

## Letter of authorisation for an incorporated society

To: The Registrar of Incorporated Societies, Companies Office

Your name:

Your email address:

Your phone number:

Date:  /  /

I,

*(Applicant's full name - this should be an officer of the society or an authorised agent)*

*(Applicant's position within the society or role if an authorised agent)*

of

*(Organisation's name)*

I confirm that I am legally authorised to confirm authority in respect of:

### Incorporated society name

### Society number or NZBN

.....  
*(Signature of applicant)*

### Submit your completed letter

To submit your completed and signed letter, log in to your online services account then follow these steps:

1. Search for the incorporated society by its name, number or New Zealand Business Number (NZBN).
2. Click the 'confirm your authority' link on the 'View Details' screen.
3. Follow the prompts to upload the letter of authorisation.

**Note** — It may take up to three business days to process your request.