

[www.societies.govt.nz](http://www.societies.govt.nz) | 0508 SOCIETIES | 0508 762 438

Send completed forms to: Companies Office, Private Bag 92061, Victoria Street West, Auckland 1142 or [processing@societies.govt.nz](mailto:processing@societies.govt.nz)

## Application to incorporate a society

Sections 7 and 21, Incorporated Societies Act 1908

### NOTES — *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](http://www.societies.govt.nz) and [www.companies.govt.nz](http://www.companies.govt.nz)*

*The Companies Office will endeavour to process your application form within three working days.*

*Except where specifically noted, the details you provide on this form (including details and signatures of the members and witnesses provided with this application) will be made publicly available on the Societies and Trusts Online website.*

### 1. Name of society

### 2. Address of registered office

*This address must be a physical address and NOT a PO Box, Private Bag or Document Exchange address.*

### 3. Addresses for communication

*Postal address (this can be a PO Box address) to which communications from the Registrar may be sent. The Registrar may also contact the society by email. The email address you provide here will not be publicly available.*

Postal address

Email address (optional)

### 4. Annual General Meeting (AGM) month

The society's annual general meeting will usually be held in the month of:

### 5. Checklist before filing your application

- We have checked that the society's name is available by conducting a Register Search at [www.societies.govt.nz](http://www.societies.govt.nz) and [www.companies.govt.nz](http://www.companies.govt.nz)
- The application form has been signed by 15 members of the society (*Pages 2 -7*)
- All the signatures have been witnessed by someone who isn't one of the 15 members signing the form (*Pages 2 - 7*)
- A copy of the society's endorsed rules is attached to the application
- An officer of the society or a solicitor has completed the attached certification (*Page 8*)
- The fee of \$102.22 is included (*Please complete the attached 'Payment details' section – Page 9*)

### 6. Your contact details

Name and postal address

Email (optional)

Telephone

# Application to incorporate a society (*continued*)

**Name of society**

**Date**

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 foregoing rules, in accordance with the Incorporated Societies Act 1908.

### 7. Witnesses

Tick here if there is only one witness to all 15 members' signatures. In this case the witness should only complete the first set of witness fields.

If there is more than one witness to the members' signatures, each witness should complete the appropriate witness fields.

### 8. Members 1 and 2 *(Note — Complete details for members 3,4 and 5 on the next page)*

1 Signature .....

Name

Address

2 Signature .....

Name

Address

### Witnessed by

1 Signature .....

Name

Address

Occupation

2 Signature .....

Name

Address

Occupation

# Application to incorporate a society *(continued)*

Name of society

Date

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 foregoing rules, in accordance with the Incorporated Societies Act 1908.

**8. Members 3, 4 and 5** *(Note — Complete details for members 6, 7 and 8 on the next page)*

3 Signature .....

Name

Address

4 Signature .....

Name

Address

5 Signature .....

Name

Address

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

3 Signature .....

Name

Address

Occupation

4 Signature .....

Name

Address

Occupation

5 Signature .....

Name

Address

Occupation

# Application to incorporate a society *(continued)*

**Name of society**

**Date**

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 foregoing rules, in accordance with the Incorporated Societies Act 1908.

**8. Members 6, 7 and 8** *(Note — Complete details for members 9, 10 and 11 on the next page)*

6 Signature .....

Name

Address

7 Signature .....

Name

Address

8 Signature .....

Name

Address

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

6 Signature .....

Name

Address

Occupation

7 Signature .....

Name

Address

Occupation

8 Signature .....

Name

Address

Occupation

# Application to incorporate a society *(continued)*

**Name of society**

**Date**

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 foregoing rules, in accordance with the Incorporated Societies Act 1908.

**8. Members 9, 10 and 11** *(Note — Complete details for members 12,13 and 14 on the next page)*

9 Signature .....

Name

Address

10 Signature .....

Name

Address

11 Signature .....

Name

Address

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

9 Signature .....

Name

Address

Occupation

10 Signature .....

Name

Address

Occupation

11 Signature .....

Name

Address

Occupation

# Application to incorporate a society (*continued*)

**Name of society**

**Date**

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 foregoing rules, in accordance with the Incorporated Societies Act 1908.

**8. Members 12, 13 and 14** (*Note — Complete details for member 15 on the next page*)

12 Signature .....

Name

Address

13 Signature .....

Name

Address

14 Signature .....

Name

Address

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

12 Signature .....

Name

Address

Occupation

13 Signature .....

Name

Address

Occupation

14 Signature .....

Name

Address

Occupation

Application to incorporate a society (*continued*)

Name of society

Date

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 foregoing rules, in accordance with the Incorporated Societies Act 1908.

**8. Member 15**

15 Signature .....

Name

Address

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

15 Signature .....

Name

Address

Occupation

Name of society

### 9. Certificate

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.

I certify that:

1. a majority of the members have consented to the application; and
2. the rules that are endorsed with the application are the rules of the society.

Name

Position

Signature .....

Date

#### **RULES CHECKLIST |** *What must be included in your rules?*

*Section 6, Incorporated Societies Act 1908 requires that a society's rules 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.*



## 10. Payment details

**NOTE** — This payment details page will be detached from your application before any information is scanned for publication on the website so that your payment details remain secure.

**Name of society****Amount**

\$102.22

**Method of payment**

Choose your payment method from the options below

**Please do not send cash or a purchase order** **Cheque**

Make your cheque payable to the 'Ministry of Business, Innovation and Employment'

or

 **Credit card**

Credit card type:

- Visa  
 Mastercard  
 Amex  
 Diners

Expiry date:

 / 

Name of cardholder:

Card number:

Card Security Code:

Signature of cardholder: \_\_\_\_\_

**NOTE**

Your Card Security Code number is the three or four-digit number printed on your card.  
For Visa, Mastercard & Diners cards this is typically found printed on the signature panel on the back of your card.  
On Amex cards this is a four-digit number printed on the front of the card, above the main credit card number.

or

 **Direct debit**

Your name:

User ID No:

Signature: \_\_\_\_\_