



When a society has ceased to operate

If the society has no assets or liabilities, an officer of the society can send the Registrar written advice that the society has ceased to operate and request that it be removed from the Register.

The Registrar will require confirmation of the following before dissolving the society:

1. The society is no longer operating.
2. The society has no assets.
3. The society has no liabilities (debts)
4. A resolution has been passed to apply to the Registrar for the society to be dissolved.

Prior to a society sending the Registrar a request to dissolve a society, the society should deal with any outstanding assets or liabilities in the way specified by the society's rules. If this cannot be done, then the Registrar can specify how the assets are to be dealt with.

How long does it take?

The Companies Office endeavours to process your request on the day it is received however, the Registrar must give public notice and so it may be up to three weeks before dissolution can take place.

Is there a form you can use?



You can complete [Form IS5 - Request to dissolve an incorporated society](#) then send your completed form to the Registrar.

The address is on the form.