



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

Update contact details for an incorporated society

Incorporated Societies Act 1908

NOTES | 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 using the society's registry key.

1. Name of society

2. Society number

3. Annual general meeting month

Advise which month the annual general meeting is usually held - **Subject to any restrictions in the rules that may require a rule change**

4. Email address for communication

The Registrar may contact the society at this email address - **this email address will not be publicly available**

5. Address for registered office

This must be a physical address

6. Address for communication

A postal address that the Registrar may use to contact the society

7. Address of premises (optional)

Physical address of the organisation's premises

8. 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
Email

Physical address

9. Your contact details

Name and postal address

Telephone

Email (optional)
