



How do you change the registered office or organisational details?

Changes of address

You must advise the Registrar of any change to the registered office address for the board within one month of the change.

To enable the Registrar to easily contact the board, it is important that you advise us of changes to the contact address or contact person.

Changes to a trustee's details and other organisational information

Charitable trusts also have the option of provide additional information including:

- The address for premises (for example: the location of the facilities)
- Website address
- A description of the charitable trust's purpose, and
- The name and contact details of trustees

It is not mandatory to supply this information, it can be a useful way of promoting the charitable trust and providing alternative contact details that will be helpful to both the Registrar and the public.

Filing online

Changes to the trustees of a trust or to the trust's addresses and other organisational details can be updated online at www.societies.govt.nz.

- [Read more about how to file online](#) or
- [File online now](#)

Filing paper documents

- [Download the forms you need to update your trust's details](#)