
Incorporated Societies Act 2022 – Re-registration Timeline

5 October 2023

- ▶ Incorporated Societies Act 2022 came into effect

Now

- ▶ Commence the constitution review process
- ▶ Prepare an updated draft constitution which complies with the new Act and includes any other changes your society wants to make
- ▶ Socialise the proposed constitution with members
- ▶ Hold a general meeting (annual or special depending on your society's requirements) to vote on and approve the constitution

Once the new constitution has been approved by members

- ▶ Obtain written consent from each of the society's officers (using the Companies Office IS22-CCO form)
- ▶ Have one officer certify the amendment to the constitution (using the Companies Office IS22-CCA form) and at least two members sign the new Constitution
- ▶ Ensure that all new processes and procedures are in place (e.g. a contact person has been appointed)
- ▶ Apply to re-register online via the Companies Office website within 25 working days of the constitution being approved by members

Post-registration

- ▶ Once the new constitution has been accepted and re-registered, it will take effect as the society's governing document
- ▶ If applicable, update the Charities Register with the new constitution

5 April 2026

- ▶ The re-registration period ends. Incorporated societies which have failed to re-register will cease to exist as incorporated societies.

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