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Post your completed form to: Registrar of Friendly Societies and Credit Unions, Private Bag 92061, Victoria Street West, Auckland 1142

## Annual return – United friendly societies dispensary & working men’s club

Friendly Societies and Credit Unions Act 1982

Name of dispensary / club

Organisation number

Financial year ended

### IMPORTANT

- › This form is used for both united friendly societies dispensaries and working men’s clubs, registered under Part II of the Friendly Societies and Credit Unions Act 1982 (‘the Act’).
- › Section 70 of the Act requires you to file the annual return, duly completed, together with a copy of your financial statements and audit report (where applicable) within 3 months of the end of your dispensary or club’s financial year.

### A. Names and addresses of officers

As at the date of the return; continue on a separate sheet if necessary)

	Name	Residential address
Committee of management	<input style="width: 100%; height: 25px;" type="text"/>	<input style="width: 100%; height: 25px;" type="text"/>
	<input style="width: 100%; height: 25px;" type="text"/>	<input style="width: 100%; height: 25px;" type="text"/>
	<input style="width: 100%; height: 25px;" type="text"/>	<input style="width: 100%; height: 25px;" type="text"/>
	<input style="width: 100%; height: 25px;" type="text"/>	<input style="width: 100%; height: 25px;" type="text"/>
	<input style="width: 100%; height: 25px;" type="text"/>	<input style="width: 100%; height: 25px;" type="text"/>
Trustees	<input style="width: 100%; height: 25px;" type="text"/>	<input style="width: 100%; height: 25px;" type="text"/>
	<input style="width: 100%; height: 25px;" type="text"/>	<input style="width: 100%; height: 25px;" type="text"/>
	<input style="width: 100%; height: 25px;" type="text"/>	<input style="width: 100%; height: 25px;" type="text"/>
Secretary	<input style="width: 100%; height: 25px;" type="text"/>	<input style="width: 100%; height: 25px;" type="text"/>
Treasurer	<input style="width: 100%; height: 25px;" type="text"/>	<input style="width: 100%; height: 25px;" type="text"/>

### B. Membership

Total number of members at beginning of year

Number who joined during year

Number who left during year

Total number of members at end of year

Form AR – UFSWMC | Annual return –  
United friendly societies dispensary & working men’s club (continued)

Name of dispensary / club

Organisation number

### C. Organisation addresses

#### Address of registered office

*This must be a physical address in New Zealand and must not be a PO Box or Private Bag address*

#### Postal address for communication

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

#### Email address for communication

*The Registrar may contact the society via email – this email address will not be publicly available*

### D. Financial statements and auditor’s report

*Please select one of the following options.*

A signed copy of the financial statements and auditor’s report (where applicable) are enclosed because the dispensary/club is;

an FMC reporting entity/issuer (section 61); or

a specified not-for-profit (section 62).

**OR**

Financial statements have not been prepared because the dispensary/club has opted out in accordance with section 64.

**OR**

Financial statements and auditor’s report (where applicable) have been prepared in accordance with this society’s rules.

### E. Certification

I certify that the particulars of this annual return are correct.

Date:

.....  
*Signature of Secretary or Treasurer*

#### Form completed by

Name:

Address:

Email address:

Telephone number:

Fax number (if any):

Name of dispensary / club

Organisation number

## Payment details

### Amount

	Companies Office fee GST excl	FMA Levy GST excl	XRB Levy GST excl	Total GST excl	GST	Total GST incl
<input type="checkbox"/> Financial statements filing fee (if filing under Friendly Societies and Credit Unions Act 1982)	\$175.00	\$0.00	\$0.00	\$175.00	\$26.25	<b>\$201.25</b>
<input type="checkbox"/> Financial statements filing fee (if filing under Financial Markets Conduct Act 2013)	\$175.00	\$65.22	\$0.00	\$240.22	\$36.03	<b>\$276.25</b>
<input type="checkbox"/> Annual return fee	\$34.78	\$17.39	\$6.00	\$58.17	\$8.73	<b>\$66.90</b>

## Method of payment

Choose your payment method from the options below. **Please do not send any cheques, cash or purchase orders.**

### Credit card

Credit card type:

Visa

Mastercard

Amex

Diners

Expiry date

 / 

Name of cardholder

Card number

Card Security Code

Signature of cardholder .....

#### Card Security Code

Your Card Security Code number is the 3 or 4 digit number printed on your card.

For Visa, Mastercard & Diners cards this is typically found printed on the signature panel on the back of your card.

On Amex cards this is a 4 digit number printed on the front of the card, above the main credit card number.

### OR

### Direct debit

Your (or your organisation) name

OR

Your 9 digit User ID No

Signature .....

*Section 70 of the Friendly Societies and Credit Unions Act 1982 (the Act) requires you to file the annual return, duly completed, together with a copy of your financial statements and audit report (where applicable).*

## Preparation of financial statements

Annual financial statements must be prepared unless the dispensary or club has opted out, by way of a resolution of a majority of the members at a meeting of the society or branch held within 6 months from the start of the financial year, in accordance with section 64 of the Act.

### Opting out

A dispensary or club cannot opt out where:

- › the rules expressly provide that section 64 does not apply (section 64(1)); or
- › in respect of a financial year if, in each of the 2 preceding financial years, the total operating expenditure of the dispensary or club is \$30 million or more (section 64(2)).

## Audit of financial statements

Section 64A of the Act requires a society or branch to appoint an auditor to audit its financial statements where the society or branch:

- › is a specified not-for-profit (NFP) entity (section 64A(1)); or
- › is not a specified NFP and the rules of the society require (section 64A).

### Not-for-profit (NFP) entities

An entity is a specified NFP entity in respect of an accounting period if, in each of the 2 preceding accounting periods of the entity, the total operating payments of the entity are \$125,000 or more.

### Other updates to the register

You should notify the Registrar in writing of a change of trustees, change of name and amendments to registered rules.

[Help guide — Keeping your friendly society details up to date](#)

Please contact us on 0508 266 726 for further assistance.