

Starting an incorporated society



You apply to incorporate a society under the Incorporated Societies Act 1908 by sending the following documents to the Registrar of Incorporated Societies.

- An application form (signed by 15 members, with signatures witnessed by someone who has not signed the application form as a member)
- A copy of the society's rules certified by an officer or solicitor of the society
- The filing fee - NZ\$100.

The address you should send these documents to is:

Registrar of Incorporated Societies
Ministry of Economic Development
National Processing Centre
Private Bag 92061
Victoria Street West
Auckland 1142

[Getting started - what you need to do before you can incorporate](#)

Before you reach the point of being ready to file your application to incorporate a new society there are several things you need to do.

[What must be included in the application form?](#)

You will need to enter the following information on the application form.

[Choosing a name](#)

Before finalising your society's name you need to be sure that the name you choose will be allowed to be used by your society.

[Rules of incorporated societies](#)

The Incorporated Societies Act 1908 requires every incorporated society to have a set of rules. The rules set out how the society is run.

[Creating a branch](#)

A society that has members in a number of regions may want to establish branch societies.

[How does my charitable organisation qualify for a tax exemption?](#)

If an Incorporated Society or Charitable Trust benefits the community in a charitable way and meets certain criteria outlined by Inland Revenue, they may be granted a non-profit tax exemption.