**CHECKLIST FOR CONTENTS OF RULES OF AN INDUSTRIAL ORGANISATION THAT IS NOT A CORPORATION**

INDUSTRIAL RELATIONS ACT 2016 – SECTION 666

INDUSTRIAL RELATIONS (TRIBUNAL) RULES 2011 – RULE 199

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| **For the Registrar’s approval, the application must -** | **Tribunal Rule** | √ or X or  n/a |
| Be in the chapter 12 approved form (Form 56) | 199(a) |  |
| State how the amendment was proposed and approved in accordance with the organisation’s rules | 199(b) |  |
| State that the amendment does not contravene the Act, another law or an industrial instrument | 199(c) |  |
| Have attached a schedule divided into 3 columns containing –   1. the present registered rule in column 1, and 2. the exact description of the amendment sought detailing the words or paragraphs to be deleted or inserted and including any consequential amendments, e.g. renumbering, in column 2, and 3. the proposed new rule, incorporating the amendment detailed in column 2, in column 3   **NOTE: For an application for a new set of rules, the Registrar does not require this schedule to be filed with the application – and organisation is to attach a hard copy of the proposed new rules and to email the proposed new rules Registry.** | 199(d) |  |
| Attach a copy of a resolution passed in accordance with the organisation’s rules agreeing to the amendment | 199(e) |  |
| Be under the organisation’s seal or be signed by 2 of the officers authorised to sign the application. | 199(f) |  |