

www.societies.govt.nz | 0508 SOCIETIES | 0508 762 438

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

Certificate - Alteration of rules

Section 21 Incorporated Societies Act 1908

1. Name of society

2. Society number

I certify that the alteration has been made in accordance with the rules of the society.

Name

Position

Signature

.....

3. Complete this checklist before filing your application

- This certification has been completed by an officer of or a solicitor for the society.
- A copy of the rule alteration(s) is attached. **NOTE** | *This can either be a complete copy of the updated rules with the alterations underlined or in bold type, or a copy of the particular rule(s) that were altered.*
- The copy of the alteration to rules has been signed by three members of the society.

For society name changes --

- This rule alteration also includes a name change for the society, and
- We have checked that the new name of the society is available by conducting Register Searches at both www.societies.govt.nz and www.companies.govt.nz.

What must be included in your rules?

Section 6 of the 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

4. Your contact details

Name and postal address

Telephone

Email (optional)