

Societies Online

...home for your society, club or charitable trust

Registry Keys

What is the Registry Key?

The Companies Office has allocated a 7 character password, called a “registry key”, to every incorporated society and charitable trust. Officers and trustees will need the registry key to use online services with the Companies Office, including:

- updating address details
- adding and updating organisational details
- filing financial statements (incorporated societies only).

The registry key is not required when filing paper documents with the Companies Office.

Keep the Registry Key Secure!

It is important that the registry key is kept secure by:

- only disclosing the registry key to officers or trustees - do not disclose it to the beneficiaries or members
- changing the registry key regularly, especially when officers or trustees change
- storing the registry key in a safe place for future reference
- ensuring the registry key cannot easily be guessed or identified as relating to the trust or society.

The registry key can be changed online at anytime to keep it secure.

Misplaced Registry Keys

We will soon launch an automated retrieval system on our website to help locate misplaced registry keys. In the meantime a form is available on the website in the Information Library that can be filled out and faxed to us to request the registry key be resent.

Mandatory Filing Obligations - Charitable Trusts Act 1957

After incorporation, a charitable trust has an ongoing obligation under the Charitable Trusts Act to continue to file certain information with the Registrar. This includes:

- changes to the trust deed (which include name changes)
- changes to the trust's contact details, including the registered office.

Charitable trusts are not required to file financial statements under the Charitable Trusts Act.

Mandatory Filing Obligations - Incorporated Societies Act 1908

After incorporation, a society has an ongoing obligation under the Incorporated Societies Act to continue to file certain information with the Registrar. This includes:

- annual financial statements
- changes to the rules of the society (which include name changes)
- changes to the society's contact details, including the registered office.

Failure to file a copy of the annual financial statement may indicate to the Registrar that the society is no longer operating. The Registrar may then take steps to dissolve the society (remove it from the register).

Optional Information for Charitable Trusts and Incorporated Societies

In addition to the mandatory information that is required, you can supply additional information about your society or trust. This includes:

- a brief description of what the society or trust does
- alternate addresses, for example your website address and the location of your premises (such as the club rooms or office if this is different from the registered office)
- the names of the officers or trustees and their contact details.

It is not mandatory for your society or trust to supply this additional information. However, it can be a useful way to provide the public and the Registrar with information about your society or trust. Any information supplied will be displayed on www.societies.govt.nz. This can be helpful if you are trying to seek funding and promote the purposes for which the society or trust was established.

Using Online Services at www.societies.govt.nz

To Update Address and Organisation Details

1. Select **Maintain Organisation Details / Update Organisation Details** from the left hand menu
2. Login Page - you do not need to be a registered user to use this website, select **Continue** to proceed without logging in. **Important Note:** do not enter the registry key and organisation number into this screen. This information is required on a subsequent screen
3. Read the instruction page
4. Select your organisation
5. Enter the presenter details (your name and contact address)
6. Enter the registry key
7. Update your organisation details e.g. addresses and officer / trustee details

File Financial Statements (incorporated societies only)

1. Select **Maintain Organisation Details / File a Financial Statement** from the left hand menu
2. Follow steps 2 - 5 above
3. Upload an electronic copy of the financial statement
4. Complete the certification

Searching

Key information about societies and trusts can be viewed online for free, this includes the current status of the organisation (is it still registered), copies of the current trust deed or rules and address details.

To conduct a search, select **Register Search** from the left hand menu, and use one of the following search options:

- **Quick Search:** enter at least the first 3 characters of the organisation name
 - **Standard Search:** enter either the organisation number or the first few characters of the organisation name
 - **Keyword Search:** enter keyword(s) within the organisation name
- Other search options include a **Previous Name Search** and an **Address Search**.

Other Online Resources

Copies of our forms and other information pamphlets can be found in the Information Library on our website or by calling us 8.30am - 5pm weekdays.