

**GOPC ANNUAL HANDOVER CHECKLIST**

At the conclusion of the AGM meeting in March certain matters need to be attended to so that the new GOPC Committee can operate.

<p><b>Public Officer</b> The Probus Club of Glen Osmond Inc Reg. No: A8612</p>	<p><b>Must be done with 14 days to avoid a late fee!</b> Access website of Office of Consumer and Business Affairs. <a href="https://www.cbs.sa.gov.au/">https://www.cbs.sa.gov.au/</a></p>	<p>Select Incorporated Associations/Change of Public Officer. Complete details and submit.</p>
<p><b>Bank Signatories</b> CBA cheque account</p> <p>Account Name: Glen Osmond Probus Club Inc. BSB: 065125 Account Number: 00902086 Payee Confirmation: CBA - Burnside Village, Glenside 065125   00902086</p>	<p>President, Secretary &amp; Treasurer to be signatories</p>	<p>Attend Glenside CBA Branch to provide ID details and minute confirming Committee Positions.</p> <p>Commonwealth Bank Burnside Village Glenside Branch Shop 69/70 Burnside Village Shopping Centre, 447 Portrush Rd, Glenside SA 5065</p>
<p><b>PSPL Advice</b> Probus Club of Glen Osmond No: 51730</p>	<p>Club Annual Update Form:</p> <ul style="list-style-type: none"> <li>➤ Club Information</li> <li>➤ Membership Information</li> <li>➤ Committee Membership</li> <li>➤ Capitation Form</li> </ul>	<p>Complete details and email to PSPL. Perform EFT to PSPL for Capitation Fee and Active Retirees Subscription.</p>
<p><b>Australia Post PO Mail Box Authority</b> PO Box 404 Glenside SA 5065</p>	<p>Provide letter of appointment signed by President confirming Secretary status.</p>	<p>Hand over two keys to new Secretary</p>
<p><b>Probus Club Handbook</b></p>	<p>Updated version supplied at or near AGM</p>	<p>Copy to President Copy to Secretary</p>
<p><b>Club Records</b></p>	<p>Mostly kept on website. <a href="https://probussouthpacific.org/microsites/glenosmond/Introduction">https://probussouthpacific.org/microsites/glenosmond/Introduction</a></p>	