www.societies.govt.nz | **0508 762 438**
Send this completed notice to: Registrar of Incorporated Societies, Private Bag 92061, Victoria Street West, Auckland 1142 or processing@companiesoffice.govt.nz

File annual financial statements and annual return (incorporated society)

Sections 102 and 109, Incorporated Societies Act 2022

Name of society

Society number or NZBN

Notes

- Under the Incorporated Societies Act 2022, your society must file annual financial statements and annual returns with the Registrar of Incorporated Societies. The annual return helps to confirm that your society is still operating. If you don't file your annual return, the Registrar could remove your society from the Incorporated Societies Register (the register).
- You must file your annual financial statements and complete your annual return within 6 months of your balance date (end of financial year). Before you file your financial statements, they must also have been presented to your society's members at the Annual General Meeting.
- If your society is also registered with Charities Services, it doesn't need to file annual financial statements or complete an annual return with us, but it does file an annual return with Charities Services — www.charities.govt.nz.
- The person signing this annual return must be either an officer of the society or an authorised agent (for example, your society's accountant or lawyer)

Presenter's details

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

Name:

Email address:

Telephone number:

Postal address:

Name of society

Part A – Financial statements

- Attach a copy of the financial statements.
- These statements must be dated and signed by 2 members of the committee on behalf of your society.

1. Current balance date

Your society's balance date is the end of its financial year (Enter the Day and Month).

2. Financial year

3. Is an audit or review report attached to the statements?

Some societies must have their financial statements audited or reviewed. Please confirm whether an audit or review report is included with these financial statements.

☐ Yes ☐ No

4. What financial standards were used to prepare these financial statements?

Small societies can choose to prepare their financial statements in line with minimum standards under the Act or follow one of the XRB standards. Larger societies must follow the appropriate XRB standard. Read the guide on our website about the standards that apply.

Select the option that applies

☐ Small society requirements according to Section 102 of the Act.

☐ Tier 4 XRB standard

☐ Tier 3 XRB standard

☐ Tier 2 XRB standard

☐ Tier 1 XRB standard

5. Financial statement confirmation

☐ The annual financial statements have been dated and signed by or on behalf of the society by 2 members of the committee, and

☐ The society has authorised you to file these financial statements and annual return on the Incorporated Societies Register.

Name of society

Part B – Annual return

To complete this year's annual return for the society —

1. confirm its current registered office address (Page 3 of this form)
2. confirm details of at least one contact person details (Page 4 of this form)
3. confirm the name and addresses of all current officers (Pages 5 and 6 of this form), and
4. complete 2 certification questions (Page 7 of this form).

1. Registered office address

› The registered office address is where documents can be served on the incorporated society. It must be a physical address in New Zealand not a PO Box or Private Bag address.

› Complete and attach form IS22-UA (Notice of change of addresses for an incorporated society) if the registered office address needs to be changed. Note - You must notify the Registrar of the new registered office address at least 5 working days before the change takes effect.

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

Name of society

2. Contact person

- Record the up-to-date details of at least one current contact person
  (Your society must have at least one 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.
- The contact person doesn't need to be an officer of your society, but it should be someone who can handle enquiries from us.
- Complete and attach form IS22-UCP (Notice of change of contact person details for an incorporated society) if any of the contact person details need to be updated on the register. That is —
  - Add a new contact person
  - Update contact details for an existing contact person
  - Record that a person has ceased to be a contact person

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. The Registrar may use these numbers to call this contact person directly — it will not be publicly available.

Phone number

For example: +64 Country code: | For example: 09 Area code: | For example: 12346587 Number:

Mobile number

For example: +64 Country code: | For example: 027 Area code: | For example: 12346587 Number:

Email address

Name of society

3. Officers

- Record the 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.
- The Registrar may use these details to contact the society and to confirm an officer's authority to update details on the register.
- Complete and attach form IS22-UO (Notice of changes to officers of an incorporated society) 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.

1. Officer's name

First name | Middle name(s) (if applicable) | Last name

Address

This address will not be shown on the public register.

Care of:

Flat/house no:

Street name:

Suburb:

Town/City: | Postal code:

Country:

2. Officer's name

First name | Middle name(s) (if applicable) | Last name

Address

This address will not be shown on the public register.

Care of:

Flat/house no:

Street name:

Suburb:

Town/City: | Postal code:

Country:

Name of society

3. Officer's name

First name	Middle name(s) (if applicable)	Last name

Address

This address will not be shown on the public register.

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

4. Officer's name

First name	Middle name(s) (if applicable)	Last name

Address

This address will not be shown on the public register.

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

Note

If there are more than 4 current officers, please complete and attach extra copies of this page to this annual return.

Name of society

4. Annual return certification

At the date this annual return is given to the Registrar —

☐ I certify that the number of members is at least 10 as required by section 74(1) of Incorporated Societies Act 2022,

and

☐ I certify that the following officer considers that:

- the information about the society contained on the register of incorporated societies is correct, or
- that the forms necessary to correct the information about the society contained on the register of incorporated societies are attached to this annual return.

Officer's name:

Signatory details

By signing below you confirm that the information presented in this form is true and correct, including the confirmations made on Page 2 in respect of the financial statements.

Signature …….

Date:

Name:

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