

Incorporation Eligibility and Steps

Your club, community group or organisation must follow these steps:

1

Have at least **five** members and not operate for the profit of its members



2

Choose a **name** that reflects the purpose of the association and have '**Incorporated**', '**Inc.**' or '**Inc**' as the last word of its name



3

Create your **rules** and **purpose**, for more help creating rules/constitution for your association, view Incorporated association rules



4

Vote to incorporate the association, first hold a meeting to vote on whether to incorporate



5

Lodge an application using myCAV, www.consumer.vic.gov.au/mycav/sign-in



For more information visit the Consumer Affairs Victoria website <https://bit.ly/3qqu5z6>

