



Fact Sheet No 6

To Incorporate or Not to Incorporate

Introduction

At some stage in the life of a not for profit group, the question of incorporation will arise. Whether to incorporate or not requires careful consideration. Taking on legal responsibilities is a big step for self help groups, so it is vital to ascertain if incorporation is really needed.

Generally, the issue of incorporation comes into play when members of a management committee seek to reduce their personal liability. Other important factors such as set up costs, ongoing statutory fees, bookkeeping and audit fees and compliance with regulations need to be considered.

Information for Queensland Groups

The Queensland Government maintain a useful resource explaining the processes involved in incorporation <https://www.qld.gov.au/law/laws-regulated-industries-and-accountability/queensland-laws-and-regulations/associations-charities-and-non-for-profits/incorporated-associations/>

There are links resources at the Office of Fair Tradign which allow some of the services to be delivered online

The [Smart Business Guide for Incorporated Associations](#) is a valuable and free resource for any groups considering this step

Reviewed 1/11/16