

# THE REGISTRY OF FRIENDLY SOCIETIES

FRIENDLY SOCIETIES ACTS, 1896 TO 2021

## FORM D

### APPLICATION TO REGISTER A COMPLETE AMENDMENT OF RULES

Friendly Society number

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#### To the Registrar of Friendly Societies

1. 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  
of the Society**


2. The matters required to be set forth in the Rules are provided for in the manner shown by the subjoined Schedule.

**Matters required  
to be set forth in  
the Rules**

Description	Number of the Rules in which these Matters are provided for
(a) The name and place of office of the Society, and the sending to the Registrar notice of any change thereof within 14 days	
(b) The whole of the objects for which the Society is to be established, the purposes for which the funds thereof shall be applicable, the terms of admission of Members, the conditions under which any Member may become entitled to any benefit assured thereby, and the fines and forfeitures to be imposed on any Member, and the consequences of non-payment of any subscription or fine.	
(c) The mode of holding meetings and the right of voting, and the manner of making, altering, or rescinding Rules, and the supplying every person on demand with a copy of the Rules at a price not exceeding 5c.	
(d) The appointment and removal of a Committee of Management, of a Treasurer, and other Officers, and of Trustees, and the sending to the Registrar notice of every appointment of a new Trustees within 14 days.	
(e) Whether the Society is one having Branches; and, if so the composition and powers of the central body, and the conditions under which a Branch may secede from the Society.	
(f) The investment of the funds, the keeping of the accounts, and the audit of the same once a year at least.	

**Presenter details**

*Person to whom queries can be addressed*

Name  
Address

Email

Telephone number

Dx Number/Exchange

	Fax Number
	Contact Person
	Reference number

**Matters required to be set forth in the Rules**

Description	Number of the Rules in which these Matters are provided for
(g) Annual returns in the prescribed form to the Registrar of the receipts, funds, effects, and expenditure, and number of Members of the Society before the 1st June in every year.	
(h) The inspection of the books of the Society by every person having an interest in the funds of the Society.	
(i) The manner in which disputes shall be settled.	
(j) Whether the Society divides its funds; and if so, provision for meeting all claims upon the Society existing at the time of division before any such division takes place.	
(k) The keeping separate accounts of all moneys received or paid on account of every particular fund or benefit assured for which a separate table of contributions payable shall have been adopted, and the keeping separate account of the expenses of management and of all contributions on account thereof.	
(l) The supplying gratuitously any Member or person interested, on demand, with a copy of the last annual return or other authorised document.	
(m) A valuation once at least in every five years of the assets and liabilities of the Society, including the estimated risks and contributions.	
(n) Provision for the voluntary dissolution of the Society by consent of not less than five-sixths in value of the Members testified by their signatures to the instrument of dissolution, and every person for the time being entitled to any benefit from the funds of the Society, unless his claim be first satisfied or adequately provided for.	
(o) The right of one-fifth of the total number of Members [or of one hundred Members if the Society have 1,000 and not exceeding 10,000 or of 500 Members if the Society have more than 10,000] to apply for an investigation of the affairs or the calling of a special meeting of the Society, or for winding up the same.	
(p) The keeping a copy of the last annual balance-sheet with the Auditors' report, if any, and of the last quinquennial valuation always hung up at the registered office.	
(q) If the Society pays money on death, the right of a Member to nominate, and the production of certificates of death.	
(r) If it be intended to assure certain annuities, tables of contributions for such assurance certified by _____, an Actuary, qualified to give such certificate under section 16 of the Friendly Societies Act 1896.	

With this application are sent:-

(a) Two printed copies of the new rules proposed by way of complete amendment, each signed by the applicant and three members of the Society; [together with the tables of contributions for annuities, certified as aforesaid if applicable]

(b) A statutory declaration, in Form C, 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 Friendly Societies Acts in that behalf;

Signature of Secretary

\_\_\_\_\_

Name *in block letters or typescript*

Postal address

**Dated**

Day                  Month                  Year  
       

{If the Society intends to avail itself of section 47 of the Friendly Societies Act 1896 as to the holding of land; s.53 as to the discharge of mortgages by receipt endorsed; s.46 as to loans to members; s.42 as to accumulating surplus of contributions for members use; or s.54 as to security by officers, or to charge money for recording nominations &c., rules for those purposes must be made and it should be stated in what rules this has been done}