

www.companiesoffice.govt.nz/charitable-trusts | 0508 762 438

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

Application by a society for incorporation as a charitable trust board (Manual applications only)

Section 8(3) Charitable Trusts Act 1957

Notes

- › Use this form when you are submitting your application manually by sending us paper forms.
- › If you are completing your application to incorporate online, you will need to download and use the [online application form](#).

Proposed name of charitable trust board

The name cannot be identical or deceptively similar to that of another body corporate (such as a company or another charitable trust board). If you do want to use a name that is similar, the existing organisation must give its consent to use the name. Attach their written consent to this application as a supporting document.

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 Charitable Trusts Register
- › Search the Companies Register
- › Search our other registers

Read our online help guide [‘Things to do before you apply to incorporate’](#) for links to these search options.

We have checked that the proposed trust board name is available

1. We hereby apply for incorporation as a board under the Charitable Trusts Act 1957.
2. This application is being made for a society established exclusively or principally for charitable purposes which is not otherwise incorporated or, if it has trustees for its general purposes, those trustees are not already incorporated.

Signature

Signatory's name:

Designation Trustee Member of the Charitable Trust Board Authorised Agent (Accountant/Lawyer etc)

Date

Proposed name of charitable trust board

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Checklist**The following documents are attached to this application**

- A copy of the rules of the society certified as a correct copy by an applicant with the following statement —
“*I hereby certify that this is a correct copy of the rules of the [name of trust board]*”
or, if there are no rules, a statutory declaration as per section 10(2)(c)(i) Charitable Trusts Act 1957
- A statutory declaration as per section 10(2)(c)(ii) of the Charitable Trusts Act 1957.

Presenter details

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

Proposed name of charitable trust board

Signatures of the members of the society who are applying to be incorporated as a board

<i>1 Full name:</i>	Signature
<i>Address:</i>	

<i>2 Full name:</i>	Signature
<i>Address:</i>	

<i>3 Full name:</i>	Signature
<i>Address:</i>	

<i>4 Full name:</i>	Signature
<i>Address:</i>	

<i>5 Full name:</i>	Signature
<i>Address:</i>	

<i>6 Full name:</i>	Signature
<i>Address:</i>	

<i>7 Full name:</i>	Signature
<i>Address:</i>	

<i>8 Full name:</i>	Signature
<i>Address:</i>	

Proposed name of charitable trust board

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Addresses**Registered office address**

This address must be a physical address in New Zealand and 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

Address for communication

This address is used for communications from the Registrar of Incorporated Societies.

This address will not be publicly available.

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

Email address for communication

The Registrar may also contact the trust board 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 or 27

For example: 12346587

Country code:	Area code:	Number:
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Proposed name of charitable trust board

Statutory declaration supporting the application by a society for incorporation as a charitable trust board

Section 10(2)(c)(ii) Charitable Trusts Act 1957

(Enter your full name)

(Enter the full address where you live)

Occupation:

solemnly and sincerely declare that:

1. I am a subscriber to the application to incorporate as a board submitted with this statutory declaration.
2. I confirm that the application was authorised by —
 - a majority of the members of the society, **or**
 - a resolution passed by a majority of those present at a meeting of the society after giving proper notice of intention to hold that meeting and of its purpose, **or**
 - the rules of the society or by other means provided in those rules.

I make this solemn declaration conscientiously believing the same to be true and by virtue of the Oaths and Declarations Act 1957.

Note - Do not complete the following section until you are with the person witnessing your declaration.

.....
(Your signature)

Declared at

this

day of

before me:

(Name of official witness)

.....
(Signature of official witness)
Justice of the Peace, solicitor or other person
authorised to take a statutory declaration