteen days, he may be fined one shilling per month until payment: Provided that the Board may require a member to pay to the Society such sum each year as will in the Board's opinion in the aggregate in each year be sufficient to pay the insurance premium on the dwelling-house and premises for the year then next ensuing.

Nothing hereinbefore contained shall prevent the Board from at any time or from time to time assigning to any mortgagee of the Society the interest of the Society in all or any of the policies covering any buildings or premises mortgaged to the Society or in the joint names of the Society and the Society as trustee for its members.

*Power to Sell Mortgaged Property.*

68. A member may sell any property that he has mortgaged to the Society if the mortgage thereover is discharged in accordance with these rules, or if the purchaser with the consent of the Board purchases from the member under a terms contract, or if the purchaser (being a person eligible under these rules to be a member) with the approval of the Board takes the property subject to the mortgage, and enters into a covenant with the Society in such form as the Board approves that he will be bound by and observe all the covenants conditions and stipulations of the mortgage, and has transferred to him in accordance with these rules the shares of the member and complies with any other condition imposed by the Board.

*Power to Release Part of Security.*

69. The Board may in its discretion release a part of the property mortgaged on being satisfied that the remainder is sufficient security.

*Balloting Out.*

70. When the Board deems it advisable, a ballot of the unadvanced shares may be held and the member or members selected by that ballot shall be required by notice in writing to apply for an advance on his or their shares and to submit security in accordance with these rules.

The ballot shall be conducted by the drawing of lots in such manner as the Board may determine.

71. If any member so selected does not submit security acceptable to the Board within eight weeks from the date of the giving of such notice, he shall at the expiration of such period of eight weeks be deemed to have applied for withdrawal of the shares and the Board shall deal with them accordingly.

*General Meetings.*

72. A general meeting of the Society to be known as the "annual general meeting" shall, as provided in section 50 of the Act, be held each year at such time (being within three months after the close of the financial year or within such further period as may be allowed by the registrar or prescribed by regulation) and at such place as the Board appoints. If the Board fails to appoint a time within the period hereinbefore mentioned and a place for the holding of the annual general meeting, any seven members of the Society may convene the annual general meeting to be held within such period as the Registrar may allow.

73. The ordinary business of the annual general meeting shall be—

- (a) to confirm minutes of the last preceding annual general meeting and of any general meetings held since that meeting;
- (b) to receive from the Board, auditor and officers of the Society reports upon the transactions of the Society during the last preceding financial year;
- (c) to elect and determine the remuneration of directors;
- (d) to appoint and determine the remuneration of the auditor, and
- (e) to determine the remuneration of officers other than directors.

74. The annual general meeting may transact special business of which notice is given in accordance with these rules.

75. The Board may, whenever it thinks fit, convene a special general meeting of the Society.

76. The Board shall, on the requisition in writing of not less than twenty members being the holders of shares upon which all dues have been paid, forthwith proceed to convene a special general meeting of the Society.

77. A requisition for a special general meeting shall state the objects of the meeting and shall be signed by the requisitionists and deposited at the registered office of the Society and may consist of several documents in the like form, each signed by one or more of the requisitionists.

78. If the Board does not proceed to cause a special general meeting to be held within twenty-one days from the date on which a requisition therefor was deposited at the registered office, the requisitionists, or any of them, may convene the meeting, but any meeting so convened shall not be held after three months from the date of the deposit of the requisition.

79. Any special general meeting convened by requisitionists in pursuance of these rules shall be convened in the same manner as nearly as possible as that in which such meetings are convened by the Board and all reasonable expenses incurred in so convening the meeting shall be refunded by the Society to the persons incurring the same.

#### *Notice of General Meetings.*

80. Seven days' notice at the least (exclusive of the day on which the notice is served or deemed to be served, but inclusive of the day for which notice is given), specifying the place, the day and the hour of meeting and, in case of special business, the general nature of that business and, where a special resolution is to be proposed, setting out the terms thereof, shall be given of any general meeting in manner hereinafter mentioned to such persons as are, under these rules, entitled to receive notices of general meetings from the Society; but the non-receipt of the notice by any such person shall not invalidate the proceedings at such general meeting: Provided that in any case of emergency the Board may at any time call a special general meeting upon giving less than seven days' notice.

81. If any member gives to the Board at least three clear days before any notice convening any meeting is issued by the Board notice of his intention to move any motion at such meeting the Board shall cause notice of such intention to be inserted in the convening notice.

#### *Procedure at General Meetings.*

82. All business that is transacted at special general meetings and all business that is transacted at the annual general meeting, with the exception of that specifically referred to in these rules as being the ordinary business of the annual general meeting, shall be deemed special business.

83. No item of business shall be transacted at any general meeting unless a quorum of members entitled under these rules to vote is present during the time when the meeting is considering that item.

84. Seven such members personally present shall be a quorum. If within half an hour after the appointed time for the meeting a quorum is not present, the meeting, if convened upon the requisition of members, shall be dissolved; in any other case it shall stand adjourned to the same day in the next week, at the same time and (unless another place is specified by the chairman or a director or officer at the time of the adjournment or by written notice to members given before the day to which the meeting is adjourned) at the same place and, if at the adjourned meeting a quorum is not present within half an hour after the time appointed for the meeting, the meeting shall be dissolved.

85. The chairman, if any, of the Board shall preside as chairman at every general meeting of the Society.

86. If there is no such chairman, or if at any meeting he is not present within fifteen minutes after the time appointed for holding the meeting or is unwilling to act as chairman, the members present shall choose some one from their number to be chairman.

87. The chairman, with the consent of any meeting at which a quorum is present, may, and, if so directed by such a meeting, shall adjourn the meeting from time to time and from place to place but no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place. When a meeting is adjourned for fourteen days or more the like notice of the adjourned meeting shall be given as in the case of the original meeting. Save as aforesaid it shall not be necessary to give any notice of an adjournment or of the business to be transacted at any adjourned meeting.

88. Every question for decision by a meeting of the Society shall, as provided in section 51 of the Act, be determined by a majority of the members present in person thereat who are entitled under these rules to vote and, unless a poll is demanded by at least five such members, the question shall be determined on a show of hands and, unless before or on the declaration of the result of the show of hands a poll is so demanded, a declaration by the chairman that a resolution has, on a show of hands, been carried or carried unanimously or carried by a particular majority, or lost, and an entry to that effect in the minute book of the Society shall be evidence of the fact, without proof of the number or proportion of the votes recorded in favour of, or against, that resolution.

89. If at any meeting a poll on any question is duly demanded it shall be taken at such meeting in a manner which the chairman shall direct, and the result of the poll shall be deemed to be the resolution of the meeting on that question.

90. In the case of an equality of votes, whether on a show of hands or on a poll, the chairman of the meeting at which the show of hands takes place, or at which the poll is demanded, shall be entitled to a second or casting vote.

91. A poll demanded on the election of a chairman, or on a question of adjournment, shall be taken forthwith. A poll demanded on any other question shall be taken at such time before the close of the meeting as the chairman of the meeting shall direct.

#### *Voting of Members.*

92. Each member, not being a minor, who is present in person at any meeting shall be entitled to vote and shall, irrespective of the number of shares held by him, have one vote.

93. In the case of joint holders the vote of the senior who tenders the vote shall be accepted to the exclusion of the other joint holders; and for this purpose seniority shall be determined by the order in which the names stand in the register of members unless otherwise directed by all the joint holders.

#### *Special Resolution.*

94. A special resolution, in accordance with section 44 of the Act, means a resolution which is passed by a majority of not less than three-quarters of such members entitled under these rules to vote as may be present in person at any general meeting of which notice specifying the intention to propose the resolution has been duly given according to these rules. A copy of the special resolution shall be registered in the manner prescribed by the Act and the regulations

*Board of Directors.*

95. There shall be a Board of five directors.
96. The qualification of a director shall be the holding of at least one share in the Society.
97. The first directors shall be elected at the meeting for the formation of the Society.
98. At the first annual general meeting of the Society three of the directors shall retire and at the annual general meeting in each subsequent year the directors shall retire in rotation of two and three. A retiring director shall retain office until the dissolution of the meeting at which his successor is appointed.
99. The directors to retire in any year shall, subject to the provisions as to filling casual vacancies, be those who have been longest in office since their last election; but as between persons who became directors on the same day those to retire shall (unless they otherwise agree among themselves) be determined by lot.
100. A retiring director shall be eligible for re-election.
101. The Society at the general meeting at which a director retires in manner aforesaid may fill the vacated office by electing a person thereto.
102. The election of directors shall be conducted as nearly as practicable in the following manner:—Not less than four weeks before the annual general meeting a notice shall be displayed at the registered office inviting nomination of candidates for election as directors. Such nominations, other than in the case of retiring directors, shall be signed by two or more members and be accompanied by a notice in writing under the candidate's hand signifying his candidature for office, and shall be lodged at the registered office at least fourteen clear days before the meeting. The ballot for the election of directors shall be conducted at the meeting in such usual and proper manner as the Board shall direct.
103. Every retiring director shall be deemed to have been nominated unless before the time for the lodging of nominations has expired he notifies the Society in writing that he is not a candidate for office.
104. If at any general meeting at which an election of directors ought to take place the places of the retiring directors or any of them are not filled, the meeting shall stand adjourned until the same day in the next week, at the same time and (unless another place is specified by a director or officer at the time of the adjournment or by written notice to members given before the day to which the meeting is adjourned) at the same place and such adjourned meeting may receive nominations and elect directors to the vacancies. If at the adjourned meeting the places of the retiring directors are not filled, the retiring directors or such of them as have not had their places filled shall be deemed to have been re-elected at the adjourned meeting.
105. Any vacancy occurring in the Board other than by rotation of retirement as aforesaid may be filled by the Board and the person so chosen shall be subject to retirement at the same time as if he had become a director on the day on which the director in whose place he is appointed was last elected a director.
106. The Society may by resolution remove any director before the expiration of his period of office, and may by resolution at the same or any other meeting appoint another person in his stead. The person so appointed shall be subject to retirement at the same time as if he had become a director on the day on which the director in whose place he is appointed was last elected a director.

*Proceedings of the Board.*

107. The Board may meet together for the despatch of business, adjourn and otherwise regulate its meetings as it may think fit, but a meeting of the Board shall be held at least once every two months. Questions arising at any meeting shall be decided by a majority of votes. In case of an equality of votes the chairman of the meeting shall have a second or casting vote. The chairman of the Board or any two directors may, and the secretary on the requisition of such chairman or any two directors shall, at any time summon a meeting of the Board.
108. The quorum of any meeting of the Board shall be three.

109. The continuing directors may act notwithstanding any vacancy in their body, but if and so long as their number is reduced below the number fixed by these rules as the necessary quorum of directors, the continuing directors may act only for the purpose of increasing the number of directors to that number or of summoning a general meeting of the Society but not for any other purpose.

110. The members of the Board shall at the first meeting of the Board and thereafter on any vacancy occurring in the office of chairman elect one of the members to be chairman of the Board and any such chairman so elected shall hold office until the expiration of the period (if any) for which he was elected or until he ceases to be a director or until the holding of the next annual general meeting, whichever event shall first happen. If no such chairman is elected or if at any meeting the chairman is not present within ten minutes after the time appointed for holding the same, the directors present may choose one of their number to be chairman of the meeting.

111. The Board may delegate any of its powers to committees consisting of such members of the Board as it appoints. Any committee so appointed shall in the exercise of the powers so delegated conform to any directions that may be given to it by the Board.

112. A committee may elect a chairman of the committee. If no such chairman is elected or if at any meeting the chairman is not present within ten minutes after the time appointed for holding the same, the members present may choose one of their number to be chairman of the meeting.

113. A committee may meet and adjourn as it thinks proper. Questions arising at any meeting shall be determined by a majority of votes of the members present, and in case of an equality of votes the chairman of the meeting shall have a second or casting vote.

#### *Duties and Powers of the Board.*

114. The business and operations of the Society shall, in accordance with section 48 (1) and (2) of the Act, be managed and controlled by the Board and for that purpose the Board, except as is in the said section provided, shall have and may exercise the powers of the Society (other than those required to be exercised by the Society in general meeting) as if they had been expressly conferred on the Board by a general meeting of the Society. The powers of the Board shall be subject to any restrictions imposed thereon by the Act or the regulations or by these rules.

115. Every director acting in the business or operations of the Society pursuant to these rules or to a resolution duly passed by the Board shall, in accordance with section 48 (3) of the Act, be deemed to be the agent of the Society for all purposes within the objects of the Society.

116. The directors shall receive such fees for their services not being in excess of the maximum amounts prescribed by the regulations as shall be determined by a general meeting of the Society and all necessary expenses incurred by them in the business of the Society shall be refunded to them.

117. The Board shall cause minutes of all general, Board and committee meetings to be kept in books provided for that purpose and all such minutes shall be kept and confirmed as prescribed by the regulations.

Every director present at any meeting of the Board or any committee shall sign his name in a book which the Board shall cause to be kept for that purpose.

118. The Board shall, in accordance with section 40 of the Act, cause to be kept at the registered office of the Society, and open at all reasonable times to inspection by any member or creditor without fee—

- (a) a copy of the Act and the regulations;
- (b) a copy of the rules of the Society;
- (c) a copy of the last audited balance-sheet and final accounts together with the auditor's report;
- (d) the prescribed register of directors, members and shares; and
- (e) the prescribed register of loans raised and securities given by the Society.

119. At the end of each financial year the Board shall cause to be prepared a balance-sheet and final accounts of the Society for that year and shall submit them with the auditor's report thereon to the annual meeting of the Society. The Board shall also cause a copy of such balance-sheet accounts and report to be displayed at the registered office of the Society for a period of not less than fourteen days before the date of such meeting and a copy of such balance-sheet accounts and report to be sent to each member with the notice of the meeting.

*Appointment and Removal of Officers, other than Directors.*

120. Without prejudice to the general powers conferred on the Board by the Act or by these rules, the Board shall have power to appoint and, at its discretion, remove or suspend a secretary and other officers (other than directors) and to fix their powers and duties or, when so deemed necessary, to delegate such powers of appointment, suspension, removal and fixing of duties. Officers (other than directors) shall receive such remuneration for their services (not exceeding in any case any relevant maximum amount which may be prescribed by the regulations) as is determined by a general meeting of the Society.

*Security by Officers.*

121. The Board shall cause every officer having the receipt or charge of any money of the Society to give security in accordance with section 53 (3) of the Act to the amount and in the manner prescribed by the regulations.

*Insurance.*

122. The Board shall insure the Society against loss or damage to, and against the liability of, the Society by reason of fire, accident or otherwise to such extent and in such manner as it deems fit.

*Vacation of Office of Director.*

123. The office of a director shall be vacated in the circumstances set out in the Act and also if he becomes an infirm person within the meaning of the Public Trustee Acts.

*Borrowing by Directors and other Officers.*

124. A director or other officer shall not borrow from the Society, and the Society shall not make any advance to a director or other officer, except by special resolution of the Society and if any advance is made in contravention of this rule the members of the Board who authorized the advance shall be jointly and severally liable for any loss on the advance occasioned to the Society.

*Copy of Rules.*

125. The Board shall, in accordance with section 46 (2) of the Act, cause to be supplied on demand to every person (not being a member of the Society) a copy of the rules on payment of such sum not exceeding two shillings and sixpence, as the Board may determine from time to time.

*Banking.*

126. The Board shall cause to be opened with such bank as the Board selects a banking account in the name of the Society into which all moneys received shall be paid as soon as possible after receipt thereof.

The Board may receive from the Society's bank or bankers for the time being the cheques drawn by the Society on any of its accounts with the said bank or bankers and may release and indemnify the said bank or bankers from and against all claims actions suits or demands whatsoever which may be brought against the said bank or bankers arising directly or indirectly out of the said cheques or the surrender thereof to the Society.

127. All cheques drawn on such account and all drafts, bills of exchange, promissory notes and other negotiable instruments for and on behalf of the Society shall be signed by two of the directors and countersigned by the secretary or such other person as may be authorized from time to time by the Board in that behalf.

*Custody of Books, Documents and Securities.*

128. All books of accounts, securities, documents and papers of the Society shall be kept at the registered office or at such other place as the Board, in the case of any particular book, security, document or paper, directs and shall be kept in such manner and with such provision for their safety as the Board directs.

*Members' Accounts.*

129. The Board shall, in accordance with section 56 (6) of the Act, so provide that any member may inspect his own account in the books of the Society at any reasonable time on payment of such fee, not exceeding two shillings, as may be determined by the Board from time to time.

*Audit.*

130. An auditor of the Society, who shall be a person licensed by the Companies' Auditors Board and approved by the Registrar, shall be appointed at each annual general meeting to hold office until the next annual general meeting.

131. The first auditor of the Society may be appointed by the Board before the first annual general meeting, and, if so appointed, shall hold office until the first annual general meeting, unless previously removed by a resolution of the members at a general meeting, in which case the members at that meeting may appoint an auditor to act until the first annual general meeting.

132. If an appointment is not made at an annual general meeting the Board shall appoint an auditor of the Society for the current financial year.

133. An officer of the Society shall not be capable of being appointed auditor of the Society.

134. A person, other than a retiring auditor, shall not be capable of being appointed auditor at an annual general meeting unless notice of intention to nominate that person to the office of auditor has been given by a member of the Society not less than fourteen days before the annual general meeting, and the Society shall send a copy of any such notice to the retiring auditor.

135. The Board may fill any casual vacancy in the office of auditor.

136. The remuneration of the auditor shall be fixed by the Society in general meeting, except that the remuneration of any auditor appointed by the Board may be fixed by the Board.

137. The auditor shall have a right of access to the books, accounts, vouchers, securities and documents of the Society, and may require from the directors and other officers such information and explanation as may be necessary for the performance of his duties as auditor, and the Board shall cause all such books, accounts, vouchers, securities and documents to be made available to him and any required information and explanation to be furnished to him.

138. The accounts of the Society shall be audited forthwith after the close of each financial year.

139. The auditor shall comply with section 56 (4) of the Act and, in particular in making his report to the members of the Society and in signing any statement of assets and liabilities or of accounts to be presented to the members or transmitted to the Registrar, he shall state—

- (a) whether he has obtained the information and explanation required by him;
- (b) whether in his opinion the statements are properly drawn up so as to exhibit a true and correct view of the financial position of the Society according to the information at his disposal and explanation given to him and as shown by the books of the Society; and
- (c) whether the rules relating to the administration of the funds of the Society have been observed.

*Application of Funds.*

140. The funds of the Society shall be applied only to carrying out the objects of the Society in accordance with these rules.

*Settlement of Disputes.*

141. Disputes between a member in his capacity of member and the Society shall be settled by arbitration in accordance with the *Arbitration Act 1928*.

Nothing in this rule shall extend to any dispute as to the construction or effect of any mortgage or of any contract contained in any document other than these rules.

A dispute which relates wholly to the construction or effect of any of these rules shall not be deemed to be a dispute as to the construction or effect of a mortgage by reason only that the mortgagor has covenanted under the mortgage to observe these rules or that in the mortgage the rights and obligations of the parties are expressed by reference to these rules.

*Alteration of Rules.*

142. The making of a new rule or the alteration or rescission of an existing rule shall be effected only by a special resolution passed by a majority of not less than three-quarters of such members entitled under these rules to vote as may be present in person at a general meeting of which notice specifying the intention to propose the resolution has been given according to these rules.

The Board shall cause the necessary steps to be taken to have the alteration registered in accordance with the provisions of section 47 of the Act.

*Notices.*

143. A notice may be given by the Society to any member by delivering it to him personally or by sending it by post addressed to him—

- (a) (where he has supplied to the Society an address for the giving of notices) at that address; or
- (b) (in any other case) at his last registered address.

144. Any notice sent by post shall be deemed to have been given at the expiration of twenty-four hours after the letter containing the same has been posted and in proving the giving of such notice it shall be sufficient to prove that the letter containing the notice was properly addressed stamped and posted.

145. A notice may be given by the Society to the joint holders of shares by giving the notice to the joint holder named first in the register in respect of the shares.

146. A notice may be given by the Society to the persons entitled to shares in consequence of the death bankruptcy or insolvency of a member or in consequence of a member having made an arrangement or composition with his creditors or any assignment of his estate for the benefit of his creditors by sending it by post addressed to them by name, or by the title of representative of the deceased, or trustees of the bankrupt or by any like description, at the address, if any, supplied for the purpose by the persons claiming to be so entitled or (if no such address has been supplied) by sending the notice addressed to them at the last registered address of the member.

147. Notice of every general meeting shall be given in some manner hereinbefore authorized to every member of the Society and to every person entitled to shares as aforesaid who has produced to the Board such evidence of his title to the shares as is properly required by the Board. No other person shall be entitled to receive notice of general meetings.

*Shares Not to be Listed.*

148. The shares of the Society shall not be quoted for sale or purchase at any stock exchange or in any other public manner whatever.

*Winding Up.*

149. The winding up of the Society shall be in accordance with Division 4 of Part III. of the Act.



150. At any time after advances have been made on all current shares (other than unadvanced shares in respect of which the Board is satisfied that no application for an advance will be made) the Board may fix a pay to which subscriptions and loan payments shall accrue due. Such pay shall be fixed at the earliest date on which it appears that all liabilities of the Society to persons other than its members and to members holding such unadvanced shares as aforesaid will be capable of being discharged. The Society shall take action as early as possible after the pay so fixed to go into voluntary liquidation.

151. Subject to the provisions of the next succeeding rule, subscriptions and loan payments shall not accrue due after the pay so fixed, but members shall be liable for any other sums payable by them under these rules.

152. In the event of a deficiency on winding up, such deficiency shall be met as provided in section 60 of the Act.

153. Upon the commencement of the winding up of the Society all moneys owing by the Society to its respective members on account of their shares therein shall be set off against the sums owing by the respective members to the Society on account of their advances; and any surplus of such moneys shall be distributed among the members in proportion to the respective numbers of shares then held by them.

*Charges Payable by Members.*

154. A member shall be liable to pay the charges prescribed in these rules.

A list of the charges payable to the Society by a member shall be furnished to any person intending to become a member. A member shall be liable to pay only such charges and those prescribed in any subsequent registered alterations of the rules. Such charges may be altered by special resolution.

155. Notwithstanding anything elsewhere contained in the rules of the Society, the Board may, at any time after a member has received an advance upon his shares or any of them, require him to pay, in addition to any other sum which under the rules he is required to pay, such an amount per pay as will, in the estimation of the Board, aggregate in each calendar year to the amount necessary to discharge all rates and taxes which, in that year, will be payable in respect of the property the security for the advance to any municipality or to any land tax, water supply or sewerage or drainage authority. All such moneys so collected by the Society shall be applied by it in discharging the rates and taxes as aforesaid; and if in any year such moneys are insufficient for that purpose, the Board may make up the deficiency out of the funds of the Society and thereupon the Society shall have the right to recover the amount thereof as money paid for and on account of the member concerned.

If the contributions paid in any year by a member under this rule exceed the amount of the rates and taxes as aforesaid for that year, the Society shall, after payment of the rates and taxes, hold the balance to the credit of the member and may, as the Board shall decide, refund such balance to the member or hold it to be applied toward payment of the rates and taxes in the next ensuing year.

A member shall not be entitled to any interest upon any money paid to the Society under this rule.

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And the Honorable Henry Edward Bolte, Her Majesty's Treasurer of the State of Victoria, shall give the necessary directions herein accordingly.

A. MAHLSTEDT,  
Clerk of the Executive Council.

## APPENDIX "A"

This table shows the payment per share for late admission, amount payable per share (except as hereinafter provided) on withdrawal before receiving an advance and the amount per share to be deducted from the sum of £55 to obtain discharge of mortgage before termination; Society based on life of 301 months; share of £55; monthly pays; notional interest rate 5 per cent.

For late admission, the payment shall in all cases be subject to the addition of management fees as from the first pay of the Society and entrance fees as provided for in the rules.

For withdrawal before receiving an advance the payment shall in all cases be subject to the deduction of such costs, charges, expenses, subscriptions in arrear, fines, proportion of losses or deficiencies and other deductions (if any), as are provided for in the rules. With respect to shares withdrawn before Pay No. 37, the member shall not be paid any interest on the subscriptions paid by him.

The amount payable per share to obtain discharge of mortgage before termination of society shall be the amount of £55 less the amount shown in the table with the addition of such costs, charges, expenses, subscriptions and loan payments in arrear, fines, proportion of losses or deficiencies, interest and other additions (if any), as are provided for in the rules or in any mortgage given by the member to the Society.

Pay No.	Amount.	Pay No.	Amount.	Pay No.	Amount.	Pay No.	Amount.
	£ s. d.		£ s. d.		£ s. d.		£ s. d.
1	1 10	64	6 14 2	127	15 6 1	190	26 9 7
2	3 8	65	6 16 7	128	15 9 2	191	26 13 8
3	5 6	66	6 19 0	129	15 12 3	192	26 17 9
4	7 4	67	7 1 5	130	15 15 5	193	27 1 10
5	9 2	68	7 3 10	131	15 18 7	194	27 5 11
6	11 0	69	7 6 3	132	16 1 9	195	27 10 0
7	12 11	70	7 8 8	133	16 4 11	196	27 14 1
8	14 10	71	7 11 1	134	16 8 1	197	27 18 2
9	16 9	72	7 13 6	135	16 11 3	198	28 2 3
10	18 8	73	7 16 0	136	16 14 6	199	28 6 6
11	1 0 7	74	7 18 6	137	16 17 9	200	28 10 9
12	1 2 6	75	8 1 0	138	17 1 0	201	28 15 0
13	1 4 5	76	8 3 6	139	17 4 3	202	28 19 3
14	1 6 4	77	8 6 0	140	17 7 6	203	29 3 6
15	1 8 3	78	8 8 6	141	17 10 9	204	29 7 9
16	1 10 3	79	8 11 1	142	17 14 1	205	29 12 0
17	1 12 3	80	8 13 8	143	17 17 5	206	29 16 3
18	1 14 3	81	8 16 3	144	18 0 9	207	30 0 6
19	1 16 3	82	8 18 10	145	18 4 1	208	30 4 10
20	1 18 3	83	9 1 5	146	18 7 5	209	30 9 2
21	2 0 3	84	9 4 0	147	18 10 9	210	30 13 6
22	2 2 3	85	9 6 7	148	18 14 2	211	30 17 11
23	2 4 3	86	9 9 2	149	18 17 7	212	31 2 4
24	2 6 3	87	9 11 9	150	19 1 0	213	31 6 9
25	2 8 3	88	9 14 5	151	19 4 5	214	31 11 3
26	2 10 3	89	9 17 1	152	19 7 10	215	31 15 9
27	2 12 3	90	9 19 9	153	19 11 3	216	32 0 3
28	2 14 4	91	10 2 5	154	19 14 9	217	32 4 9
29	2 16 5	92	10 5 1	155	19 18 3	218	32 9 3
30	2 18 6	93	10 7 9	156	20 1 9	219	32 13 9
31	3 0 7	94	10 10 5	157	20 5 3	220	32 18 4
32	3 2 8	95	10 13 1	158	20 8 9	221	33 2 11
33	3 4 9	96	10 15 9	159	20 12 3	222	33 7 6
34	3 6 10	97	10 18 6	160	20 15 10	223	33 12 2
35	3 8 11	98	11 1 3	161	20 19 5	224	33 16 10
36	3 11 0	99	11 4 0	162	21 3 0	225	34 1 6
37	3 13 2	100	11 6 10	163	21 6 7	226	34 6 2
38	3 15 4	101	11 9 8	164	21 10 2	227	34 10 10
39	3 17 6	102	11 12 6	165	21 13 9	228	34 15 6
40	3 19 8	103	11 15 4	166	21 17 5	229	35 0 3
41	4 1 10	104	11 18 2	167	22 1 1	230	35 5 0
42	4 4 0	105	12 1 0	168	22 4 9	231	35 9 9
43	4 6 2	106	12 3 10	169	22 8 5	232	35 14 7
44	4 8 4	107	12 6 8	170	22 12 1	233	35 19 5
45	4 10 6	108	12 9 6	171	22 15 9	234	36 4 3
46	4 12 9	109	12 12 4	172	22 19 6	235	36 9 1
47	4 15 0	110	12 15 2	173	23 3 3	236	36 13 11
48	4 17 3	111	12 18 0	174	23 7 0	237	36 18 9
49	4 19 6	112	13 0 11	175	23 10 10	238	37 3 8
50	5 1 9	113	13 3 10	176	23 14 8	239	37 8 7
51	5 4 0	114	13 6 9	177	23 18 6	240	37 13 6
52	5 6 3	115	13 9 9	178	24 2 4	241	37 18 6
53	5 8 6	116	13 12 9	179	24 6 2	242	38 3 6
54	5 10 9	117	13 15 9	180	24 10 0	243	38 8 6
55	5 13 1	118	13 18 9	181	24 13 11	244	38 13 7
56	5 15 5	119	14 1 9	182	24 17 10	245	38 18 8
57	5 17 9	120	14 4 9	183	25 1 9	246	39 3 9
58	6 0 1	121	14 7 9	184	25 5 8	247	39 8 10
59	6 2 5	122	14 10 9	185	25 9 7	248	39 13 11
60	6 4 9	123	14 13 9	186	25 13 6	249	39 19 0
61	6 7 1	124	14 16 10	187	25 17 6	250	40 4 3
62	6 9 5	125	14 19 11	188	26 1 6	251	40 9 6
63	6 11 9	126	15 3 0	189	26 5 6	252	40 14 9

## APPENDIX "A"—continued.

Pay No.]	Amount.	Pay No.	Amount.	Pay No.	Amount.	Pay No.	Amount.
	£ s. d.		£ s. d.		£ s. d.		£ s. d.
253	41 0 0	266	44 9 11	279	48 3 9	292	52 1 8
254	41 5 3	267	44 15 6	280	48 9 7	293	52 7 10
255	41 10 6	268	45 1 1	281	48 15 5	294	52 14 0
256	41 15 9	269	45 6 8	282	49 1 3	295	53 0 3
257	42 1 0	270	45 12 3	283	49 7 3	296	53 6 6
258	42 6 3	271	45 17 10	284	49 13 3	297	53 12 9
259	42 11 8	272	46 3 5	285	49 19 3	298	53 19 1
260	42 17 1	273	46 9 0	286	50 5 3	299	54 5 5
261	43 2 6	274	46 14 9	287	50 11 3	300	54 11 9
262	43 7 11	275	47 0 6	288	50 17 3	301	54 18 2
263	43 13 4	276	47 6 3	289	51 3 4		
264	43 18 9	277	47 12 1	290	51 9 5		
265	44 4 4	278	47 17 11	291	51 15 6		

## APPENDIX "B"

This table shows the payment per share for late admission, amount payable per share (except as hereinafter provided) on withdrawal before receiving an advance and the amount per share to be deducted from the sum of £54 to obtain discharge of mortgage before termination; Society based on life of 427 months; share of £54; monthly pays; notional interest rate 5 per cent.

For late admission, the payment shall in all cases be subject to the addition of management fees as from the first pay of the Society and entrance fees as provided for in the rules.

For withdrawal before receiving an advance the payment shall in all cases be subject to the deduction of such costs, charges, expenses, subscriptions in arrear, fines, proportion of losses or deficiencies and other deductions (if any), as are provided for in the rules. With respect to shares withdrawn before Pay No. 37, the member shall not be paid any interest on the subscriptions paid by him.

The amount payable per share to obtain discharge of mortgage before termination of society shall be the amount of £54 less the amount shown in the table with the addition of such costs, charges, expenses, subscriptions and loan payments in arrear, fines, proportion of losses or deficiencies, interest and other additions (if any), as are provided for in the rules or in any mortgage given by the member to the Society.

Pay No.	Amount.	Pay No.	Amount.	Pay No.	Amount.	Pay No.	Amount.
	£ s. d.		£ s. d.		£ s. d.		£ s. d.
1	11	65	3 8 4	129	7 16 3	193	13 10 10
2	1 10	66	3 9 6	130	7 17 10	194	13 12 11
3	2 9	67	3 10 8	131	7 19 5	195	13 15 0
4	3 8	68	3 11 10	132	8 1 0	196	13 17 1
5	4 7	69	3 13 0	133	8 2 7	197	13 19 2
6	5 6	70	3 14 3	134	8 4 2	198	14 1 3
7	6 5	71	3 15 6	135	8 5 9	199	14 3 4
8	7 4	72	3 16 9	136	8 7 4	200	14 5 5
9	8 3	73	3 18 0	137	8 8 11	201	14 7 6
10	9 3	74	3 19 3	138	8 10 6	202	14 9 7
11	10 3	75	4 0 6	139	8 12 2	203	14 11 8
12	11 3	76	4 1 9	140	8 13 10	204	14 13 9
13	12 3	77	4 3 0	141	8 15 6	205	14 15 11
14	13 3	78	4 4 3	142	8 17 2	206	14 18 1
15	14 3	79	4 5 6	143	8 18 10	207	15 0 3
16	15 3	80	4 6 9	144	9 0 6	208	15 2 5
17	16 3	81	4 8 0	145	9 2 2	209	15 4 7
18	17 3	82	4 9 4	146	9 3 10	210	15 6 9
19	18 3	83	4 10 8	147	9 5 6	211	15 8 11
20	19 3	84	4 12 0	148	9 7 2	212	15 11 1
21	1 0 3	85	4 13 4	149	9 8 10	213	15 13 3
22	1 1 3	86	4 14 8	150	9 10 6	214	15 15 6
23	1 2 3	87	4 16 0	151	9 12 3	215	15 17 9
24	1 3 3	88	4 17 4	152	9 14 0	216	16 0 0
25	1 4 3	89	4 18 8	153	9 15 9	217	16 2 3
26	1 5 3	90	5 0 0	154	9 17 6	218	16 4 6
27	1 6 3	91	5 1 4	155	9 19 3	219	16 6 9
28	1 7 3	92	5 2 8	156	10 1 0	220	16 9 1
29	1 8 3	93	5 4 0	157	10 2 9	221	16 11 5
30	1 9 3	94	5 5 4	158	10 4 6	222	16 13 9
31	1 10 3	95	5 6 8	159	10 6 3	223	16 16 1
32	1 11 3	96	5 8 0	160	10 8 0	224	16 18 5
33	1 12 3	97	5 9 4	161	10 9 9	225	17 0 9
34	1 13 4	98	5 10 8	162	10 11 6	226	17 3 1
35	1 14 5	99	5 12 0	163	10 13 4	227	17 5 5
36	1 15 6	100	5 13 5	164	10 15 2	228	17 7 9
37	1 16 7	101	5 14 10	165	10 17 0	229	17 10 1
38	1 17 8	102	5 16 3	166	10 18 10	230	17 12 5
39	1 18 9	103	5 17 8	167	11 0 8	231	17 14 9
40	1 19 10	104	5 19 1	168	11 2 6	232	17 17 2
41	2 0 11	105	6 0 6	169	11 4 4	233	17 19 7
42	2 2 0	106	6 1 11	170	11 6 2	234	18 2 0
43	2 3 1	107	6 3 4	171	11 8 0	235	18 4 5
44	2 4 2	108	6 4 9	172	11 9 10	236	18 6 10
45	2 5 3	109	6 6 2	173	11 11 8	237	18 9 3
46	2 6 4	110	6 7 7	174	11 13 6	238	18 11 9
47	2 7 5	111	6 9 0	175	11 15 5	239	18 14 3
48	2 8 6	112	6 10 5	176	11 17 4	240	18 16 9
49	2 9 8	113	6 11 10	177	11 19 3	241	18 19 3
50	2 10 10	114	6 13 3	178	12 1 2	242	19 1 9
51	2 12 0	115	6 14 9	179	12 3 1	243	19 4 3
52	2 13 2	116	6 16 3	180	12 5 0	244	19 6 9
53	2 14 4	117	6 17 9	181	12 6 11	245	19 9 3
54	2 15 6	118	6 19 3	182	12 8 10	246	19 11 9
55	2 16 8	119	7 0 9	183	12 10 9	247	19 14 4
56	2 17 10	120	7 2 3	184	12 12 9	248	19 16 11
57	2 19 0	121	7 3 9	185	12 14 9	249	19 19 6
58	3 0 2	122	7 5 3	186	12 16 9	250	20 2 1
59	3 1 4	123	7 6 9	187	12 18 9	251	20 4 8
60	3 2 6	124	7 8 4	188	13 0 9	252	20 7 3
61	3 3 8	125	7 9 11	189	13 2 9	253	20 9 11
62	3 4 10	126	7 11 6	190	13 4 9	254	20 12 7
63	3 6 0	127	7 13 1	191	13 6 9	255	20 15 3
64	3 7 2	128	7 14 8	192	13 8 9	256	20 17 11

## APPENDIX "B"—continued.

Pay No.	Amount.	Pay No.	Amount.	Pay No.	Amount.	Pay No.	Amount.
	£ s. d.		£ s. d.		£ s. d.		£ s. d.
257	21 0 7	300	27 6 0	343	34 15 10	386	43 15 2
258	21 3 3	301	27 9 2	344	34 19 8	387	43 19 9
259	21 5 11	302	27 12 4	345	35 3 6	388	44 4 4
260	21 8 7	303	27 15 6	346	35 7 4	389	44 8 11
261	21 11 3	304	27 18 9	347	35 11 2	390	44 13 6
262	21 13 11	305	28 2 0	348	35 15 0	391	44 18 2
263	21 16 7	306	28 5 3	349	35 18 11	392	45 2 10
264	21 19 6	307	28 8 6	350	36 2 10	393	45 7 6
265	22 2 3	308	28 11 9	351	36 6 9	394	45 12 2
266	22 5 0	309	28 15 0	352	36 10 9	395	45 16 10
267	22 7 9	310	28 18 4	353	36 14 9	396	46 1 6
268	22 10 6	311	29 1 8	354	36 18 9	397	46 6 4
269	22 13 3	312	29 5 0	355	37 2 9	398	46 11 2
270	22 16 0	313	29 8 5	356	37 6 9	399	46 16 0
271	22 18 10	314	29 11 10	357	37 10 9	400	47 0 10
272	23 1 8	315	29 15 3	358	37 14 10	401	47 5 8
273	23 4 6	316	29 18 8	359	37 18 11	402	47 10 6
274	23 7 4	317	30 2 1	360	38 3 0	403	47 15 5
275	23 10 2	318	30 5 6	361	38 7 1	404	48 0 4
276	23 13 0	319	30 8 11	362	38 11 2	405	48 5 3
277	23 15 11	320	30 12 4	363	38 15 3	406	48 10 2
278	23 18 10	321	30 15 9	364	38 19 5	407	48 15 1
279	24 1 9	322	30 19 3	365	39 3 7	408	49 0 0
280	24 4 8	323	31 2 9	366	39 7 9	409	49 5 0
281	24 7 7	324	31 6 3	367	39 12 0	410	49 10 0
282	24 10 6	325	31 9 10	368	39 16 3	411	49 15 0
283	24 13 6	326	31 13 5	369	40 0 6	412	50 0 1
284	24 16 6	327	31 17 0	370	40 4 9	413	50 5 2
285	24 19 6	328	32 0 7	371	40 9 0	414	50 10 3
286	25 2 6	329	32 4 2	372	40 13 3	415	50 15 5
287	25 5 6	330	32 7 9	373	40 17 7	416	51 0 7
288	25 8 6	331	32 11 4	374	41 1 11	417	51 5 9
289	25 11 7	332	32 14 11	375	41 6 3	418	51 11 0
290	25 14 8	333	32 18 6	376	41 10 7	419	51 16 3
291	25 17 9	334	33 2 2	377	41 14 11	420	52 1 6
292	26 0 10	335	33 5 10	378	41 19 3	421	52 6 9
293	26 3 11	336	33 9 6	379	42 3 8	422	52 12 0
294	26 7 0	337	33 13 3	380	42 8 1	423	52 17 3
295	26 10 2	338	33 17 0	381	42 12 6	424	53 2 7
296	26 13 4	339	34 0 9	382	42 17 0	425	53 7 11
297	26 16 6	340	34 4 6	383	43 1 6	426	53 13 3
298	26 19 8	341	34 8 3	384	43 6 0	427	53 18 8
299	27 2 10	342	34 12 0	385	43 10 7		

## APPENDIX "C"

This table shows the payment per share for late admission, amount payable per share (except as hereinafter provided) on withdrawal before receiving an advance and the amount per share to be deducted from the sum of £50 to obtain discharge of mortgage before termination; Society based on life of 352 months; share of £50; monthly pays; notional interest rate 5 per cent.

For late admission, the payment shall in all cases be subject to the addition of management fees as from the first pay of the Society and entrance fees as provided for in the rules.

For withdrawal before receiving an advance the payment shall in all cases be subject to the deduction of such costs, charges, expenses, subscriptions in arrear, fines, proportion of losses or deficiencies and other deductions (if any), as are provided for in the rules. With respect to shares withdrawn before Pay No. 37, the member shall not be paid any interest on the subscriptions paid by him.

The amount payable per share to obtain discharge of mortgage before termination of society shall be the amount of £50 less the amount shown in the table with the addition of such costs, charges, expenses, subscriptions and loan payments in arrear, fines, proportion of losses or deficiencies, interest and other additions (if any), as are provided for in the rules or in any mortgage given by the member to the Society.

Pay No.	Amount.	Pay No.	Amount.	Pay No.	Amount.	Pay No.	Amount.
	£ s. d.		£ s. d.		£ s. d.		£ s. d.
1	1 3	65	4 13 1	129	10 13 0	193	18 9 6
2	2 6	66	4 14 9	130	10 15 2	194	18 12 3
3	3 9	67	4 16 5	131	10 17 4	195	18 15 0
4	5 0	68	4 18 1	132	10 19 6	196	18 17 10
5	6 3	69	4 19 9	133	11 1 8	197	19 0 8
6	7 6	70	5 1 5	134	11 3 10	198	19 3 6
7	8 9	71	5 3 1	135	11 6 0	199	19 6 4
8	10 0	72	5 4 9	136	11 8 2	200	19 9 2
9	11 3	73	5 6 5	137	11 10 4	201	19 12 0
10	12 7	74	5 8 1	138	11 12 6	202	19 14 11
11	13 11	75	5 9 9	139	11 14 9	203	19 17 10
12	15 3	76	5 11 6	140	11 17 0	204	20 0 9
13	16 7	77	5 13 3	141	11 19 3	205	20 3 8
14	17 11	78	5 15 0	142	12 1 6	206	20 6 7
15	19 3	79	5 16 9	143	12 3 9	207	20 9 6
16	1 0 7	80	5 18 6	144	12 6 0	208	20 12 6
17	1 1 11	81	6 0 3	145	12 8 3	209	20 15 6
18	1 3 3	82	6 2 0	146	12 10 6	210	20 18 6
19	1 4 7	83	6 3 9	147	12 12 9	211	21 1 6
20	1 5 11	84	6 5 6	148	12 15 1	212	21 4 6
21	1 7 3	85	6 7 3	149	12 17 5	213	21 7 6
22	1 8 8	86	6 9 0	150	12 19 9	214	21 10 6
23	1 10 1	87	6 10 9	151	13 2 1	215	21 13 6
24	1 11 6	88	6 12 7	152	13 4 5	216	21 16 6
25	1 12 11	89	6 14 5	153	13 6 9	217	21 19 7
26	1 14 4	90	6 16 3	154	13 9 2	218	22 2 8
27	1 15 9	91	6 18 1	155	13 11 7	219	22 5 9
28	1 17 2	92	6 19 11	156	13 14 0	220	22 8 10
29	1 18 7	93	7 1 9	157	13 16 5	221	22 11 11
30	2 0 0	94	7 3 7	158	13 18 10	222	22 15 0
31	2 1 5	95	7 5 5	159	14 1 3	223	22 18 2
32	2 2 10	96	7 7 3	160	14 3 8	224	23 1 4
33	2 4 3	97	7 9 1	161	14 6 1	225	23 4 6
34	2 5 8	98	7 10 11	162	14 8 6	226	23 7 9
35	2 7 1	99	7 12 9	163	14 10 11	227	23 11 0
36	2 8 6	100	7 14 8	164	14 13 4	228	23 14 3
37	2 9 11	101	7 16 7	165	14 15 9	229	23 17 6
38	2 11 4	102	7 18 6	166	14 18 3	230	24 0 9
39	2 12 9	103	8 0 5	167	15 0 9	231	24 4 0
40	2 14 3	104	8 2 4	168	15 3 3	232	24 7 3
41	2 15 9	105	8 4 3	169	15 5 9	233	24 10 6
42	2 17 3	106	8 6 2	170	15 8 3	234	24 13 9
43	2 18 9	107	8 8 1	171	15 10 9	235	24 17 1
44	3 0 3	108	8 10 0	172	15 13 4	236	25 0 5
45	3 1 9	109	8 12 0	173	15 15 11	237	25 3 9
46	3 3 3	110	8 14 0	174	15 18 6	238	25 7 1
47	3 4 9	111	8 16 0	175	16 1 1	239	25 10 5
48	3 6 3	112	8 18 0	176	16 3 8	240	25 13 9
49	3 7 9	113	9 0 0	177	16 6 3	241	25 17 2
50	3 9 3	114	9 2 0	178	16 8 10	242	26 0 7
51	3 10 9	115	9 4 0	179	16 11 5	243	26 4 0
52	3 12 4	116	9 6 0	180	16 14 0	244	26 7 5
53	3 13 11	117	9 8 0	181	16 16 8	245	26 10 10
54	3 15 6	118	9 10 0	182	16 19 4	246	26 14 3
55	3 17 1	119	9 12 0	183	17 2 0	247	26 17 9
56	3 18 8	120	9 14 0	184	17 4 9	248	27 1 3
57	4 0 3	121	9 16 1	185	17 7 6	249	27 4 9
58	4 1 10	122	9 18 2	186	17 10 3	250	27 8 4
59	4 3 5	123	10 0 3	187	17 13 0	251	27 11 11
60	4 5 0	124	10 2 4	188	17 15 9	252	27 15 6
61	4 6 7	125	10 4 5	189	17 18 6	253	27 19 1
62	4 8 2	126	10 6 6	190	18 1 3	254	28 2 8
63	4 9 9	127	10 8 8	191	18 4 0	255	28 6 3
64	4 11 5	128	10 10 10	192	18 6 9	256	28 9 10

## APPENDIX "C"—continued.

Pay No.	Amount.	Pay No.	Amount.	Pay No.	Amount.	Pay No.	Amount.
	£ s. d.		£ s. d.		£ s. d.		£ s. d.
257	28 13 5	281	33 5 0	305	38 6 4	329	43 18 4
258	28 17 0	282	33 9 0	306	38 10 9	330	44 3 3
259	29 0 8	283	33 13 1	307	38 15 3	331	44 8 2
260	29 4 4	284	33 17 2	308	38 19 9	332	44 13 1
261	29 8 0	285	34 1 3	309	39 4 3	333	44 18 0
262	29 11 9	286	34 5 4	310	39 8 9	334	45 3 0
263	29 15 6	287	34 9 5	311	39 13 3	335	45 8 0
264	29 19 3	288	34 13 6	312	39 17 9	336	45 13 0
265	30 3 0	289	34 17 8	313	40 2 4	337	45 18 1
266	30 6 9	290	35 1 10	314	40 6 11	338	46 3 2
267	30 10 6	291	35 6 0	315	40 11 6	339	46 8 3
268	30 14 4	292	35 10 3	316	40 16 2	340	46 13 5
269	30 18 2	293	35 14 6	317	41 0 10	341	46 18 7
270	31 2 0	294	35 18 9	318	41 5 6	342	47 3 9
271	31 5 10	295	36 3 0	319	41 10 3	343	47 8 11
272	31 9 8	296	36 7 3	320	41 15 0	344	47 14 1
273	31 13 6	297	36 11 6	321	41 19 9	345	47 19 3
274	31 17 5	298	36 15 10	322	42 4 6	346	48 4 6
275	32 1 4	299	37 0 2	323	42 9 3	347	48 9 9
276	32 5 3	300	37 4 6	324	42 14 0	348	48 15 0
277	32 9 2	301	37 8 10	325	42 18 10	349	49 0 4
278	32 13 1	302	37 13 2	326	43 3 8	350	49 5 8
279	32 17 0	303	37 17 6	327	43 8 6	351	49 11 0
280	33 1 0	304	38 1 11	328	43 13 5	352	49 16 5

## APPENDIX "D."

This table shows the payment per share for late admission, amount payable per share (except as hereinafter provided) on withdrawal before receiving an advance and the amount per share to be deducted from the sum of £50 to obtain discharge of mortgage before termination; Society based on life of 310 months; share of £50; monthly pays; notional interest rate 5 per cent.

For late admission, the payment shall in all cases be subject to the addition of management fees as from the first pay of the Society and entrance fees as provided for in the rules.

For withdrawal before receiving an advance the payment shall in all cases be subject to the deduction of such costs, charges, expenses, subscriptions in arrear, fines, proportion of losses or deficiencies and other deductions (if any), as are provided for in the rules. With respect to shares withdrawn before Pay No. 37, the member shall not be paid any interest on the subscriptions paid by him.

The amount payable per share to obtain discharge of mortgage before termination of society shall be the amount of £50 less the amount shown in the table with the addition of such costs, charges, expenses, subscriptions and loan payments in arrear, fines, proportion of losses or deficiencies, interest and other additions (if any), as are provided for in the rules or in any mortgage given by the member to the Society.

Pay No.	Amount.	Pay No.	Amount.	Pay No.	Amount.	Pay No.	Amount.
	£ s. d.		£ s. d.		£ s. d.		£ s. d.
1	1 7	64	5 15 10	127	13 4 5	190	22 17 3
2	3 2	65	5 17 11	128	13 7 1	191	23 0 9
3	4 9	66	6 0 0	129	13 9 9	192	23 4 3
4	6 4	67	6 2 1	130	13 12 6	193	23 7 10
5	7 11	68	6 4 2	131	13 15 3	194	23 11 5
6	9 6	69	6 6 3	132	13 18 0	195	23 15 0
7	11 2	70	6 8 4	133	14 0 9	196	23 18 7
8	12 10	71	6 10 5	134	14 3 6	197	24 2 2
9	14 6	72	6 12 6	135	14 6 3	198	24 5 9
10	16 2	73	6 14 8	136	14 9 0	199	24 9 4
11	17 10	74	6 16 10	137	14 11 9	200	24 12 11
12	19 6	75	6 19 0	138	14 14 6	201	24 16 6
13	1 1 2	76	7 1 2	139	14 17 4	202	25 0 2
14	1 2 10	77	7 3 4	140	15 0 2	203	25 3 10
15	1 4 6	78	7 5 6	141	15 3 0	204	25 7 6
16	1 6 2	79	7 7 8	142	15 5 10	205	25 11 3
17	1 7 10	80	7 9 10	143	15 8 8	206	25 15 0
18	1 9 6	81	7 12 0	144	15 11 6	207	25 18 9
19	1 11 3	82	7 14 3	145	15 14 5	208	26 2 6
20	1 13 0	83	7 16 6	146	15 17 4	209	26 6 3
21	1 14 9	84	7 18 9	147	16 0 3	210	26 10 0
22	1 16 6	85	8 1 0	148	16 3 2	211	26 13 9
23	1 18 3	86	8 3 3	149	16 6 1	212	26 17 6
24	2 0 0	87	8 5 6	150	16 9 0	213	27 1 3
25	2 1 9	88	8 7 10	151	16 12 0	214	27 5 1
26	2 3 6	89	8 10 2	152	16 15 0	215	27 8 11
27	2 5 3	90	8 12 6	153	16 18 0	216	27 12 9
28	2 7 0	91	8 14 10	154	17 1 0	217	27 16 8
29	2 8 9	92	8 17 2	155	17 4 0	218	28 0 7
30	2 10 6	93	8 19 6	156	17 7 0	219	28 4 6
31	2 12 3	94	9 1 10	157	17 10 0	220	28 8 6
32	2 14 0	95	9 4 2	158	17 13 0	221	28 12 6
33	2 15 9	96	9 6 6	159	17 16 0	222	28 16 6
34	2 17 7	97	9 8 10	160	17 19 1	223	29 0 6
35	2 19 5	98	9 11 2	161	18 2 2	224	29 4 6
36	3 1 3	99	9 13 6	162	18 5 3	225	29 8 6
37	3 3 2	100	9 15 11	163	18 8 5	226	29 12 7
38	3 5 1	101	9 18 4	164	18 11 7	227	29 16 8
39	3 7 0	102	10 0 9	165	18 14 9	228	30 0 9
40	3 8 10	103	10 3 2	166	18 17 11	229	30 4 10
41	3 10 8	104	10 5 7	167	19 1 1	230	30 8 11
42	3 12 6	105	10 8 0	168	19 4 3	231	30 13 0
43	3 14 5	106	10 10 6	169	19 7 5	232	30 17 2
44	3 16 4	107	10 13 0	170	19 10 7	233	31 1 4
45	3 18 3	108	10 15 6	171	19 13 9	234	31 5 6
46	4 0 2	109	10 18 0	172	19 17 0	235	31 9 8
47	4 2 1	110	11 0 6	173	20 0 3	236	31 13 10
48	4 4 0	111	11 3 0	174	20 3 6	237	31 18 0
49	4 5 11	112	11 5 6	175	20 6 9	238	32 2 3
50	4 7 10	113	11 8 0	176	20 10 0	239	32 6 6
51	4 9 9	114	11 10 6	177	20 13 3	240	32 10 9
52	4 11 9	115	11 13 0	178	20 16 7	241	32 15 1
53	4 13 9	116	11 15 6	179	20 19 11	242	32 19 5
54	4 15 9	117	11 18 0	180	21 3 3	243	33 3 9
55	4 17 9	118	12 0 7	181	21 6 7	244	33 8 1
56	4 19 9	119	12 3 2	182	21 9 11	245	33 12 5
57	5 1 9	120	12 5 9	183	21 13 3	246	33 16 9
58	5 3 9	121	12 8 5	184	21 16 8	247	34 1 2
59	5 5 9	122	12 11 1	185	22 0 1	248	34 5 7
60	5 7 9	123	12 13 9	186	22 3 6	249	34 10 0
61	5 9 9	124	12 16 5	187	22 6 11	250	34 14 6
62	5 11 9	125	12 19 1	188	22 10 4	251	34 19 0
63	5 13 9	126	13 1 9	189	22 13 9	252	35 3 6



## APPENDIX "D"—continued.

Pay No.	Amount.	Pay No.	Amount.	Pay No.	Amount.	Pay No.	Amount.
	£ s. d.		£ s. d.		£ s. d.		£ s. d.
253	35 8 1	268	38 18 1	283	42 12 8	297	46 6 6
254	35 12 8	269	39 2 11	284	42 17 10	298	46 12 0
255	35 17 3	270	39 7 9	285	43 3 0	299	46 17 6
256	36 1 10	271	39 12 8	286	43 8 2	300	47 3 0
257	36 6 5	272	39 17 7	287	43 13 4	301	47 8 6
258	36 11 0	273	40 2 6	288	43 18 6	302	47 14 0
259	36 15 8	274	40 7 5	289	44 3 9	303	47 19 6
260	37 0 4	275	40 12 4	290	44 9 0	304	48 5 1
261	37 5 0	276	40 17 3	291	44 14 3	305	48 10 8
262	37 9 8	277	41 2 3	292	44 19 7	306	48 16 3
263	37 14 4	278	41 7 3	293	45 4 11	307	49 1 11
264	37 19 0	279	41 12 3	294	45 10 3	308	49 7 7
265	38 3 9	280	41 17 4	295	45 15 8	309	49 13 3
266	38 8 6	281	42 2 5	296	46 1 1	310	49 19 0
267	38 13 3	282	42 7 6				

Date	Description	Amount	Balance	Remarks