

The Incorporated Societies Act 1908  
Declaration of  
**ADOPTION, ALTERATION  
OF RULES**  
(Section 7 (b) and 21)

Document Number  
  
(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

I, \_\_\_\_\_  
of \_\_\_\_\_

do solemnly and sincerely declare as follows: \_\_\_\_\_

- 1 That I am\* a member of/the Solicitor to the abovenamed Society.
- 2 That annexed hereto and marked with the letter "A" is/are:-
  - \*(a) the rules, signed or sealed, which have been adopted by the society, a majority of whose members have consented to the application for incorporation; or
  - \*(b) the alteration of rules of the society, which alteration has been made in accordance with the rules of the society.
- 3 That the rules comply with section 6 of the Incorporated Societies Act 1908.

And I make the solemn declaration conscientiously believing the same to be true and by virtue of the provisions of the Oaths and Declaration Act 1957.

Declared at ..... )  
this ..... ) \_\_\_\_\_  
day of ..... )  
19 ..... before me )

\_\_\_\_\_  
A Solicitor, Justice of the Peace or other person authorised to take a Statutory Declaration.

Presented by

Postal Address

Account No

Telephone

Facsimile

\*Delete whichever is not applicable

# 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.

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## **DECLARATION OF ADOPTION/ALTERATION OF RULES**

Enter the full name and address (either business or residential) of the person making the declaration.

Delete whichever does not apply in 1.

Delete whichever does not apply in 2.

The rules or changes of rules must have an exhibit note on each copy. The form of an exhibit note is:

"This is the document marked "A" referred to in the annexed declaration of (full name of the declarant) made at (place) this ..... day of ..... 19... before me:-

(Signature of solicitor or JP or other person authorised to take the declaration)

Make sure these words appear on the first or last page of each copy of the rules.

The declaration must be made before a solicitor, or Justice of the Peace, or other person authorised to take a statutory declaration. An authorised person includes an Assistant Registrar of Incorporated Societies.

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## **PRESENTED BY/POSTAL ADDRESS**

Enter here the name and address of the person or firm that will present the document 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".

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## **THE INCORPORATED SOCIETIES ACT 1908**

### **SECTION 6: RULES OF INCORPORATED SOCIETIES**

- (1) The rules of a society shall state or provide for the following matters, that is to say:
    - (a) The name of the society, with the addition of the word "Incorporated" as the last word in that name;
    - (b) The objects for which the society is established;
    - (c) The modes in which persons become members of the society;
    - (d) The mode in which the rules of the society may be altered, added to, or rescinded;
    - (e) The mode of summoning and holding general meetings of the society, and of voting thereat;
    - (f) The appointment of officers of the society;
    - (g) The control and investment of the funds of the society;
    - (h) The powers (if any) of the society to borrow money;
    - (i) The disposition of the property of the society in the event of the society being put into liquidation;
    - (j) Such other matters as the Registrar may be require to be provided for in any particular instance.
  - (2) The rules of the society may contain any other provisions which are not inconsistent with this Act or with law.
  - (3) The rules of the society and any amendment of those rules shall be printed or typewritten.
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