
Getting started on the Incorporated Societies Register

How to use our online services



Getting started on the Incorporated Societies Register

Becoming an incorporated society requires that you register and maintain your organisation on the Incorporated Societies Register.

You can submit all the necessary requests and documentation online or, if you prefer, you can do this manually (by completing paper forms and returning them to us in the post, or by email).

Using our online services enables quicker processing, allows you to check the progress of service requests, and saves you the cost of postage. To do things online, you'll need an online services account.

The following information is designed to help get you started. If you want to know more about incorporated societies and the tasks required to manage them, including your manual options, please refer to the comprehensive help pages on our website.

You may wish to print this guide and have it handy when using our website for the first time.

Contents

How to use our online services.....	1
Getting started on the Incorporated Societies Register.....	2
Setting up your online services account.....	3
1. Ensure you have a RealMe® login.....	3
2. Choose an account type	6
3. Create or activate your account	7
Starting an incorporated society	10
Confirming your authority to manage information.....	10
Ways to confirm your authority	10
Choosing how to confirm	11
Running your incorporated society	15

Using our online services

If you're planning to do things **online**, you'll first need to have:

- a RealMe login
- an online services account with the Companies Office
- confirmation of your authority to update information on the register for an incorporated society (see 'Confirming your authority to manage information' below).

Setting up your online services account

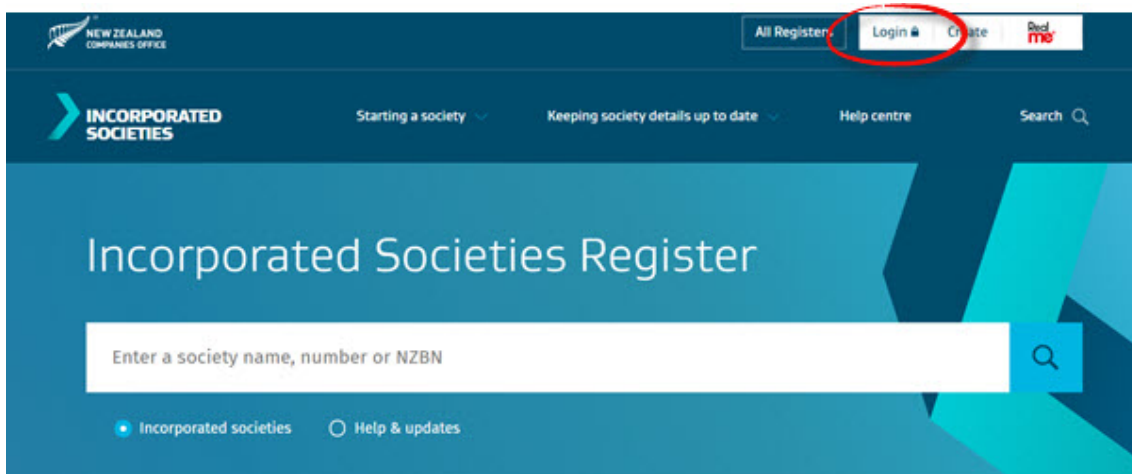
To set up your online services account, you need to do the following:

1. Ensure you have a RealMe® login

RealMe is a universal login (username and password) that can be used with most online Government agency services (such as Inland Revenue and Immigration New Zealand).

If you already have an account with the Companies Office

You may already have an online services account with us, in which case, when you log in with your RealMe details, you'll be taken immediately to the online dashboard, where you can register or maintain an incorporated society.



If this applies to you, go directly to the step of 'confirming your authority to manage information' ([Page 10 of this guide](#)).

Forgotten username or password

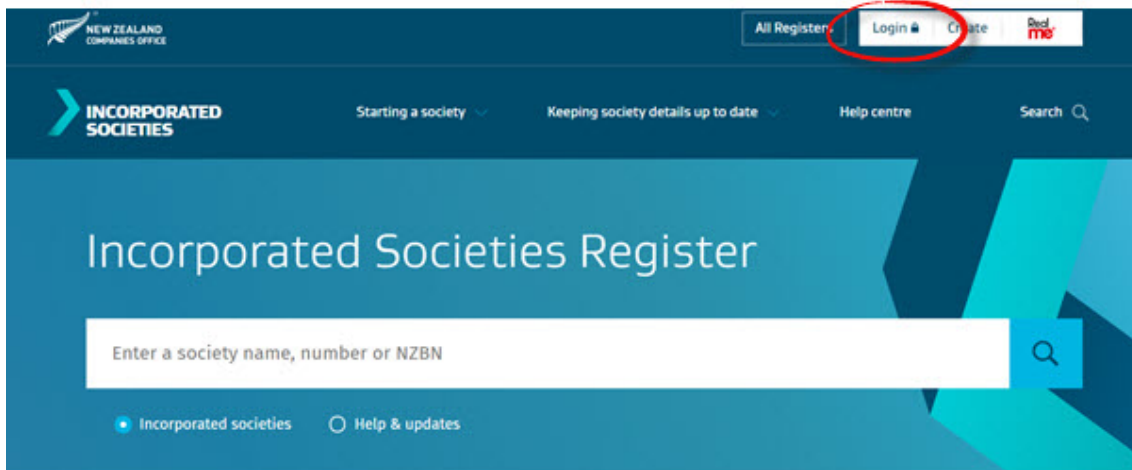
If you've forgotten your RealMe username or password, go to the Incorporated Societies website at www.societies.govt.nz then follow these steps.

1. Click the 'RealMe' button at the top of the homepage.
2. Select 'Forgot Username' or 'Forgot Password'.
3. Choose to receive your username or password by email or text.

If you already have a RealMe login for other services

If you have a RealMe username and password you've used elsewhere (for example, to renew your passport), you can use this to begin setting up your online services account with us.

1. Go to the Incorporated Societies website at www.societies.govt.nz.
2. Click the 'Login' button at the top of the homepage.



You'll then be taken to the 'Choose Your Account Type' page, where you can begin setting up your account.

Forgotten username or password

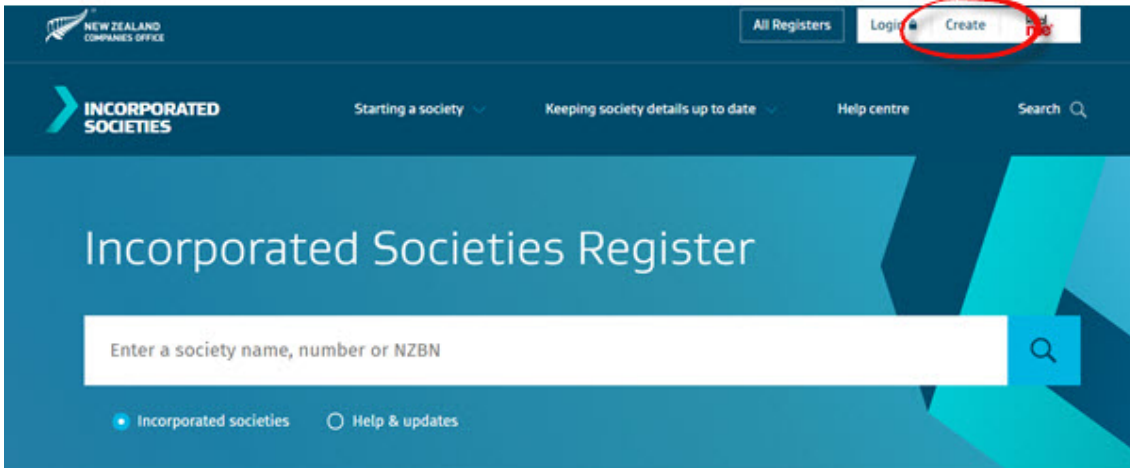
If you've forgotten your RealMe username or password, go to the Incorporated Societies website at www.societies.govt.nz then follow these steps.

1. Click the 'RealMe' button at the top of the homepage.
2. Select 'Forgot Username' or 'Forgot Password'.
3. Choose to receive your username or password by email or text.

If you don't have a RealMe login

If you don't yet have a RealMe login, you will need to create one by doing the following:

1. Go to the Incorporated Societies website at www.societies.govt.nz.
2. Click the 'Create' button at the top of the homepage.



3. Select 'Create your RealMe login' and follow the instructions to create a username and password (see graphic below).

Login with RealMe

You've been redirected here so you can log in with RealMe

[Forgot Username](#) or [Forgot Password?](#)

LOGIN

Create a RealMe login

To access this service you need a RealMe login.

You'll be able to access a range of services with a single username and password. RealMe is designed to protect your privacy and security.

CREATE YOUR REALME LOGIN

Once you have a RealMe username and password, you can log in and begin setting up your online services account.



Important — You must have an email address to create a RealMe login.

2. Choose an account type

When you log in to the register with RealMe for the first time, you'll be asked what type of account you would like to set up – individual or organisation – or, if you'd like to join an existing organisation account (see screen graphic below).

Step 2: Choose Your Account Type

You have completed step 1 and registered with RealMe. Now select the option which best suits you:

Individual Account	Organisation Account
<p>I will be the only person using this account to manage information for my business or organisation.</p>  <p>» I want to set up an individual account</p> <p>This type of account would suit an individual with sole responsibility for managing information or filing documents with us.</p> <p>This would typically include:</p> <ul style="list-style-type: none"> • the treasurer or secretary of an incorporated society or charitable trust board • a partner of a partnership • a trustee of a trust • a sole trader 	<p>Several people from the same company may use this account to manage information for multiple businesses or organisations.</p>  <p>» I want to set up an organisation account</p> <p>This type of account would typically suit a professional organisation, such as a law or accounting firm that files documents with us on behalf of a number of different businesses or organisations.</p> <p>If your organisation account has already been set up, ask your account administrator to add you as a user. You'll then be sent an activation code. Note this is not your registry key.</p> <p>» I want to activate my user account</p>

Select 'I want to set up an individual account'...

- › if you'll be the only one using the account to manage your incorporated society's information. This type of account would suit a manager, treasurer, secretary or trustee with sole responsibility for filing documents with us.

Please note — Your name will be given as the document presenter on public register filings, along with your postal address. If this poses a problem, you may wish to consider using a registered office address or box number when setting up your account.

Select 'I want to set up an organisation account'...

- › if you're creating an online services account on behalf of a professional organisation. This type of account would suit an agent, such as a law or accounting firm, which files documents with us on behalf of a number of different businesses or organisations.

In setting up an organisation account, you become the administrator, and can add or remove other account users, and edit their details. You can also appoint another user to be an account administrator.

The organisation will be show as the document presenter on public register filings, along with its name and postal address.

Select 'I want to activate my user account'...

- › if you've received an invitation email (with an activation code) to join an organisation account. This means an administrator of an existing organisation account has begun the process of creating a user account for you.

3. Create or activate your account

To set up an individual account

1. Enter your individual user details
(see screen graphic below)
2. Agree to the terms and conditions
3. Select 'Create Individual Account'.

Step 3: Your Individual Details

User Details

Name *

<i>First Name *</i>	<i>Middle Name(s)</i>	<i>Last Name *</i>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Contact Details

Email Address *

*Email **

*Confirm Email **

Phone Number * ?

<i>Country *</i>	<i>Area Code *</i>	<i>Number *</i>	<i>Extension</i>
<input type="text" value="+64"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Mobile Number * ?

<i>Country *</i>	<i>Area Code *</i>	<i>Number *</i>
<input type="text" value="+64"/>	<input type="text"/>	<input type="text"/>

Physical Address *

Please be aware that for entities that have public filings (for example incorporated societies and charitable trusts), the address you enter will be publicly viewable. If this poses a problem, you may wish to use a registered office address or box number.

*Street **

*City/State **

*Postal Code **

*Country **

Postal Address *

Postal address is the same as physical address

I accept the [terms and conditions](#) of using this site

To set up an organisation account

1. Enter your individual user details and agree to our terms and conditions (see screen graphic below).
2. Select 'Next Step: Create Organisation Account'.
3. Enter your organisation name and contact details.
4. Enter your own contact details with the organisation.
5. Select 'Create Organisation Account'.

Create Organisation Account

Information about your organisation

Organisation Details

Organisation Name *

Category of Business *

Your Contact Details with the Organisation

Email Address *

*Email **

*Confirm Email **

Physical Address *
This must be a physical address and can't be a PO box or private bag address.

*Street **

*City/State **

*Postal Code **

*Country **

Postal Address * Postal address is the same as physical address

Phone Number ?

Country	Area Code	Number	Extension
+64	<input type="text"/>	<input type="text"/>	<input type="text"/>

Mobile Number ?

Country	Area Code	Number
+64	<input type="text"/>	<input type="text"/>

Fax Number ?

Country	Area Code	Number
+64	<input type="text"/>	<input type="text"/>

Your Contact Details for the Organisation

Email Address *

Email *

Confirm Email *

Phone Number ?

Country Area Code Number Extension
+64

Mobile Number ?

Country Area Code Number
+64

Fax Number ?

Country Area Code Number
+64

Physical Address *
This must be a physical address and can't be a PO box or private bag address.

Street *

City/State *

Postal Code *

Country *
New Zealand

Postal Address *
 Postal address is the same as physical address.

To activate an account as an authorised user

1. Enter your activation code and click 'Continue' (see screen graphic below).

Activation Code *

2. Complete all the mandatory fields, if not already pre-populated.
3. Agree to the terms and conditions.
4. Click 'Create Individual Account'.

Starting an incorporated society

Before you can apply for incorporation, there are some important things you need to do. These are:

- › choosing a name for your society
- › drafting your society's rules
- › holding a meeting of your members

For help with these tasks, please refer to the guide pages on our website, in particular 'Things to do before you apply' and 'Applying to incorporate a society'.

You may also wish to check out our new 'Constitution Builder' tool, designed to make it easier for you to create, or revise, your society's rules. You'll find a link to the tool on the 'Things to do before you apply' page, or you can click on the link below if you are reading this online.

[Try our Constitution Builder tool](https://isb.companiesoffice.govt.nz)

<https://isb.companiesoffice.govt.nz>

Confirming your authority to manage information

To manage your society's information on the register using our online services, you'll need to confirm that you have the authority to do so.

Confirmation is necessary both for individual and organisation account users.

If you are the one incorporating a society, you'll have your authority confirmed automatically. Otherwise you must demonstrate to us that you are permitted to access and manage information, by following the steps below.

Note — *If you're submitting requests and documents manually, confirmation of your authority to act for your society will be required on each of the forms you submit.*

Ways to confirm your authority

There are four ways to confirm your authority to manage a society's information online:

1. using your 'registry key'
2. using your society's email address(es)
3. providing ID verification
4. providing a letter of authorisation.

Choosing how to confirm

To choose the method you would like to use:

1. Log in to your online services account.
2. Search for your society by name, number or New Zealand Business Number (NZBN).
3. Click the 'confirm your authority' link on the 'View Details' screen.

View Details

ABC SOCIETY INCORPORATED (50008664) (NZBN: 9429050976911) [Incorporated Society] Registered

To maintain this entity you must [confirm your authority](#).

Request Extract or Certificate Maintain Incorporated Society

General Details	Addresses	Officers	Filings
Incorporated Society Name	ABC SOCIETY INCORPORATED		
NZBN	9429050976911		
Incorporation Number	50008664		
Incorporated Society Status	Registered		
Date of Incorporation	30-Aug-2019		

Cancel

4. Select one of the four available options to confirm your authority and follow the instructions that apply.

Option 1 – Using your registry key

Prior to 16 September 2019 incorporated societies were sent a seven-digit registry key at the time of registration.

To use this key to confirm your authority:

1. Enter your registry key in the box provided (see screen graphic below).
2. Tick the declaration box to confirm you are authorised to act on behalf of the incorporated society and select the 'Submit' button.
3. If the key you have entered matches our records, authority will be confirmed immediately. If there is no match, you'll be asked to try again, or to choose a different option.

Confirm Your Authority

ABC SOCIETY INCORPORATED (50008664) (NZBN: 9429050976911) [Incorporated Society] Registered

Confirm Your Authority using the registry key * Yes No

Registry Key *

I John SMITH confirm that I am legally authorised to request authority in respect of this incorporated society. I understand that any unauthorised request for authority may result in legal action for any associated loss suffered by the entity or others. I also understand that any unauthorised request may constitute a crime involving dishonesty under the Crimes Act 1961.


Cancel Apply


Option 2 – Using an email address


1. Enter the email address for your society, or for an officer where details have been recorded on the register (see screen graphic below).
2. Tick the declaration box to confirm you are authorised to act on behalf of your society, and click the 'Submit' button.
3. If the email address matches an email address on the register, an activation code will be sent to that address. If there is no match, you'll be asked to try again, or choose a different option.
4. Click on the link in the email to validate the activation code.
5. If the activation code is correct, authority will be confirmed immediately.

Confirm Your Authority

ABC SOCIETY INCORPORATED (50008664) (NZBN: 9429050976911) [Incorporated Society] Registered

Confirm Your Authority using the registry key *  Yes No

Confirm Your Authority using an email address *  Yes No

Entity Email Address * 

I John SMITH confirm that I am legally authorised to request authority in respect of this incorporated society. I understand that any unauthorised request for authority may result in legal action for any associated loss suffered by the entity or others. I also understand that any unauthorised request may constitute a crime involving dishonesty under the Crimes Act 1961.

Option 3 – Using ID verification


To use this option you must have a current New Zealand driver licence or passport.

1. Select the 'Proof of Identity' type: driver licence or passport (see screen graphic below).
2. If you select driver licence, you'll be prompted to enter your licence number, licence version number and date of birth. If you select passport, you'll be prompted to enter your passport number, expiry date and date of birth.
3. Tick the declaration box to confirm that you agree to your identity document being used to verify your identity, and that you are legally authorised to act on behalf of your society.
4. Click the 'Submit' button.
5. If we're able to verify your identity, authority will be confirmed immediately. If not, you'll be asked to try again, or to select another option to confirm your authority.

Note — For us to confirm your authority using this option, the name on your online services account must match exactly the name on your ID.

Confirm Your Authority

ABC SOCIETY INCORPORATED (50008664) (NZBN: 9429050976911) [Incorporated Society] Registered

Confirm Your Authority using the registry key *	<input type="radio"/> Yes <input checked="" type="radio"/> No
Confirm Your Authority using an email address *	<input type="radio"/> Yes <input checked="" type="radio"/> No
Confirm your authority using your passport or driver licence *	<input checked="" type="radio"/> Yes <input type="radio"/> No
Proof of Identity Type *	<input type="text" value="NZ Driver Licence"/>
NZ Driver Licence Number *	<input type="text" value="AB123456"/>
Licence Version Number *	<input type="text" value="100"/>
Date of Birth *	<input type="text" value="01/01/1960"/> 
<input checked="" type="checkbox"/> * I give permission for this information to be used to verify my identity.	

I John SMITH confirm that I am legally authorised to request authority in respect of this incorporated society. I understand that any unauthorised request for authority may result in legal action for any associated loss suffered by the entity or others. I also understand that any unauthorised request may constitute a crime involving dishonesty under the Crimes Act 1961.





Option 4 – By letter of authorisation

1. Upload the letter of authorisation (see screen graphic below).
2. Tick the declaration box to confirm you are authorised to act on behalf of the incorporated society.
3. Click the 'Submit' button.

Note — It may take up to three business days to process your request, and additional evidence may be required.

Confirm Your Authority

ABC SOCIETY INCORPORATED (50008664) (NZBN: 9429050976911) [Incorporated Society] Registered

Confirm Your Authority using the registry key * 	<input type="radio"/> Yes <input checked="" type="radio"/> No
Confirm Your Authority using an email address * 	<input type="radio"/> Yes <input checked="" type="radio"/> No
Confirm your authority using your passport or driver licence * 	<input type="radio"/> Yes <input checked="" type="radio"/> No
Letter of Authorisation * 	Letter of Authorisation.docx ✕ Remove Document

I John SMITH confirm that I am legally authorised to request authority in respect of this incorporated society. I understand that any unauthorised request for authority may result in legal action for any associated loss suffered by the entity or others. I also understand that any unauthorised request may constitute a crime involving dishonesty under the Crimes Act 1961.

CancelApply

Your letter of authorisation

The letter of authorisation should confirm the following:

- the name and society number or NZBN of your incorporated society
- your name and contact details
- that you have authority to act on the society's behalf.

A letter template is available on our Incorporated Societies web guide 'Confirming your authority to manage information', or by clicking on the link below, if you are reading this online:

[Template for letter of authorisation for incorporated society](https://is-register.companiesoffice.govt.nz/template-letter-of-authorisation.pdf)

<https://is-register.companiesoffice.govt.nz/template-letter-of-authorisation.pdf>

Once your authority has been confirmed, you'll have access to the society's information on the register, and the society will appear under 'My Businesses' on your online dashboard.

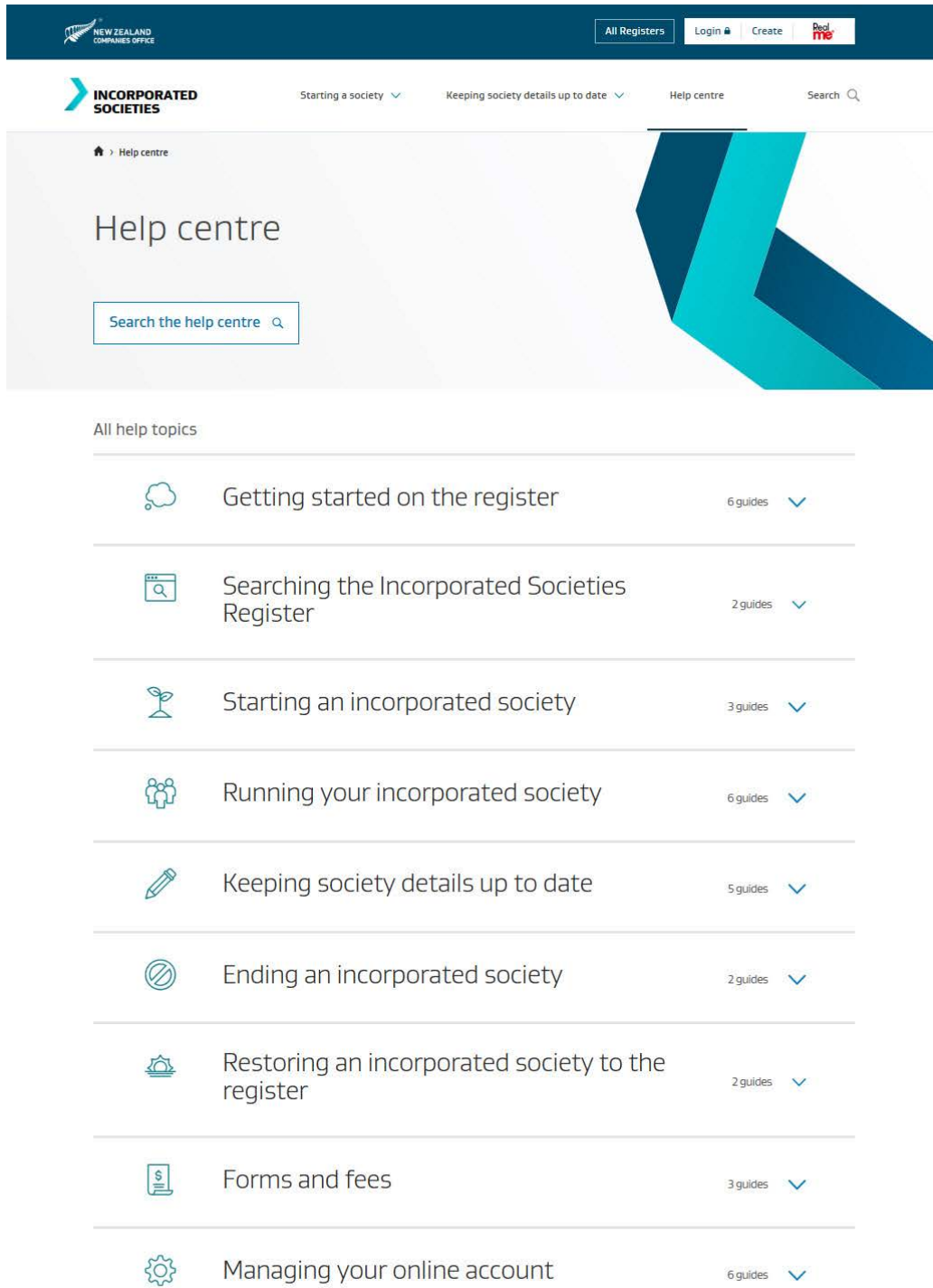
Running your incorporated society

As an incorporated society, you're ongoing commitments include keeping the information that we hold on the register up to date, and filing an annual financial statement.

Please refer to our comprehensive online guides for information about your obligations, and how to submit requests and documents with us, both online and manually (by post or email).

[Help centre](#)

<https://is-register.companiesoffice.govt.nz/help-centre/>



The screenshot shows the 'Help centre' page of the Incorporated Societies Register. At the top, there is a navigation bar with 'All Registers', 'Login', 'Create', and 'Deal Me' buttons. Below this is a secondary navigation bar with 'INCORPORATED SOCIETIES' and menu items for 'Starting a society', 'Keeping society details up to date', 'Help centre', and a search icon. The main content area features a large 'Help centre' heading and a search box labeled 'Search the help centre'. Below this, a section titled 'All help topics' lists various categories with icons, titles, and the number of guides available for each. The categories are: 'Getting started on the register' (6 guides), 'Searching the Incorporated Societies Register' (2 guides), 'Starting an incorporated society' (3 guides), 'Running your incorporated society' (6 guides), 'Keeping society details up to date' (5 guides), 'Ending an incorporated society' (2 guides), 'Restoring an incorporated society to the register' (2 guides), 'Forms and fees' (3 guides), and 'Managing your online account' (6 guides).

Icon	Topic	Number of guides
	Getting started on the register	6 guides
	Searching the Incorporated Societies Register	2 guides
	Starting an incorporated society	3 guides
	Running your incorporated society	6 guides
	Keeping society details up to date	5 guides
	Ending an incorporated society	2 guides
	Restoring an incorporated society to the register	2 guides
	Forms and fees	3 guides
	Managing your online account	6 guides