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Application to restore an incorporated society to the register

Section 185, Incorporated Societies Act 2022

NOTES

- › Complete this form and upload it online to apply to restore a society to the Incorporated Societies Register if at the time the society was removed you were:
 - a member of the society
 - a creditor of the society
 - party to legal proceedings against the society
 - a liquidator or a receiver of the society.
- › You can also use this form if you are a committee member or officer of the society, but you are not able to apply online. In this situation, please send your completed form and supporting documents to us at Companies Office, Private Bag 92061, Victoria Street West, Auckland 1142 or compliance@companiesoffice.govt.nz.
- › A fee of \$177.78 (plus GST) applies for all applications.

Name of society

Society number or NZBN

Grounds for restoration

I request that the above society be restored to the register on the following grounds.

(Select the option that applies)

- ☐ The society was operating at the time of its removal and there is a proper reason for it to continue to exist.
- ☐ The grounds for removal did not exist.
- ☐ The society was party to legal proceedings.
- ☐ The society was in receivership or liquidation or both.

Documents attached

- ☐ **Evidence of operation**
Attach any documentation that shows the society was operating at the time it was removed. Examples include financial transactions, meeting minutes or legal documents.
- ☐ **Supporting documents (optional)**
Attach other documents that further support your application.

Name of society**Society number or NZBN****Registered office address**

(Only complete this section if you are a committee member or officer applying for restoration).

- › Your society must have a current registered office address.
- › Search the Incorporated Societies Register to check which address is recorded.
- › Record any change by completing Form IS22-UA and attaching it to this application.

[Download Form IS22-UA Notice of change of addresses \[PDF 195KB\]](#)

I confirm that the registered office address recorded on the Incorporated Societies Register —

☐ Is still current, **or**

☐ Has changed and the new details are provided on Form IS22-UA attached.

Contact details

(Only complete this section if you are a committee member or officer applying for restoration).

Address for communication

This address will not be publicly available, but it will be used for communications from the Registrar. It can be a postal address such as a PO Box or Private Bag address.

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

Email address for communication

This email address will not be publicly available, but it will be used for communications from the Registrar.

Email address:

Contact phone number (optional)

The Registrar may use this number to contact the society directly, it will not be publicly available. It must be a direct contact number for the society. This should be the number of a key person within the society who can answer questions from the Registrar.

For example: +64

For example: 09

For example: 12346587

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

The Registrar may use this number to contact the society directly, it will not be publicly available. It must be a direct contact number for the society. This should be the number of a key person within the society who can answer questions from the Registrar.

For example: +64

For example: 021

For example: 12346587

Country code:	Area code:	Number:
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Name of society**Society number or NZBN****Contact person**

(Only complete this section if you are a committee member or officer applying for restoration).

- › Your society must have at least one current contact person (and no more than 3).
- › These contact details will not be publicly available. They will only be used by the Registrar of Incorporated Societies to contact the society.

1. Contact person's name

First name

Middle name(s) - Optional

Last name

Address

Care of:

Flat/house no:

Street name:

Suburb:

Town/City:

Postal code:

Country:

Contact phone numbers

You must enter either a phone number, a mobile number, or both.

Phone number

For example: +64

For example: 09

For example: 12346587

Country code:

Area code:

Number:

Mobile number

For example: +64

For example: 027

For example: 12346587

Country code:

Area code:

Number:

Email address**Note**

To supply details for other contact persons, please complete extra copies of this page and attach them to your application.

Name of society**Society number or NZBN****Officers of the society**

(Only complete this section if you are a committee member or officer applying for restoration).

Record up-to-date details of each current officer (your society must have at least 3 officers).

- › Each officer's details must be recorded on the register.
- › Search the Incorporated Societies Register to check which officer details are recorded.
- › Complete and attach form IS22-UO (Notice of changes to officers) if any of the officer details need to be updated on the register. That is —
 - Add a new officer
 - Update details for an existing officer
 - Record that a person has ceased to be an officer.
- › [Download Form IS22-UO Notice of change of officers \[PDF 210KB\]](#)

I confirm that the officer details recorded on the Incorporated Societies Register —

- ☐ Are all still current, **or**
- ☐ Have changed and the new details are provided on Form IS22-UO attached.

Applicant's details

Signature	Date:
Name:	

Designation

- ☐ Officer
- ☐ Member
- ☐ Authorised agent for the society (accountant/lawyer etc) or a receiver or liquidator, or
- ☐ Creditor of the society or party to legal proceedings against the society.

Presenter's details

We will use these details to contact you if we have any questions about this request

Name:
Email address:
Telephone number:
Postal address:

Name of society

Society number or NZBN

Payment details

To keep your payment details secure we will detach this payment details page from your application before any information is scanned for publication on the website. We will only use these payment details for this application and once we have processed your payment, we will destroy this page.

Amount

Companies Office fee GST exclusive	GST	Total GST inclusive
\$177.78	\$26.67	\$204.45

Method of payment

Choose your payment method from the options below. **Please do not send us 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**

To pay your fees by direct debit, you must have already set up a direct debit facility with us.

[Learn about our payment options on our website.](#)

Your (or your organisation) name:

Signature