

# Prepare to Kick Off Your Club's Incorporated Societies Re-registration

We're working with New Zealand Rugby to support Clubs with their re-registration under the Incorporated Societies Act 2022. When online sign-up opens, having your key information ready will help us get you set up quickly. Tools and resources developed by New Zealand Rugby to help you with the re-registration process and ongoing compliance are available on the [New Zealand Rugby website](#). Use this information sheet to get prepared for the sign-up process:

## Club information

Registered Club name and other names used

New Zealand Business Name (NZBN)

Incorporated Societies Act 1908 incorporation number

Charities Act 2005 registration status (and registration number, if applicable)

## Contact Details

Club address and contact details

Club contact person and contact details

## Affiliations & Activities

Provincial Union and any other Rugby affiliations/memberships

Club or Sporting Code(s) (not limited to Rugby)

## Governance

Date of the Club's next AGM

Minimum notice periods for:

- Date and place of the Club's AGM/SGM
- Notice of business /constitution changes for the Club's AGM/SGM

## Supporting Documents

Current Club constitution/rules (word documents preferred)

*Simpson Grierson will collect and use the information provided in our sign-up forms to support your Club's re-registration. This may include sharing relevant details (including any personal information provided) with New Zealand Rugby (NZR) and your Provincial Union (PU) to facilitate project coordination and reporting to NZR and your PU on Club re-registrations under the Incorporated Societies Act 2022*

*Before providing any personal information in connection with a sign-up form, the Club must ensure it is authorised by the relevant individuals to provide their personal information with the sign-up form and for the information to be used in connection with the Club's re-registration and reporting to NZR and PU.*