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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 IS3

## Update details for an incorporated society

Incorporated Societies Act 1908

### Notes

Use this form to update the Registrar with details of the society's annual general meeting month, balance date and contact details. If you are changing a society's name this is updated as a change of rules (Form IS2).

### Society name

### Society number or NZBN

## Summary of changes being notified on this form

- Change of Annual General Meeting (AGM) month
- Change of balance date
- Change of addresses (registered office, addresses for communication, contact phone numbers)
- Change of officers (add a new officer, update details for existing officer or remove an officer)

### Change of 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:

### Change of balance date

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

Date: <input type="text"/>	Month: <input type="text"/>
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**Society name**

**Society number or NZBN**

**Change of addresses****Change of registered office address**

*This address must be a physical address in New Zealand.*

*It can't be a PO Box, Private Bag or Document Exchange address.*

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

**Change of 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	

**Change of 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*

*For example: 12346587*

Country code	Area code	Number
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**Society name**

**Society number or NZBN**

**Change officers details**

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.

**Type of change**

- Add new officer – provide the new officer's details in the fields below.
- Change details of existing officer – provide their new details in the fields below.
- Remove an officer – provide the name and role of the person who is ceasing to act.

**Officer's name***First name**Middle name(s) - Optional**Last name*



**Role (optional)**

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

**Residential 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**

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

**Start date — For new officers only**

**Presenter details***Name:*

*Email address:*

*Telephone number:*

*Postal address:*