

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 contact person details for an incorporated society

Section 116, Incorporated Societies Act 2022

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. Add a new contact person
2. Update contact details for an existing contact person
3. Record that a person has ceased to be a contact person

Signatory details

By signing this form, you confirm that the society has authorised you to notify these changes of contact person details 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**1. Add a new contact person**

- › Societies must have at least one contact person (and no more than 3).
- › These contact details will not be publicly available. They will only be used by the Registrar of Incorporated Societies to contact the society.
- › The contact person doesn't need to be an officer of your society, but it should be someone who can handle enquiries from us.

New 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

The Registrar may use this number to call this contact person directly — it will not be publicly available.

For example: +64

Country code:

For example: 09

Area code:

For example: 12346587

Number:

Mobile number

The Registrar may use this mobile number to call this contact person directly — it will not be publicly available.

For example: +64

Country code:

For example: 027

Area code:

For example: 12346587

Number:

Email address**Start date**

DD

MMM

YYYY

Name of society**2. Update contact details for an existing contact person**

- › You can update a contact person's:
 - ☐ Address
 - ☐ Phone numbers, and
 - ☐ Email address
- › These contact details will not be publicly available. They will only be used by the Registrar of Incorporated Societies to contact the society.

Contact person's name

First name

Middle name(s) - Optional

Last name

New address

Care of:

Flat/house no:

Street name:

Suburb:

Town/City:

Postal code:

Country:

New contact phone numbers

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

Phone number

The Registrar may use this number to call this contact person directly — it will not be publicly available.

For example: +64

For example: 09

For example: 12346587

Country code:

Area code:

Number:

Mobile number

The Registrar may use this mobile number to call this contact person directly — it will not be publicly available.

For example: +64

For example: 027

For example: 12346587

Country code:

Area code:

Number:

New email address**3. Record that a person has ceased to be a contact person****Contact person's name**

First name

Middle name(s) - Optional

Last name