



Office of State Revenue  
NSW TREASURY

ISO 9001-Quality Certified

ABN: 77 456 270 638

# Application for Exemption from Duty

ODA 006 – 08/01

## NOTE:

- This form is to be used only by:
  - charitable organisations
  - public benevolent institutions
  - non profit organisations
- Read the guidelines on the back page on the types of organisations that qualify for exemption
- Under the *Taxation and Administration Act*, it is an offence to provide false or misleading information
- Print clearly in the boxed spaces and tick the appropriate box

Client ID (if known)\*

\* If you are already registered with OSR for this or any other tax or duty, please enter the client number previously supplied in the box above.

## Applicant's details and postal address (All correspondence will be sent to this address)

Applicant's name		
Building name	Floor number	
Unit number	Suite	
Street number	Street name	
Suburb/Town	State	Postcode
GPO/PO Box number	Suburb	Postcode
DX number	DX location	
Contact name	Daytime phone ( )	

## Type of exemption

What type of exemption are you applying for:	Approved	Date	Rejected
<input type="checkbox"/> Motor Vehicle Registration Duty	Office use only		
<input type="checkbox"/> Insurance Duty (not life insurance)			

Is the applicant organisation listed in section 1 on the reverse side of this form?

- Yes     No ➤ *Attach a copy of the organisation's constitution or memorandum and articles of association to this form when lodging with this office*

## Grounds for exemption

Why you are applying for an exemption from duty? eg promotion of education, relief of poverty, etc  
➤ *Refer to the back of this form for guidelines*

Signed	Date / /20
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Reason codes	Approved <i>Office use only</i>	Rejected
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# Guidelines — Application for exemption from duty

## NOTE:

- The exemptions apply to a non-profit organisation having as one of its objects a charitable, benevolent, philanthropic or patriotic purpose.
- Motor Vehicle Registration Duty – see section 267 (2) of the *Duties Act 1997*
- Insurance Duty – see section 259 (1) (c) & (d) of the *Duties Act 1997*

## 1 Organisations qualifying for exemption

Apex clubs	Scouts, Cubs, etc
Country Women's Association branches	Girl Guides, Brownies, etc
Hospital auxiliaries	Kindergartens
Legacy clubs	Lions clubs
Meals on Wheels	Neighbourhood Watch groups
Nurseries (non-profit)	Parents & Citizens Associations
Playgroups	Quota clubs
Rotary clubs	RSL Sub-branches (not RSL clubs)
Senior Citizens associations and clubs	Surf Life Saving Clubs
Volunteer Bush Fire Brigades	

## 2 Other organisations that may qualify for exemption

Organisations not listed above **must** include, with their application, details of the organisation's aims and objectives, such as a copy of its constitution or memorandum and articles of association. Categories of organisations that may qualify for exemption from duty include:

- a religious or public benevolent institution or public hospital
- a hospital run by a society or association other than for the purpose of profit or gain to the individual members of the society or association
- a school or college run by a body corporate, society or association other than for the purpose of profit or gain to the individual members of the body corporate, society or association
- any society or institution whose resources are used wholly or predominantly for the relief of poverty or the promotion of education

### PRIVACY STATEMENT

The information in this form is required by the Office of State Revenue (OSR) to determine your eligibility for an exemption from duty. The information may be disclosed to third parties or as required or permitted by law.

You may review and update personal information held by OSR by contacting the Office.

## CONTACT DETAILS

**Phone:** 1300 139 817\* (Monday – Friday, 8.30 am – 5.00 pm)

**Website:** [www.osr.nsw.gov.au](http://www.osr.nsw.gov.au)

**Email:** [returns@osr.nsw.gov.au](mailto:returns@osr.nsw.gov.au)

**OFFICE** (8.30 am – 4.30 pm)

**Parramatta** Lang Centre, cnr Hunter & Marsden Streets

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DX 456 Sydney

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\*Interstate clients please call (02) 9689 6200

Help in community languages is available.