


Use your registry key

What is the registry key?

- A registry key provides a secure authentication process for online transactions.
- A unique registry key is allocated to every registered organisation on incorporation.
- Users are required to enter a registry key to file a financial statement (incorporated societies only) or address and update organisational details. The current registry key must also be entered when changing it to a new one.
- When a registry key is first issued, it is a seven-digit number. If you choose to change it you will need to enter a seven-character alphanumeric value (that is, it must contain both numbers and alphabetic characters).
- The registry key is only needed for online transactions, it is not required when filing paper documents or searching the register.
- You need your registry key whenever you see the  icon.

Keep your registry key secure

It is important that the registry key is kept secure by:

- only disclosing the registry key to officers or trustees - do not disclose it to the beneficiaries or members
- changing the registry key regularly, especially when officers or trustees change
- storing the registry key in a safe place for future reference
- ensuring the registry key cannot easily be guessed or identified as relating to the trust or society.

The registry key can be changed online at anytime to keep it secure.

[Changing your registry key](#)

You can change your registry key online at any time.

[Retrieving your registry key](#)

If you have lost or forgotten your registry key, use our secure automated online service to retrieve it.