

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

Send us your completed form by email to [compliance@companies.govt.nz](mailto:compliance@companies.govt.nz) or  
by post to Companies Office, Private Bag 92061, Victoria Street West, Auckland 1142

## Request to restore an incorporated society to the register

Section 28 of the Incorporated Societies Act 1908

### NOTES

- › Where the Registrar of Incorporated Societies is satisfied that a declaration to dissolve a society was made in error, the Registrar can issue a further declaration revoking the dissolution (restore to the register). This is given effect by notice in the Gazette.
- › An officer of the society or a creditor can initiate the restoration process by completing this form and sending it to the Registrar.
- › If the request to restore a society to the register is made by a creditor, only the \$204.45 fee is required.

### 1. Name of society

### 2. Society number

### 3. Request details

I request that the above society be restored to the register. So that the Registrar can further assess your request please confirm the following:

a. The date of dissolution (removal) of the society (if known)

b. Was the society carrying on its operations at the time it was dissolved and removed from the register?

Yes  No

If so, please provide evidence of this

c. Has the society carried on its operations while it has been dissolved (removed)?

Yes  No

d. Is the society currently carrying on its operations?

Yes  No

Please provide the following details about the society

### 4. Annual general meeting month

### 5. Address for registered office

*This must be a physical address.*

**Name of society**

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Please provide the following details about the society (continued)

**6. Address for communication**

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

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**7. Email address for communication**

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

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**8. Signed by**

Signature: .....

<i>Date:</i>
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<i>Name of member:</i>
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<i>Position held:</i>
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**9. Checklist before filing your request**

- All pages of this form have been completed
- Any annual financial statements that have not already been filed are attached to this request  
*(at least the last 3 years)*
- Form IS4 Cover sheet attached to each financial statement
- A copy of any alterations to the society's rules (including its name) signed by 3 members, attached with Form IS2  
(Certificate for alteration of rules)
- We have checked that the society's name is still 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 fee of \$204.45 is included *(Please complete the attached 'Payment details' section – page 3)*

**10. Your contact details**

<i>Name</i>	
<i>Email</i>	
<i>Telephone</i>	

## 11. Payment details

**NOTE** — This form 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

\$204.45

### 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 & Employment'

**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 3 or 4 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.

**Direct debit**

Your name:

User ID No:

Signature: .....