

www.societies.govt.nz | 0508 762 438

Please send your completed form and supporting documents to us at:
Companies Office, Private Bag 92061, Victoria Street West, Auckland 1142 or
compliance@companiesoffice.govt.nz

Application to restore a 1908 Act society to the register

NOTES

- › Complete this form to apply to restore a 1908 Act society to the Incorporated Societies Register if at the time the society was removed you were:
 - an officer of the society
 - a member of the society
 - a creditor of the society or a person with an undischarged claim against the society
 - party to legal proceedings against the society
 - a liquidator or a receiver of the society.
- › A fee of \$177.78 (plus GST) applies.

Name of society

Society number or NZBN

Grounds for restoration

I request that the above society be restored to the register on the following grounds.
(Select the option that applies)

- The society was operating at the time of its removal and there is a proper reason for it to continue to exist.
- The grounds for removal did not exist (Please see note 1 below).
- The society was party to legal proceedings (Please see note 1 below).
- The society was in receivership or liquidation or both (Please see note 1 below).

Note 1

These grounds cannot be used if you are applying to restore your society that was dissolved prior to 5 April 2026.

Name of society

Society number or NZBN

Certificate

I certify that at the time of this application:

- 1. The number of members is at least 10 for the purposes of section 8(1) of the Incorporated Societies Act 2022.
- 2. One of the officers has confirmed that, in their opinion, the constitution accompanying this application complies with the requirements of section 26 of the Act.

Signature

.....

Signatory's name

Designation

Officer

Member

Authorised agent (Accountant/Lawyer etc)

Date signed

Name of society

Society number or NZBN

Society details**Number of members**

To apply your society must have at least 10 members. Members can either be individuals or body corporates (for example, other incorporated societies). A body corporate counts as 3 individual members for the purposes of determining the minimum number of members under section 8(1) of the Act.

The society has at least 10 members (section 8(1), Incorporated Societies Act 2022).

Yes No

Balance date

Your society's balance date (end of the financial year) is the last calendar day of the month you record below. This date should be recorded in your society's constitution.

Society contact details**Registered office address**

The registered office address is where documents can be served on the incorporated society. This address must be a physical address in New Zealand and cannot be a PO Box or Private Bag address.

Care of:	
Flat/house no:	
Street name:	
Suburb:	
Town/City:	Postal code:
Country: New Zealand	

If the address you have entered above is different to what is currently recorded on the Incorporated Societies Register, enter the date the change takes effect.

This must be at least 5 working days after this application is received by the Registrar.

Name of society

Society number or NZBN

Society contact details (continued)**Address for communication**

This address will not be publicly available, but it will be used for communications from the Registrar. It can be a postal address such as a PO Box or Private Bag address.

Care of:	
Flat/house no:	
Street name:	
Suburb:	
Town/City:	Postal code:
Country:	

Email address for communication

This email address will not be publicly available, but it will be used for communications from the Registrar.

Contact phone number (optional)

The Registrar may use this number to contact the society directly; it will not be publicly available. It must be a direct contact number for the society. This should be the number of a key person within the society who can answer questions from the Registrar.

For example: +64

For example: 09

For example: 12346587

Country code:	Area code:	Number:
---------------	------------	---------

Contact mobile number (optional)

The Registrar may use this number to contact the society directly; it will not be publicly available. It must be a direct contact number for the society. This should be the number of a key person within the society who can answer questions from the Registrar.

For example: +64

For example: 027

For example: 12346587

Country code:	Area code:	Number:
---------------	------------	---------

Name of society

Society number or NZBN

Contact person details

Societies registered under the 2022 Act must have at least 1 contact person (and no more than 3). These contact details will not be publicly available. They will only be used by the Registrar to contact the society.

1. Contact person's name

First name

Middle name(s) - Optional

Last name

Address

Care of:	
Flat/house no:	
Street name:	
Suburb:	
Town/City:	Postal code:
Country:	

Contact phone numbers

You must enter either a phone number, a mobile number, or both.

Phone number

For example: +64

For example: 09

For example: 12346587

Mobile number

For example: +64

For example: 027

For example: 12346587

Email address

Note

To supply details for other contact persons, please complete extra copies of this page and attach them to your application.

Name of society

Society number or NZBN

Officers

There must be at least 3 people on the committee, and each person on the committee is an officer of the society. Other people can also be officers even if they're not part of the elected committee.

Each officer's details must be recorded on the register. Make sure each officer's full legal name and contact details are recorded and kept up to date. The Registrar may use these details to contact the society and to confirm an officer's authority to update details on the register.

Include details for all the current officers of this society as at the date of this application. If other officers are already recorded on the register, we will update the register to record them as 'ceased' as at the date we process this application.

1. Officer's name

First name

Middle name(s) (if applicable)

Last name

Role (optional)

This person's role description such as 'Chairperson'

Is this officer a member of the society?

This includes where an officer is representing a member that is a body corporate

Yes No

Address

This address will not be shown on the public register

Care of:	
Flat/house no:	
Street name:	
Suburb:	
Town/City:	Postal code:
Country:	

Email address (optional)

This email address will not be shown on the public register

Officer consent and certification

I hereby certify that this officer has:

- › certified to the society that they are not a disqualified person in terms of section 47(3) of the Incorporated Societies Act 2022, and
- › consented to be an officer and be listed on the register as such.

Name of society**Society number or NZBN****Officers (continued)****2. Officer's name**

First name

Middle name(s) (if applicable)

Last name

Role (optional)

This person's role description such as 'Chairperson'

Is this officer a member of the society?

This includes where an officer is representing a member that is a body corporate

Yes

No

Address

This address will not be shown on the public register

Care of:	
Flat/house no:	
Street name:	
Suburb:	
Town/City:	Postal code:
Country:	

Email address (optional)

This email address will not be shown on the public register

Officer consent and certification

I hereby certify that this officer has:

- › certified to the society that they are not a disqualified person in terms of section 47(3) of the Incorporated Societies Act 2022, and
- › consented to be an officer and be listed on the register as such.

Name of society

Society number or NZBN

Officers (continued)**3. Officer's name**

First name

Middle name(s) (if applicable)

Last name

Role (optional)

This person's role description such as 'Chairperson'

Is this officer a member of the society?

This includes where an officer is representing a member that is a body corporate

Yes

No

Address

This address will not be shown on the public register

Care of:	
Flat/house no:	
Street name:	
Suburb:	
Town/City:	Postal code:
Country:	

Email address (optional)

This email address will not be shown on the public register

Officer consent and certification

I hereby certify that this officer has:

- › certified to the society that they are not a disqualified person in terms of section 47(3) of the Incorporated Societies Act 2022, and
- › consented to be an officer and be listed on the register as such.

Note

To supply details for other officers, please complete extra copies of this page and attach them to your application.

Name of society**Society number or NZBN****Attach the following documents**

Make sure the following documents are attached to your application.

- A copy of the society's constitution**
Note - It must comply with the requirements of section 26 of the Incorporated Societies Act 2022.
- Evidence of operation**
Attach any documentation that shows the society was operating at the time it was removed. Examples include financial transactions, meeting minutes or legal documents.
- Supporting documents (optional)**
Attach other documents that further support your application.
- Outstanding financial statements**
Incorporated societies must file a copy of their financial statements with the Companies Office each year, unless they are registered with Charities Services. Attach annual financial statements for at least the last 3 years if they have not already been filed with us. Include a completed cover sheet (Form IS4) for each financial statement.

Complete your payment details

To apply to restore your society you must pay a restoration fee of \$177.78 (plus GST). Complete the payment details page of this application (Page 10).

Send your completed application to us

By post to:

Registrar of Incorporated Societies
Private Bag 92061
Victoria Street West
Auckland 1142

or by email to:

compliance@companiesoffice.govt.nz

Presenter's details

We will use these details to contact you if we have any questions about this application

Name of society

Society number or NZBN

Payment details

To keep your payment details secure we will detach this payment details page from your application before any information is scanned for publication on the website. We will only use these payment details for this application and once we have processed your payment, we will destroy this page.

Amount

Companies Office fee GST exclusive	GST	Total GST inclusive
---------------------------------------	-----	------------------------

\$177.78	\$26.67	\$204.45
----------	---------	-----------------

Method of payment

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

To pay your fees by direct debit, you must have already set up a direct debit facility with us. [Learn about our payment options on our website.](#)

Your (or your organisation) name:

Signature