

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 changes to officers of an incorporated society

Section 52, Incorporated Societies Act 2022

IMPORTANT NOTE

- › You must send this notice to the Registrar within 20 working days of the society first becoming aware of the change.
- › 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. Add a new officer
2. Update details for an existing officer
3. Record that a person has ceased to be an officer

Signatory details

By signing this form, you confirm that the society has authorised you to notify these changes to officers 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 officer appointed or elected

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.

Officer's name

First name

Middle name(s) (if applicable)

Last name

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Role (optional)

This person's role description such as 'Chairperson'

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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

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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.

Date of appointment or election

DD

MMM

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YYYY

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Name of society

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2. Change of officer's details

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

Officer's name (as it appears on the register)

First name	Middle name(s) (if applicable)	Last name

New role (optional)

This person's role description such as 'Chairperson'

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Is this officer a member of the society?

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

☐ Yes	☐ No
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New address

This address will not be shown on the public register

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

New email address (optional)

This email address will not be shown on the public register

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Officer's 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.
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Amend the date of appointment or election

DD	MMM	YYYY

3. Record that a person has ceased to be an officer**Officer's name (as it appears on the register)**

First name	Middle name(s) (if applicable)	Last name