



## Council of ACT Motor Clubs inc.

PO Box 505 Woden ACT 2606

[www.CACTMC.org.au](http://www.CACTMC.org.au)

[info@CACTMC.org.au](mailto:info@CACTMC.org.au)

### Notice to clubs to re-Affiliate for 2023/24

To reaffiliate with CACTMC, a Club must complete and submit the following by June 30 2023:

1. **“Annual Affiliation Return”** (page 2 of this pack);
2. **Pay the Affiliation Fee** as set out below under **“Payments to CACTMC”**.
3. Evidence of the Club’s **Incorporation** (if not already provided to the Secretary):  
(A copy of the *Certificate of Incorporation* or a current *Extract from the Register of Incorporated Associations*).  
(*Note: from 30 June 2023 ALL CACTMC Affiliates are required to be Incorporated.*)

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 30:

4. **Lists of CRS, HVS & CVS vehicles Endorsed by the Club;**
5. **ACT Concessional Registration Scheme - Authorised Club Signatories** form.

**Note:** The **Annual Affiliation Return, List of Endorsed Vehicles** (ACT CRS and NSW HVS & CVS), **Authorised Club Signatories** form, and documentary evidence of **Incorporation**, can ALL be submitted by: email to: [Secretary@CACTMC.org.au](mailto:Secretary@CACTMC.org.au); delivered by post, to PO Box 505 Woden 2606; or provided to the Secretary at a General Meeting of CACTMC.

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. Regardless of the method of delivery, the documents must be received by the Secretary **by June 30**.

#### Carbon Offset Program

Council is again providing its affiliated Clubs the opportunity to make a voluntary donation to Council’s **Carbon Offset Project** to assuage the impact of the 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)**:

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

**Note:** Please do NOT make payments by cash, cheque or credit card!

#### 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 30 June. Failure by a club to reaffiliate by the due date, renders 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  
ANNUAL AFFILIATION RETURN**

**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 been provided for the **CACTMC Carbon Offset Project**.

**Signed:** \_\_\_\_\_ **Position:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Submit your Club's Affiliation documents by **June 30:**  
email them to: **Secretary@CACTMC.org.au**  
post them to: **The Secretary, CACTMC, PO Box 505, Woden, ACT 2606**  
or deliver them to the Secretary at a CACTMC General Meeting

**Club List of ACT CRS Vehicles as at: \_ / \_ /20 \_\_**

**CLUB NAME:** \_\_\_\_\_ **Club #:** \_\_\_\_\_

PLATE#	MAKE	YEAR	MODEL	COLOUR

**Duplicate this page if there are insufficient rows to report all club vehicles.**

**Club List of NSW HVS Vehicles as at: \_ / \_ /20 \_\_**

**CLUB NAME:** \_\_\_\_\_ **Club #:** \_\_\_\_\_

PLATE#	MAKE	YEAR	MODEL	COLOUR

**Duplicate this page if there are insufficient rows to report all club vehicles.**

**Club List of NSW CVS Vehicles as at: \_ / \_ /20 \_\_**

**CLUB NAME:** \_\_\_\_\_ **Club #:** \_\_\_\_\_

PLATE#	MAKE	YEAR	MODEL	COLOUR

**Duplicate this page if there are insufficient rows to report all club vehicles.**



## 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