

File a paper document



You are also able to file a paper copy of a financial statement using Form IS4 - Financial statement cover sheet.

When filing the paper document, an officer of the society must certify that the financial statement was submitted to and approved by the members of the society at a general meeting. The wording for this certification is provided on the financial statement cover sheet. Alternatively, the certification wording should be attached to, or endorsed on, the financial statements themselves.

Certification wording

I certify that this financial statement of(society name) has been submitted to and approved by the members at a general meeting held on the day of..... 20....

Signed.....

Name.....

Office held.....

- [Download Form IS4 - Financial statement cover sheet.](#)
(This cover sheet includes the required financial statement certification).