



10 October 2017

159  
MAPUA AND DISTRICTS COMMUNITY ASSOCIATION  
INCORPORATED  
C/o Secretary  
72 Aranui Road  
Mapua  
Tasman 7005

### FINAL Reminder to File 2016 Annual Financial Statement

Our records indicate that **MAPUA AND DISTRICTS COMMUNITY ASSOCIATION INCORPORATED (643286)** was due to hold its AGM in **August** and subsequently file its annual financial statement.

The annual financial statement for **2016** has not been filed.

If 2016 annual financial statement is not filed by **19 December 2017** the Registrar of Incorporated Societies may form the opinion that the society is no longer operating and may take steps to dissolve the society from the Register of Incorporated Societies.

This society is required under the Incorporated Societies Act 1908 to file an annual financial statement and to ensure that the society's key information is correct on the register.

#### Annual Financial Statement

File online at [www.societies.govt.nz](http://www.societies.govt.nz) > *Online services* > *File a Financial Statement* by using your society's registry key **4602816** or send by post together with the enclosed Cover sheet (Form IS4) to the Companies Office, Private Bag 92061, Victoria Street West, Auckland 1142.

#### Changes to your society Details

File online at [www.societies.govt.nz](http://www.societies.govt.nz) > *Online services* > *Update Organisation Details* or complete and send by post the enclosed update form. If you wish to receive reminders by email include society's email address for communication.

#### Changes to the Rules/Constitution

File online at [www.societies.govt.nz](http://www.societies.govt.nz) > *Customer support* > *Learn about our online services* > *File rule changes online* or send by post a copy of the rules signed by three members of the society accompanied by a certificate signed by a member/solicitor that the changes have been made in accordance with the existing rules/constitution.

If you have any queries regarding your annual financial statement visit our website [www.societies.govt.nz](http://www.societies.govt.nz), email us at [info@societies.govt.nz](mailto:info@societies.govt.nz) or phone us on 0508 SOCIETIES (0508 762 438) during business hours.

Registrar of Incorporated Societies



100015903



[www.societies.govt.nz](http://www.societies.govt.nz) | 0508 SOCIETIES | 0508 762 438

Send your completed form(s) to: Companies Office, Private Bag 92061, Victoria Street West, Auckland 1142 or [processing@societies.govt.nz](mailto:processing@societies.govt.nz)

## Cover sheet – Financial statement for an incorporated society

Incorporated Societies Act 1908

### Society name

MAPUA AND DISTRICTS COMMUNITY ASSOCIATION INCORPORATED

### Society number

643286

### Financial year \*

2016

\* For example if the financial statement is for the period 1 April 2015 to 31 March 2016, the financial year will be 31 March 2016.

### Important

- > An officer of the society **must certify** that the financial statement has been submitted to, and approved by, the members of the society at a general meeting.
- > If your society is also registered under the **Charities Act 2005** it does not have to file an annual financial statement with the Registrar of Incorporated Societies but does need to file an annual return with Charities Services – [www.charities.govt.nz](http://www.charities.govt.nz).
- > You do not need to supply a copy of the minutes of the annual general meeting (AGM).

### Checklist

All items on the following checklist are requirements under section 23 of the Incorporated Societies Act 1908. Your annual financial statement **must include** the following.

1. Statement of income and expenditure
2. Statement of financial position
3. Details of all mortgages, charges, and securities of any description affecting any of the property of the society (where applicable)
4. Audit or review report (where applicable)  
*The financial statement **must** be audited or reviewed where the rules of the society specify that an auditor or reviewer must be appointed.*

Enter page no(s)


### Change of contact details

Attached is a completed **Change of Contact Details** (Form IS3) **Only if** the contact details for the society have changed.

### AGM

The annual general meeting is usually held in the month of:

### Certification

I certify that the annual financial statement has been submitted to, and approved by, the members at a general meeting held on:

Date of meeting

Signed: .....

Name

Position held

### Form completed by

Name

Postal address

Email

Telephone



00015901

# INCORPORATED SOCIETY UPDATE FORM



**Society  
Name**

MAPUA AND DISTRICTS COMMUNITY ASSOCIATION  
INCORPORATED

**Society  
Number**

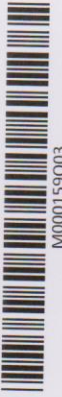
643286

Check that the information currently registered about this Incorporated Society below is correct. This information may be updated online at any time during the year at [www.societies.govt.nz](http://www.societies.govt.nz) using the society's Registry Key.

**Annual General Meeting**

*Please indicate the month in which the AGM is usually held. (subject to any restriction in the rules that may require a rule change)*

Current	New
August	



M000159003

**Email Address for  
Communication**

*To receive Financial Statement reminders by email, please ensure email address is correct. This email address will not be publicly available.*

Current Address	New Address
info@ourmapua.org	
C/O Mapua Community Hall 72 Aranui Road Mapua 7005 Tasman	
C/o Secretary 72 Aranui Road Mapua Tasman 7005	

**Registered Office**

*This address must be a physical address  
e.g. 3 Kingston Street, Auckland.*

**Address for Communication**

*This address can be a postal address (e.g. PO BOX) to which communications from the Registrar may be sent.*

**Completed by:**

Certified as true and correct in accordance with section 6 of the Incorporated Societies Act 1908:

Signed: \_\_\_\_\_

Full Name: \_\_\_\_\_

Dated: \_\_\_\_\_

**Post to:**

Registrar of Incorporated Societies  
Companies Office  
Private Bag 92061  
Victoria Street West  
Auckland 1142