



www.societies.govt.nz | 0508 762 438

Send your completed form to: Companies Office, Private Bag 92061, Victoria Street West, Auckland 1142 or processing@companiesoffice.govt.nz

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 need to change a society's name, register this 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 (Page 2)
- Change of balance date (Page 2)
- Change of addresses – registered office, addresses for communication, contact phone numbers (Page 2)
- Change of officers – add a new officer, update details for existing officer or remove an officer (Page 3)

Update completed by

By signing this form you confirm that the society has authorised you to update this information on the Incorporated Societies Register.

Signature Date

Name

Designation Officer or Authorised agent (Accountant/Lawyer etc)

Society name

Society number or NZBN

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: Month:

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	New Zealand

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

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

<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

Start date — For new officers only

Presenter details

<i>Name:</i>	<i>Postal address:</i>
<i>Email address:</i>	
<i>Telephone number:</i>	