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Facsimile: (07) 220 0076

THOMAS LAWSON  
61 CANOWIE RD  
JINDALEE QLD 4074

*Adoption of Rules*

*Moved  
Dec.*

**Contact Officer: MRS MEGAN JONES**

**Telephone: 07 239 3905**

24 March 1995

Dear Client,

**Incorporation of Association**

**SCAFFOLDING ASSOCIATION OF QUEENSLAND INC.**

**Incorporation Number: IA14955**

The proposed rules as lodged with the application for incorporation have been sanctioned and the Certificate of Incorporation of the above association is enclosed.

In accordance with the provisions of the Act, could you please attend to the following matters:-

- (i) The Management Committee must appoint a Secretary within fourteen (14) days after incorporation. The Secretary of the new incorporated association may be the same person who was previously the Secretary of the unincorporated association. However, this person must be officially appointed after incorporation by the Management Committee to the position of Secretary of the incorporated association;
- (ii) Please complete and return the enclosed Form 11, Notice of Appointment of Secretary, within one (1) month;
- (iii) Please provide a certified copy of the rules referred to in the first paragraph of this letter. A correct copy of the sanctioned rules is enclosed for the certification of the Secretary on the last page.

Please note that the rules are to be adopted after the date of incorporation;

- (iv) Please immediately take out public liability insurance cover for real or personal property owned by the incorporated association for a minimum amount of \$100,000.00;
- (v) Please notify the Department on the enclosed form within fourteen (14) days of taking out insurance cover. Please note that the Cover Note

*R. B. B. B.  
At General Meeting*

*At General Meeting*



provided by the insurance company is not sufficient.

The Department wishes the association every success with its future activities.

Yours faithfully,

A handwritten signature in blue ink, appearing to read "Alan". The signature is written in a cursive style with a large initial letter.

for the Director-General