

www.societies.govt.nz | 0508 762 438

Send this completed notice to: Registrar of Incorporated Societies, Private Bag 92061, Victoria Street West, Auckland 1142 or processing@companiesoffice.govt.nz

Notice of change of addresses for an incorporated society

Section 111, Incorporated Societies Act 2022

IMPORTANT NOTE

- › If your society is also registered with Charities Services, you'll also need to ensure you update your details on the Charities Register. For more information, visit <https://www.charities.govt.nz>.

Name of society

Society number or NZBN

NOTES

Using this form, you can give notice to the Registrar of Incorporated Societies of the following changes.

1. New registered office address
2. Update contact details for the society – address for communications, email address, and phone numbers

Signatory details

By signing this form, you confirm that the society has authorised you to notify these changes of address on the Incorporated Societies Register.

Signature

Date:

Name:

Designation ☐ Officer or ☐ Authorised agent (Accountant/Lawyer etc)

Presenter's details

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

Name:

Email address:

Telephone number:

Postal address:

Name of society

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1. New registered office address

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

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

Date of change

You must notify the Registrar of the new registered office address at least 5 working days before the change takes effect.

DD	MMM	YYYY
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2. New contact details**New 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	

New email address for communication

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

Email address:

New 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.

Country code:	Area code:	Number:
For example: +64	For example: 09	For example: 12346587

New 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.

Country code:	Area code:	Number:
For example: +64	For example: 021	For example: 12346587