

**CHANGE OF
REGISTERED OFFICE**

(Section 18)

(for office use only)

*Please note that the information in this form should be either typewritten, printed or neatly handwritten in block capitals.
When completing this form, please refer to notes overleaf*

Society
Name

Society Number

Address of
New Registered
Office

The description of the registered office should-

- (a) Be a physical address; and
- (b) If the registered office is at the offices of any firm of chartered accountants, barristers and solicitors or any other persons, state that fact.

The registered office address may not-

- (a) Be at a postal centre; or
- (b) Document exchange.

The change in the registered office of the Society takes effect when notice is given to the Registrar

Postal Address
to which
Communications
from the
Registrar may
be sent

Signature of Officer/Authorised Person _____ Date _____

Name of Officer/Authorised Person _____

Presented by

Account No

Postal Address

Telephone

Facsimile

NOTES

SOCIETY NAME AND NUMBER

Enter here the name of the society, exactly as it is registered. The name can be checked against the society's Certificate of Incorporation, a copy of which should be with your society's records. If you do not have a copy or wish to obtain a new certificate please contact the Companies Office.

The society number is its registration number. This is shown on the Certificate of Incorporation, or may also be obtained from the Companies Office.

ADDRESS OF NEW REGISTERED OFFICE

This should be an actual place, not a Post Office, Private Bag, or DX Number.

If it is to be at the office of a professional firm, or any other person, then state that it is at the office of that firm or person and enter details of the location of that office in the building. If it is to be at some location in a building occupied by persons other than the society, then enter details of its location in that building.

If the building has a name it should be stated, and if it has more than one floor, or is made up of suites of offices then the floor and/or suite number should be included.

If the registered office is to be in a rural area, then the number, name of the road and Rural Delivery number should be entered. The Rural Delivery number by itself is not enough.

Examples of Acceptable Addresses

c/- Abacus & Digit Chartered Accountants Suite 6, Fourth Floor Tall Building 42-66 Long Street WELLINGTON	Suite 6, Fourth Floor Tall Building 42-66 Long Street WELLINGTON	60 Long Road Papakura AUCKLAND	60 Long Road Karaka R.D.1 Papakura AUCKLAND
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POSTAL ADDRESS FOR COMMUNICATIONS FROM THE REGISTRAR

Enter here the society's Post Office Box or Private Bag number (if it has one).

PRESENTED BY/POSTAL ADDRESS

Enter here the name and address of the person or firm that will present the notice for registration. The Companies Office will send the society's Certificate of Incorporation to this address. If an agent is to be used, the agent's details should be entered here.

ACCOUNT NUMBER/TELEPHONE/FACSIMILE

The Companies Office has issued an account number to professional firms and persons who regularly present documents for registration. This facilitates the issue of receipts for fees and written advice of registration. If you have an account number please enter it here.

An extension number and/or contact name may be included under "telephone".
