



Council of ACT Motor Clubs inc.
PO Box 505 Woden ACT 2606
www.CACTMC.org.au
info@CACTMC.org.au

Notice to clubs to re-Affiliate for 2024/25

To reaffiliate with CACTMC, a Club must complete and submit the following by **10 June 2024**:

1. **CACTMC Affiliation Form** (page 2 of this pack);
2. Pay the **Affiliation Fee** as set out below under “**Payments to CACTMC**”.
3. Evidence of the Club’s ongoing **Incorporation** or Company registration:
 (e.g. An **Extract** from the **Register of Incorporated Associations** showing incorporation status and date).

If the club is authorized to endorse **Concessional Registration Scheme (CRS)** applications, the club **MUST** also complete and submit the following sets of documents – also by June 10:

4. **Lists of ACT CRS (V,V,H & Mod) and NSW HVS & CVS vehicles** that are endorsed by the Club;
5. **ACT Concessional Registration Scheme - Authorised Club Signatories** form. (see page 7)

Note: The **CACTMC Affiliation form**, **List of Endorsed Vehicles** (ACT CRS and NSW HVS & CVS), **Authorised Club Signatories** form, and documentary evidence of **Incorporation**, should **ALL** be submitted by email to: Secretary@CACTMC.org.au or handed to the *Secretary* at a CACTMC General Meeting.

Please ensure that the forms and the text are clear and legible. (Photos of the forms will generally NOT suffice!) The **List of Endorsed Vehicles** may be submitted as a **spreadsheet**, provided the data is presented in the same format. *A template for the endorsed vehicle data spreadsheet can be downloaded [HERE](#).*

Regardless of the method of delivery, these documents must ALL be received by the Secretary **by 10 June 2024**. If the documents are provided after this date, they may not be able to be processed and uploaded into the Access Canberra system in time for the new financial year, which may delay the reregistration of a Club’s CRS vehicles.

Carbon Offset Program

CACTMC is again providing its affiliated Clubs the opportunity to make a voluntary donation to the **CACTMC Carbon Offset Project** to assuage the impact of greenhouse gasses generated by Clubs’ concessionally registered vehicles. To participate, please add the suggested, or other, amount to your Club’s Affiliation Fee payment. The donated funds will be provided to an authorized local organisation that undertakes accredited land sector abatement projects: e.g. reforestation, revegetation, land care management, etc.

The **annual Affiliation Fee** is dependent on the number of current club members according to the schedule:

Number of Club Members	Annual Fee	Carbon Offset	Total
1 to 49	\$40	\$10	\$50
50 to 149	\$75	\$20	\$95
150 or more	\$200	\$40	\$240

Payments to CACTMC are required to be made by **Electronic Fund Transfer (EFT)**, no cash or cheques:

Account Name:	Council of ACT Motor Clubs Inc
Westpac BSB:	032-636
Account number:	387761
Bank Reference:	CACTMC Club Number & Club Short NAME

IMPORTANT NOTE for clubs with CRS, HVS & CVS endorsed vehicles

Affiliation with CACTMC requires a club to submit the above forms **AND** pay the annual Affiliation Fee by **10 June**. Failure by a club to submit reaffiliation documents by the due date, risks rendering all vehicles endorsed by that club for CRS, HVS & CVS, ineligible for use under the concessional/conditional registration schemes of ACT & NSW.



**COUNCIL OF ACT MOTOR CLUBS INCORPORATED
CACTMC AFFILIATION FORM**

Club name (short): _____ **Club #:** _____ **Incorporation ID:** _____

Club name (full): _____

Club address: _____

Club email: _____

Club web site: http[s]://www._____

President's name: _____ **Phone:** _____

President's email: _____

Delegate (#1) name: _____ **Phone:** _____

Delegate (#1) email: _____

Delegate (#2) name: _____ **Phone:** _____

Delegate (#2) email: _____

Club Registrar's name: _____ **Phone:** _____

Club Registrar's email: _____

Number of Financial Members: ACT: _____ NSW: _____ Other: _____ Total: _____

Affiliation Fee of \$ _____ was paid on ___ / ___ / 20__ Bank reference: _____

A donation of \$ _____ has also been paid for the **CACTMC Carbon Offset Project**.

Signed: _____ **Position:** _____ **Date:** _____

Submit your Club's Affiliation documents by **10 June 2024:**
email them to: **Secretary@CACTMC.org.au**
or deliver them to the **Secretary** at a **CACTMC General Meeting**
or post them to: The Secretary, CACTMC, PO Box 505, Woden, ACT 2606



Concessional Registration Scheme Authorised Club Signatories



Club details

The nominated club must be affiliated with the Council of ACT Motor Clubs Inc.

Club name

Club number

Name of club registrar

Full address

Postal address

Email address

Telephone number

Signatories

The below signatories are authorised to sign on behalf of the above Council of ACT Motor Clubs affiliated Car Club for RTA purposes.

	Name of Club Compliance officer/Authorised representative	Signature
1		
2		
3		
4		
5		

Privacy Statement: The information you provide on this form is being collected for vehicle registration purposes. The information may be used by the Road Transport Authority for the purpose of any of its statutory functions. The information may be used for the administration of vehicle registration legislation and enforcement. The information may be disclosed to Commonwealth, Territory or State law enforcement agencies; transport authorities and government agencies authorised by law. The *Information Privacy Act 2014* prevents the ACT Government from using your information and retained images for any unauthorised purpose and require it to implement safeguards to protect the information and retained images from unauthorised access.

Club registrar signature

Signature of Club Registrar

Date

Forward to the Council Registrar:

PO Box 505 WODEN ACT 2606

Council Stamp