

Cover sheet

Variation of trust /Alteration of rules of a charitable trust board

Sections 16 and 23 Charitable Trusts Act 1957 (the Act)

NOTE | Use this form to notify the Registrar of Incorporated Societies of changes to a board's trust deed, rules or name.

1. Name of board

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

Note | If you are submitting a change of name enter the **current name** here (not the new name).

2. Registration number

3. What are you changing?

- The name of the board.
and / or
- Administrative rules for the board*, this type of change requires an alteration of rules under section 23(2) of the Act.
Complete this form to step 5. You are not required to complete the statutory declaration on page 2 for this change.
- or**
- Variation of the trust (**not** an administrative change) under section 23(1) the Act.
Complete all steps on this form including the statutory declaration on page 2.

4. Complete this checklist before filing your documents

- The change(s) comply with the Act.
- I have completed all the fields on **page 1**.
- I have **attached** a copy of the alteration(s) or resolution.
- The new name of the board (if applicable) is available.
Note | The name you choose for your board cannot be identical or deceptively similar to that of another board or other body corporate. Make sure the name is available to use. For more information refer to www.societies.govt.nz.

For a **variation of the trust** please complete this checklist in addition to the requirements above.

(Please note that for a board name change or an administrative rule change the following do not need to be completed).

- I have **attached** the completed statutory declaration on page 2.
- 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 Trust Board]".

*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.

5. Your contact details

Name and postal address

Position

Email

Telephone

NOTE | Only complete this page when registering a variation of the trust under section 23(1) of the Act. You do not need to complete this declaration for an administrative change under section 23(2).

Statutory declaration supporting the registration of a variation of trust

Name of board

[Empty text box for Name of board]

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 [Empty text box]

this [Empty text box] day of [Empty text box], [Empty text box]

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