



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

Form IS2

Certificate - Alteration of rules

Section 21 Incorporated Societies Act 1908

Society name

Society number or NZBN

1. Does this rule change include a change to the society name?

- No Yes

If yes, what is the proposed society name?

The society's name must end with the word 'Incorporated'. The proposed 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 certificate as a supporting document.

- We have checked that the proposed new name of the society 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 on [choosing a name for your society](#) for links to these search options.

2. Attach a copy of the rule alteration

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. See page 2 of this form for a checklist of what must be included in your rules.

- A copy of the rule alteration(s) is attached and has been signed by 3 members of the society.

Society name

Society number or NZBN

Checklist — 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.*

3. Certificate

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

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

Signature **Date**

Name

Designation Officer **or** Authorised agent (Accountant/Lawyer etc)

Your contact details

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