

www.societies.govt.nz | 0508 762 438

Send this completed application to: Registrar of Incorporated Societies, Private Bag 92061, Victoria Street West, Auckland 1142 or compliance@companiesoffice.govt.nz

Application to reregister as an incorporated society

Section 30A, Charitable Trusts Act 1957

NOTES —

Once we have received your application we'll review it, and we aim to let you know the outcome within 3 working days.

Except where specifically noted, the details you provide on this form will be made publicly available on the Incorporated Societies Register.

Proposed incorporated society name

The society's name must end with the word 'Incorporated', 'Inc' or 'Manatōpū'. You can choose to use a combination of these as the last words of the name. You can choose to continue using your current registered name — simply add one or more of the mandatory last words to the end.

If you decide to completely change your name, note that the proposed name cannot be identical to that of another body corporate (such as a company or another incorporated society). If another organisation gives its consent to use the name, attach their written consent to this application as a supporting document.

Incorporation number

New Zealand Business Number (NZBN)

Number of members

To apply your society must have at least 10 members. Members can either be individuals or body corporates (for example, charitable trust boards, companies, or other incorporated societies). A body corporate counts as 3 individual members for the purposes of determining the minimum number of members under section 8(1) of the Act.

The number of members is more than 10 according to section 8(1) of Incorporated Societies Act 2022.

Yes No

Your society's balance date (end of the financial year) is the last calendar day of the month you record below. This date should be recorded in your society's constitution.

Balance Date Month:

Certificate

I certify that at the time of this application:

1. The number of members is at least 10 for the purposes of section 8(1) of the Incorporated Societies Act 2022.
2. One of the proposed officers has confirmed that, in their opinion, the constitution accompanying this application complies with the requirements of section 26 of the Act.

Signature

Signatory's name

Designation

Officer Authorised agent (Accountant/Lawyer etc)

Date signed

Proposed incorporated society name**Addresses****Registered office address**

The registered office address is where documents can be served on the society.

This address must be a physical address in New Zealand and can't be a PO Box or Private Bag address.

Care of:	
Flat/house no:	
Street name:	
Suburb:	
Town/City:	Postal code:
Country: New Zealand	

If the address you have entered above is different to what's currently recorded on the Charitable Trusts Register, enter the date the change takes effect. This must be at least 5 working days after this application is received by the Registrar.

Date of change (if applicable):

Address for communication

This address will not be publicly available, but it will be used for communications from the Registrar. It can be a postal address such as a PO Box or Private Bag address.

Care of:	
Flat/house no:	
Street name:	
Suburb:	
Town/City:	Postal code:
Country:	

Email address for communication

This email address will not be publicly available, but it will be used for communications from the Registrar.

Email address:

Contact phone number (optional)

The Registrar may use this number to contact the society directly, it will not be publicly available. It must be a direct contact number for the society. This should be the number of a key person within the society who can answer questions from the Registrar.

For example: +64

For example: 09

For example: 12346587

Country code:	Area code:	Number:
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Contact mobile number (optional)

The Registrar may use this number to contact the society directly, it will not be publicly available. It must be a direct contact number for the society. This should be the number of a key person within the society who can answer questions from the Registrar.

For example: +64

For example: 021

For example: 12346587

Country code:	Area code:	Number:
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Proposed incorporated society name**Contact person details**

Societies registered under the 2022 Act must have at least one contact person (and no more than 3). These contact details will not be publicly available. They will only be used by the Registrar of Incorporated Societies to contact the society.

1. Contact person's name

First name

Middle name(s) - Optional

Last name

Address

Care of:	
Flat/house no:	
Street name:	
Suburb:	
Town/City:	Postal code:
Country:	

Contact phone numbers

You must enter either a phone number, a mobile number, or both.

Phone number

For example: +64

For example: 09

For example: 12346587

Mobile number

For example: +64

For example: 027

For example: 12346587

Email address**Note**

To supply details for other contact persons, please complete extra copies of this page and attach them to your application.

Proposed incorporated society name**Officers**

There must be at least 3 people on the committee, and each person on the committee is an officer of the society. Other people can also be officers even if they're not part of the elected committee.

Each officer's details must be recorded on the register. Make sure each officer's full legal name and contact details are recorded and kept up to date. The Registrar may use these details to contact the society and to confirm an officer's authority to update details on the register.

1. Officer's name

First name

Middle name(s) (if applicable)

Last name

Role (optional)

This person's role description such as 'Chairperson'

Is this officer a member of the society?

This includes where an officer is representing a member that is a body corporate

Yes

No

Address

This address will not be shown on the public register

Care of:

Flat/house no:

Street name:

Suburb:

Town/City:

Postal code:

Country:

Email address (optional)

This email address will not be shown on the public register

Officer consent and certification

I hereby certify that this officer has:

- › certified to the society that they are not a disqualified person in terms of section 47(3) of the Incorporated Societies Act 2022, and
- › consented to be an officer and be listed on the register as such.

Proposed incorporated society name**Officers (continued)****2. Officer's name**

First name

Middle name(s) (if applicable)

Last name

Role (optional)

This person's role description such as 'Chairperson'

Is this officer a member of the society?

This includes where an officer is representing a member that is a body corporate

Yes

No

Address

This address will not be shown on the public register

Care of:	
Flat/house no:	
Street name:	
Suburb:	
Town/City:	Postal code:
Country:	

Email address (optional)

This email address will not be shown on the public register

Officer consent and certification

I hereby certify that this officer has:

- › certified to the society that they are not a disqualified person in terms of section 47(3) of the Incorporated Societies Act 2022, and
- › consented to be an officer and be listed on the register as such.

Proposed incorporated society name**Officers (continued)****3. Officer's name**

First name

Middle name(s) (if applicable)

Last name

Role (optional)

This person's role description such as 'Chairperson'

Is this officer a member of the society?

This includes where an officer is representing a member that is a body corporate

Yes

No

Address

This address will not be shown on the public register

Care of:	
Flat/house no:	
Street name:	
Suburb:	
Town/City:	Postal code:
Country:	

Email address (optional)

This email address will not be shown on the public register

Officer consent and certification

I hereby certify that this officer has:

- › certified to the society that they are not a disqualified person in terms of section 47(3) of the Incorporated Societies Act 2022, and
- › consented to be an officer and be listed on the register as such.

Note

To supply details for other officers, please complete extra copies of this page and attach them to your application.

Proposed incorporated society name**✓ Check before filing your application**

Have you checked that the proposed society name is available?

Note — You can check that the name you've chosen is available to use by using the search options provided by the following Companies Office websites or search for all entity types at once on the New Zealand Business Number (NZBN) website.

- › Search the Incorporated Societies Register
- › Search the Companies Register
- › Search our other registers

Read our online help guide '[Before you set up a society](#)' for links to these search options.

 Attach the following documents

Please make sure the following documents are attached to your application.

A copy of the society's constitution is attached

Note - It must comply with the requirements of section 26 of the Incorporated Societies Act 2022.

If another organisation has given its consent to use the proposed society name, their written consent is attached.

 Send your completed application to us

By post to —

Registrar of Incorporated Societies
Private Bag 92061
Victoria Street West
Auckland 1142

or by email to processing@companiesoffice.govt.nz

Presenter's details

We will use these details to contact you if we have any questions about this application

Name:

Email address:

Telephone number:

Postal address: