



When do you need to file a financial statement?

Each incorporated society should file a financial statement with the Registrar after they have been approved at the Annual General Meeting (AGM).

The deadline for filing is the end of the month after the AGM. For example, if the AGM month is July, the financial statements are due to be filed before 31 August.

How will you know when to file?

The Registrar will send a reminder letter to your society around the time of your AGM advising when a financial statement is next due to be filed. This reminder is sent to the **Address for Communication** that has been advised to the Registrar. A final reminder is sent to the Registered Office address.

What should you do if you are outside the time limit for filing?

Because we understand that occasionally there can be obstacles preventing you from filing your financial statements on time we now have an online service for requesting a filing extension.

[Send us your request for an extension for filing a financial statement.](#)