STATUTORY INSTRUMENTS.

S.I. No. 362 of 2018

FRIENDLY SOCIETIES (FORMS) REGULATIONS 2018
FRIENDLY SOCIETIES (FORMS) REGULATIONS 2018

I, HEATHER HUMPHREYS, Minister for Business, Enterprise and Innovation, in exercise of the powers conferred on me by section 98 of the Friendly Societies Act 1896, as adapted by section 2 (and 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)) of the Registry of Friendly Societies Act 1936 (No. 51 of 1936), hereby make the following Regulations:

1. These Regulations may be cited as the Friendly Societies ( Forms ) Regulations 2018.

2. In these Regulations:

“Act of 1896” and “the Act” means the Friendly Societies Act 1896;

“Act of 1936” means the Registry of Friendly Societies Act 1936;


“Registrar” means the Registrar of Friendly Societies.

3. The Friendly Societies Form Regulations 1897 (No. 6 of 1897), the Friendly Societies Form Regulations 1897 (No. 428 of 1897), the Friendly Societies Form Regulations 1903 (No. 1 of 1903) and the Friendly Societies Form Regulations 1903 (No. 537 of 1903) are hereby revoked.

Applications to register an amendment of rules

4. 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 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

(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of an entire set of rules for the existing set of rules, and bearing at the beginning the words “all previous rules rescinded.”

5. 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:

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

6. 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.

7. The Registrar may refuse to register a partial amendment of rules and require a complete amendment if in his or her opinion the condition of the registered rules renders it expedient.

Societies with branches

8. Every notice of the establishment and application for the registry of a branch shall be in Form Ab, signed by the secretary and three members of the branch and countersigned by the secretary of the society.

9. An application to register an amendment of branch rules shall be made in Form Bb or in Form Db as the case may require, and may be made by an officer of the society, in which case the statutory declaration in support thereof must be made by the secretary of the branch; or by the secretary of the branch, in which case the statutory declaration must be made by an officer of the society.

10. The statutory declaration shall be in Form Cb.

11. The certificate of secession or expulsion to be given by the chief secretary or other principal officer of a society under section 20 of the Act shall be in Form G.

Consequences of registry

12. Notice of the situation of the registered office of a society on first registry shall be deemed to be given by the Rules. Every notice of a change in the situation of the registered office of a society or a branch shall be sent to the Registrar within fourteen days after every such change in Forms H and Hb respectively.

13. A copy of every resolution appointing trustees of a society or a branch shall be sent to the Registrar within fourteen days after the date of the meeting whereat such resolution was passed, in Forms I and Ib respectively.

14. The annual returns of a society with branches shall include all branches of the society registered under the Act. The valuation of a society with branches shall include all funds under the control of the central body of such society. A
registered branch shall, in respect of the valuation of any fund or funds administered by itself, or by a committee or officers appointed by itself, be subject to such obligations and such branch, its officers or committee, shall be liable to the same penalties as if it were a registered society.

15. No valuation of the assets and liabilities of a society or a branch shall be deemed to be a valuation under the Act, where the person by whom the same is made (whether a public valuer or not) has audited the accounts of the society or branch for the year next preceding the date at which the society is valued.

**Privileges of registered societies**

16. Every application to the Registrar to direct a transfer of stock shall follow as near as may be Form J and shall be accompanied by a statutory declaration in Form K, or as near thereto as the facts admit, and by the certificate (if any) of the stock in respect of which the application is made.

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

18. 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.

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

**Payments on death generally**

20. Every nomination made by a member and every revocation and variation of a nomination, shall be recorded by the society or the branch, and for that recording the rules of the society or branch may require the member to pay a sum not exceeding €1.

**Disputes**

21. Every reference of a dispute to the Registrar shall be in Form M.

22. 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 N.

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

24. If an order for discovery is necessary it shall be in Form P.

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

**Change of name, amalgamation and conversion of societies**

26. Every application for approval of change of name must be made in duplicate in Form T, accompanied by a statutory declaration in Form U. If approved,
the word “approved” shall be written at the foot or end of each such copy, and the same shall be signed by the Registrar.

27. Every application to register a special resolution for the amalgamation of societies must be made by each of the societies in duplicate in Form V, and must be sent to the Registrar, accompanied by statutory declarations from officers of each society in Form U. 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.

28. Every application to register a special resolution for the transfer of the engagements of a society to another must be made in duplicate in Form W, and must be sent to the Registrar accompanied by statutory declarations in Forms U and X.

29. Notice of the application that any of the consents and conditions prescribed for an amalgamation or transfer of engagements may be dispensed with, shall be advertised in Iris Oifigiúil, at least one month before application is made to the Registrar in that behalf. Such notice shall be in Form Y.

30. The application that any of the consents and conditions prescribed for an amalgamation or transfer of engagements may be dispensed with, shall be in Form Z, and shall be sent to the Registrar in duplicate, with a copy of the Iris Oifigiúil in which the advertisement of the same is published.

31. Where any consents or conditions prescribed for an amalgamation or transfer of engagements are dispensed with, the Forms may be modified by authority of the Registrar to suit the circumstances of the case.

32. In registering a special resolution for amalgamation or transfer of engagements, where any prescribed consents or conditions have been dispensed with, the words “And confirmed by the Registrar” shall be added after the word “Registered”.

33. If on an application for dispensing with any prescribed consents or conditions to an amalgamation or transfer of engagements more than one hearing or adjournment become necessary, the same fee shall be payable in respect of the same, as in the case of a dispute.

34. Every application to register a special resolution for converting a society into a company must be in triplicate in Form AA, and must be sent to the Registrar, accompanied by a statutory declaration in Form U.

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

37. No registered society can be registered as a branch unless and until its registry as a society has been cancelled.

**Inspection; cancelling and supervision of registry; dissolution**

38. Every application for appointment of inspectors or for calling a special meeting of a society shall be in duplicate in Form AD and shall be accompanied by a statutory declaration in Form AE, signed by at least three of the applicants.

39. The appointment of inspectors shall be in Form AF or as near thereto as circumstances may allow.

40. The notice of special meeting shall be in Form AG. The notice is to be given either by letter addressed to every member, or by advertisement, or in such other manner as the Registrar directs.

41. The chairperson of the special meeting shall report to the Registrar as he or she may direct in Form AH.

42. Every request to cancel registry shall be made in Form AI, and shall name some newspaper in general circulation in the neighbourhood of the registered office of the society 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 the Iris Oifigiúil.

43. When 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.

44. Notice before cancelling of registry shall be in Form AK.

45. Notice before suspension of registry shall be in Form AKA.

46. The cancelling of registry shall be in Form AL.

47. The suspension or renewal of suspension of registry shall be in Form AM.

48. The advertisement of cancelling or suspension shall be in Form AN.

49. When the registry of any society is cancelled with a view to its registry as a branch, notice must be given in Form Ab as on the establishment of a new branch.
50. Every instrument of dissolution of a society shall be in Form AO, and every instrument of dissolution of a branch of a Friendly Society in Form AOb, and shall be signed in duplicate and accompanied by a statutory declaration in Form AP and by a statement naming some newspaper in general circulation in the neighbourhood of the registered office of the society or branch wherein it is desired that notice of the dissolution shall be published and by the sum requisite to defray the expenses of such publication and by the further sum requisite for the like publication in the Iris Oifigiúil.

51. The Registrar shall return one of the duplicates to the society, or in the case of a branch to the branch through the society with an acknowledgement of registry in Form AQ.

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

53. The advertisement of dissolution by instrument shall be in Form ARn.

54. Every award of the Registrar for distribution of funds shall be in Form AS.

55. Every application for dissolution of a society by award of the Registrar shall be in Form AT and shall name some newspaper in general circulation in the neighbourhood of the registered office of the society wherein it is desired that notice of the award shall be published, and with it shall be sent the sum requisite to defray the expenses of such publication, and the further requisite sum for the like publication in the Iris Oifigiúil.

56. The notice of investigation shall be in Form AU and the award in Form AV.

57. The notice of dissolution by award shall be in Form AW.

58. The notice of a proceeding to set aside a dissolution by instrument shall be in Form AX, and the notice of an order setting aside a dissolution in Form AY.

Offences; penalties; and legal proceedings
59. Where a society or branch appoints officers to sue and be sued other than its trustees, notice of every such appointment shall be given in the same manner as provided for trustees, with the necessary modifications to suit the facts.

Modification of forms
60. All forms hereto annexed may be modified to suit any limited application of the provisions of the Act, or to suit any particular branches when necessary, or classes of societies or branches, or particular cases, by authority of the Registrar.
THE REGISTRY OF FRIENDLY SOCIETIES

FRIENDLY SOCIETIES ACTS, 1896 TO 2014

FORM B

APPLICATION TO REGISTER
A PARTIAL AMENDMENT OF
RULES

Friendly Society Number

Society Name
in full

Registered Office

To the Registrar of Friendly Societies

Application to register a partial amendment of the Rules of the above-named Society is made by the person whose name is subscribed to this form.

With this application are sent:

(A) Two printed (or written) copies of the amended Rules each signed by the applicant and three members of the Society;

(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 1896 to 2014 in that behalf.

Signature

Name (in block letters or typewritten)

Secretary of the Society

Postal address

Date

Presenter Details

Person to whom queries can be addressed

Name

Address

Email

Telephone Number

Fax Number

Dx Number/Exchange

Contact Person

Reference Number
The changes to the Rules of the Society are as follows:


If sufficient space is not provided, please attach the details on a continuation sheet.
FORM C

DECLARATION IN SUPPORT OF
AN AMENDMENT OF RULES

Friendly Society Number

Society Name
In full

Registered Office

I,______________________,

(name in bold capitals)

of
(residential address)

am an officer of the above-named Society, do solemnly and sincerely declare that the amendment of the Rules of the said Society, a copy of which is hereto annexed, has been duly made by the Society, and that to the best of my knowledge and belief the same is not contrary to the provisions of the Friendly Societies Acts 1896 to 2014.

Presenter Details (person to whom queries can be addressed)

Name
Address

Email
Telephone Number
Dx. Number/Exchange

Fax Number
Contact Person
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 or Peace commissioner or Notary public

Person authorised by ______________________ to take and receive statutory declarations

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

BY Declaration's name in bold capitals or typewritten

______________________________
who is personally known to me

______________________________
who is identified to me by ______________________

______________________________
who is personally known to me

______________________________
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

□ 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

□ Alien's Passport no. ______________________ issued on ______________________

(document equivalent to a passport)

by the authorities of ______________________ which is an authority recognised by the Irish Government

□ Refugee travel document no. ______________________

issued on ______________________ by the Minister for Justice and Equality

□ Travel document (other than refugee travel document) ______________________

issued on ______________________ by the Minister for Justice and Equality

At ______________________

This ______________________ day of ______________________ 20 __

Signature of witness

______________________________
THE REGISTRY OF FRIENDLY SOCIETIES

FRIENDLY SOCIETIES ACTS, 1896 TO 2014

FORM D

APPLICATION TO REGISTER A
COMPLETE AMENDMENT OF
RULES

Friendly Society Number

To the Registrar of Friendly Societies

1. Application to register a complete amendment of the Rules of

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:

<table>
<thead>
<tr>
<th>Description</th>
<th>Number of the Rules in which these Matters are provided for</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a) The name and place of office of the Society, and the sending to the Registrar notice of any change thereof within 14 days.</td>
<td></td>
</tr>
<tr>
<td>(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.</td>
<td></td>
</tr>
<tr>
<td>(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.</td>
<td></td>
</tr>
<tr>
<td>(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 Trustee within 14 days.</td>
<td></td>
</tr>
<tr>
<td>(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.</td>
<td></td>
</tr>
<tr>
<td>(f) The investment of the funds, the keeping of the accounts, and the audit of the same once a year at least.</td>
<td></td>
</tr>
</tbody>
</table>

Presenter Details

Name
Address
Email
Telephone Number
Dr. Number/Exchange

Fax Number
Contact Person
Reference Number

Person to whom queries can be addressed.
<table>
<thead>
<tr>
<th>Description</th>
<th>Number of the Rules in which these Matters are provided for</th>
</tr>
</thead>
<tbody>
<tr>
<td>(g) Annual returns to the Registrar of the receipts, disbursements, and expenditure, and number of Members of the Society before the 1st June in every year.</td>
<td></td>
</tr>
<tr>
<td>(h) The inspection of the books of the Society by every person having an interest in the funds of the Society.</td>
<td></td>
</tr>
<tr>
<td>(i) The manner in which disputes shall be settled.</td>
<td></td>
</tr>
<tr>
<td>(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.</td>
<td></td>
</tr>
<tr>
<td>(k) The keeping separate accounts of all monies received or paid on account of every particular fund or benefit available 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.</td>
<td></td>
</tr>
<tr>
<td>(l) The supplying gratuitously any Member or person interested, on demand, with a copy of the latest annual return or other authorised document.</td>
<td></td>
</tr>
<tr>
<td>(m) A valuation once in every five years of the assets and liabilities of the Society, including the estimated risks and contributions.</td>
<td></td>
</tr>
<tr>
<td>(n) Provision for the voluntary dissolution of the Society by consent of not less than five-sixths in value of the Members notified 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.</td>
<td></td>
</tr>
<tr>
<td>(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 winding up of the Society, or for winding up the same.</td>
<td></td>
</tr>
<tr>
<td>(p) The keeping a copy of the last annual balance-sheet with the Auditors' report, if any, and of the last quinquennial valuation always kept up at the registered office.</td>
<td></td>
</tr>
<tr>
<td>(q) If the Society pays money on death, the right of a Member to nominate, and the production of certificates of death.</td>
<td></td>
</tr>
<tr>
<td>(r) If it be intended to ask 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.</td>
<td></td>
</tr>
</tbody>
</table>

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 1896 to 2014 in that behalf.

Signature of Secretary:

Name: ____________________________

Postal address: ____________________________

Date: ____________________________

(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; section 53 as to the discharge of mortgages by receipt endorsed; section 46 as to loans to members; section 42 as to accumulating surplus of contributions for members use; or section 54 as to security by officers, or to charge money for recording nominations etc., rules for those purposes must be made and it should be stated in what rules this has been done)
THE REGISTRY OF FRIENDLY SOCIETIES

FRIENDLY SOCIETIES ACTS, 1896 TO 2014

FORM Ab

NOTICE OF ESTABLISHMENT OF
BRANCH AND APPLICATION FOR
REGISTRY

Friendly Society Number

Society Name

in full

To the Registrar of Friendly Societies

A branch of the above-named Society has been established at:

Registered Office
of the Branch

and is to be called:

Branch Name

in full

with Branch Number (office only)

Application to register the branch is made by the five persons whose names are subscribed to this form. The matters required to be set forth in the branch Rules are provided for in the manner shown by the subjoined Schedule.

Presenter Details

Person to whom queries can be addressed

Name

Address

Email

Telephone Number

Dx. Number/Exchange

Fax Number

Contact Person

Reference Number
<table>
<thead>
<tr>
<th>Description</th>
<th>Number of the Rules in which those Matters are provided for</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a) The name and place of office of the Branch, and the sending to the Registrar notice through the society, notice of any change thereof within 21 days.</td>
<td></td>
</tr>
<tr>
<td>(b) The whole of the objects for which the Branch 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.</td>
<td></td>
</tr>
<tr>
<td>(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.</td>
<td></td>
</tr>
<tr>
<td>(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, through the society, notice of every appointment of a new Trustee within 21 days.</td>
<td></td>
</tr>
<tr>
<td>(e) The contribution to a fund under the control of the central body, the control of the central body over the branch, and the conditions under which the branch may secede from the society.</td>
<td></td>
</tr>
<tr>
<td>(f) The investment of the funds, the keeping of the accounts, and the audit of the same once a year at least.</td>
<td></td>
</tr>
<tr>
<td>(g) Annual returns in the prescribed form to the Registrar, through the Society, of the receipts, funds, effects, and expenditure, and number of Members of the Branch.</td>
<td></td>
</tr>
<tr>
<td>(h) The inspection of the books of the Branch by every person having an interest in the funds of the Branch (except as in the said Acts is mentioned).</td>
<td></td>
</tr>
<tr>
<td>(i) The manner in which disputes shall be settled.</td>
<td></td>
</tr>
<tr>
<td>(j) If the Society allows of the division of branch funds, provision for meeting all claims upon the Branch existing at the time of division before any such division takes place.</td>
<td></td>
</tr>
<tr>
<td>(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.</td>
<td></td>
</tr>
<tr>
<td>(l) The supplying gratuitously every Member or person interested, on demand, with a copy of the last annual return or other authorised document.</td>
<td></td>
</tr>
<tr>
<td>(m) A valuation once at least in every five years of the assets and liabilities of the Branch, including the estimated risks and contributions.</td>
<td></td>
</tr>
<tr>
<td>(n) Provision for the voluntary dissolution of the Branch by consent of the central body of the Society and of not less than five-sixths in value of the Members of the Branch, and of every person for the time being entitled to any benefit from the funds of the Branch, unless his/her claim be first satisfied or adequately provided for.</td>
<td></td>
</tr>
<tr>
<td>(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) (but with the consent of the central body of the Society) to apply for an investigation of the affairs of the calling of a special meeting of the Branch, or for winding up the same.</td>
<td></td>
</tr>
<tr>
<td>(p) The keeping a copy of the last annual balance-sheet with the Auditors' report, if any, and of the last quinquennial valuation always being up at the registered office.</td>
<td></td>
</tr>
<tr>
<td>(q) 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.</td>
<td></td>
</tr>
</tbody>
</table>
With this application are sent:

(a) Two printed copies of the rules, each signed by each of the applicants; [together with the tables of contributions for annuities, certified as aforesaid, if applicable]

(b) A list of the trustees of the branch.

1. 
   Signature: 
   Name: in block letters or typewritten
   Residential Address of Member:

2. 
   Signature: 
   Name: in block letters or typewritten
   Residential Address of Member:

3. 
   Signature: 
   Name: in block letters or typewritten
   Residential Address of Member:

4. 
   Signature of Secretary of Branch: 
   Name: in block letters or typewritten
   Postal Address of Secretary:

5. 
   Signature of Secretary of Society: 
   Name: in block letters or typewritten
   Postal Address of Secretary:

Date: Day  Month  Year

[If the Society intends to avail itself of section 44 of the Friendly Societies Act 1866 as to investment with other branches; section 47 as to the holding of land; section 53 as to the discharge of mortgages by receipt endorsed; section 46 as to loans to members; section 49 as to accumulating surplus of contributions for members use; or section 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]
THE REGISTRY OF FRIENDLY SOCIETIES

FRIENDLY SOCIETIES ACTS, 1898 TO 2014

FORM Bb
APPLICATION TO REGISTER
A PARTIAL AMENDMENT OF
BRANCH RULES

Friendly Society Number
Branch Number

Society Name

Registered Office

Branch Name

Registered Office

To the Registrar of Friendly Societies
Application to register a partial amendment of the Rules of the above-named Branch of the Society is made by the person whose name is subscribed to this form.

With this application are sent:

(A) Two printed (or written) copies of the amended Rules each signed by the Secretary of the Society and three members of the Branch and the Secretary of the Branch;

(B) A statutory declaration in Form Cb of an officer of the Branch, that the amendment now submitted for registry has been duly made by the Branch, and that to the best of his/her knowledge and belief the same is not contrary to the provisions of the Friendly Societies Acts 1898 to 2014 in that behalf.

Signature

Name

in block letters or typewritten

Relationship to Society/Branch:

Date

Day

Month

Year

Presenter Details

Person to whom queries can be addressed

Name
Address

Email
Telephone Number
DX Number/Exchange

Fax Number
Contact Person
Reference Number
The changes to the Rules of the Branch are as follows:

If sufficient space is not provided, please attach the details on a continuation sheet.
FORM Cb
DECLARATION IN
SUPPORT OF AN
AMENDMENT OF
BRANCH RULES

Friendly Society Number

Branch Number

Society Name

in full

Registered Office

Branch Name

in full

I, name in bold capitals

of

residential address

☐ secretary of the above-named Branch ☐ officer of the Society

do solemnly and sincerely declare that the amendment of the rules of the said Branch, a copy of which is hereto annexed, has been duly made in conformity with the rules of the Society and Branch in that behalf, and that to the best of my knowledge and belief the same is not contrary to the provisions of the Friendly Societies Acts 1896 to 2014.

Presenter Details

Person to whom queries can be addressed

Name

Address

Email

Telephone Number

DX Number/Exchange

Fax Number

Contact Person

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 capital

☐ Commissioner for Oaths  ☐ Peace Commissioner  ☐ Notary Public

☐ Person authorised by statutory declarations

*Notice: Solicitors are authorised under section 72 of the Solicitors (Amendment) Act 1994 to take declarations*

**BY**: Declarant's name in bold capital or typescript

☐ who is personally known to me

or

☐ who is identified to me by

☐ who is personally known to me

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**
APPLICATION TO REGISTER A COMPLETE AMENDMENT OF BRANCH RULES

Friendly Society Number

Branch Number

Society Name

Registered Office of the Society

Branch Name

Registered Office of the Branch

To the Registrar of Friendly Societies

1. Application to register a complete amendment of the rules of the above-named branch is made by the person whose name is subscribed to this form.

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

With this application are sent:

(A) Two printed (or written) copies of the new Rules each signed by the Secretary of the Society and three members of the Branch and the Secretary of the Branch;

(B) A statutory declaration in Form Cb of an officer of the Branch, that the amendment now submitted for registry has been duly made by the Branch, 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 of Branch or Officer of the Society

Name in block letters or typewritten

Position in relation to Branch

Date

Day Month Year

Presenter Details

Person to whom queries can be addressed

Name

Address

Email

Telephone Number

DX Number/Exchange

Fax Number

Contact Person

Reference Number
<table>
<thead>
<tr>
<th>Description</th>
<th>Number of the Rules in which those Matters are provided for</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a) The name and place of office of the Branch, and the sending to the Registrar notice through the society, notice of any change thereof within 21 days.</td>
<td></td>
</tr>
<tr>
<td>(b) The whole of the objects for which the Branch 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.</td>
<td></td>
</tr>
<tr>
<td>(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.</td>
<td></td>
</tr>
<tr>
<td>(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, through the society, notice of every appointment of a new Trustee within 21 days.</td>
<td></td>
</tr>
<tr>
<td>(e) The contribution to a fund under the control of the central body, the control of the central body over the branch, and the conditions under which the branch may secede from the society.</td>
<td></td>
</tr>
<tr>
<td>(f) The investment of the funds, the keeping of the accounts, and the audit of the same once a year at least.</td>
<td></td>
</tr>
<tr>
<td>(g) Annual returns in the prescribed form to the Registrar, through the Society, of the receipts, funds, effects, and expenditure, and number of Members of the Branch.</td>
<td></td>
</tr>
<tr>
<td>(h) The inspection of the books of the Branch by every person having an interest in the funds of the Branch (except as in the said Acts is mentioned).</td>
<td></td>
</tr>
<tr>
<td>(i) The manner in which disputes shall be settled.</td>
<td></td>
</tr>
<tr>
<td>(j) If the Society allows the division of branch funds, provision for meeting all claims upon the Branch existing at the time of division before any such division takes place.</td>
<td></td>
</tr>
<tr>
<td>(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.</td>
<td></td>
</tr>
<tr>
<td>(l) The supplying gratuitously every Member or person interested, on demand, with a copy of the last annual return or other authorised document.</td>
<td></td>
</tr>
<tr>
<td>(m) A valuation once at least in every five years of the assets and liabilities of the Branch, including the estimated risks and contributions.</td>
<td></td>
</tr>
<tr>
<td>(n) Provision for the voluntary dissolution of the Branch by consent of the central body of the Society and of not less than five-sixths in value of the Members of the Branch, and of every person for the time being entitled to any benefit from the funds of the Branch, unless his/her claim be first satisfied or adequately provided for.</td>
<td></td>
</tr>
<tr>
<td>(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) but with the consent of the central body of the Society to apply for an investigation of the affairs or the calling of a special meeting of the Branch, or for winding up the same.</td>
<td></td>
</tr>
<tr>
<td>(p) The keeping a copy of the last annual balance-sheet with the Auditors' report, if any, and of the last quinquennial valuation always being up at the registered office.</td>
<td></td>
</tr>
<tr>
<td>(q) 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.</td>
<td></td>
</tr>
</tbody>
</table>
FORM G

CERTIFICATE OF OFFICER OF
SOCIETY AS TO SECESSION
OR EXPULSION OF BRANCH

Society Name

Friendly Society Number

Branch Name

Branch Number

I hereby certify that the above-mentioned Branch has wholly seceded [or has been expelled] from the above-named Society.

Signature

Name in block letters or typewritten

Relationship to Society:

Date  Day  Month  Year
THE REGISTRY OF FRIENDLY SOCIETIES
FRIENDLY SOCIETIES ACTS, 1896 TO 2014

FORM H
NOTICE OF CHANGE OF
REGISTERED OFFICE
OF FRIENDLY SOCIETY

Friendly Society Number

Society Name

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

Date

Signature

Name

Signature of two Trustees required

Signature

Name

Signature

Name

Signature of Secretary required

Signature

Name

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

FRIENDLY SOCIETIES ACTS, 1896 TO 2014

FORM Hb

NOTICE OF CHANGE OF
REGISTERED OFFICE
OF BRANCH OF FRIENDLY
SOCIETY

Friendly Society Number

Branch Number

Society Name

in full

Branch Name

in full

Change of Registered Office

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

Signature of Officer of the Society

Signature

Name

in block letters or typescript

Signature of Secretary of Branch

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
THE REGISTRY OF FRIENDLY SOCIETIES

FRIENDLY SOCIETIES ACTS, 1896 TO 2014

FORM I

NOTICE OF RESOLUTION
APPOINTING TRUSTEES OF
SOCIETY

Friendly Society Number

Society Name

Notice of Appointment

M a meeting of the Society, held on:  Day  Month  Year

It was resolved, by a majority of the Members present and entitled to vote, that the following be appointed as a Trustee of the Society:

Name
Address
Occupation
Signature

The Secretary or Treasurer cannot be a Trustee.

Name
Address
Occupation
Signature

Name the outgoing Trustee(s), who should agree in number with those appointed.

Name of Outgoing Trustees and reason for change

Indicate the manner of appointment whether "in place of... deceased or resigned or removed" as the case may be.

Signature of the Secretary

Signature
Name
Postal address
FORM Ib

NOTICE OF
APPOINTMENT OF NEW
TRUSTEE OF BRANCH

Friendly Society Number

Branch Number

Society Name

Branch Name

Registered Office of Branch

Notice of Appointment

Notice is hereby given that on:

Day
Month
Year

that the following was/were appointed as a Trustee of the Branch:

Name

Address

Occupation

Signature

Presenter details

Person to whom queries can be addressed

Name

Address

Email

Telephone Number

DX Number/Exchange

Fax Number

Contact Person

Reference Number
## Notice of Appointment

**The Secretary or Treasurer cannot be a Trustee.**

Give the name in full, address and occupation of the Trustee(s) new appointed.

<table>
<thead>
<tr>
<th>Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
</tr>
<tr>
<td>Occupation:</td>
</tr>
<tr>
<td>Signature</td>
</tr>
</tbody>
</table>

Name the outgoing Trustee(s), who should agree in number with those appointed.

Indicate the manner of appointment whether "in place of... deceased or resigned or removed" as the case may be.

<table>
<thead>
<tr>
<th>Name of Outgoing Trustees and reason for change</th>
</tr>
</thead>
</table>

**Signature of the Secretary of Branch**  

Signature  

Name in block letters or typewritten  

Postal address  

**Signature of an Officer of the Society**  

Signature  

Name in block letters or typewritten  

Postal address
THE REGISTRY OF FRIENDLY SOCIETIES

FRIENDLY SOCIETIES ACTS, 1896 TO 2014

FORM J

APPLICATION FOR
DIRECTION TO
TRANSFER STOCK

Friendly Society Number

Name of Society

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. The Society at a meeting held on [Day] [Month] [Year]

by a resolution of a majority of the members present, and entitled to vote thereat, appointed the following as trustees to the Society:

Name
Address
Occupation
Signature

Name
Address
Occupation
Signature

2. A copy of such resolution, duly signed, was sent to the Registrar.

Presenter Details

Name
Address

Email
Telephone Number
DX Number/Exchange

Fax Number
Contact Person
Reference Number
3. 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.

4. 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).

5. On ______ Day ______ Month ______ Year

the said ______

was removed from his/her office of trustee by a resolution of a majority of the

members present and entitled to vote at a meeting thereof and

was appointed in his/her place. [state name and address of new trustee]. A copy of the

resolution, duly signed, has been sent to the Registrar.

6. 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]
7. This application to the Registrar is made pursuant to the Friendly Societies Acts 1896 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 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)

8. With this application is sent the prescribed fee.

Signature of Member

Name

_in block letters or typewritten_

Signature of Member

Name

_in block letters or typewritten_

Signature of Member

Name

_in block letters or typewritten_

Signature of Secretary

Name

_in block letters or typewritten_

Date [Day] [Month] [Year]

Registered office of Society
THE REGISTRY OF FRIENDLY SOCIETIES

FRIENDLY SOCIETIES ACTS, 1896 TO 2014

FORM K

DECLARATION VERIFYING
STATEMENTS IN AN APPLICATION
FOR DIRECTION TO TRANSFER
STOCK

Friendly Society Number

Society Name

Registered Office

I name in bold capitals

of

Resident 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 ___ ___ ___

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

Fax Number

D no Number/Exchange

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 in writing 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 1935.

Signature of declarant: name of person filing form

Officer of the Society

Declared before me: name of address in capitula

☐ Commissioner for Oaths ☐ Peace Commissioner ☐ Notary Public

☐ Person authorised by _______ _______ _______ to take and receive statutory declarations insert authorising statutory precision

Practising solicitors are authorised under section 72 of the Solicitors (Amendment) Act 194 to take declarations.
BY Declarant's name in bold capitals or type script

☐ 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
THE REGISTRY OF FRIENDLY SOCIETIES
FRIENDLY SOCIETIES ACTS, 1896 TO 2014

FORM L
DIRECTION BY THE REGISTRAR
TO TRANSFER STOCK

Friendly Society Number

Whereas it has been made to appear to me that

________ stock, transferable at the Bank of Ireland is now standing in the names of


and as trustees for (Name of Society)


A society registered under the Friendly Societies Acts 1896 to 2014
And that the said

is absent from Ireland [or as the case may be]
And that

has been appointed trustee of the said society in place of the said

I, as Registrar under the said Acts, hereby direct, pursuant to section 34 of the Friendly Societies Acts 1896 to 2014, that the said sum of [insert sum] standing in the books of the Governor and Company of the Bank of Ireland in the names of the said

be transferred in the said books by the said

into the names of the said

Or
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 Friendly Societies Acts 1896 to 2014, hereby direct, pursuant to section 34 of the Friendly Societies Act 1896, 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 typewritten

Date [ ] [ ] [ ]
# The Registry of Friendly Societies

## Friendly Societies Acts, 1896 to 2014

### Form M

**Reference of a Dispute**

<table>
<thead>
<tr>
<th>Friendly Society Number</th>
</tr>
</thead>
<tbody>
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<td></td>
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</tbody>
</table>

**Parties in dispute**

Dispute between

<p>| |</p>
<table>
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and

<p>| |</p>
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<th></th>
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</table>

[an officer of]

**Society Name**

<p>| |</p>
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</table>

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

**Signature**

<table>
<thead>
<tr>
<th>Name</th>
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<tbody>
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</tbody>
</table>

Claimant

**Signature**

<table>
<thead>
<tr>
<th>Name</th>
</tr>
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<tbody>
<tr>
<td></td>
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</tbody>
</table>

Officer/Trustee of the Society

**Signature**

<table>
<thead>
<tr>
<th>Name</th>
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</table>

Officer/Trustee of the Society

**Signature**

<table>
<thead>
<tr>
<th>Name</th>
</tr>
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<tbody>
<tr>
<td></td>
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</tbody>
</table>

Officer/Trustee of the Society

**Date**

<table>
<thead>
<tr>
<th>Day</th>
<th>Month</th>
<th>Year</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Dispute Details

The said claimant states as follows:

1. That he/she is [or has within six months been] a member (or claims through a member, or through a person who has for not more than six months ceased to be a member or under the rules) of the said society.

2. That he/she claims to be entitled as follows (give particulars of the claim):

   
   
   
   

3. That the claim 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 typewritten]

Claimant

Date  Day  Month  Year

The said Society [or the said as an officer of the Society] states as follows:

That the Society [or he/she] disputes the claim of the said claimant on the following grounds (state grounds of dispute):

   
   
   
   

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):

<table>
<thead>
<tr>
<th>Signature</th>
<th>Name (in block letters or typescript)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signature of the Officer</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Month</th>
<th>Year</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Signature</th>
<th>Name (in block letters or typescript)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signature of the Trustee of the Society</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Signature</th>
<th>Name (in block letters or typescript)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signature of the Trustee of the Society</td>
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</tbody>
</table>

<table>
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<tr>
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<th>Month</th>
<th>Year</th>
</tr>
</thead>
</table>
THE REGISTRY OF FRIENDLY SOCIETIES

FRIENDLY SOCIETIES ACTS, 1896 TO 2014

FORM N
NOTICE AND REQUISITION

Friendly Society Number

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 Friendly Societies Acts 1896 to 2014 on

Day Month Year Hour

at

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

Name in block letters or typescript

Registrar
THE REGISTRY OF FRIENDLY SOCIETIES
FRIENDLY SOCIETIES ACTS, 1896 TO 2014

FORM O
SPECIAL REQUISITION TO WITNESS

Friendly Society Number:

Parties in Dispute
Dispute between

and

[an officer of]

Society Name

To:

Pursuant to section 68 of the Friendly Societies Act 1896, 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 typewritten)

Registrar

Under section 68(4) of the Friendly Societies Act 1896 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 under section 84 any person refusing to attend or produce any documents or to give evidence before the Registrar shall be guilty of an offence under the Act. A new offence is committed in every week during which the default continues.
THE REGISTRY OF FRIENDLY SOCIETIES

FRIENDLY SOCIETIES ACTS, 1896 TO 2014

FORM P

ORDER FOR DISCOVERY

Friendly Society Number

Parties in Dispute

in the matter of a dispute between

and

[an officer of]

Society Name

referred to me pursuant to the Friendly Societies Acts 1896 to 2014.

Order for Discovery

By Section 64(7)
of the Act of 1896
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

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/part) relative to

the following matters:

Signature

Name in block letters or typewritten

Registrar
THE REGISTRY OF FRIENDLY SOCIETIES

FRIENDLY SOCIETIES ACTS, 1896 TO 2014

FORM S

DETERMINATION AND ORDER

Friendly Society Number:

<table>
<thead>
<tr>
<th>Parties In Dispute</th>
<th>In the matter of a dispute between</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>and</td>
</tr>
<tr>
<td></td>
<td>[an officer of]</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Society Name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

referred to me pursuant to the Friendly Societies Acts, 1896 to 2014.

Order for Discovery

I, ________________
Registrar, determine as follows:

The said [state name of party] shall on or before __________ Day __________ Month __________ Year
pay to [state name of party] the sum of [state amount]

Or the said [state name of party] shall on or before __________ Day __________ Month __________ Year
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 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.

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 aman script or typewritter

Registrar
THE REGISTRY OF FRIENDLY SOCIETIES

FRIENDLY SOCIETIES ACTS, 1896 TO 2014

FORM T

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

Friendly Society number

Society Name

in full

Registered Office

Application

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 three persons whose names are
subscribed on this form.

The following is a copy of a Special Resolution passed by the Members present and entitled to
vote at a General Meeting of the Society, of which resolution notice was duly given, held on:

Day Month Year

and confirmed by a Majority of the Members present and entitled to vote at a subsequent
General Meeting, of which notice was duly given, held on:

Day Month Year

pursuant to section 74 of the Friendly Societies Act 1896.

Details of
Resolution

(to be copied at length)

Certification

Signature Name (in block letters or typewritten)

Chairman of the first General Meeting

Signature Name (in block letters or typewritten)

Secretary

Signature Name (in block letters or typewritten)

Chairman of the subsequent General Meeting
THE REGISTRY OF FRIENDLY SOCIETIES

FRIENDLY SOCIETIES ACTS, 1896 TO 2014

FORM U

DECLARATION TO ACCOMPANY
APPLICATION FOR REGISTRY
OF A SPECIAL RESOLUTION

Friendly Society number

Society Name

in full

Registered Office

Declaration

I, name in bold capitals

of

residential address

an officer of the above-named Society, do solemnly and sincerely declare that in making the special resolution, application for registry of which is appended to this declaration, the provisions of section 74 of the Friendly Societies Act 1896, have been duly complied with.

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

I, myself, authorising statutory provision

Practising solicitors are authorised under section 72 of the Solicitors (Amendment) Act 1994 to take declarations.
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 IEEA 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
THE REGISTRY OF FRIENDLY SOCIETIES
FRIENDLY SOCIETIES ACTS, 1896 TO 2014

FORM V
APPLICATION FOR REGISTRY
OF SPECIAL RESOLUTION FOR
AMALGAMATION OF SOCIETIES

<table>
<thead>
<tr>
<th>Society Name (A)</th>
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<tr>
<td>in full</td>
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<tr>
<th>Society A Registered Number</th>
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<table>
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<tr>
<th>Registered Office of Society</th>
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</table>

As this application must be made by each Society, the order in which the Societies are named must be inserted or changed in each application.

<table>
<thead>
<tr>
<th>Society name (B)</th>
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<tr>
<td>in full</td>
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<tr>
<th>Society B Registered Number</th>
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<table>
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<tr>
<th>Registered Office of Society B</th>
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</table>

Notice of application for registry of Resolution
Application for registry of a special resolution for the amalgamation of the above mentioned Societies is made by the three persons whose names are subscribed to this form.

1. The following is a copy of a Special Resolution passed by the votes of three-fourths of the Members present and entitled to vote at a General Meeting of (A)

   of which notice was duly given held on Day Month Year

   and confirmed by a majority of the Members present and entitled to vote at a subsequent General Meeting, of which notice was duly given, pursuant to section 74 of the Friendly Societies Act 1896, and held on:

   Day Month Year
Copy of the Resolution
(to be copied at length)

2. The number of votes to which all the Members of (A)

are entitled pursuant to section 70 of the Friendly Societies Act 1868 is

the number of votes of the Members who asent at the said Meeting

& the written consents of Members entitled to

votes, and of every person for the time being receiving or entitled to any relief, annuity, or other benefit from the funds of the Society, are appended hereto, except the consents of

whose claims have been duly satisfied or have been provided for

State in what manner such provision has been made

Certification

3. With this application is sent the fee prescribed by the Regulations

Signature       Name in block letters or typewritten

Chairman of the first General Meeting

Signature       Name in block letters or typewritten

Secretary of the first-named Society

Signature       Name in block letters or typewritten

Chairman of the second General Meeting

Date          Day Month Year
THE REGISTRY OF FRIENDLY SOCIETIES

FORM W

APPLICATION FOR REGISTRY OF A
SPECIAL RESOLUTION FOR TRANSFER
OF ENGAGEMENTS

<table>
<thead>
<tr>
<th>Society Name (A)</th>
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<th>Society Name (A)</th>
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<td>Registered Number</td>
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<th>Registered Office (A)</th>
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<th>Society Name (B)</th>
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<th>Society Name (B)</th>
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<td>Registered Number</td>
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<thead>
<tr>
<th>Registered Office (B)</th>
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</table>

Society A - Society transferring its engagements

Society B - Society undertaking to fulfil transferred engagements

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

1. The following is a copy of a Special resolution passed by the votes of three-fourths of the members present and entitled to vote, at a General Meeting of the first-named Society, of which notice was duly given, held

   ON: Day  Month  Year

and confirmed by a majority of the Members present and entitled to vote at a subsequent General Meeting of which notice was duly given, held

   ON: Day  Month  Year

pursuant to section 74 of the Friendly Societies Act 1896.
This will only be necessary when the Society is a Friendly Society and the consent of any of them have not been discharged with by the Registrar.

2. The number of votes to which all the members of the first-named Society are entitled pursuant to section 70 of the Friendly Societies Act 1896 is

the number of votes of the Members who assented at the said Meeting is

and the written consents of members entitled to votes, and of every person for the time being receiving or entitled to any relief, annuity, or other benefit from the funds of the Society, are appended hereto

except the consents of

whose claims have been duly satisfied or have been provided for

State in what manner such provision has been made

3. The last-named Society (B) has

State in what manner

undertaken to fulfil the engagements of the first-named Society (A), as testified by the signatures of the Trustees and Secretary of the said last-named Society (B) to this application and by the declaration of the Secretary of the same sent with this application.

With this application is sent the fee prescribed by Regulation.
THE REGISTRY OF FRIENDLY SOCIETIES

FRIENDLY SOCIETIES ACTS, 1896 TO 2014

FORM X

DECLARATION BY OFFICER OF
SOCIETY ACCEPTING
TRANSFER OF ENGAGEMENTS

Friendly Society Number

Society Name

Registered Office

Declaration

an Officer of the above-named Society, do solemnly and sincerely declare that by a resolution of a meeting of the Society held

on

at

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

the Society has undertaken to fulfill all the engagements of

Society Name

Society number

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 Society

Declared before me name of witness in capitals

☐ Commissioner for Oaths ☐ Peace Commissioner ☐ Notary Public

☐ Person authorised by ___________________________ to take and receive statutory declaration (insert authorising statutory provision)

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

BY Declarant's name in bold capitals or script

☐ who is personally known to me

☐ 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
THE REGISTRY OF FRIENDLY SOCIETIES

FRIENDLY SOCIETIES ACTS, 1896 TO 2014

FORM Y

ADVERTISEMENT OF
APPLICATION FOR DISPENSING
WITH CONSENTS OR
CONDITIONS FOR
AMALGAMATION OR TRANSFER
OF ENGAGEMENTS

Friendly Society Number

Notice is hereby given that

Society Name

in full

whose registered office is at:

Desires to amalgamate with [or transfer all its engagements to]

Society Name / Company Name

in full

Friendly Society / Company Number

Day Month Year

And that on

the trustees [or committee of management] of the first-named Society intend to apply to the Registrar that the following consents and conditions prescribed by the Friendly Societies Acts 1896 to 2014 for an amalgamation or transfer of engagements may be dispensed with, viz:

State consents and conditions

Signature

Name in block letters or typscript

Trustees for Members of the Committee of Management

Signature

Name in block letters or typscript

Signature

Name in block letters or typscript

To be published in Iris Olligáil at least one calendar month before application.
THE REGISTRY OF FRIENDLY SOCIETIES

FRIENDLY SOCIETIES ACTS, 1896 TO 2014

FORM Z

APPLICATION FOR
DISPENSING WITH CONSENTS
OR CONDITIONS FOR
AMALGAMATION OR FOR
TRANSFER OF ENGAGEMENTS

Friendly Society Number

Society Name

Application is made by:

☐ the trustees
☐ the committee of management

of the above-named society for the purpose herein-after mentioned:

☐ 1. The above-named society desires to amalgamate with:

☐ 1. The above-named society desires to transfer all of its engagements to:

Society Name / Company Name

Friendly Society / Company Number

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

FRIENDLY SOCIETIES ACTS, 1896 TO 2014

FORM AA

APPLICATION FOR REGISTRY
OF SPECIAL RESOLUTION FOR
CONVERSION INTO A COMPANY

Friendly Society Number

Society Name

Registered Office

Application for registry of a special resolution for conversion of the above-mentioned Society into a company is made by the three persons whose names are subscribed to this form.

The following is a copy of a special resolution passed by the votes of three-fourths of the Members present and entitled to vote at a General Meeting of the said Society, of which notice was duly given, held on:

Day Month Year

The interval between the two meetings must not be less than 14 days or more than a month.

and confirmed by a majority of the Members present and entitled to vote at a subsequent General Meeting of which notice was duly given, held on:

Day Month Year

pursuant to Section 74 of the Friendly Societies Act 1896.

Presenter Details

Person to whom queries can be addressed

Name

Address

Email

Telephone Number

DX Number/Exchange

Fax Number

Contact Person

Reference Number
Special Resolution

The resolution to be copied at length.

Certification

Signature

Name: in block letters or typewritten

Chairman of the first General Meeting

Signature

Name: in block letters or typewritten

Secretary

Signature

Name: in block letters or typewritten

Chairman of the second General Meeting

Date

Day

Month

Year

With this application is sent the fee prescribed by Regulation.
THE REGISTRY OF FRIENDLY SOCIETIES

FRIENDLY SOCIETIES ACTS, 1896 TO 2014

FORM AC

DECLARATION BY OFFICER OF
COMPANY AMALGAMATING
OR ACCEPTING TRANSFER OF
ENGAGEMENTS

Company Number

Company Name

in full

Declaration

name in bold capitals

of

residential address

I, an officer of the above-named Company, do solemnly and sincerely declare that by the
resolution of an extraordinary general meeting held

on: [Day] [Month] [Year] at:

[or as the case may be, stating by what authority the amalgamation is agreed to or the transfer
of engagements accepted]

the company has agreed to an amalgamation with [or undertaken to fulfill the engagements of]

Society Name

in full

Society 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 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

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

who 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

THE REGISTRY OF FRIENDLY SOCIETIES
FRIENDLY SOCIETIES ACTS, 1896 TO 2014

FORM AD
APPLICATION UNDER SPECIAL POWERS OF REGISTRAR

Friendly Society Number

Society Name

Application made pursuant to section 76 of the Friendly Societies Act 1896,

1. Number of members in the above-named Society.

2. This application is signed by one-fifth of the members
   (or by 100 members if the whole number amounts to 1,000 and does not exceed 10,000,
   or 50 members if the whole number exceeds 10,000)

3. The application is that the Registrar may appoint inspectors (or may call a special meeting)
   pursuant to the said section.

4. The grounds of the application are as follows:

   [state the grounds fully]

5. The applicants are prepared to support the application by the following evidence, for the
   purpose of showing that they have good reason for making the application, and are not
   actuated by malicious motives in doing so, viz, a statutory declaration hereto annexed by:

   [here state the names of the applicants]

   three of the present applicants, and

   [here state the nature of the evidence proposed to be given]

Presenter Details

Person to whom queries can be addressed

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
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<table>
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<tr>
<th>Email</th>
<th>Fax Number</th>
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<tr>
<th>Telephone Number</th>
<th>Contact Person</th>
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</table>

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<thead>
<tr>
<th>DX Number/Exchange</th>
<th>Reference Number</th>
</tr>
</thead>
</table>
6. The applicants are prepared, if required, to give security for costs to the extent of

[Insert amount]

7. With this application is sent the fee prescribed by Regulation.

[To be signed by the three applicants]

Signature
Name: in block letters or typewritten

Signature
Name: in block letters or typewritten

Signature
Name: in block letters or typewritten

Date    Day    Month    Year

Registered Office


FORM AE

DECLARATION IN SUPPORT
OF APPLICATION UNDER
SPECIAL POWERS OF
REGISTRAR

Friendly Society Number

Society Name

We, three of the 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.

And we make this solemn declaration conscientiously believing the same to be true, and by
virtue of the Statutory Declarations Act 1838.

Signature of declarants names of persons filing form

Declared before me name of witness in capitals

☐ Commissioner for Oaths ☐ Peace Commissioner ☐ Notary Public

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

1 Notaries are authorised under section 72 of the Solicitors (Amendment) Act 1994 to take declarations
Declaration
(continued)

BY

[Names in capital or typescript]

who are personally known to me
or
who are identified to me by

[Names]

who are 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

☐ 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

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

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

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

At

________________________________________

This ______ day of ______, 20____

Signature of witness

________________________________________
THE REGISTRY OF FRIENDLY SOCIETIES
FRIENDLY SOCIETIES ACTS, 1896 TO 2014

FORM AF

APPOINTMENT OF INSPECTORS

Friendly Society Number

Society Name

Appointment

Pursuant to section 78 of the Friendly Societies Act 1896, 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

and to be held at

Signature

Name in block letters or typewritten

Registrar

Day Month Year
THE REGISTRY OF FRIENDLY SOCIETIES

FRIENDLY SOCIETIES ACTS, 1896 TO 2014

FORM AG

NOTICE OF SPECIAL MEETING
TO BE HELD AT REGISTRAR'S
DIRECTION

Friendly Society Number

______________________________

______________________________

Society Name

in full

______________________________

Special Meeting Notice is hereby given that a special meeting of the above-mentioned Society will be held by direction of the Registrar pursuant to section 76 of the Friendly Societies Act 1896,
on
Day   Month   Year

hour

at

______________________________

which meeting shall appoint its own chairperson, and shall then proceed to discuss and determine on the following matters:

______________________________

______________________________

______________________________

Signature

Name: in block letters or typewriting

Registrar

Day   Month   Year
THE REGISTRY OF FRIENDLY SOCIETIES

FRIENDLY SOCIETIES ACTS, 1896 TO 2014

FORM AH

REPORT BY CHAIRPERSON OF
SPECIAL MEETING

Friendly Society Number

Society Name
in full

Report by
Chairperson

To the Registrar of Friendly Societies
I have to report that at the special meeting of the above-mentioned Society held by your
direction at:

on Day Month Year

the following resolution was passed [or the following resolutions were passed]:


State resolution(s) and any other matters which the writer may think proper to report.

Signature

Name in block letters or typewrit

Chairperson of Meeting
Day Month Year
THE REGISTRY OF FRIENDLY SOCIETIES

FRIENDLY SOCIETIES ACTS, 1896 TO 2014

FORM AI

REQUEST TO CANCEL

REGISTRY

Friendly Society Number

Society Name

Registered Office

1. The above-mentioned Society desires that its registry under the Friendly Societies Acts 1896 to 2014 may be cancelled on the following ground:

[State reason]

and at a general meeting duly held on

Day  Month  Year

it was resolved as follows:

"That the trustees be authorised to request the Registrar to cancel the registry of this Society."

[If not at a general meeting state in what manner the request has been determined upon]

2. This request is made by the trustees accordingly.

3. It is desired that notice of such cancelling be published in:

[Name of newspaper]

4. The sum of being the cost of publishing such notice in the newspaper, and the further sum for the cost of publishing the same in Iris Oifigíúil, are attached.

[Signatures of trustees]

Signature  Name  in block letters or typewritten

Signature  Name  in block letters or typewritten

Signature  Name  in block letters or typewritten

Date  Day  Month  Year
THE REGISTRY OF FRIENDLY SOCIETIES

FRIENDLY SOCIETIES ACTS, 1896 TO 2014

FORM AK

NOTICE BEFORE CANCELLING OF REGISTRY

Friendly Society Number

Society Name

Registered Office

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

This will be not less than two months after the date of notice.

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

the acknowledgement of registry has been obtained by fraud or issued in mistake, or that the society exists for an illegal purpose or has wilfully and after notice from me violated the provisions of the Friendly Societies Acts 1896 to 2014 or has ceased to act - the facts should be briefly specified where practicable.

Registrar of Friendly Societies

Date
Day
Month
Year
THE REGISTRY OF FRIENDLY SOCIETIES

FRIENDLY SOCIETIES ACTS, 1896 TO 2014

FORM AKA

NOTICE BEFORE SUSPENSION OF REGISTRY

Friendly Society Number

Society Name

Registered Office

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

This will be not less than two months after the date of notice.

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

the acknowledgment of registry has been obtained by fraud (or issued in mistake, or that the society exists for an illegal purpose or has willfully and after notice from me violated the provisions of the Friendly Societies Acts 1896 to 2014 or has ceased to act - the facts should be briefly specified where practicable)

Registrar of Friendly Societies

Date Day Month Year
FORM AL
CANCELLING OF REGISTRY

Friendly Society Number

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 4K of the ground of the cancelling)

Registrar of Friendly Societies

Date   Day  Month  Year
FORM AM

SUSPENSION OR RENEWAL OF
SUSPENSION OF REGISTRY

Friendly Society Number

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]

Registrar of Friendly Societies

Date

* this wording to be inserted in case of renewal of suspension
THE REGISTRY OF FRIENDLY SOCIETIES

FRIENDLY SOCIETIES ACTS, 1896 TO 2014

FORM AN

ADVERTISEMENT OF
CANCELLING

Friendly Society Number

Notice is hereby given that the Registrar of Friendly Societies has pursuant to Section 77 of the Friendly Societies Act 1896 cancelled [or suspended for [state term]] the registry of

Society Name

with a registered office at

Registered Office

[here state the grounds for the cancellation/suspension]

at its request on [Day] [Month] [Year]

The Society (subject to the right of appeal given by the Friendly Societies Acts) 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 [or suspension] had not taken place.

Registrar of Friendly Societies
THE REGISTRY OF FRIENDLY SOCIETIES
FRIENDLY SOCIETIES ACTS, 1896 TO 2014

FORM AO
INSTRUMENT OF DISSOLUTION

Friendly Society Number

Society Name
in full

Registered Office

Instrument of dissolution of the Society made on Day Month Year
pursuant to section 79 of the Friendly Societies Act 1896 and the Statutory Regulations.

The value of members is ascertained by giving one vote to each member and an additional vote for every five years that notice has been a member, but to no one member more than five votes in all.

It is declared and agreed as follows:

1. This instrument is signed by [in the case of a Society not a Friendly Society, three-fourths of the members, but in the case of Friendly Society] five-sixths in value of the members (including honorary members if any) and by every person for the time being receiving or entitled to receive any relief, annuity, or other benefit from the funds of the Society except whose claims have been duly satisfied or have been provided for

State in what manner such provision has been made

Person to whom queries can be addressed

Presenter Details

Name
Address
Email
Telephone Number
DX number/Exchange

Fax number
Contact Person
Reference Number
2. The assets and liabilities of the Society are as follows:

<table>
<thead>
<tr>
<th>ASSETS</th>
<th>€</th>
<th>C</th>
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<tbody>
<tr>
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</table>

<table>
<thead>
<tr>
<th>LIABILITIES</th>
<th>€</th>
<th>C</th>
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</table>

3. The number of members is [blank] and the nature of their interests in the Society respectively is as follows:

<p>| |</p>
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<thead>
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</table>

4. The Society has no creditors.

<p>| |</p>
<table>
<thead>
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</table>

5. The funds and property of the Society shall be appropriated and divided in the following manner (or in such manner as the Registrar may award):

<p>| |</p>
<table>
<thead>
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</table>

6. It is desired that this instrument be advertised in the [blank] as well as in [Irish] and the cost of such advertisements is herewith transmitted.

<table>
<thead>
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<th></th>
<th>€</th>
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<tr>
<td>Cases</td>
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<td>Signature</td>
<td>Number of Votes of each Member</td>
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</table>

**Schedule:**
List of members who have not signed the foregoing instrument

<table>
<thead>
<tr>
<th>Members who have not signed</th>
<th>Number of Votes of each Member</th>
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THE REGISTRY OF FRIENDLY SOCIETIES

FRIENDLY SOCIETIES ACTS, 1898 TO 2014

FORM AOb

INSTRUMENT OF DISSOLUTION

Friendly Society Number

Branch Number

Society Name

in full

Branch Name

in full

Instrument of dissolution of the above-named Branch

made on Day Month Year

pursuant to section 79 of the Friendly Societies Act 1898 and the Statutory Regulations.

It is declared and agreed as follows:

1. This instrument is signed by five-sixths in value of the members (including honorary
members if any) and by every person for the time being receiving or entitled to receive any
relief, annuity, or other benefit from the funds of the Branch

except

State in what manner such
provision has been made

whose claims have been duly satisfied or have been provided for

Presenter Details

Person to whom queries can be addressed

Name

Address

Email

Telephone Number

Dr number/Exchange

Fax Number

Contact Person

Reference Number
2. The assets and liabilities of the Branch are as follows:

<table>
<thead>
<tr>
<th>ASSETS</th>
<th>€</th>
<th>£</th>
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</table>

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<thead>
<tr>
<th>LIABILITIES</th>
<th>€</th>
<th>£</th>
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</table>

3. The number of members is __________

and the nature of their interests in the Branch respectively is as follows:

<table>
<thead>
<tr>
<th>Membership</th>
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</table>

4. The Branch has no creditors

<table>
<thead>
<tr>
<th>Creditors</th>
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</table>

5. The funds and property of the Branch shall be appropriated and divided in the following manner [or in such manner as the Registrar may award].

<table>
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<tr>
<th>Appropriation</th>
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If, in the Order of the Registrar the prescribed fee must be sent herewith (This fee will be €19.00 where the funds are appropriated or divided do not exceed €250.00 and where in excess of that amount a further €2.50 for every additional €100.00 or part of €100.00).

6. It is desired that this instrument be advertised in the

[Advertisement]

State some newspaper circulating in the County where the registered office of the Branch is situated

<table>
<thead>
<tr>
<th>Advertisement</th>
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as well as in the Iris Oifigiúil and the cost of such advertisements is herewith transmitted.

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<thead>
<tr>
<th>Costs</th>
<th>€</th>
<th>£</th>
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</thead>
<tbody>
<tr>
<td>Iris Oifigiúil</td>
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<tr>
<td>Local Paper</td>
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<tr>
<td>Total</td>
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<tr>
<td>Signature</td>
<td>Number of Votes of each Member</td>
<td>Name in block capitals or typescript</td>
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The consent of the central body of the society has been given to the dissolution.

Signature

Name: in block capitals or typescript

Secretary of the Society

Postal address

Date: Day  Month  Year
| Signature | Number of Votes of each Member | Name  
(\textit{in block capital or typewritten}) |
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</table>

**Schedule:**
List of members who have not signed the foregoing instrument

<table>
<thead>
<tr>
<th>Members who have not signed</th>
<th>Number of Votes of each Member</th>
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THE REGISTRY OF FRIENDLY SOCIETIES

FRIENDLY SOCIETIES ACTS, 1896 TO 2014

FORM AP

DECLARATION TO ACCOMPANY
INSTRUMENT OF DISSOLUTION OF
SOCIETY (OR BRANCH)

<table>
<thead>
<tr>
<th>Friendly Society Number</th>
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<table>
<thead>
<tr>
<th>Society Name</th>
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<tbody>
<tr>
<td>In bold</td>
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</table>

<table>
<thead>
<tr>
<th>Branch Name</th>
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<td>(if any)</td>
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<th>Branch Number</th>
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<tr>
<th>Declaration</th>
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<tr>
<th>Trustee:</th>
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<tbody>
<tr>
<td>Name in bold capitals</td>
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<tr>
<td>of residential address</td>
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</table>

Declaration to be made by either one of the Trustees or by three Members of the Society (or Branch) together with the Secretary.

<table>
<thead>
<tr>
<th>Member</th>
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<tbody>
<tr>
<td>Name in bold capitals</td>
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<tr>
<td>of residential address</td>
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1. 

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<tr>
<th>Member</th>
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<tbody>
<tr>
<td>Name in bold capitals</td>
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<td>of residential address</td>
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<th>Member</th>
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<td>Name in bold capitals</td>
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<td>of residential address</td>
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3. 

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<th>Secretary</th>
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<tbody>
<tr>
<td>Name in bold capitals</td>
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<tr>
<td>of residential address</td>
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</table>

4. 

of the above-named Society or Branch

do solemnly and sincerely declare that in making the instrument of Dissolution [or alteration of the instrument of dissolution] appended to this declaration, the provisions of the Friendly Societies Acts 1896 to 2014 have been complied with.

Declaration continues overleaf
And I, the undersigned, solemnly declare conscientiously believing the same to be true and by virtue of the Statutory Declarations Act 1938.

Signatures of declarants: Name of persons being sworn

| Trustee/Member | Member | Member | Secretary |

Declared before me: Name of witness in charge

☐ Commissioner for Oaths  ☐ Peace Commissioner  ☐ Notary Public

☐ Person authorised by ______________________________ to take and receive statutory declarations

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

BY: Declarant's name in bold capitals or type script

☐ 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

At ____________________________

This __________ day of __________ 20 __________

Signature of witness
THE REGISTRY OF FRIENDLY SOCIETIES

FRIENDLY SOCIETIES ACTS, 1896 TO 2014

FORM AQ

ACKNOWLEDGEMENT OF
REGISTRY OF INSTRUMENT OF
DISSOLUTION

Friendly Society Number

Branch Number (if applicable)

Name of Society

Name of Branch

if applicable

The foregoing instrument of dissolution [or alteration of instrument of dissolution] of the above-named Society is registered under the Friendly Societies Acts 1896 to 2014 on this day

Day  Month  Year

Signature

Name - in block letters or typewritten

Registrar
THE REGISTRY OF FRIENDLY SOCIETIES

FRIENDLY SOCIETIES ACTS, 1896 TO 2014

FORM ARn

ADVERTISEMENT OF DISSOLUTION BY INSTRUMENT

Notice is hereby given that

Society/Branch Name

with registration number

held at

Registered Office

is dissolved by instrument, registered at this Office, on

unless within three months from the date of the Iris Oifigiúil 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/Branch to set aside such dissolution, and the same is set aside accordingly.

Registrar of Friendly Societies

Date

[![Image 166x177 to 572x752](image)]
THE REGISTRY OF FRIENDLY SOCIETIES
FRIENDLY SOCIETIES ACTS, 1896 TO 2014

FORM AS

AWARD FOR DISTRIBUTION OF FUNDS

Friendly Society Number


Society Name in full

pursuant to section 79 of the Friendly Societies Act 1896 and to the instrument of dissolution of the above-mentioned Society, registered on

Day Month Year

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


Signature


Name in block letters or typewritten

Registrar
THE REGISTRY OF FRIENDLY SOCIETIES
FRIENDLY SOCIETIES ACTS, 1896 TO 2014

FORM AT
APPLICATION TO
REGISTRAR FOR AWARD OF
DISSOLUTION OF SOCIETY

Friendly Society Number

Society Name

in full

Registered Office

Application

Application for an award of dissolution of the above-mentioned Society is made by the members whose names are subscribed hereto.

1. The Society consists of members, one-fifth of the whole number of whom [or 100 or more of whom if the society has 1,000 members and not exceeding 10,000 or 500 or more of whom if the society has more than 10,000 members] have signed this application.

☐ 2. The funds of the Society are insufficient to meet the existing claims thereon.

☐ 2. The rates of contribution fixed in the rules of the Society are insufficient to cover the benefits assured.

3. The grounds upon which such inefficiency is alleged are as follows:


Presenter Details

Person to whom queries can be addressed

Name

Address

Email

Telephone Number

DX number/Exchange

Fax Number

Contact Person

Reference Number
4. The Registrar is hereby requested to make or cause to be made, pursuant to section 80 of the Friendly Societies Act 1896, an investigation into the affairs of the society with a view to the dissolution thereof.

5. It is desired that notice of the award of dissolution be published in:

6. The sum of __________________ being the cost of publishing such notice in the said newspaper,

and the further sums of __________________ for the cost of publishing the same in Iris official are herewith transmitted.

<table>
<thead>
<tr>
<th>Certification</th>
<th>Signatures</th>
<th>Name in block capital or typewritten</th>
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<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Month</th>
<th>Year</th>
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</table>
THE REGISTRY OF FRIENDLY SOCIETIES

FRIENDLY SOCIETIES ACTS, 1896 TO 2014

FORM AU

NOTICE OF INVESTIGATION

Friendly Society Number

Society Name

Appointment

Notice is hereby given that the Registrar will proceed by himself or by the auditor or actuary, whom the Registrar hereby appoints for the purpose, to investigate the affairs of the above-mentioned Society, in compliance with an application in that behalf made pursuant to section 80 of the Friendly Societies Act 1896

One month at least after the date of the notice

Day     Month     Year     Hour

To be held at

He/she directs that in the event of an award of dissolution being made, the date of the said investigation shall be the date at which all contributions and benefits shall cease.

Signature

Name: in block letters or typewritten

Registrar

Day     Month     Year

To be addressed to the Society at its registered office.
THE REGISTRY OF FRIENDLY SOCIETIES

FRIENDLY SOCIETIES ACTS, 1896 TO 2014

FORM AV

AWARD OF DISSOLUTION OF SOCIETY

Friendly Society Number

Society Name

Award

Pursuant to section 80 of the Friendly Societies Act 1896, I hereby award that the

shall be dissolved and its affairs wound up as from

and I direct that the assets of the said Society shall be divided and appropriated in the

following manner:

Signature

Name

Registrar

[362] 89
THE REGISTRY OF FRIENDLY SOCIETIES

FRIENDLY SOCIETIES ACTS, 1896 TO 2014

FORM AW

ADVERTISEMENT OF DISSOLUTION OF SOCIETY BY AWARD

Notice is hereby given that on ______ ______ ______ the Registrar signed an award for the dissolution of


Friendly Society Number


with a registered office address at:


and that such Society is thereby dissolved, 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


Name: in block letters or hypnotist


Registrar


Day Month Year
THE REGISTRY OF FRIENDLY SOCIETIES

FRIENDLY SOCIETIES ACTS, 1896 TO 2014

FORM AX

NOTICE OF PROCEEDING TO SET ASIDE DISSOLUTION

<table>
<thead>
<tr>
<th>Friendly Society Number</th>
<th>Branch Number</th>
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| Society Name
in full |
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| Branch Name
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<thead>
<tr>
<th>Branch Registered Office</th>
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<tr>
<th>Whereas on Day Month Year</th>
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- the above-named Society
- the above-named Branch
- was dissolved
- 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 seven days from the date hereof, to take proceedings for setting aside such dissolution in

<table>
<thead>
<tr>
<th>State name of court</th>
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<table>
<thead>
<tr>
<th>Signature</th>
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<tr>
<th>Name: In block letters or typewritten</th>
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<tr>
<th>Signature of applicant Date Day Month Year</th>
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<tr>
<th>Presenter Details Person to whom queries can be addressed</th>
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<th>Name</th>
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<th>Address</th>
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<thead>
<tr>
<th>Email</th>
<th>Fax Number</th>
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<thead>
<tr>
<th>Telephone Number</th>
<th>Contact Person</th>
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<thead>
<tr>
<th>DX Number/Exchange</th>
<th>Reference Number</th>
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</table>
THE REGISTRY OF FRIENDLY SOCIETIES

FRIENDLY SOCIETIES ACTS, 1896 TO 2014

FORM AY

NOTICE OF ORDER TO SET
ASIDE DISSOLUTION

Friendly Society Number

Branch Number

Society Name

in M

Society Registered
Office

Branch Name

in K

Branch Registered
Office

Whereas on Day Month Year

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

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

dated Day Month Year

copy of which is annexed, the dissolution of the said society/branch was set aside.

Presenter Details

Person to whom queries can be addressed

Name

Address

Email

Telephone Number

DX Number/Exchange

Fax Number

Contact Person

Reference Number
This notice must be sent within seven days after the order to set aside dissolution is made. A copy of the order is to be annexed.

<table>
<thead>
<tr>
<th>Certification</th>
<th>Signature</th>
<th>Name (in block letters or typescript)</th>
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<td></td>
<td>Trustee</td>
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<td>Signature</td>
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<td>Name (in block letters or typescript)</td>
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<td></td>
<td>Trustee</td>
</tr>
<tr>
<td>Signature</td>
<td></td>
<td>Name (in block letters or typescript)</td>
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<tr>
<td></td>
<td></td>
<td>Trustee</td>
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</table>

Seal of the Society

Date  

[ ]  [ ]  [ ]

<table>
<thead>
<tr>
<th>Signature</th>
<th>Name (in block letters or typescript)</th>
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<tbody>
<tr>
<td></td>
<td>Secretary of the Society</td>
</tr>
</tbody>
</table>
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 Friendly Societies Acts 1896 to 2014.
BAILE ÁTHA CLIATH
ARNÁ FOILSIÚ AG OIFIG AN tSOLÁTHAIR
Le ceannach dlreach ó
FOILSEACHÁIN RIALTAIS,
52 FAICHE STIABHNA, BAILE ÁTHA CLIATH 2
(Tel: 01 - 6476834 nó 1890 213434; Fax: 01 - 6476843)
nó trí aon dlíoltóir leabhar.

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