

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

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

Update contact details for an incorporated society

Incorporated Societies Act 1908



Use this form to update the Registrar with details of the society's annual general meeting month and contact details.

This information may be updated online at www.societies.govt.nz using the society's registry key.

1. Name of society

2. Society number

3. Annual general meeting month

Please indicate the month in which the annual general meeting is usually held - **Subject to any restrictions in the rules that may require a rule change**

4. Email address for communication

The Registrar may contact the society by email - this email address will not be publicly available

5. Address for registered office

This address must be a physical address
e.g. 6 Anywhere Street, Somewhereville

6. Address for communication

Postal address (e.g. P O Box) to which communications from
the Registrar may be sent

7. Address of premises (optional)

Physical address of the organisation's premises.

8. Contact person details (optional)

This will allow the Registrar to have a direct contact person for your society - the email address will not be publicly available

Full name
Position held
Email

Physical address

9. Your contact details

Name and postal address

Email (optional)

Telephone
