

Learn about our online services

There are a range of online services available for incorporated societies and charitable trusts. To file financial statements or update an organisation's details you will need the registry key.

Online services are not available for:

- incorporating new societies and trusts
- changing the rules of a society or the rules or trust deed of a trust
- removing or restoring a society or trust.

For all of these services you will need to file paper documents. Visit the [Forms and fees](#) section to download the forms you need.

Visit the [Forms and fees](#) section now to see what fees apply for filing documents or updating your details online.



Learn how to

[Logon to use our online services](#)

You do not need to be a registered user to file documents online but it can speed things up if you are filing several documents online. If you have do not have a logon and you see a 'Logon' screen when using one of our online services - simply select Continue to proceed as a casual user.

[Search online at \[www.societies.govt.nz\]\(http://www.societies.govt.nz\)](#)

To search the online register, first access our website at www.societies.govt.nz and then choose which search option to use.

[Use your registry key](#)

A registry key provides a secure authentication process for online transactions.

[Update organisation details online](#)

This option makes it possible to update other details about your organisation using the registry key. Here you can update the month of your AGM, your organisation's purpose and contact details for your organisation that are on the societies.govt.nz website.

[Update address details](#)

[Update officer or trustee details](#)

You can update officer or trustee details online using the registry key. Using this online service it is possible to notify appointments, resignations and address changes.

[File your financial statements online](#)


Annual financial statements for incorporated societies can be filed online using the registry key.

[File your documents by email](#)

Societies and Charitable Trusts can file documents such as rule changes, financial statements and dissolutions by scanning and emailing them to info@societies.govt.nz.

[File rule changes online](#)

There are now two ways to file rule changes with the Registrar - using an online form or by the traditional method of posting them in.

 Can't see what you want to do here?

[View a full list of the services and fees that apply to incorporated societies and charitable trusts.](#)