



[www.companiesoffice.govt.nz/charitable-trusts](http://www.companiesoffice.govt.nz/charitable-trusts) | 0508 762 438

Send completed forms to: Companies Office, Private Bag 92061, Victoria Street West, Auckland 1142 or

[processing@companiesoffice.govt.nz](mailto:processing@companiesoffice.govt.nz)

Form CT1

## Application by trustees for incorporation as a charitable trust board (Manual applications only)

Section 7(3) Charitable Trusts Act 1957

### Notes

- > Use this form when you are submitting your application manually by sending us paper forms.
- > If you are completing your application to incorporate online, you will need to download and use the [online application form](#).

### Proposed name of charitable trust board

The name cannot be identical or deceptively similar to that of another body corporate (such as a company or another charitable trust board). If you do want to use a name that is similar, the existing organisation must give its consent to use the name.

Attach their written consent to this application as a supporting document.

**Note** — You can check that the name you’ve chosen is available to use by using the search options provided by the following Companies Office websites.

- > Search the Charitable Trusts Register
- > Search the Companies Register
- > Search our other registers

Read our online help guide [‘Things to do before you apply to incorporate’](#) for links to these search options.

We have checked that the proposed board name is available

1. We, being trustees under “a trust document” that creates a trust exclusively or principally for charitable purposes, hereby apply to be incorporated as a board under the Charitable Trusts Act 1957.

*Note — Examples of trust documents include a will, deed of trust, declaration of trust or a similar authorisation.*

2. We, as trustees, are not at present incorporated.

3. This application is made with the authority of —

State name of society for which the trustees act and mode of authorisation by the society.

If there is no such society this should be stated.

Signature .....

Signatory’s name:

Designation  Trustee  Member of the Charitable Trust Board  Authorised Agent (Accountant/Lawyer etc)

Date

**Proposed name of charitable trust board**

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**Checklist****The following documents are attached to this application**

- A copy of the trust document certified as a correct copy by an applicant with the following statement as per section 10(2)(a) of the Charitable Trusts Act 1957 —  
*"I hereby certify that this is a correct copy of the trust deed or rules of the [name of trust board]"*
- A statutory declaration as per section 10(2)(b) of the Charitable Trusts Act 1957

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**Presenter details**

<i>Name:</i>	<i>Postal address:</i>
<i>Email address:</i>	
<i>Telephone number:</i>	

**Proposed name of charitable trust board**

**Signatures of the trustees who are applying to be incorporated as a board**

<i>1 Full name:</i>	Signature .....
<i>Address:</i>	

<i>2 Full name:</i>	Signature .....
<i>Address:</i>	

<i>3 Full name:</i>	Signature .....
<i>Address:</i>	

<i>4 Full name:</i>	Signature .....
<i>Address:</i>	

<i>5 Full name:</i>	Signature .....
<i>Address:</i>	

<i>6 Full name:</i>	Signature .....
<i>Address:</i>	

<i>7 Full name:</i>	Signature .....
<i>Address:</i>	

<i>8 Full name:</i>	Signature .....
<i>Address:</i>	

**Proposed name of charitable trust board**

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**Addresses****Registered office address**

*This address must be a physical address in New Zealand and can't be a PO Box, Private Bag or Document Exchange address.*

Care of:	
Flat/house no:	
Street name:	
Suburb:	
Town/City:	Postal code:
Country: <b>New Zealand</b>	

**Address for communication**

*This address is used for communications from the Registrar of Incorporated Societies.*

*This address will not be publicly available.*

Care of:	
Flat/house no:	
Street name:	
Suburb:	
Town/City:	Postal code:
Country:	

**Email address for communication**

*The Registrar may also contact the trust board by email.*

*The email address you provide here will not be publicly available.*

Email address:
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**Contact phone number (optional)**

*For example: +64*

*For example: 09*

*For example: 12346587*

Country code:	Area code:	Number:
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**Contact mobile number (optional)**

*For example: +64*

*For example: 21 or 27*

*For example: 12346587*

Country code:	Area code:	Number:
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**Proposed name of charitable trust board**

## Statutory declaration supporting the application for incorporation as a charitable trust board

Section 10(2)(b) Charitable Trusts Act 1957

I,

*(Your full name)*

of,

*(City / town)*

do solemnly and sincerely declare that:

1. I am one of the applicants under the application for incorporation submitted with this statutory declaration.
2. There are no trusts, other than those set out in the trust document, under which the applicants for incorporation hold any property.

**AND** I make this solemn declaration conscientiously believing the same to be true, and by virtue of the Oaths and Declarations Act 1957.

.....  
*Signature*

Declared at

this

day of

before me:

.....

*Justice of the Peace, Solicitor or other person  
authorised to take a statutory declaration*