

## Incorporated Society Update of Contact Details Form

Name of  
society

Society number:

Use this form to update the Registrar with details of the society's annual general meeting month and contact details.  
This information may be updated online at [www.societies.govt.nz](http://www.societies.govt.nz) using the society's registry key.

### Annual general meeting:

Please indicate the month in which the annual general meeting is usually held.  
(! Subject to any restrictions in the rules that may require a rule change)

AGM month:

### Email address for communication:

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

Email address:

### Address for registered office:

This address must be a physical address  
e.g. 3 Kingston Street,  
Somewhereville

Address:

### 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.

Full name:

Position held:

Physical address:  
(Not a PO Box)

Email:

  
  
  

### Your contact details:

Name

Postal address:

  

### Other details:

Telephone:

Email:

  

### Post to:

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