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Email your completed form to: compliance@companies.govt.nz

or post it 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

 / /

- › 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.

Committee of management

1. Name:	<input type="text"/>
Residential address:	<input type="text"/>
2. Name:	<input type="text"/>
Residential address:	<input type="text"/>
3. Name:	<input type="text"/>
Residential address:	<input type="text"/>
4. Name:	<input type="text"/>
Residential address:	<input type="text"/>
5. Name:	<input type="text"/>
Residential address:	<input type="text"/>
6. Name:	<input type="text"/>
Residential address:	<input type="text"/>

Continue on a separate sheet if necessary

Name of dispensary / club

Organisation number

A. Names and addresses of officers (continued)

As at the date of the return.

Trustees

1. Name:

Residential address:

2. Name:

Residential address:

Secretary

Name:

Residential address:

Treasurer

Name:

Residential address:

Continue on a separate sheet if necessary

B. Membership

Total number of members at beginning of year	<input type="text"/>
Number who joined during year	<input type="text"/>
Number who left during year	<input type="text"/>
Total number of members at end of year	<input type="text"/>

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 (for example, 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.

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

Name of dispensary / club

Organisation number

E. Certification

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

.....
Signature of Secretary or Treasurer

Date:

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	\$201.25
<input type="checkbox"/> Financial statements filing fee (if filing under Financial Markets Conduct Act 2013)	\$175.00	\$80.00	\$0.00	\$255.00	\$38.25	\$293.25
<input type="checkbox"/> Annual return fee	\$34.78	\$21.74	\$6.00	\$62.52	\$9.38	\$71.90

Method of payment

Choose your payment method from the options below. **Please do not send cash or a purchase order**

Credit card

Credit card type:

- Visa
 Amex
 Mastercard
 Diners

Expiry date

Name of cardholder

Card number

Card Security Code

Card Security Code

Your Card Security Code number is the 3-digit, 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.

Signature of cardholder

or

Direct debit

Your (or your organisation) name

OR
 Your 9-digit User ID No

Signature:

Guidance notes for completing an annual return for a united friendly societies dispensary or working men's club

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.