



STATUTORY INSTRUMENTS.

S.I. No. 363 of 2018



INDUSTRIAL AND PROVIDENT SOCIETIES (FORMS)
REGULATIONS 2018

INDUSTRIAL AND PROVIDENT SOCIETIES (FORMS)
REGULATIONS 2018

I, HEATHER HUMPHREYS, Minister for Business, Enterprise and Innovation, in exercise of the powers conferred on me by section 74(1) of the Industrial and Provident Societies Act 1893 (as adapted by the Jobs, Enterprise and Innovation (Alteration of Name of Department and Title of Minister) Order 2017 (S.I. No. 364 of 2017)), hereby make the following Regulations:

1. These Regulations may be cited as the Industrial and Provident Societies (Forms) Regulations 2018.

2. In these Regulations:

“Act of 1893” and “the Act” means the Industrial and Provident Societies Act 1893;

“Act of 1913” means the Industrial and Provident Societies (Amendment) Act 1913;

“Act of 2014” means the Friendly Societies and Industrial and Provident Societies (Miscellaneous Provisions) Act 2014;

“Registrar” means the Registrar of Friendly Societies.

3. The Industrial and Provident Societies (Forms) Regulations, 1894 (S.I. 731 of 1894), the Industrial and Provident Societies (Forms) Regulations, 1914 (S.I. 1551 of 1914) and the Industrial and Provident Societies (Forms) Regulations, 1986 (S.I. 351 of 1986) are hereby revoked.

Applications to register society or an amendment of rules

4. Every application to register a society under the Act of 1893 (as amended by the Act of 1913 and as amended by the Act of 2014), shall be in Form A, subjoined into these regulations, and shall be sent to the Registrar.

5. An amendment of the rules of a society may be either:

- (a) a partial amendment, consisting of the addition of a new rule or rules, or part of a rule or rules, to the existing rules, or the substitution of a new rule or rules, or part of a rule or rules, for any existing rules, or any part thereof, or a rescission of any of the existing rules, or any part thereof, without any substitution, or more than one or all of these modes; or

*Notice of the making of this Statutory Instrument was published in
“Iris Oifigiúil” of 21st September, 2018.*

- (b) a complete amendment, consisting of the substitution of an entire set of rules for the existing set of rules, and bearing at the beginning the words "all previous rules rescinded."

6. An application to register a partial amendment of rules must be made by the secretary of the society, in Form B, and must be sent to the Registrar, accompanied by:

- (a) a statutory declaration in Form C; and
- (b) two copies of the new rules as they have been altered following the proposed changes and the copy of the new rules must be signed by three members and the secretary.

7. An application to register a complete amendment of rules must be made by the secretary of the society in Form D, and must be sent to the Registrar, accompanied by:

- (a) a statutory declaration in Form C; and
- (b) two copies of the new rules as they have been altered following the proposed changes and the copy of the new rules must be signed by three members and the secretary.

Cancelling and suspension of registry

8. Every request to cancel registry shall be sent to the Registrar in Form F, and shall name some newspaper circulating in or about the locality in which the registered office of the society is situated. Wherein it is desired that the cancelling of registry shall be published, and shall be accompanied by the sum requisite to defray the expense of such publication, and by the further sum requisite for publication of such cancelling in Iris Oifigiúil.

9. Where application is made to cancel registry under the compulsory powers of the Registrar, the Registrar may require such application to be supported by such statutory declaration as the Registrar may direct.

10. Notice before cancelling of registry shall be in Form G.

11. Notice before suspension of registry shall be in Form GB.

12. Notwithstanding Regulation 11, notice before cancelling of registry shall be in Form GA where that form is appropriate.

13. The cancelling of registry shall be in Form H, and the suspension or renewal of suspension of registry shall be in Form I.

14. The advertisement of cancelling or suspension shall be in Form JS.

15. The notice for the advertisement of cancelling a society at its own request shall be in Form J.

Registered office

16. Every notice of a change in the situation of the registered office of a society shall be sent to the Registrar within 14 days after every such change in Form K. Notice of the situation of the registered office of a society on first registry shall be deemed to be given by the rules and by submission of Form A.

Inspection of books by order of the Registrar

17. Every application to the Registrar to appoint an accountant or actuary to inspect the books of a society shall be in Form L.

Nominations

18. Every registered society shall keep a record or register of all nominations made by the members, and of all revocations and variations of the same, and for the recording or registering of every such nomination, revocation, or variation the rules of the society may require the member nominating to pay a sum not exceeding €1.

Transfer of stock

19. Every application to the Registrar to direct a transfer of stock shall follow as near as may be Form M, and shall be accompanied by a statutory declaration in Form N, or as near thereto as the facts admit, and by the certificate of the stock in respect of which the application is made.

20. Before making the application the society shall submit to the Registrar for examination a draft copy of the proposed application and declaration.

21. The Registrar, before directing the transfer, may require such further proof of any statement in the application as may seem to him or her to be necessary.

22. The Registrar shall give his or her direction in Form O, so framed in each case as to suit the particular circumstances.

Disputes

23. Every reference of a dispute to the Registrar shall be written in Form P.

24. Every notice of hearing by the Registrar and every requisition for the attendance of parties and witnesses, and the production of books and documents, shall be in Form Q.

25. Where it is necessary to enforce the attendance of a particular witness, or the production of a particular document, notice shall be in Form R.

26. If an order for discovery is necessary it shall be in Form S.

27. The determination and order of the Registrar shall be in Form V, or as near thereto as the circumstances of the case may in his or her judgement allow.

Inspectors and special meetings

28. An application for appointment of inspectors or for calling a special meeting shall be sent to the Registrar, written in Form W, and shall be accompanied by a statutory declaration in Form X, signed by at least three of the applicants.

29. The appointment of inspectors shall be in Form Y, or as near thereto as circumstances may allow.

30. The notice of special meeting shall be in Form Z.

31. The chairman of the special meeting shall report to the Registrar as he or she may direct in Form ZA.

Special resolution

32. Every application for approval of change of name must be made in Form AA, and must be sent to the Registrar, accompanied by a statutory declaration in Form AB.

33. Every application to register a special resolution for the amalgamation of societies must be made by each of the societies in Form AC, and must be sent to the Registrar, accompanied by statutory declarations from officers of each society in Form AB. No acknowledgement of registry shall be given to either society until special resolutions in the like terms have been submitted for registry by the other or others.

34. Every application to register a special resolution for the transfer of the engagements of a society to another must be in Form AD, and must be sent to the Registrar accompanied by statutory declarations in Forms AB and AE.

35. Every application to register a special resolution for converting a society into a company must be in Form AF, and must be sent to the Registrar, accompanied by a statutory declaration in Form AB.

36. An application for registry of a special resolution for amalgamation with a company, or for transfer of engagements to a company, shall be in Form AC, or Form AD, as the case may be, with the necessary modifications to suit the facts, and shall be accompanied by statutory declarations in Forms AB and AG.

37. Where the special resolution is for conversion into, amalgamation with, or transfer of all the engagements of a society to a company, the following words shall be added:

“The registry of the Society is hereby cancelled (or directed to be cancelled).

Registrar”

Dissolution

38. Every instrument of dissolution shall be in Form AH, and shall be accompanied by a statutory declaration in Form AI, and by a statement naming some newspaper circulating in or about the locality in which the registered office

of the society is situated, wherein it is desired that notice of the dissolution shall be published, and shall be accompanied by the sum requisite to defray the expenses of such publication, and by the further sum requisite for the like publication in Iris Oifigiúil.

39. The Registrar shall acknowledge registry in Form AK.

40. Alterations in the instrument of dissolution shall be signed, declared to, and registered in like manner.

41. The advertisement of dissolution by instrument shall be in Form AL.

42. Every award of the Registrar for distribution of funds shall be in Form AP.

43. The notice of a proceeding to set aside a dissolution shall be in Form AY, and the notice of an order setting aside a dissolution in Form AZ.

Modification of forms

44. The forms hereto annexed may be modified to suit particular cases, by authority of the Registrar.

THE REGISTRY OF FRIENDLY SOCIETIES

INDUSTRIAL AND PROVIDENT SOCIETIES ACTS, 1893 TO 2014

FORM A

APPLICATION TO REGISTER AN INDUSTRIAL AND PROVIDENT SOCIETY

Society Number (Office use only)

					R
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To the Registrar of Friendly Societies

Application to register a society under the Industrial and Provident Societies Acts 1893 to 2014, under the name of

Society Name

in full

--

is made by the eight persons whose names are subscribed to this form.

Registered Office

Society Rules

State the rule number in each case and where a provision is contained in more than one rule, a reference should be made to each.

1. The object, name and registered office of the Society are provided for in Rules No.

--

2. The terms of admission of Members, including any society or company investing funds in the Society under the provisions of the Acts, are provided for in Rules No.

--

3. The mode of holding meetings, scale and right of voting, and the manner of making, altering or rescinding rules, are provided for in Rules No.

--

4. The appointment and removal of a Committee of Management, (by the name of

)

of managers or other officers, and their respective powers and remuneration, are provided for in Rules No.

--

5. The determination of the amount of interest in the shares of the Society which any member may hold, is provided for in Rule No.

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Presenter Details

Person to whom queries can be addressed

Name		
Address		
Email		
Telephone Number	Fax Number	Contact Person
DX Number/Exchange	Reference Number	

Society Rules

6. The determination whether the Society may contract loans or receive moneys on deposit subject to the provisions of the Act, from the members or others, and, if so, under what conditions, on what security, and to what limits of amount is provided for in Rule No.

7. The determination whether the shares or any of them shall be transferable, and the form of transfer and registration of the shares and the consent of the Committee thereto and the determination that the shares shall not be withdrawable are provided for in Rule No.

8. The determination whether and how members may withdraw from the Society and the claims of the representatives of deceased members or the trustees of the property of insane and bankrupt members, and the payment of nominees, are provided for in Rule No.

9. The mode of application of profits is provided for in Rule No.

10. The custody and use of the seal of the Society are provided for in Rule No.

11. The determination whether and by what authority and in what manner any part of the capital may be invested, and whether any part of the capital is forbidden to be invested in or upon any security or in any share provided by Section 38 of the Act of 1893, is provided for in Rule No.

12. The inspection of the books of the Society by order of the Registrar is provided for in Rule No.

13. The appointment of an inspector to examine and report on the affairs of the Society and the calling of a special meeting by order of the Registrar is provided for in Rule No.

14. The voluntary dissolution of the Society is provided for in Rule No.

15. The statutory duties of the Society are set out in the following rules (state number in each case):

(A) The delivery on demand of copies of the rules and the sum to be paid for the same in Rule No.

(B) The publication and use of the name of the Society in Rule No:

(C) The annual audit of accounts, the appointment of a public auditor for the purpose, and the keeping of a copy of the last balance sheet and the auditor's report, displayed at the registered office in Rule No.

(D) The sending to the Registrar of an annual return of the receipts and expenditure funds and effects of the Society, with copies of the auditor's report and balance sheets, and the supplying on application of a copy of the last annual return in Rule No.

(E) The inspection of a member's account and the books containing the names of the members in Rule No.

Where a society carries on the business of banking:

(F) The making and keeping displayed of the half-yearly statement required by the Act in the registered office and other places of business in Rule No.

Society Rules

16. If the Society desires to provide in its Rules for any of the following matters, the number of each rule in which provision is made for them should be stated:

- (A) Additional rights of inspection of the Society's book (Section 17(3), Act of 1893) in Rule No.
- (B) Charging a sum not exceeding €1 for registering nominations or revocations or variations thereof in Rule No.
- (C) Exclusion of persons between 16 and 21 years of age from membership (Section 32, Act of 1893) in Rule No.
- (D) Exclusion of power to hold and deal with land (Section 36, Act of 1893) in Rule No.
- (E) Power to advance money to members (Section 40, Act of 1893) in Rule No:
- (F) Special form of receipt endorsed for discharge of Mortgages (Section 43 1893 Act) in Rule No.
- (G) Giving of security by officers (Section 47, Act of 1893) in Rule No.
- (H) Decision of disputes (Section 49, Act of 1893) in Rule No.

Affiliation

The name of any central body or organisation to which the Society either is, or intends to become, affiliated should be stated below.

Please tick the appropriate box.

- Affiliated Unaffiliated

The name of central body or organisation:



Signatures

This application is accompanied by two printed copies of the rules, each marked "A", and signed at the end by each of the applicants.

1. Signature _____ Residential Address of Member
 Name *in block letters or typescript* _____

2. Signature _____ Residential Address of Member
 Name *in block letters or typescript* _____

3. Signature _____ Residential Address of Member
 Name *in block letters or typescript* _____

4. Signature _____ Residential Address of Member
 Name *in block letters or typescript* _____

5. Signature _____ Residential Address of Member
 Name *in block letters or typescript* _____

6. Signature _____ Residential Address of Member
 Name *in block letters or typescript* _____

7. Signature _____ Residential Address of Member
 Name *in block letters or typescript* _____

8. Signature of Secretary _____ Postal Address of Secretary
 Name *in block letters or typescript* _____

Date Day Month Year
 [] [] [] [] [] [] [] [] [] [] [] []

THE REGISTRY OF FRIENDLY SOCIETIES

INDUSTRIAL AND PROVIDENT SOCIETIES ACTS, 1893 TO 2014

FORM B

APPLICATION TO REGISTER A PARTIAL AMENDMENT OF RULES

Society Number

				R
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Society Name	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>
<i>in full</i>	

Registered Office	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>
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To the Registrar of Friendly Societies

Application to register an amendment of the Rules of the Society is made by the person whose name is subscribed to this form. The changes to the rules are set out in this form.

with this application are sent: -

- (A) Two printed (or written) copies of the new Rules, each marked O, and signed by the applicant and three members of the Society;
- (B) A statutory declaration of an officer of the Society, that the amendment now submitted for registry has been duly made by the Society, and that to the best of his/her knowledge and belief the same is not contrary to the provisions of the Industrial and Provident Societies Acts 1893 to 2014 in that behalf (Form C);

<p>Signature</p> <div style="border-bottom: 1px solid black; width: 100%; height: 20px;"></div>	<p>Name <i>in block letters or typescript</i></p> <div style="border: 1px solid black; width: 100%; height: 20px;"></div>
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Secretary of the Society

Postal address

Date

Day	Month	Year

Presenter Details	<i>Person to whom queries can be addressed</i>	
Name	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	
Address	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	
Email	Fax Number	
Telephone Number	Contact Person	
DX Number/Exchange	Reference Number	

THE REGISTRY OF FRIENDLY SOCIETIES

INDUSTRIAL AND PROVIDENT SOCIETIES ACTS, 1893 TO 2014

FORM C

**DECLARATION IN SUPPORT OF
AN AMENDMENT OF RULES**

Society Number

				R
--	--	--	--	----------

Society Name
in full

Registered Office

I
name in bold capitals

--

of
residential address

an officer of the above-named Society, do solemnly and sincerely declare that the amendment of the Rules has been duly made by the Society. Two copies of the amended Rules are hereto annexed and to the best of my knowledge and belief the amendments are not contrary to the provisions of the Industrial and Provident Societies Acts 1893 to 2014.

Presenter Details

Person to whom queries can be addressed

Name		
Address		
Email	Fax Number	
Telephone Number	Contact Person	
DX Number/Exchange	Reference Number	

And I make this solemn declaration conscientiously believing the same to be true and by virtue of the Statutory Declarations Act 1938.

Signature of declarant *name of person filing form*

Officer of the Society

Declared before me *name of witness in capitals*

Commissioner for Oaths Peace Commissioner Notary Public

Person authorised by _____ to take and receive
statutory declarations *insert authorising statutory provision*

Practising solicitors are authorised under section 72 of the Solicitors (Amendment) Act 1994 to take declarations

BY *Declarant's name in bold capitals or typescript*

who is personally known to me

or

who is identified to me by _____

who is personally known to me

or

whose identity has been established to me before the taking of this Declaration by the production to me of:

Passport no. _____ issued on _____
by the authorities of _____
which is an authority recognised by the Irish Government

or

National identity card no. _____ issued on _____
by the authorities of _____
which is an EU Member State, the Swiss Confederation or a Contracting Party to the EEA Agreement

or

Aliens Passport no. _____ issued on _____
(document equivalent to a passport)
by the authorities of _____
which is an authority recognised by the Irish Government

or

Refugee travel document no. _____
issued on _____ by the Minister for Justice and Equality

or

Travel document *(other than refugee travel document)* _____
issued on _____ by the Minister for Justice and Equality

At

This _____ day of _____ 20 _____

Signature of witness

NOTE: ANY IDENTIFICATION INFORMATION SUPPLIED BY DECLARANT FOR THE PURPOSES OF MAKING THIS DECLARATION WILL BECOME A MATTER OF PUBLIC RECORD ON ITS RECEIPT IN THE RFS

THE REGISTRY OF FRIENDLY SOCIETIES

INDUSTRIAL AND PROVIDENT SOCIETIES ACTS, 1893 TO 2014

FORM D

APPLICATION TO REGISTER A COMPLETE AMENDMENT OF RULES

Society Number

			R
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To the Registrar of Friendly Societies

Application to register a complete amendment of the rules of

Society Name
in full

is made by the person whose name is subscribed to this form.

Registered Office

Society Rules

State the rule number in each case and where a provision is contained in more than one rule, a reference should be made to each.

1. The object, name and registered office of the Society are provided for in Rules No.
2. The terms of admission of Members, including any society or company investing funds in the Society under the provisions of the Acts, are provided for in Rules No.
3. The mode of holding meetings, scale and right of voting, and the manner of making, altering or rescinding rules, are provided for in Rules No.
4. The appointment and removal of a Committee of Management, (by the name of) of managers or other officers, and their respective powers and remuneration, are provided for in Rules No.
5. The determination of the amount of interest, in the shares of the Society which any member may hold, is provided for in Rule No.

Presenter Details

Person to whom queries can be addressed

Name			
Address			
Email		Fax Number	
Telephone Number		Contact Person	
DX Number/Exchange		Reference Number	

Society Rules

6. The determination whether the Society may contract loans or receive money on deposit subject to the provisions of the Act of 1893, from the members or others, and, if so, under what conditions, on what security, and to what limits of amount is provided for in Rule No.

7. The determination whether the shares or any of them shall be transferable, and the form of transfer and registration of the shares and the consent of the Committee thereto and the determination whether the shares or any of them shall be withdrawable, and the mode of withdrawal and the payment of the balance due thereon on withdrawing from the Society, are provided for in Rule No.

8. The determination whether and how members may withdraw from the Society and the claims of the representatives of deceased members or the trustees of the property of insane and bankrupt members, and the payment of nominees, are provided for in Rule No.

9. The mode of application of profits is provided for in Rule No.

10. The custody and use of the seal of the Society are provided for in Rule No.

11. The determination whether and by what authority and in what manner any part of the capital may be invested, and whether any part of the capital is forbidden to be invested in or upon any security or in any shares provided by Section 38 of the Act of 1893, is provided for in Rule No.

12. The inspection of the books of the Society by order of the Registrar is provided for in Rule No.

13. The appointment of an inspector to examine and report on the affairs of the Society and the calling of a special meeting by order of the Registrar is provided for in Rule No.

14. The voluntary dissolution of the Society is provided for in Rule No.

15. The statutory duties of the Society are set out in the following rules (state number in each case):

(A) The delivery on demand of copies of the rules and the sum to be paid for the same in Rule No.

(B) The publication and use of the name of the Society in Rule No.

(C) The annual audit of accounts, the appointment of a public auditor for the purpose, and the keeping of a copy of the last balance sheet and the auditor's report, displayed at the registered office in Rule No.

(D) The sending to the Registrar of an annual return of the receipts and expenditure funds and effects of the Society, with copies of the auditor's report and balance sheets, and the supplying on application of a copy of the last annual return in Rule No.

(E) The inspection of a member's account and the books containing the names of the members in Rule No.

Where a society carries on the business of banking:

(F) The making and keeping displayed of, the half-yearly statement required by the Act in the registered office and other places of business in Rule No.

Society Rules

16. If the Society desires to provide in its Rules for any of the following matters, the number of each rule in which provision is made for them should be stated:

- (A) Additional rights of inspection of the Society's book (Section 17(3), Act of 1893) in Rule No.
- (B) Charging a sum not exceeding 1c for registering nominations or revocations or variations thereof in Rule No.
- (C) Exclusion of persons between 16 and 21 years of age from membership (Section 32, Act of 1893) in Rule No.
- (D) Exclusion of power to hold and deal with land (Section 36, Act of 1893) in Rule No.
- (E) Power to advance money to members (Section 40, Act of 1893) in Rule No.
- (F) Special form of receipt endorsed for discharge of Mortgages (Section 43, Act of 1893) in Rule No.
- (G) Giving of security by officers (Section 47, Act of 1893) in Rule No.
- (H) Decision of disputes (Section 49, Act of 1893) in Rule No.

With this application are sent:

- (a) A printed copy of the registered rules, marked A;
- (b) Two printed copies of the new rules proposed by way of complete amendment, each marked P, and signed at the end by the applicant and three members of the Society;
- (c) A statutory declaration of an officer of the Society, that the amendment now submitted for registry has been duly made by the Society, and that to the best of his/her knowledge and belief the same is not contrary to the provisions of the Industrial and Provident Societies Acts 1893 to 2014 in that behalf;
- (d) The filing fee prescribed by the Regulations.

Signature of Secretary

Name *in block letters or typescript*

Postal address

Date Day Month Year

THE REGISTRY OF FRIENDLY SOCIETIES

INDUSTRIAL AND PROVIDENT SOCIETIES ACTS, 1893 TO 2014

FORM F

REQUEST TO CANCEL REGISTRY

Society Number

			R
--	--	--	----------

Society Name	
---------------------	--

in full

Registered Office	
--------------------------	--

The above-mentioned Society desires that its registry under the Industrial and Provident Societies Acts 1893 to 2014 may be cancelled on the following ground:

and at a General Meeting or

Other manner request is determined upon

--

If General Meeting - Meeting duly held on

Day	Month	Year								
<table border="1" style="border-collapse: collapse; width: 20px; height: 20px;"> <tr><td style="width: 10px; height: 10px;"></td><td style="width: 10px; height: 10px;"></td></tr> </table>			<table border="1" style="border-collapse: collapse; width: 20px; height: 20px;"> <tr><td style="width: 10px; height: 10px;"></td><td style="width: 10px; height: 10px;"></td></tr> </table>			<table border="1" style="border-collapse: collapse; width: 40px; height: 20px;"> <tr><td style="width: 10px; height: 10px;"></td><td style="width: 10px; height: 10px;"></td><td style="width: 10px; height: 10px;"></td><td style="width: 10px; height: 10px;"></td></tr> </table>				

It was resolved as follows:

"That the Registrar be requested to cancel the Registry of this Society"

This request is made by the Society accordingly.

It is desired that notice of such cancelling be published in the following newspaper

--

circulating in the county in which the registered office of the Society is situated.

County

The sum of

 being the cost of publishing such notice in the newspaper, and the further sum of €

 for the cost of publishing the same in Iris Oifigiúil, are attached.

Seal of the Society

--

Date

Day	Month	Year								
<table border="1" style="border-collapse: collapse; width: 20px; height: 20px;"> <tr><td style="width: 10px; height: 10px;"></td><td style="width: 10px; height: 10px;"></td></tr> </table>			<table border="1" style="border-collapse: collapse; width: 20px; height: 20px;"> <tr><td style="width: 10px; height: 10px;"></td><td style="width: 10px; height: 10px;"></td></tr> </table>			<table border="1" style="border-collapse: collapse; width: 40px; height: 20px;"> <tr><td style="width: 10px; height: 10px;"></td><td style="width: 10px; height: 10px;"></td><td style="width: 10px; height: 10px;"></td><td style="width: 10px; height: 10px;"></td></tr> </table>				

Signature

--

Secretary

Name *in block letters or typescript*

--

Postal address

THE REGISTRY OF FRIENDLY SOCIETIES

INDUSTRIAL AND PROVIDENT SOCIETIES ACTS, 1893 TO 2014

FORM G

NOTICE BEFORE CANCELLING OF REGISTRY

Society Number

				R
--	--	--	--	---

Society Name

Registered Office

Notice is hereby given to the above-mentioned Society that it is the intention of the Registrar to proceed

on Day Month Year
 □□ □□ □□□□

to cancel the registry of the Society unless cause be shown to the contrary in the meantime.

The ground of such proposed cancelling is:

Registrar of Friendly Societies

Date Day Month Year
 □□ □□ □□□□

THE REGISTRY OF FRIENDLY SOCIETIES

INDUSTRIAL AND PROVIDENT SOCIETIES ACTS, 1893 TO 2014

FORM GB

NOTICE BEFORE SUSPENSION OF REGISTRY

Society Number

R

Society Name

Registered Office

Notice is hereby given to the above-mentioned Society that it is the intention of the Registrar to proceed

on Day Month Year

to suspend for any term not exceeding three months, the registry of the Society unless cause be shown to the contrary in the meantime.

The ground of such proposed suspension is:

Registrar of Friendly Societies

Date Day Month Year

THE REGISTRY OF FRIENDLY SOCIETIES

INDUSTRIAL AND PROVIDENT SOCIETIES ACTS, 1893 TO 2014

FORM H**CANCELLING OF REGISTRY**

Society Number

				R
--	--	--	--	----------

Society Name

The registry of the above-named Society is hereby cancelled at its request.

[or as the case may be. The Registrar may, if he/she thinks fit, add a statement as in Form G of the ground of the cancelling].

Signature of Registrar

Date Day Month Year

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THE REGISTRY OF FRIENDLY SOCIETIES

INDUSTRIAL AND PROVIDENT SOCIETIES ACTS, 1893 TO 2014

FORM I

SUSPENSION OR RENEWAL OF SUSPENSION OF REGISTRY

Society Number

				R
--	--	--	--	---

Society Name

The registry of the above-named Society is hereby [further*] suspended for [any term not exceeding] three months from this date on the ground that [here state the ground of suspension]

Signature of Registrar

Date Day Month Year

--	--	--	--	--	--	--	--

* this wording to be inserted in case of renewal of suspension

THE REGISTRY OF FRIENDLY SOCIETIES

INDUSTRIAL AND PROVIDENT SOCIETIES ACTS, 1893 TO 2014

FORM J

ADVERTISEMENT OF CANCELLING

Society Number

				R
--	--	--	--	----------

Society Name

in full

ADVERTISEMENT
Format

Notice is hereby given that the Registrar of Friendly Societies has, pursuant to the Industrial and Provident Societies Acts 1893 to 2014, this day CANCELLED the REGISTRY of

Society Number

				R
--	--	--	--	----------

with a registered office at:

at its request.

The Society (subject to the right of appeal given by Industrial and Provident Societies Acts 1893 to 2014) ceases to enjoy the privileges of a registered Society, but without prejudice to any liability incurred by the Society, which may be enforced against it as if such cancelling had not taken place.

Date

Day	Month	Year

Registrar of Friendly Societies

NOTE: Obtain an estimate for one insertion of this advertisement in the local newspaper selected by the Society - and send the amount herewith by Postal Money Order. If the proper amount is not sent then the cancelling will be delayed. The charge for the advertisement in the "Iris Oifigiúil" is €

Charge for one insertion of the advertisement is:

--

Name of the newspaper:

--

Signature

Name Advertisement Manager

--

--

Presenter Details

*Person to whom queries can be addressed*Name
Address

Email
Telephone Number
DX Number/Exchange

	Fax Number
	Contact Person
	Reference Number

THE REGISTRY OF FRIENDLY SOCIETIES

INDUSTRIAL AND PROVIDENT SOCIETIES ACTS, 1893 TO 2014

FORM JS

ADVERTISEMENT OF CANCELLING OR SUSPENSION

Notice is hereby given that the Registrar of Friendly Societies, has, pursuant to the Industrial and Provident Societies Acts 1893 to 2014, this day cancelled [or suspended for (state the term)] the registry of [state name of Society], Register No. [state registered number] with a registered office at [state registered office address].

[Here state the ground for cancelling or suspension]

The Society (subject to the right of appeal given by the Industrial and Provident Societies Acts 1893 to 2014) ceases to enjoy [during such suspension] the privileges of a registered society, but without prejudice to any liability incurred by the Society, which may be enforced against it as if such cancelling [or suspension] has not taken place.

Signature of Registrar

Date Day Month Year

THE REGISTRY OF FRIENDLY SOCIETIES

INDUSTRIAL AND PROVIDENT SOCIETIES ACTS, 1893 TO 2014

FORM K

NOTICE OF CHANGE OF REGISTERED OFFICE

Society Number

				R
--	--	--	--	---

Society Name

in full

Change of Registered Office

Notice is hereby given that the Registered Office of the above-named Society is now situated at:

Date Day Month Year

--	--	--	--	--	--

Signature

Name *in block letters or typescript*

--	--

Signature of Three Members required

Signature

Name *in block letters or typescript*

--	--

Signature

Name *in block letters or typescript*

--	--

Signature of Secretary required

Signature

Name *in block letters or typescript*

--	--

Presenter Details

Person to whom queries can be addressed

Name
Address

Email
Telephone Number
DX Number/Exchange

	Fax Number
	Contact Person
	Reference Number

1.	Signature	<input type="text"/>	Name <i>in block letters or typescript</i>	<input type="text"/>
	Residential address of member	<input type="text"/>		
2.	Signature	<input type="text"/>	Name <i>in block letters or typescript</i>	<input type="text"/>
	Residential address of member	<input type="text"/>		
3.	Signature	<input type="text"/>	Name <i>in block letters or typescript</i>	<input type="text"/>
	Residential address of member	<input type="text"/>		
4.	Signature	<input type="text"/>	Name <i>in block letters or typescript</i>	<input type="text"/>
	Residential address of member	<input type="text"/>		
5.	Signature	<input type="text"/>	Name <i>in block letters or typescript</i>	<input type="text"/>
	Residential address of member	<input type="text"/>		
6.	Signature	<input type="text"/>	Name <i>in block letters or typescript</i>	<input type="text"/>
	Residential address of member	<input type="text"/>		
7.	Signature	<input type="text"/>	Name <i>in block letters or typescript</i>	<input type="text"/>
	Residential address of member	<input type="text"/>		
8.	Signature	<input type="text"/>	Name <i>in block letters or typescript</i>	<input type="text"/>
	Residential address of member	<input type="text"/>		
9.	Signature	<input type="text"/>	Name <i>in block letters or typescript</i>	<input type="text"/>
	Residential address of member	<input type="text"/>		
10.	Signature	<input type="text"/>	Name <i>in block letters or typescript</i>	<input type="text"/>
	Residential address of member	<input type="text"/>		

THE REGISTRY OF FRIENDLY SOCIETIES

INDUSTRIAL AND PROVIDENT SOCIETIES ACTS, 1893 TO 2014

FORM M

APPLICATION FOR DIRECTION TO TRANSFER STOCK

Society Number

				R
--	--	--	--	---

Society Name

Application for a direction to transfer stock is made by the four persons whose names are subscribed at the foot hereof, being the secretary and three members of the above-mentioned society.

1. On

Day	Month	Year
□□	□□	□□□□

the sum of

was invested in the purchase of

stock transferable at the Bank of Ireland in the names of

as trustees for the society, and the same is still standing in their names.

2. The said

is absent from Ireland [or became bankrupt on

Day	Month	Year
□□	□□	□□□□

or filed a petition (or executed a deed) for liquidation of his/her affairs by assignment or

arrangement or for composition with his/her creditors on

Day	Month	Year
□□	□□	□□□□

or has become a lunatic, or died on

Day	Month	Year
□□	□□	□□□□

{Section 7 of the Assisted Decision-Making (Capacity) Act 2015, when commenced, will repeal the Lunacy Regulation (Ireland) Act 1871}

or has not been heard of for years and it is not known whether he/she is living or dead.]

{This clause will not be necessary where the application is in consequence of the mere removal of a trustee}

Presenter Details

Name	
Address	
Email	
Telephone number	Fax Number
DX Number/Exchange	Contact Person
	Reference Number

3. On

--	--

 Day

--	--

 Month

--	--	--	--

 Year

the said

was removed from his/her office of trustee and

was appointed in his/her place. *{state name and address of new trustee}*

4. Since such removal application has been made in writing to the said

{state name of removed trustee}

to join in the transfer of the said stock into the names of the said

{state names of trustees and of new trustee}

as trustees for the said Society, but he/she has refused to comply [or has not complied] with such application. *{this paragraph may be omitted or varied as the facts require}*

5. This application to the Registrar is made pursuant to the Industrial and Provident Societies Acts 1893 to 2014 that the Registrar may direct the said stock to be transferred in the names of the said as trustees for the Society by

{This blank should be filled by the names of the surviving or continuing trustees (if any) and if they be willing and able to make the transfer; but if there is no such trustee or if any such trustee refuse or be unable to make the transfer, then by the words the Accountant-General or Deputy or Assistant Accountant-General of the said bank; and a full statement of the facts and of the grounds of such refusal or inability should be made}

6. With this application is sent the prescribed fee.

Signature of Member

Name
*in block letters
or typescript*

Signature of Member

Name
*in block letters
or typescript*

Signature of Member

Name
*in block letters
or typescript*

Signature of Secretary

Name
*in block letters
or typescript*

Date

Day

Month

Year

Registered Office

THE REGISTRY OF FRIENDLY SOCIETIES

INDUSTRIAL AND PROVIDENT SOCIETIES ACTS, 1893 TO 2014

FORM N

**DECLARATION VERIFYING
STATEMENTS IN AN APPLICATION
FOR DIRECTION TO TRANSFER
STOCK**

Society Number

				R
--	--	--	--	---

Society Name

in full

Registered Office

I
name in bold capitals

--

of
residential address

do solemnly & sincerely declare that I am the secretary of the above-mentioned Society & that

whose names are subscribed in the application annexed are members of the said Society.

that on Day Month Year

--	--

--	--

--	--	--	--

the sum of

--

was invested in the purchase of

--

stock transferable at the Bank of Ireland in the names of

as trustees for the society, and the declarant believes that it is still standing in their names.

Presenter Details

Person to whom queries can be addressed

Name

Address

Email

Telephone Number

DX Number/Exchange

Fax Number

Contact Person

Reference Number

The said

is absent from Ireland and that on

--	--

--	--

--	--	--	--

the said

was removed from his/her office of trustee and

was appointed in his/her place. *{state name and address of new trustee}*

That since such removal, application has been made to said trustee to join in the transfer of the said stock into the names of the said:

as trustees for the said society, but he/she has refused to comply [or has not complied] with such application.

{this paragraph may be omitted or varied as the facts require}

And I make this solemn declaration conscientiously believing the same to be true and by virtue of the Statutory Declarations Act 1938.

Signature of declarant *name of person filing form*

Officer of the Society

Declared before me *name of witness in capitals*

Commissioner for Oaths Peace Commissioner Notary Public

Person authorised by _____ to take and receive
statutory declarations insert authorising statutory provision

Practising solicitors are authorised under section 72 of the Solicitors (Amendment) Act 1994 to take declarations

NOTE: ANY IDENTIFICATION INFORMATION SUPPLIED BY DECLARANT FOR THE PURPOSES OF MAKING THIS DECLARATION WILL BECOME A MATTER OF PUBLIC RECORD ON ITS RECEIPT IN THE RFS

BY *Declarant's name in bold capitals or typescript*

who is personally known to me

or

who is identified to me by _____

who is personally known to me

or

whose identity has been established to me before the taking of this Declaration by the production to me of:

Passport no. _____ issued on _____

by the authorities of _____

which is an authority recognised by the Irish Government

or National identity card no. _____ issued on _____

by the authorities of _____

which is an EU Member State, the Swiss Confederation or a Contracting Party to the EEA Agreement

or Aliens Passport no. _____ issued on _____

(document equivalent to a passport)

by the authorities of _____

which is an authority recognised by the Irish Government

or Refugee travel document no. _____

issued on _____ by the Minister for Justice and Equality

or Travel document *(other than refugee travel document)* _____

issued on _____ by the Minister for Justice and Equality

At

This _____ day of _____ 20 ____

Signature of witness

B

And that there is no surviving or continuing trustee for the said Society, or that the surviving and continuing trustees refuse or are unable to transfer the said stock in pursuance of my direction.

I, as Registrar under the Industrial and Provident Societies Acts 1893 to 2014, hereby direct, pursuant to section 31 of the Industrial and Provident Societies Act 1893, that the said sum of { state sum } so standing in the books of the Governor and Company of the Bank of Ireland be transferred in the said books by the Accountant-General, or Deputy, or Assistant Accountant-General of the said bank, into the names of the said

Address

Signature

Name *in block letters or typescript*

Date

Day	Month	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

THE REGISTRY OF FRIENDLY SOCIETIES

INDUSTRIAL AND PROVIDENT SOCIETIES ACTS, 1893 TO 2014

FORM P

REFERENCE OF A DISPUTE

Society Number

				R
--	--	--	--	---

Parties in Dispute

Dispute between

and

[an officer of]

Society Name

The above-named parties, by consent, refer the dispute between them to the Registrar of Friendly Societies.

Signature

--

Claimant

Name *in block letters or typescript*

--

Signature

--

Officer of the Society

Name *in block letters or typescript*

--

Date

Day	Month	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

That the case of the society [or his/her case] is proposed to be supported by the evidence of the following witnesses, and by the production of the following books and documents (*give list*):

Signature

Name *in block letters or typescript*

Signature of the Officer

Date Day Month Year

Seal of the Society

--

Signature of the Officer or seal of the Society required

THE REGISTRY OF FRIENDLY SOCIETIES

INDUSTRIAL AND PROVIDENT SOCIETIES ACTS, 1893 TO 2014

FORM Q

NOTICE AND REQUISITION

Society Number

			R
--	--	--	----------

Parties in Dispute

Dispute between

--

and

--

[an officer of]

Society Name

--

To:

Take notice that I shall proceed by myself [or by (state name) Assistant Registrar] to hear and determine the matter in dispute which has been referred to me pursuant to the Industrial and Provident Societies Acts 1893 to 2014 at:

--

on Day Month Year Hour

--	--	--	--	--	--	--	--

And that I shall require the attendance there of all parties concerned and of the witnesses named, and the production of the books and documents specified in the statement made by you in the reference of the dispute.

Signature

--

Registrar

Name *in block letters or typescript*

--

THE REGISTRY OF FRIENDLY SOCIETIES

INDUSTRIAL AND PROVIDENT SOCIETIES ACTS, 1893 TO 2014

FORM R

SPECIAL REQUISITION TO WITNESS

Society Number

				R
--	--	--	--	---

Parties in Dispute

Dispute between

and

[an officer of]

Society Name

To:

Pursuant to section 49 of the Industrial and Provident Societies Act 1893, you are required to attend at:

on Day Month Year Hour

--	--	--	--	--	--	--	--	--	--

to give evidence relating to the matter in question, and to produce the following books and documents:

Signature

Name *in block letters or typescript*

--	--

Registrar

Under section 19(3) of the Industrial and Provident Societies Act 1893 it is enacted that "the registrar, to whom any dispute is referred, may administer oaths, and may require the attendance of all parties concerned, and of witnesses, and the production of all books and documents relating to the matter in question, and any person refusing to attend or to produce any documents or to give evidence before the Registrar shall be guilty of an offence under this Act". The penalty for such offence is not more than €500 and a new offence is committed every week during which the default continues.

THE REGISTRY OF FRIENDLY SOCIETIES

INDUSTRIAL AND PROVIDENT SOCIETIES ACTS, 1893 TO 2014

FORM S

ORDER FOR DISCOVERY

Society Number

				R
--	--	--	--	----------

Parties in Dispute

In the matter of a dispute between

--

and

--

[an officer of]

Society Name

--

referred to me pursuant to the Industrial and Provident Societies Acts 1893 to 2014.

Order for Discovery

I,

Registrar, order and direct as follows:

1. That within 14 days from the service of this order do deposit at my office in

--

for inspection by the parties, the following documents

--

2. That on

 Day

 Month

 Year

 Hour

(*officer of Society/party in dispute) do appear before me at my office above-named and make discovery upon oath of all things within his/her knowledge (as such officer/ party) relative to the following matters:

Signature

--

Registrar

Name *in block letters or typescript*

--

By section 49(3) of the Act of 1893 it is enacted that the registrar to whom any dispute is referred may grant to either party such discovery as to documents and otherwise, or such inspection of documents that might be granted by any court of law or equity, such discovery to be made on behalf of the society by such officer of the same as such registrar may determine

THE REGISTRY OF FRIENDLY SOCIETIES

INDUSTRIAL AND PROVIDENT SOCIETIES ACTS, 1893 TO 2014

FORM V

DETERMINATION AND ORDER

Society Number

				R
--	--	--	--	----------

Parties in Dispute

In the matter of a dispute between

--

and

--

[an officer of]

Society Name

--

referred to me pursuant to the Industrial and Provident Societies Acts 1893 to 2014.

Order for Discovery

I,

Registrar, determine as follows:

The said {state name of party} shall on or before
 pay to {state name of party} the sum of { state amount }

Day	Month	Year
<table border="1" style="display: inline-table; width: 20px; height: 20px;"></table>	<table border="1" style="display: inline-table; width: 20px; height: 20px;"></table>	<table border="1" style="display: inline-table; width: 20px; height: 20px;"></table>

Or the said {state name of party} shall on or before
 reinstate the said {state name of party} as a member *(or whatever the act may be that the Registrar thinks ought to be done by the party). Other provisions may here to be added if necessary, and the payment of a sum of money by way of damages may be provided for as an alternative to the doing of any act.*

Day	Month	Year
<table border="1" style="display: inline-table; width: 20px; height: 20px;"></table>	<table border="1" style="display: inline-table; width: 20px; height: 20px;"></table>	<table border="1" style="display: inline-table; width: 20px; height: 20px;"></table>

Or the Society is not indebted to {state name of party}.

The expenses hereof are ordered to be paid out of the funds of the Society (or as the case may be).

Signature

Name *in block letters or typescript*

Registrar

THE REGISTRY OF FRIENDLY SOCIETIES

INDUSTRIAL AND PROVIDENT SOCIETIES ACTS, 1893 TO 2014

FORM X

DECLARATION IN SUPPORT OF APPLICATION UNDER SPECIAL POWERS OF REGISTRAR

Society Number

				R
--	--	--	--	---

Society Name	
---------------------	--

in full

Registered Office	
--------------------------	--

Declaration	<p>Member <i>Name in bold capitals</i></p> <p>1. <input style="width: 800px; height: 20px;" type="text"/></p> <p>of <i>residential address</i></p> <p><input style="width: 800px; height: 20px;" type="text"/></p> <p>2. Member <i>Name in bold capitals</i></p> <p><input style="width: 800px; height: 20px;" type="text"/></p> <p>of <i>residential address</i></p> <p><input style="width: 800px; height: 20px;" type="text"/></p> <p>3. Member <i>Name in bold capitals</i></p> <p><input style="width: 800px; height: 20px;" type="text"/></p> <p>of <i>residential address</i></p> <p><input style="width: 800px; height: 20px;" type="text"/></p>
--------------------	--

three members of the above-named Society, do solemnly and sincerely declare that the persons whose signatures are appended to the application, a copy of which is hereto annexed, are to the best of our knowledge and belief *bona fide* members of the Society, and that we are not, nor to the best of our knowledge and belief is any person whose signature is appended to such application, actuated by malicious motives, and that to the best of our knowledge and belief there is good reason for making such application.

Presenter Details	<p><i>Person to whom queries can be addressed</i></p> <table border="1" style="border-collapse: collapse; width: 100%;"> <tr> <td style="width: 100px; padding: 2px;">Name</td> <td style="width: 800px; height: 20px;"> </td> </tr> <tr> <td style="padding: 2px;">Address</td> <td style="height: 20px;"> </td> </tr> <tr> <td style="padding: 2px;">Email</td> <td style="padding: 2px;">Fax Number</td> </tr> <tr> <td style="padding: 2px;">Telephone Number</td> <td style="padding: 2px;">Contact Person</td> </tr> <tr> <td style="padding: 2px;">DX Number/Exchange</td> <td style="padding: 2px;">Reference Number</td> </tr> </table>	Name		Address		Email	Fax Number	Telephone Number	Contact Person	DX Number/Exchange	Reference Number
Name											
Address											
Email	Fax Number										
Telephone Number	Contact Person										
DX Number/Exchange	Reference Number										

And We make this solemn declaration conscientiously believing the same to be true and by virtue of the Statutory Declarations Act 1938.

Signatures of declarants *names of persons filing form*

Officer of the Society _____
Officer of the Society _____
Officer of the Society

Declared before me *name of witness in capitals*

Commissioner for Oaths Peace Commissioner Notary Public

Person authorised by _____ to take and receive
statutory declarations *insert authorising statutory provision*

Practising solicitors are authorised under section 72 of the Solicitors (Amendment) Act 1994 to take declarations

BY *Declarants' names in bold capitals or typescript*

who are personally known to me

or

who are identified to me by _____ **who is personally known to me**

or

whose identity has been established to me before the taking of this Declaration by the production to me of:

Passport no. _____ issued on _____
by the authorities of _____
which is an authority recognised by the Irish Government

or National identity card no. _____ issued on _____
by the authorities of _____
which is an EU Member State, the Swiss Confederation or a Contracting Party to the EEA Agreement

or Aliens Passport no. _____ issued on _____
(document equivalent to a passport)
by the authorities of _____
which is an authority recognised by the Irish Government

or Refugee travel document no. _____
issued on _____ by the Minister for Justice and Equality

or Travel document *(other than refugee travel document)* _____
issued on _____ by the Minister for Justice and Equality

NOTE: ANY IDENTIFICATION INFORMATION SUPPLIED BY DECLARANTS FOR THE PURPOSES OF MAKING THIS DECLARATION WILL BECOME A MATTER OF PUBLIC RECORD ON ITS RECEIPT IN THE RFS

At _____

This _____ day of _____ 20 _____

Signature of witness

THE REGISTRY OF FRIENDLY SOCIETIES

INDUSTRIAL AND PROVIDENT SOCIETIES ACTS, 1893 TO 2014

FORM Y

APPOINTMENT OF INSPECTORS

Society Number

			R
--	--	--	----------

Society Name

in full

--

Appointment

Pursuant to section 50 of the Industrial and Provident Societies Act 1893, I hereby appoint

--

inspector [or inspectors] to examine into the affairs of the above-mentioned Society and to report thereon.

One copy of the application for inspection is sent herewith for the guidance of the inspector/inspectors.

He/she [or they] may require the production of all or any of the books and documents of the society, and may examine on oath its officers, members, agents, and servants in relation to its business, and may administer such oath.

The inspection is to commence on

Day	
-----	--

Month	
-------	--

Year			
------	--	--	--

Hour	
------	--

and to be held at

--

Signature

--

Registrar

Name *in block letters or typescript*

--

Day	
-----	--

Month	
-------	--

Year			
------	--	--	--

THE REGISTRY OF FRIENDLY SOCIETIES

INDUSTRIAL AND PROVIDENT SOCIETIES ACTS, 1893 TO 2014

FORM AA

**APPLICATION FOR APPROVAL OF
CHANGE OF NAME AND REGISTRY
OF SPECIAL RESOLUTION**

Society Number

				R
--	--	--	--	----------

Society Name <small><i>in full</i></small>	
--	--

Registered Office	
--------------------------	--

To the Registrar of Friendly Societies

**Notice of
application
for registry of
Resolution**

Application for approval of a change of name of the above-mentioned Society, and for registry of a special resolution to that effect, is made by the Society whose seal and the three persons whose names are affixed and subscribed at the foot hereof.

The following is a copy of a resolution:

Please complete either area 1 or 2 as appropriate

1 A special resolution passed by a three-fourths majority of such majority of such members for the time being entitled under the rules to vote as have voted
note two and note three
 in person by proxy at a general meeting of:

of which notice specifying the intention to propose the resolution was duly given according to the Rules, held on
Day Month Year

--	--	--	--	--	--

pursuant to section 51 of the Industrial and Provident Societies Act 1893 as amended by section 51 of the Competition Act 2002.

Subject to the approval of the Registrar of Friendly Societies, the name of the Society shall be changed to:

Presenter Details	<i>Person to whom queries can be addressed</i>
Name	
Address	
Email	Fax Number
Telephone Number	Contact Person
Dx Number/Exchange	Reference Number

Notice of Application for Registry of Resolution

A resolution passed by a simple majority of such majority of such members for the time being entitled under the rules to vote as have voted

2

note two and three

in person by proxy at a general meeting of:

of which notice specifying the intention to propose the resolution was duly given according to the Rules, held on

Day	Month	Year
<input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/>

and confirmed by a majority of such members for the time being entitled under the Rules to vote as have voted

in person by proxy at a subsequent general meeting

of which notice was duly given held on

Day	Month	Year
<input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/>

pursuant to section 51 of the Industrial and Provident Societies Act 1893 as amended by section 51 of the Competition Act 2002.

Subject to the approval of the Registrar of Friendly Societies, the name of the Society shall be changed to:

Certification

Signature

Name *in block letters or typescript*

--

--

Chairman of the first General Meeting

Signature

Name *in block letters or typescript*

--

--

Secretary

Signature

Name *in block letters or typescript*

--

--

Chairman of the second General Meeting

Date

Day	Month	Year
<input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/>

Seal of the Society

--

**Declaration
(continued)**

BY *Declarant's name in bold capitals or typescript*

who is personally known to me

or

who is identified to me by

who is personally known to me

or

whose identity has been established to me before the taking of this Declaration by the production to me of:

Passport no. issued on
by the authorities of
which is an authority recognised by the Irish Government

or National identity card no. issued on
by the authorities of
which is an EU Member State, the Swiss Confederation or a Contracting Party to the EEA Agreement

or Aliens Passport no. issued on
(document equivalent to a passport)
by the authorities of
which is an authority recognised by the Irish Government

or Refugee travel document no.
issued on by the Minister for Justice and Equality

or Travel document *(other than refugee travel document)*
issued on by the Minister for Justice and Equality

At

This _____ day of _____ 20____

Signature of witness

NOTE: ANY IDENTIFICATION INFORMATION SUPPLIED BY DECLARANT FOR THE PURPOSES OF MAKING THIS DECLARATION WILL BECOME A MATTER OF PUBLIC RECORD ON ITS RECEIPT IN THE RFS

THE REGISTRY OF FRIENDLY SOCIETIES

INDUSTRIAL AND PROVIDENT SOCIETIES ACTS, 1893 TO 2014

FORM AC

APPLICATION FOR REGISTRY OF
RESOLUTION FOR AMALGAMATION OF
SOCIETIES

Society Name (A) <small><i>in full note one</i></small>	<input type="text"/>
---	----------------------

Society A Registered Number	Society Number <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> R
--	--

Registered Office of Society A	<input type="text"/>
---	----------------------

Complete B for the second Society involved in the amalgamation, complete C if a third society is involved etc. Where more societies are amalgamating and the space provided on Form AC is inadequate, the information should be presented on a continuation sheet in the same format as the relevant section in the form. The use of a continuation sheet must be so indicated in the relevant section.

Society Name (B) <small><i>in full note one</i></small>	<input type="text"/>
---	----------------------

Society B Registered Number	Society Number <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> R
--	--

Registered Office of Society B	<input type="text"/>
---	----------------------

Society Name (C) <small><i>in full note one</i></small>	<input type="text"/>
---	----------------------

Society C Registered Number	Society Number <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> R
--	--

Registered Office of Society C	<input type="text"/>
---	----------------------

Presenter Details	
Name	<input type="text"/>
Address	<input type="text"/>
	<input type="text"/>
Email	Fax Number
Telephone Number	Contact Person
DX Number/Exchange	Reference Number

Certification

Application for registry of a special resolution for the amalgamation of the above-mentioned societies is made by the society whose seal and the three persons whose names are affixed and subscribed at the foot hereof.

Signature _____ Name *in block letters or typescript*
Chairman of the first General Meeting _____

Signature _____ Name *in block letters or typescript*
Secretary of the first-named Society _____

Signature _____ Name *in block letters or typescript*
Chairman of the second General Meeting _____

Date Day Month Year

Seal of the Society

NOTES ON COMPLETION OF FORM AC

These notes should be read in conjunction with the relevant legislation.

- General** This form must be completed correctly, in full and in accordance with the following notes. Every section of the form must be completed. Where the space provided on Form AC is considered inadequate, the information should be presented on a continuation sheet in the same format as the relevant section in the form. The use of a continuation sheet must be so indicated in the relevant section.
- note one** As the application must be made by **each** society, the order in which the societies are named must be inverted or changed in each application.
- note two** Section 51 of the Competition Act 2002 amended section 51 of the 1893 Act so that where a resolution is passed by three-fourths majority, the second meeting is not required. In such circumstances **Option 1** should be completed.
- Where a simple majority passes the resolution at the meeting, the resolution should be confirmed at the second meeting and **Option 2** should be completed. The second meeting must be held not less than 14 clear days nor more than one month after the first meeting.
- Section 1 of the Industrial and Provident Societies (Amendment) Act 1971 allows that where each society has amongst its objects and is engaged in the manufacture of butter, cream or any other dairy product the resolution can be passed by a majority. **Option 2** should be completed in such circumstances.
- note three** Please tick the appropriate box. Not every society has rules that allow for proxies.
- note four** It should be clearly stated in the resolution which Society's name and rules are to be used by the amalgamated Society.

THE REGISTRY OF FRIENDLY SOCIETIES

INDUSTRIAL AND PROVIDENT SOCIETIES ACTS, 1893 TO 2014

FORM AD

APPLICATION FOR REGISTRY OF A
SPECIAL RESOLUTION FOR TRANSFER
OF ENGAGEMENTS

Society A - Society transferring its engagements

Society Name (A)
in full

Society Number

					R
--	--	--	--	--	----------

**Registered Office
of Society A**

Society B - Society undertaking to fulfil transferred engagements

Society Name (B)
in full

Society Number

					R
--	--	--	--	--	----------

**Registered Office
of Society B**

Presenter Details

Name
Address

Email
Telephone number
DX Number/Exchange

	Fax Number
	Contact Person
	Reference number

**Notice of
application
for registry of
Resolution**

Application for registry of a special resolution for transfer of engagements of the first-named Society (A) is made by the Societies whose Seals and the three persons whose names are affixed and subscribed.

The following is a copy of a resolution:

- 1** A special resolution passed by a three-fourths majority of such majority of such members for the time being entitled under the rules to vote as have voted

in person by proxy at a general meeting of:

of which notice specifying the intention to propose the resolution was duly given according to the Rules, held on

Day Month Year

pursuant to section 51 of the Industrial and Provident Societies Act 1893 as amended by section 51 of the Competition Act 2002.

OR

- 2** A resolution passed by a simple majority of such majority of such members for the time being entitled under the rules to vote as have voted

in person by proxy at a general meeting of:

of which notice specifying the intention to propose the resolution was duly given according to the Rules, held on

Day Month Year

and confirmed by a majority of such members for the time being entitled under the Rules to vote as have voted

in person by proxy at a subsequent general meeting

of which notice was duly given held on

Day Month Year

pursuant to section 51 of the Industrial and Provident Societies Act 1893 as amended by section 51 of the Competition Act 2002.

Certification

Application for registry of a special resolution for the transfer of engagements is made by the Societies whose seals and the persons whose names are affixed and subscribed at the foot hereof.

Seal of the first-named Society (A)

Signature

Name *in block letters or typescript*

Chairman of the first General Meeting

Signature

Name *in block letters or typescript*

Secretary of the first-named Society (A)

Signature

Name *in block letters or typescript*

Chairman of the second General Meeting

Signature

Name *in block letters or typescript*

Secretary of the last-named Society B

Date

Day	Month	Year
<input style="width: 20px; height: 15px;" type="text"/>	<input style="width: 20px; height: 15px;" type="text"/>	<input style="width: 20px; height: 15px;" type="text"/> <input style="width: 20px; height: 15px;" type="text"/> <input style="width: 20px; height: 15px;" type="text"/>

Seal of the last-named Society (B)

And I make this solemn declaration conscientiously believing the same to be true and by virtue of the Statutory Declarations Act 1938.

Signature of declarant *name of person filing form*

Officer of the Society

Declared before me *name of witness in capitals*

Commissioner for Oaths Peace Commissioner Notary Public

Person authorised by _____ to take and receive
statutory declarations *insert authorising statutory provision*

Practising solicitors are authorised under section 72 of the Solicitors (Amendment) Act 1994 to take declarations

BY *Declarant's name in bold capitals or typescript*

who is personally known to me

or

who is identified to me by _____

who is personally known to me

or

whose identity has been established to me before the taking of this Declaration by the production to me of:

Passport no. _____ issued on _____
by the authorities of _____
which is an authority recognised by the Irish Government

or

National identity card no. _____ issued on _____
by the authorities of _____
which is an EU Member State, the Swiss Confederation or a Contracting Party to the EEA Agreement

or

Aliens Passport no. _____ issued on _____
(document equivalent to a passport)
by the authorities of _____
which is an authority recognised by the Irish Government

or

Refugee travel document no. _____
issued on _____ by the Minister for Justice and Equality

or

Travel document *(other than refugee travel document)* _____
issued on _____ by the Minister for Justice and Equality

At

This _____ day of _____ 20 _____

Signature of witness

NOTE: ANY IDENTIFICATION INFORMATION SUPPLIED BY DECLARANT FOR THE PURPOSES OF MAKING THIS DECLARATION WILL BECOME A MATTER OF PUBLIC RECORD ON ITS RECEIPT IN THE RFS

THE REGISTRY OF FRIENDLY SOCIETIES

INDUSTRIAL AND PROVIDENT SOCIETIES ACTS, 1893 TO 2014

FORM AF

**APPLICATION FOR REGISTRY OF
A SPECIAL RESOLUTION FOR
CONVERSION INTO A COMPANY**

Society Number
 R

Society Name
in full

--	--

Registered Office

Application for registry of a Special Resolution for conversion of the above-named Society into a company is made by the Society whose seal and the three persons whose names are affixed and subscribed at the foot hereof.

The following is a copy of a Special Resolution passed by a majority of not less than three-fourths of such Members for the time being entitled under the Rules to vote as voted

in person and by proxy *Please tick appropriate box(es).
Not all Rules of Societies allow for proxies.*

at a General Meeting of the said Society, of which notice specifying the intention to propose the Resolution was duly given according to the Rules, held

on: Day Month Year

and confirmed by a majority of such Members for the time being entitled under the Rules to vote as voted

in person and by proxy *Please tick appropriate box(es).
Not all Rules of Societies allow for proxies.*

at a subsequent General Meeting of the said Society, of which notice was duly given, held

on: Day Month Year

pursuant to Section 51 of the Industrial and Provident Societies Act 1893 as amended.

The second meeting must be held not less than 14 clear days nor more than one month after the first meeting.

The Resolution
(to be copied at
length)

Certification

Signature

Name *in block letters or typescript*

Chairman of the first General Meeting

Signature

Name *in block letters or typescript*

Secretary of the Society

Signature

Name *in block letters or typescript*

Chairman of the second General Meeting

Date

Day

Month

Year

Seal of the Society

--

THE REGISTRY OF FRIENDLY SOCIETIES

INDUSTRIAL AND PROVIDENT SOCIETIES ACTS, 1893 TO 2014

FORM AG

**DECLARATION BY OFFICER OF
COMPANY AMALGAMATING OR
ACCEPTING
TRANSFER OF ENGAGEMENTS**

Company Number

--	--	--	--	--	--	--

Company Name
in full

Registered Office

I
name in bold capitals

--

of
residential address

an officer of the above-named Company, do solemnly and sincerely declare that by a resolution of a special General Meeting of the Company held

on: Day Month Year

--	--	--	--	--	--	--

at
address of meeting

*or as the case may be,
stating by what authority the
transfer is accepted*

- the Company has agreed to an amalgamation with
Or
 the Company has undertaken to fulfil all engagements of

Society Name
in full

Society Number

					R
--	--	--	--	--	----------

**Society's
Registered Office**

And I make this solemn declaration conscientiously believing the same to be true and by virtue of the Statutory Declarations Act 1938

Signature of declarant *name of person filing form*

Officer of the Company

Declared before me *name of witness in capitals*

Commissioner for Oaths Peace Commissioner Notary Public

Person authorised by _____ to take and receive statutory declarations *insert authorising statutory provision*

Practising solicitors are authorised under section 72 of the Solicitors (Amendment) Act 1994 to take declarations

BY *Declarant's name in bold capitals or typescript*

who is personally known to me

or

who is identified to me by _____

who is personally known to me

or

whose identity has been established to me before the taking of this Declaration by the production to me of:

Passport no. _____ issued on _____
by the authorities of _____
which is an authority recognised by the Irish Government

or

National identity card no. _____ issued on _____
by the authorities of _____
which is an EU Member State, the Swiss Confederation or a Contracting Party to the EEA Agreement

or

Aliens Passport no. _____ issued on _____
(document equivalent to a passport)
by the authorities of _____
which is an authority recognised by the Irish Government

or

Refugee travel document no. _____
issued on _____ by the Minister for Justice and Equality

or

Travel document *(other than refugee travel document)* _____
issued on _____ by the Minister for Justice and Equality

At

This _____ day of _____ 20____

Signature of witness

NOTE: ANY IDENTIFICATION INFORMATION SUPPLIED BY DECLARANT FOR THE PURPOSES OF MAKING THIS DECLARATION WILL BECOME A MATTER OF PUBLIC RECORD ON ITS RECEIPT IN THE RFS

THE REGISTRY OF FRIENDLY SOCIETIES

INDUSTRIAL AND PROVIDENT SOCIETIES ACTS, 1893 TO 2014

FORM AH

INSTRUMENT OF DISSOLUTION

Society Number

			R
--	--	--	---

Society Name
in full

Registered Office

Can only be completed by agricultural societies and fisheries societies. Section 4 and 19(5) of the Industrial and Provident Societies (Amendment) Act 1978.

Instrument of dissolution of the Society made on Day Month Year

--	--	--	--	--	--

pursuant to the Industrial and Provident Societies Acts 1893 to 2014 and signed by three-fourths of the Members.

It is agreed and declared as follows:

The assets and liabilities of the Society are the following:

ASSETS	€	C

Where space is considered inadequate, the information should be presented on a continuation sheet in the same format as the relevant section

LIABILITIES	€	C

Presenter Details

Person to whom queries can be addressed

Name
Address

Email
Telephone Number
DX Number/Exchange

	Fax Number
	Contact Person
	Reference Number

Signatures of
Members

Signature

Name *in block capitals or typescript*

THE REGISTRY OF FRIENDLY SOCIETIES

INDUSTRIAL AND PROVIDENT SOCIETIES ACTS, 1893 TO 2014

FORM AI

DECLARATION TO ACCOMPANY
INSTRUMENT (OR ALTERATION OF
INSTRUMENT) OF DISSOLUTION

Society Number

				R
--	--	--	--	----------

Society Name

in full

Registered Office

Declaration

Member *Name in bold capitals*

1.

--

of *residential address*

--

2.

Member *Name in bold capitals*

--

of *residential address*

--

3.

Member *Name in bold capitals*

--

of *residential address*

--

4.

Secretary *Name in bold capitals*

--

of *residential address*

--

being three members and the Secretary of the above-named Society, do solemnly and sincerely declare that in making this

instrument of dissolution

alteration of instrument of dissolution

appended to this declaration, the provisions of Industrial and Provident Societies Acts 1893 to 2014, have been complied with.

And We make this solemn declaration conscientiously believing the same to be true and by virtue of the Statutory Declarations Act 1938.

Signatures of declarants *name of persons filling form*

Officer of the Society _____
Officer of the Society _____
Officer of the Society _____
Officer of the Society

Declared before me *name of witness in capitals*

Commissioner for Oaths Peace Commissioner Notary Public

Person authorised by _____ to take and receive
statutory declarations
insert authorising statutory provision

Practising solicitors are authorised under section 72 of the Solicitors (Amendment) Act 1994 to take declarations

BY *Declarants' names in bold capitals or typescript*

who are personally known to me

or

who are identified to me by _____ **who is personally known to me**

or

whose identity has been established to me before the taking of this Declaration by the production to me of:

Passport no. _____ issued on _____
by the authorities of _____
which is an authority recognised by the Irish Government

or National identity card no. _____ issued on _____
by the authorities of _____
which is an EU Member State, the Swiss Confederation or a Contracting Party to the EEA Agreement

or Aliens Passport no. _____ issued on _____
(document equivalent to a passport)
by the authorities of _____
which is an authority recognised by the Irish Government

or Refugee travel document no. _____
issued on _____ by the Minister for Justice and Equality

or Travel document *(other than refugee travel document)* _____
issued on _____ by the Minister for Justice and Equality

NOTE: ANY IDENTIFICATION INFORMATION SUPPLIED BY DECLARANTS FOR THE PURPOSES OF MAKING THIS DECLARATION WILL BECOME A MATTER OF PUBLIC RECORD ON ITS RECEIPT IN THE RFS

At _____

This _____ day of _____ 20 _____

Signature of witness

THE REGISTRY OF FRIENDLY SOCIETIES

INDUSTRIAL AND PROVIDENT SOCIETIES ACTS, 1893 TO 2014

FORM AK

ACKNOWLEDGEMENT OF
REGISTRY OF INSTRUMENT OF
DISSOLUTION

Society Number

				R
--	--	--	--	----------

Society Name

The foregoing instrument of dissolution [or alteration of instrument of dissolution] is registered under the Industrial and Provident Societies Acts 1893 to 2014 on this day

Day	Month	Year								
<table border="1" style="display: inline-table; width: 20px; height: 20px;"><tr><td style="width: 10px; height: 10px;"></td><td style="width: 10px; height: 10px;"></td></tr></table>			<table border="1" style="display: inline-table; width: 20px; height: 20px;"><tr><td style="width: 10px; height: 10px;"></td><td style="width: 10px; height: 10px;"></td></tr></table>			<table border="1" style="display: inline-table; width: 60px; height: 20px;"><tr><td style="width: 15px; height: 10px;"></td><td style="width: 15px; height: 10px;"></td><td style="width: 15px; height: 10px;"></td><td style="width: 15px; height: 10px;"></td></tr></table>				

Signature

--

Registrar

Name *in block letters or typescript*

--

THE REGISTRY OF FRIENDLY SOCIETIES

INDUSTRIAL AND PROVIDENT SOCIETIES ACTS, 1893 TO 2014

FORM A1

ADVERTISEMENT OF
DISSOLUTION BY INSTRUMENT

Notice is hereby given that

R Society Number

with a registered office address at:

is dissolved by instrument, registered at this Office, on

Day	Month	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

unless within three months from the date of the Gazette in which this advertisement appears proceedings be commenced by a member or other person interested in or having any claim on the funds of the society to set aside such dissolution, and the same is set aside accordingly.

Signature

--

Registrar

Name *in block letters or typescript*

--

THE REGISTRY OF FRIENDLY SOCIETIES

INDUSTRIAL AND PROVIDENT SOCIETIES ACTS, 1893 TO 2014

FORM AP

AWARD FOR DISTRIBUTION OF FUNDS

Society Number

				R
--	--	--	--	----------

Society Name
in full

pursuant to section 61 of the Industrial and Provident Societies Act 1893 and to the instrument of dissolution of the above-mentioned Society, registered on

Day	Month	Year								
<table border="1"><tr><td></td><td></td></tr></table>			<table border="1"><tr><td></td><td></td></tr></table>			<table border="1"><tr><td></td><td></td><td></td><td></td></tr></table>				

I hereby award and direct that the assets of the Society shall be divided and appropriated in the following manner:

Signature

--

Registrar

Name *in block letters or typescript*

--

THE REGISTRY OF FRIENDLY SOCIETIES

INDUSTRIAL AND PROVIDENT SOCIETIES ACTS, 1893 TO 2014

FORM AY

NOTICE OF PROCEEDING TO SET ASIDE DISSOLUTION

Society Number

				R
--	--	--	--	----------

Society Name

in full

Whereas on

Day	Month	Year

the above-named Society was dissolved or purported to be dissolved by an instrument of dissolution purporting to be duly registered.

I hereby give you notice that I intend after not less than

 from the date hereof to take proceedings for setting aside such dissolution in the

--

{state name of court}

Signature

Name *in block letters or typescript*

--

--

Signature of applicant

Date

Day	Month	Year

Applicant's address

Presenter Details

Person to whom queries can be addressed

Name	
Address	
Email	
Telephone Number	
DX Number/Exchange	
	Fax Number
	Contact Person
	Reference Number

THE REGISTRY OF FRIENDLY SOCIETIES

INDUSTRIAL AND PROVIDENT SOCIETIES ACTS, 1893 TO 2014

FORM AZ

NOTICE OF ORDER TO SET ASIDE DISSOLUTION

Society Number

				R
--	--	--	--	----------

Society Name

in full

--

Whereas on

Day

Month

Year

the above-named Society was dissolved or purported to be dissolved by an instrument of dissolution purporting to be duly registered.

The above-named Society hereby gives you notice that by an order of

--

dated

Day

Month

Year

copy of which is annexed, the dissolution of the said Society was set aside.

Seal of the Society

--

Signature

--

Secretary of the Society

Name *in block letters or typescript*

--

Date

Day	Month	Year
-----	-------	------

Presenter Details

Person to whom queries can be addressed

Name			
Address			
Email			
Telephone Number		Fax Number	
DX Number/Exchange		Contact Person	
		Reference Number	



GIVEN under my Official Seal,
13 September 2018.

HEATHER HUMPHREYS,
Minister for Business Enterprise and Innovation.

EXPLANATORY NOTE

(This is not a part of the Instrument and does not purport to be a legal interpretation.)

The purpose of these Regulations is to prescribe the forms to be used for the purposes of certain provisions of the Industrial and Provident Societies Acts 1893 to 2014.

BAILE ÁTHA CLIATH
ARNA FHOILSIÚ AG OIFIG AN tSOLÁTHAIR
Le ceannach díreach ó
FOILSEACHÁIN RIALTAIS,
52 FAICHE STIABHNA, BAILE ÁTHA CLIATH 2
(Teil: 01 - 6476834 nó 1890 213434; Fax: 01 - 6476843)
nó trí aon díoltóir leabhar.

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