

Application to Incorporate a Society

Name

- The society's name must end with the word **Incorporated**
- The name cannot be the same as any other society, company or organisation – check existing society and company names for free by doing a Register Search online at www.societies.govt.nz and www.companies.govt.nz

Address for Registered Office

This address must be a physical address
e.g. 6 Anywhere Street,
Somewhereville

Address:

Email Address for Communication

The Registrar may contact the society
by email. This email address will
not be publicly available.

Email:

Address for Communication

Postal Address (e.g. P O Box) to which
Communications from the Registrar
may be sent.

Address:

Contact Person Details (optional)

This will allow the Registrar to have
a direct contact person for your
society. The email address will not
be publicly available.

Name:

Position Held:

Address:

Email:

The society's annual general meeting will usually be held in _____ (month)

Checklist before filing:

Have you checked that the society's name is available by conducting a Register Search at www.societies.govt.nz?

Has the application form been signed by 15 members of the society?

Have all the signatures been witnessed by someone who isn't one of the 15 members signing the form?

Is a copy of the society's endorsed rules attached to the application?

Is the fee of \$100.00 included? (Cheques should be made payable to **Ministry of Economic Development**)

Has an officer of the society or a solicitor completed the attached certification?

Your Contact
Details

Name and Postal Address:

Other Details

Telephone:

Email:

Post To

Incorporated Societies Register
Companies Office
Private Bag 92061
Victoria Street West, Auckland 1142

Name of Incorporated Society _____

We, the several persons whose names are subscribed hereto, being members of the above-mentioned society, hereby make application for the incorporation of the society under the forgoing rules, in accordance with the Incorporated Societies Act 1908.

Dated _____

Option 1 Witnessed by (to be completed if there is only one witness for all members signatures):

Name _____ Address _____ Signature

Option 2 Members 1-7 (N.B. Members 8-15 are continued on the next page)

1 Name _____ Signature

Address _____

2 Name _____ Signature

Address _____

3 Name _____ Signature

Address _____

4 Name _____ Signature

Address _____

5 Name _____ Signature

Address _____

6 Name _____ Signature

Address _____

7 Name _____ Signature

Address _____

Witnessed by (to be completed if there is more than one witness)

1 Name _____ Signature

Address _____

2 Name _____ Signature

Address _____

3 Name _____ Signature

Address _____

4 Name _____ Signature

Address _____

5 Name _____ Signature

Address _____

6 Name _____ Signature

Address _____

7 Name _____ Signature

Address _____

Name of Incorporated Society _____

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Dated _____

Option 2 Members 8-15 (continued from previous page)

8 Name _____ Signature

Address _____

9 Name _____ Signature

Address _____

10 Name _____ Signature

Address _____

11 Name _____ Signature

Address _____

12 Name _____ Signature

Address _____

13 Name _____ Signature

Address _____

14 Name _____ Signature

Address _____

15 Name _____ Signature

Address _____

Witnessed by (to be completed if there is more than one witness)

8 Name _____ Signature

Address _____

9 Name _____ Signature

Address _____

10 Name _____ Signature

Address _____

11 Name _____ Signature

Address _____

12 Name _____ Signature

Address _____

13 Name _____ Signature

Address _____

14 Name _____ Signature

Address _____

15 Name _____ Signature

Address _____

Incorporated Society Application to Incorporate - Certificate

Society's Name

I certify that the rules that are endorsed with this application have been approved by a majority of the members of the society.

Name

Position

Signature

Date

The certificate must be completed by an officer of or solicitor for the society who should also sign the first page of the rules that are being submitted.

Note: Section 6 of the Incorporated Societies Act 1908 requires a society's rules to include the following:

- The name of the society (ending with the word Incorporated)
- The objects for which the society is established
- How people become members of the society and cease being members of the society
- How meetings of the society will be called and held and how voting will take place
- How officers of the society will be appointed
- Control and use of the common seal
- How the society's funds will be controlled and invested
- The powers (if any) that the society has to borrow money
- How any property of the society will be distributed in the event of the society being wound up
- How the rules of the society can be altered.

Your Contact Details

Name and Postal Address:

Other Details

Telephone:

Email:

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