

[www.retirementvillages.govt.nz](http://www.retirementvillages.govt.nz) | 0800 268 269

Post your completed form to: Registrar of Retirement Villages, Private Bag 92061, Victoria Street West, Auckland 1142  
or email it to: [retirementvillages@companies.govt.nz](mailto:retirementvillages@companies.govt.nz)

## Annual return and certificate of registered documents

Sections 13(2) and 16, Retirement Villages Act 2003

**Name of village**

**Registration number**

### Part 1 — Retirement village details

1. Street address of village

2. Address of registered office of village

*This address must be a physical address in New Zealand and must not be a post office box or private bag address.*

3. Address for service of village

*This address must be a physical address in New Zealand and must not be a post office box or private bag address.*

4. Postal address of village

5. Email address for village

6. Telephone number for village

7. Fax number for village (*optional*)

**Name of village****Registration number**

## Part 2 — Operator details

**1. Name of operator**

*Where there is more than one operator continue on a separate sheet and attach all pages to this annual return.*

**2. Company or other registration number (if any)****3. New Zealand Business Number (if any)****4. Nature of operator**

*For example — company, natural person*

**5. Address of registered office of operator**

*This address must be a physical address in New Zealand and must not be a post office box or private bag address.*

**6. Address for service of operator**

*This address must be a physical address in New Zealand and must not be a post office box or private bag address.*

**7. Postal address of operator to which communications from the Registrar may be sent****8. Email address of operator****9. Telephone number of operator:****10. Fax number of operator (optional)**

Name of village

[Empty text box for Name of village]

Registration number

[Empty text box for Registration number]

### Part 3 — Certificate of registered documents

I, [Empty text box]

*(Insert name of operator)*

certify that

for: [Empty text box]

*(Insert name of the retirement village)*

Each registered document is correct, current, and not likely to mislead or deceive any resident, intending resident, or the public.

Documents to update the registered information are attached to the annual return form.  
*(Form RV3 — Change of circumstances must be completed for material changes).*

Signed:

.....

Name of signatory

[Empty text box for Name of signatory]

Dated

[Empty text box for Dated]

### Part 4 — Checklist

*To speed up registration, use this checklist to ensure you have included all of the information required.*

Have you completed?

Parts 1, 2 and 3 and have you signed the form *(attach extra pages if applicable)*

Have you attached?

A copy of the audited financial statements that comply with section 35B of the Retirement Villages Act 2003 (the Act) or, as referred to in section 35F of the Act, the audited financial statements that comply with subpart 3 of Part 7 of the Financial Markets Conduct Act 2013 or section 55 of the Financial Reporting Act 2013; **and**

A copy of the audited financial statements which comply with section 35C of the Retirement Villages Act 2003 *(where applicable)*; **and**

The documents supporting any information on the register that has changed; **and**

A copy of the statutory supervisor’s certification addressed to the Registrar *(where applicable)*.

### Contact details of person completing this form

Name: [Empty text box]

Address: [Empty text box]

Email address: [Empty text box]

Telephone number: [Empty text box]

Fax number (optional): [Empty text box]

Name of village

Registration number

## Payment details

### Amount

The correct fee must be paid. Calculate your annual return fee based on the number of units you have.

If you have:

	Total excl GST	GST	Total incl GST
Retirement villages not more than 34 units	\$347.83	\$52.17	\$400.00
Retirement villages between 35 and 84 units	\$565.22	\$84.78	\$650.00
Retirement villages more than 85 units	\$1,130.43	\$169.57	\$1,300.00

Amount payable

\$

### Important information

If the information supplied in this form requires any changes to be made to the information registered on any computer register held by Land Information New Zealand (LINZ), there will be a fee for such change. The Registrar will notify you of the amount of any such fee.

### Method of payment

Choose your payment method from the options below. **Please do not send 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: .....

**NOTE**

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: .....