



[www.companiesoffice.govt.nz/charitable-trusts](http://www.companiesoffice.govt.nz/charitable-trusts) | 0508 762 438

Send completed forms to: Companies Office, Private Bag 92061, Victoria Street West, Auckland 1142 or [processing@companiesoffice.govt.nz](mailto:processing@companiesoffice.govt.nz)

Form CT3

## Change of name, variation of trust or alteration of rules of a charitable trust board

Sections 16 and 23 Charitable Trusts Act 1957

### Name of charitable trust board

You can confirm the full name and registration number of the board by searching the Charitable Trust Board Register.

If you're submitting a change of name enter the current name here, not the new name.

### Trust board number or NZBN

## What changes are you filing?

- Administrative rules for the board, this type of change requires an alteration of rules under section 23(2) of the Charitable Trusts Act 1957.  
*This may include changes to the trustees of the board or the officers of a society and the way in which these people are appointed or cease to hold office, changes to the powers of a board, or the way meetings of the board are held, etc. You are not required to complete the statutory declaration on page 3 for this change.*
- or
- Variation of the trust (not an administrative change) under section 23(1) the Charitable Trusts Act 1957.  
*Complete all sections of this form, including the statutory declaration on page 3.*

Note — As per section 23(2) of the Charitable Trusts Act 1957, you are not required to let us know about the addition or resignation of trustees.

## Are you changing the board's name?

- No (Go straight to the checklists on page 2)
- Yes and the proposed new name of the board is —  
*The name cannot be identical or deceptively similar to that of another body corporate (such as a company or another charitable trust board). If you do want to use a name that is similar, the existing organisation must give its consent to use the name. Attach their written consent as a supporting document.*

Are you registering this change of name using the online service?

- Yes (Go straight to the checklists on page 2)
- No — We confirm we have checked that the proposed new name of the board is available.

You can check that the name you've chosen is available by using the following search options provided on the Companies Office websites.

- › Search the Charitable Trusts Register
- › Search the Companies Register
- › Search our other registers

Read the online help guide on [changing your board's name](#) for links to these search options.

**Name of charitable trust board**

**Trust board number or NZBN**

**Checklist for all changes**

*Complete this checklist before filing your documents*

- The change(s) comply with the Charitable Trusts Act 1957.
- I have attached a copy of the alteration(s) or resolution.

**Additional checklist when filing a variation of trust**

*Complete this additional checklist.*

- I have attached the completed statutory declaration on page 3.
- The variation has been certified as a correct copy by one of the trustees, or a member of the committee or governing body of the society with the following statement —

*“I hereby certify that this is a correct copy of the trust deed or rules of the [name of charitable trust board]”.*

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**Your contact details**

*Name:*

*Postal address:*

**Name of charitable trust board**

**Trust board number or NZBN**

**Note** — You only need to complete this statutory declaration when registering a variation of the trust under section 23(1) of the Charitable Trusts Act 1957. You don't need to complete a statutory declaration for an administrative change under section 23(2) or for a change of name.

### Statutory declaration supporting the registration of a variation of trust

I,

*(Your full name)*

of,

*(City / town)*

do solemnly and sincerely declare that:

1. I am a trustee for the time being of this Board of Trustees and was a member of this board at the times material to this declaration.
2. For the purposes of s23(1)(b) of the Charitable Trusts Act 1957; there are no Variations of Trust on which this board holds property as of today's date, neither shown in the attached document nor shown in the documents lodged with the Registrar of Incorporated Societies.

**AND** I make this solemn declaration conscientiously believing the same to be true, and by virtue of the Oaths and Declarations Act 1957.

.....  
*Signature*

Declared at

this  day of ,

before me: .....  
*Justice of the Peace, Solicitor or other person authorised to take a statutory declaration*