

What documents must you file to keep your society registered?

A society is required to file a number of documents with the Registrar. Some are required each year (for example, the annual financial statement) others only as changes happen.

After the annual general meeting (AGM)

It is usual to file the following updates with the Registrar of Incorporated Societies after each annual general meeting.

- [Annual financial statements](#)
- [Changes to officers \(if any\)](#)
- [Changes to rules \(if any\)](#)

Annual financial statements

Every year an incorporated society is required to register a copy of its annual financial statement (accounts). This will usually happen after the annual general meeting (AGM). If a society fails to send a copy of its annual financial statements to the Registrar, he may assume it is no longer operating and may then take steps to remove it from the Register. Once an incorporated society is removed from the register it will no longer be a separate legal entity.

➔ [Read more about annual financial statements.](#)

Filing online

- [Annual financial statements can be filed online using the registry key](#)
- [Read more about how to file online.](#)

Filing paper documents

From 1 June 2008 all financial statements that are filed manually must be accompanied by appropriate certification. Use our Financial Statement Cover Sheet when you file a paper copy of your financial statement - the cover sheet includes the appropriate certification of your financial statements.

- [Download a cover sheet to include when you file your financial statements.](#)

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Updating organisational details

Addresses

Changes to the registered office must be notified to the Registrar. To ensure that the Registrar can readily contact a society, it is important to advise the Registrar if the society's address for communication changes.

Officers

Most rules provide for the election of officers at the annual general meeting. If your officers have changed, you can notify the Registrar of Incorporated Societies, however, it is not mandatory to do so.

Updating officers can only be done online using the link below.

Filing online

- [Update a society's officers and addresses online using the registry key](#)
- [Read more about how to file online](#)

Filing paper documents

- [Download the forms you need to update your society's details](#)

Alteration to rules

Alterations to the rules of a society will not take effect until they have been registered and until that time they cannot be used to run the society.

- [Read more about changing the rules of an incorporated society](#)

Filing paper documents

There is no online service for filing changes of rules, you can only advise such changes using paper forms.

- [Download the forms you need to update your society's details](#)