

Application to Incorporate a Society

Name

- 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

Address for Registered Office

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

Address:

Email Address for Communication

The Registrar may contact the society
by email. This email address will
not be publicly available.

Email:

Address for Communication

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

Address:

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.

Name:

Position Held:

Address:

Email:

The society's annual general meeting will usually be held in _____ (month)

Checklist before filing:

Have you checked that the society's name is available by conducting a Register Search at www.societies.govt.nz?

Has the application form been signed by 15 members of the society?

Have all the signatures been witnessed by someone who isn't one of the 15 members signing the form?

Has the confirmation of rules statutory declaration been completed?

Are two copies of the society's rules attached to the statutory declaration?

Is the fee of \$100.00 included? (Cheques should be made payable to **Ministry of Economic Development**)

Your Contact
Details

Name and Postal Address:

Other Details

Telephone:

Email:

Post To

Incorporated Societies Register
Companies Office
Private Bag 92061
Auckland Mail Centre 1020

Name of Incorporated Society _____

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.

Dated _____

15 members must sign the application form – for the purposes of making up the 15 members, individual members count as 1 member and a body corporate (e.g. other incorporated societies or companies) counts as 3 members. Unincorporated bodies (e.g. trusts) cannot sign the application form as a member.

Each member's signature must be witnessed – anyone witnessing a member's signature CANNOT also sign the application form as one of the 15 members. There are two options for witnessing the members' signatures –

- Option 1 – One person witnesses all the members' signatures
- Option 2 – Members' signatures are witnessed by more than one person.

Option 1 – Witnessed by (to be completed if there is only one witness for all members signatures):

Name _____ Address _____ Signature _____

Option 2

Members

1. Name _____ Signature _____
Address _____

2. Name _____ Signature _____
Address _____

3. Name _____ Signature _____
Address _____

4. Name _____ Signature _____
Address _____

5. Name _____ Signature _____
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6. Name _____ Signature _____
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7. Name _____ Signature _____
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8. Name _____ Signature _____
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9. Name _____ Signature _____
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10. Name _____ Signature _____
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11. Name _____ Signature _____
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12. Name _____ Signature _____
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13. Name _____ Signature _____
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14. Name _____ Signature _____
Address _____

15. Name _____ Signature _____
Address _____

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

Name _____ Signature _____
Address _____

Name _____ Signature _____
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Incorporated Society Rules Statutory Declaration

Name of
Society

Society
Number

I, _____ (name of person making declaration)

of _____ (residential address)

do solemnly and sincerely declare that:

1. I am a member of / solicitor to (delete one) the above society, and
2. The attached rules / alteration to the rules (delete one) comply with section 6 of the Incorporated Societies Act 1908 (see below for list of criteria), and

Either (this option applies to applications to incorporate a society – delete if not applicable)

3. The majority of members of the society consent to this application for incorporation

Or (this option applies for alterations to existing rules of an incorporated society – delete if not applicable)

4. The alteration to the rules has been made in accordance with the rules of the society

And I make the solemn declaration conscientiously believing the same to be true and by virtue of the provisions of the Oaths and Declarations Act 1957.

Declared at _____ (place)

this _____ day of _____ (month)

20 _____ (year)

Name of society member / solicitor

.....
Signature of society member / solicitor

before me: _____ Solicitor / Justice of the Peace / other person authorised to
take a Statutory Declaration (delete as applicable)

Note: Section 6 of the Incorporated Societies Act 1908 requires a society's rules to 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 stop 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
- 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.

Your Contact
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Other Details

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