



[www.societies.govt.nz](http://www.societies.govt.nz) | 0508 762 438

Send completed forms to: Companies Office, Private Bag 92061, Victoria Street West, Auckland 1142 or [processing@companiesoffice.govt.nz](mailto:processing@companiesoffice.govt.nz)

Form IS1

## Application to incorporate a society

Sections 7 and 21, Incorporated Societies Act 1908

**NOTES** — *The Companies Office will endeavour to process your application form within 3 working days. Except where specifically noted, the details you provide on this form (including details and signatures of the members and witnesses provided with this application) will be made publicly available on the Incorporated Societies Register.*

### Proposed incorporated society name

*The society’s name must end with the word ‘Incorporated’. The name cannot be identical or deceptively similar to that of another body corporate (such as a company or another incorporated society). If the other organisation gives its consent to use the name, attach their written consent to this application as a supporting document.*

### Annual General Meeting (AGM) month

*The month the society will hold its Annual General Meeting (AGM) each year. This should be recorded in your society’s rules.*

Month:

### Balance date

*The society’s financial statement balance date. This date should be recorded in your society’s rules.*

Day: Month:

## Certificate

*The certificate must be completed by an officer of, or an authorised agent for, the society who should also sign the first page of the rules you’re submitting.*

I certify that:

1. a majority of the members have consented to the application, and
2. the rules that are endorsed with the application are the rules of the society.

Signature .....

Signatory’s name:

Designation  Officer  Authorised agent (Accountant/Lawyer etc)

Date

**Proposed incorporated society name**

**Addresses****Registered office address**

*This address must be a physical address in New Zealand & can't be a PO Box, Private Bag or Document Exchange.*

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

**Address for communication**

*This address is used for communications from the Registrar of Incorporated Societies.*

*This can be a postal address such as a PO Box, Private Bag or Document Exchange address.*

*This address will not be publicly available.*

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

**Email address for communication**

*The Registrar may also contact the society by email.*

*The email address you provide here will not be publicly available.*

Email address:
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**Contact phone number (optional)**

*For example: +64*

*For example: 09*

*For example: 12346587*

Country code:	Area code:	Number:
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**Contact mobile number (optional)**

*For example: +64*

*For example: 21 or 27*

*For example: 12346587*

Country code:	Area code:	Number:
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**Proposed incorporated society name**

**Officers (optional)**

*Providing officer details on the register is optional and only the officer’s name will be shown on the public register. These details will make it easier for officers to access the online services for the society and will help the Registrar to keep key people informed about any matters relating to the society.*

**1. Officer’s name**

<i>First name</i>	<i>Middle name(s) - Optional</i>	<i>Last name</i>
<input type="text"/>	<input type="text"/>	<input type="text"/>

**Role (optional)**

*This person’s role description such as 'Secretary' or 'Treasurer'*

**Residential address**

*This address will not be shown on the public register*

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

**Email address**

*This email address will not be shown on the public register*

**2. Officer’s name**

<i>First name</i>	<i>Middle name(s) - Optional</i>	<i>Last name</i>
<input type="text"/>	<input type="text"/>	<input type="text"/>

**Role (optional)**

*This person’s role description such as 'Secretary' or 'Treasurer'*

**Residential address**

*This address will not be shown on the public register*

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

**Email address**

*This email address will not be shown on the public register*

**Proposed incorporated society name**

**Checklist before filing your application**

- Have you checked that the proposed society name is available?  
***Note** — You can check that the name you’ve chosen is available to use by using the search options provided by the following Companies Office websites.*
  - › Search the Incorporated Societies Register
  - › Search the Companies Register
  - › Search our other registers

*Read our online help guide [‘Things to do before you apply’](#) for links to these search options.*

- Has an officer of the society or a solicitor completed and signed the certificate section? *(Page 1)*

 **Attach the following documents**

*Please make sure the following documents are attached to your application*

- Form IS1a Signatures form  
*The signatures form contains the names and signatures of 15 members of the proposed society. The signatures must be witnessed by someone who isn’t one of the 15 members signing the form.*
- A copy of the society’s endorsed rules (signed by the person who completed the certificate on Page 1)  
*Section 6, Incorporated Societies Act 1908 requires that a society’s rules include the following —*
  - › The name of the society (ending with the word Incorporated)
  - › The objects for which the society is established
  - › How people become members of the society and cease being members of the society
  - › How meetings of the society will be called and held and how voting will take place
  - › How officers of the society will be appointed
  - › Control and use of the common seal
  - › How the society’s funds will be controlled and invested
  - › The powers (if any) that the society has to borrow money
  - › How any property of the society will be distributed in the event of the society being wound up
  - › How the rules of the society can be altered.

- The fee of \$102.22 is included  
*Please include this completed checklist along with the completed ‘Payment details’ page (Page 5)*

**Send your completed forms to us**

By post to —  
Companies Office  
Private Bag 92061  
Victoria Street West  
Auckland 1142

or by email to [processing@companiesoffice.govt.nz](mailto:processing@companiesoffice.govt.nz)

**Presenter details**

Name:	Postal address:
Email address:	
Telephone number:	

**Proposed incorporated society name**

**Payment details**

**NOTE** — *This payment details page will be detached from your application before any information is scanned for publication on the website so that your payment details remain secure.*

**Amount**

Companies Office fee GST exclusive	GST	Total GST inclusive
\$88.89	\$13.33	<b>\$102.22</b>

**Method of payment**

*Choose your payment method from the options below. Please do not send any cheques, 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**

Your (or your organisation) name:

Signature .....



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Form IS1a

## Signatures form for application to incorporate a society

**NOTE**

*The details you provide on this form (including details and signatures of the members and witnesses provided with this application) will be made publicly available on the Incorporated Societies Register.*

**Proposed incorporated society name**

We, the several persons whose names are subscribed hereto, being members of the above-mentioned society, hereby make application for the incorporation of the society under the foregoing rules, in accordance with the Incorporated Societies Act 1908.

**Witnesses**

There is more than one witness to the members' signatures. Each witness should complete the appropriate witness fields on pages 2 -6.

**OR**

There is only one witness to all 15 members' signatures. Please complete the witness fields below.

**All members' signatures on this form have been witnessed by**

**Signature .....**

*Witness' name*

*Witness' address*

*Witness' occupation*

**Proposed incorporated society name**

We, the several persons whose names are subscribed hereto, being members of the above-mentioned society, hereby make application for the incorporation of the society under the foregoing rules, in accordance with the Incorporated Societies Act 1908

**Members 1, 2 and 3** (Complete details for members 4, 5 and 6 on the next page)

1 Member's signature .....

*Member's name*

*Member's address*

2 Member's signature .....

*Member's name*

*Member's address*

3 Member's signature .....

*Member's name*

*Member's address*

**Witnessed by**

1 Witness' signature .....

*Witness' name*

*Witness' address*

*Witness' occupation*

2 Witness' signature .....

*Witness' name*

*Witness' address*

*Witness' occupation*

3 Witness' signature .....

*Witness' name*

*Witness' address*

*Witness' occupation*

**Proposed incorporated society name**

We, the several persons whose names are subscribed hereto, being members of the above-mentioned society, hereby make application for the incorporation of the society under the foregoing rules, in accordance with the Incorporated Societies Act 1908.

**Members 4, 5 and 6** *(Complete details for members 7, 8 and 9 on the next page)*

4 Member's signature .....

*Member's name*

*Member's address*

5 Member's signature .....

*Member's name*

*Member's address*

6 Member's signature .....

*Member's name*

*Member's address*

**Witnessed by**

4 Witness' signature .....

*Witness' name*

*Witness' address*

*Witness' occupation*

5 Witness' signature .....

*Witness' name*

*Witness' address*

*Witness' occupation*

6 Witness' signature .....

*Witness' name*

*Witness' address*

*Witness' occupation*



**Proposed incorporated society name**

We, the several persons whose names are subscribed hereto, being members of the above-mentioned society, hereby make application for the incorporation of the society under the foregoing rules, in accordance with the Incorporated Societies Act 1908.

**Members 7, 8 and 9** *(Complete details for members 10, 11 and 12 on the next page)*

7 Member's signature .....

*Member's name*

*Member's address*

8 Member's signature .....

*Member's name*

*Member's address*

9 Member's signature .....

*Member's name*

*Member's address*

**Witnessed by**

7 Witness' signature .....

*Witness' name*

*Witness' address*

*Witness' occupation*

8 Witness' signature .....

*Witness' name*

*Witness' address*

*Witness' occupation*

9 Witness' signature .....

*Witness' name*

*Witness' address*

*Witness' occupation*

**Proposed incorporated society name**

We, the several persons whose names are subscribed hereto, being members of the above-mentioned society, hereby make application for the incorporation of the society under the foregoing rules, in accordance with the Incorporated Societies Act 1908.

**Members 10, 11 and 12** *(Complete details for members 13, 14 and 15 on the next page)*

10 Member's signature .....

*Member's name*

*Member's address*

11 Member's signature .....

*Member's name*

*Member's address*

12 Member's signature .....

*Member's name*

*Member's address*

**Witnessed by**

10 Witness' signature .....

*Witness' name*

*Witness' address*

*Witness' occupation*

11 Witness' signature .....

*Witness' name*

*Witness' address*

*Witness' occupation*

12 Witness' signature .....

*Witness' name*

*Witness' address*

*Witness' occupation*

**Proposed incorporated society name**

We, the several persons whose names are subscribed hereto, being members of the above-mentioned society, hereby make application for the incorporation of the society under the foregoing rules, in accordance with the Incorporated Societies Act 1908.

**Members 13, 14 and 15**

13 Member's signature .....

*Member's name*

*Member's address*

14 Member's signature .....

*Member's name*

*Member's address*

15 Member's signature .....

*Member's name*

*Member's address*

**Witnessed by**

13 Witness' signature .....

*Witness' name*

*Witness' address*

*Witness' occupation*

14 Witness' signature .....

*Witness' name*

*Witness' address*

*Witness' occupation*

15 Witness' signature .....

*Witness' name*

*Witness' address*

*Witness' occupation*