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Post your completed form to: National Processing Centre, Private Bag 92061, Victoria Street West, Auckland 1142

Application to register an Industrial and Provident Society

Section 5, Industrial and Provident Societies Act 1908

- > The society's name must end with the words **Society Limited**.
- > The name cannot be the same as any other society, company or organisation or so closely resemble it as to cause confusion. Check existing society and company names for free by doing a **Register Search** online at www.societies.govt.nz and www.companies.govt.nz.
- > 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 Companies Office 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. Postal address for communication

Postal address (this can be a physical address, a PO Box or Private Bag address) to which communications from the Registrar may be sent

4. Email address for communication

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

5. Balance date

The society's balance date will be:

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, or www.companies.govt.nz?
- Has the application form been signed by 7 members and the Secretary of the society (*Pages 2 & 3*)?
- Is a copy of the society's intended rules attached to the application?

6. Contact details of person filing this application:

Name:

Address:

Email address:

Telephone number:

Name of society

Date

We, the several persons whose names are subscribed hereto, being members of the above-mentioned society, hereby apply for the incorporation of the society under the foregoing rules in accordance with the Industrial and Provident Societies Act 1908:

7. Members 1-4

1 Name Signature
Address

2 Name Signature
Address

3 Name Signature
Address

4 Name Signature
Address

Members 5-7

5 Name Signature
Address

6 Name Signature
Address

7 Name Signature
Address

Secretary Signature
Address

Name of society

Checklist – What must be included in your rules?

Schedule 2 of the Industrial and Provident Societies Act 1908 requires that a society's rules include the following:

- 1** Object, name, and place of office of the society.
- 2** Terms of admission of the members, including any society or company investing funds in the society under the provisions of paragraphs (c) or (d) of section 10.
- 3** Mode of holding meetings, and right of voting and of making, altering, and rescinding rules.
- 4** The appointment and removal of a committee of management, by whatever name, a secretary and managers or other officers, and their respective powers and remuneration.
- 5** Determination of the amount of interest in the shares of the society which any member other than a registered society may hold.
- 6** Determination whether the shares or any number thereof shall be transferable; and, if it is determined that the shares or any number of them shall be transferable, provision for the form of transfer and registration of the shares, and for the consent of the committee thereto; and, if it is determined that the shares or any of them shall be withdrawable, provision for paying the members the balance due thereon on withdrawing from the society.
- 7** Provision for the audit of accounts.
- 8** Determination whether and how members may withdraw from the society, and provisions for the claims of executors or administrators of deceased members, or trustees of the property of bankrupt members and for the payment of nominees in the case herein mentioned.
- 9** Mode of application of profits.
- 10** Provision for the custody, use, and device of the seal of the society, which shall in all cases bear the registered name of the society.
- 11** Determination whether and by what authority, and in what manner, any part of the capital may be invested.