

www.societies.govt.nz | 0508 SOCIETIES | 0508 762 438

Post your completed form to: Companies Office, Private Bag 92061, Victoria Street West, Auckland 1142

Application to incorporate a society

Sections 7 and 21, Incorporated Societies Act 1908



The society's name must end with the word **Incorporated**

The name cannot be the same as any other society, company or organisation. Check existing society and company names for free by doing a **Register Search** online at www.societies.govt.nz and www.companies.govt.nz

The Companies Office will endeavour to process your application form on the day it is received.

Except where specifically noted, the details you provide on this form (including details and signatures of the members and witnesses provided with this application) will be made publicly available on the Societies and Trusts Online website.

1. Name of society

2. Address of registered office

This address must be a physical address and NOT a PO Box, Private Bag or Document Exchange address.

3. Addresses for communication

Postal address (this can be a PO Box address) to which communications from the Registrar may be sent. The Registrar may also contact the society by email. **Note | The email address you provide here will not be publicly available.**

4. Annual General Meeting (AGM) month

The society's annual general meeting will usually be held in the month of:

5. Checklist before filing your application

- Have you checked that the society's name is available by conducting a Register Search at www.societies.govt.nz and www.companies.govt.nz?
- Has the application form been signed by 15 members of the society (Pages 2 -4)?
- Have all the signatures been witnessed by someone who isn't one of the 15 members signing the form (Pages 2 - 4)?
- Is a copy of the society's endorsed rules attached to the application?
- Has an officer of the society or a solicitor completed the attached certification (Page 5)?
- Is the fee of NZ\$102.22 included? (Cheques should be made payable to **Ministry of Economic Development**)

6. Your contact details

Name of society

Date

We, the several persons whose names are subscribed hereto, being members of the above-mentioned society, hereby make application for the incorporation of the society under the forgoing rules, in accordance with the Incorporated Societies Act 1908.

7. Witnesses

If there is more than one witness to the members' signatures, each witness should complete the appropriate witness fields.

Tick here if there is only one witness to all 15 members' signatures. In this case the witness should only complete the first set of witness fields.

8. Members 1-4 (Note: Details of other members are continued on the next page)

1 Name Signature

Address

2 Name Signature

Address

3 Name Signature

Address

4 Name Signature

Address

Witnessed by

1 Name Signature

Address

2 Name Signature

Address

3 Name Signature

Address

4 Name Signature

Address

Name of society

Date

We, the several persons whose names are subscribed hereto, being members of the above-mentioned society, hereby make application for the incorporation of the society under the forgoing rules, in accordance with the Incorporated Societies Act 1908.

8. Members 5-10 (Note: Details of other members are continued on the next page)

5 Name Signature

Address

6 Name Signature

Address

7 Name Signature

Address

8 Name Signature

Address

9 Name Signature

Address

10 Name Signature

Address

Witnessed by (to be completed if there is more than one witness)

5 Name Signature

Address

6 Name Signature

Address

7 Name Signature

Address

8 Name Signature

Address

9 Name Signature

Address

10 Name Signature

Address

Name of society

Date

We, the several persons whose names are subscribed hereto, being members of the above-mentioned society, hereby make application for the incorporation of the society under the forgoing rules, in accordance with the Incorporated Societies Act 1908.

8. Members 11-15

11 Name Signature

Address

12 Name Signature

Address

13 Name Signature

Address

14 Name Signature

Address

15 Name Signature

Address

Witnessed by (to be completed if there is more than one witness)

11 Name Signature

Address

12 Name Signature

Address

13 Name Signature

Address

14 Name Signature

Address

15 Name Signature

Address

Name of society

9. Certificate

The certificate must be completed by an officer of or solicitor for the society who should also sign the first page of the rules that are being submitted.

I certify that:

- (i) a majority of the members have consented to the application; and**
- (ii) the rules that are endorsed with the application are the rules of the society.**

Name

Position

Signature

Date

 **What must be included in your rules?**

Section 6 of the Incorporated Societies Act 1908 requires that a society's rules include the following:

The name of the society (ending with the word Incorporated)

The objects for which the society is established

How people become members of the society and cease being members of the society

How meetings of the society will be called and held and how voting will take place

How officers of the society will be appointed

Control and use of the common seal

How the society's funds will be controlled and invested

The powers (if any) that the society has to borrow money

How any property of the society will be distributed in the event of the society being wound up

How the rules of the society can be altered.

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Payment of fees

Incorporated Societies Act 1908



You only need to use this form if you would like to pay your incorporated society fees by credit card or by charging them to your direct debit account.

If paying by cheque make your cheque payable to **Ministry of Economic Development**.



This form will be detached from your application before any information is scanned for publication on the website so that your payment details remain secure.

1. Name of society

2. Society number (if applicable)

3. Fees

Tick to confirm which fee applies in this instance.

- Incorporation application fee of **NZ\$102.22**, or
 Restoration application fee of **NZ\$204.45**

4. Payment details

Tick the option that applies.

Direct debit

Please supply your name and User ID number.

Your name

User ID No

Signature

Credit card

Credit card type Visa MasterCard Amex Diners

Cardholder name

Credit card number

Expiry date

 /

Cardholder signature