



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;

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

“Registrar” means the Registrar of Friendly Societies.

3. The 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 amendment of the rules of a society may be either:

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

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of an entire set of rules for the existing set of rules, and bearing at the beginning the words “all previous rules rescinded.”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

Secretary of the Society

Postal address

Date

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

**Presenter Details**

*Person to whom queries can be addressed*

Name

Address

Email

Telephone Number

Dx Number/Exchange






# THE REGISTRY OF FRIENDLY SOCIETIES

FRIENDLY SOCIETIES ACTS, 1896 TO 2014

## 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*


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


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 filling form*

\_\_\_\_\_

Officer of the Society

**Declared before me** *name of witness in capitals*

\_\_\_\_\_

Commissioner for oaths       Peace commissioner       Notary public

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

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

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

\_\_\_\_\_

**who is personally known to me**

or

**who is identified to me by** \_\_\_\_\_

**who is personally known to me**

or

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

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

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

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

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

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

**At** \_\_\_\_\_  
\_\_\_\_\_

This \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

Signature of witness

\_\_\_\_\_

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

# THE REGISTRY OF FRIENDLY SOCIETIES

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

**Society Name**

*in full*


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

**Registered Office  
of the Society**


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

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

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

**Presenter Details**

*Person to whom queries can be addressed*

Name  
Address

Email  
Telephone Number  
Dx Number/Exchange

	Fax Number
	Contact Person
	Reference Number

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

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

With this application are sent:

- (a) Two printed copies of the new Rules proposed by way of complete amendment, each signed by the applicant and three members of the Society; [together with the tables of contributions for annuities, certified as aforesaid if applicable]
- (b) A statutory declaration, in Form C, of an officer of the Society, that the amendment now submitted for registry has been duly made by the Society; and that to the best of his/her knowledge and belief the same is not contrary to the provisions of the Friendly Societies Acts 1896 to 2014 in that behalf.

Signature of Secretary

\_\_\_\_\_

Name in block letters or typescript

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 &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, 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

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

Description	Number of the Rules in which these Matters are provided for
(a) The name and place of office of the Branch, and the sending to the Registrar notice through the society, notice of any change thereof within 21 days.	
(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.	
(c) The mode of holding meetings and the right of voting, and the manner of making, altering, or rescinding Rules, and the supplying every person on demand with a copy of the Rules at a price not exceeding 5c.	
(d) The appointment and removal of a Committee of Management, of a Treasurer, and other Officers, and of Trustees, and the sending to the Registrar, through the society, notice of every appointment of a new Trustee within 21 days.	
(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.	
(f) The investment of the funds, the keeping of the accounts, and the audit of the same once a year at least.	
(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.	
(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).	
(i) The manner in which disputes shall be settled.	
(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.	
(k) The keeping separate accounts of all moneys received or paid on account of every particular fund or benefit assured for which a separate table of contributions payable shall have been adopted, and the keeping separate account of the expenses of management and of all contributions on account thereof.	
(l) The supplying gratuitously every Member or person interested, on demand, with a copy of the last annual return or other authorised document.	
(m) A valuation once at least in every five years of the assets and liabilities of the Branch, including the estimated risks and contributions.	
(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.	
(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.	
(p) The keeping a copy of the last annual balance-sheet with the Auditors' report, if any, and of the last quinquennial valuation always hung up at the registered office.	
(q) If 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.	



Signatures
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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 _____	Residential Address of Member
	Name <i>in block letters or typescript</i> _____	_____
	_____	_____

2.	Signature _____	Residential Address of Member
	Name <i>in block letters or typescript</i> _____	_____
	_____	_____

3.	Signature _____	Residential Address of Member
	Name <i>in block letters or typescript</i> _____	_____
	_____	_____

4.	Signature of Secretary of Branch _____	Postal Address of Secretary
	Name <i>in block letters or typescript</i> _____	_____
	_____	_____

5.	Signature of Secretary of Society _____	Postal Address of Secretary
	Name <i>in block letters or typescript</i> _____	_____
	_____	_____

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

{If the Society intends to avail itself of section 44 of the Friendly Societies Act 1896 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, 1896 TO 2014

## FORM Bb

### APPLICATION TO REGISTER A PARTIAL AMENDMENT OF BRANCH RULES

Friendly Society Number	Branch Number
<input type="text"/>	<input type="text"/>

<b>Society Name</b> <i>in full</i>	<input type="text"/>
<b>Registered Office</b> <i>in full</i>	<input type="text"/>

<b>Branch Name</b> <i>in full</i>	<input type="text"/>
<b>Registered Office</b> <i>in full</i>	<input type="text"/>

*The declaration must be made by the secretary of the branch or an officer of the society. If the application is made by any officer of the society the declaration must be that of the secretary of the branch. If the application is made by the secretary of the branch, the declaration must be that of an authorised officer of the society.*

#### 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 1896 to 2014 in that behalf.

Signature	Name <i>in block letters or typescript</i>
<input type="text"/>	<input type="text"/>
Relationship to Society/Branch:	<input type="text"/>
Date	Day Month Year
<input type="text"/>	<input type="text"/>

<b>Presenter Details</b>	<i>Person to whom queries can be addressed</i>
Name	<input type="text"/>
Address	<input type="text"/>
Email	Fax Number
Telephone Number	Contact Person
DX Number/Exchange	Reference Number



# THE REGISTRY OF FRIENDLY SOCIETIES

FRIENDLY SOCIETIES ACTS, 1896 TO 2014

## 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	Fax Number	
Telephone Number	Contact Person	
DX Number/Exchange	Reference Number	

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

Signature of declarant *name of person filling form*

\_\_\_\_\_

Officer of the Society

**Declared before me** *name of witness in capitals*

\_\_\_\_\_

Commissioner for Oaths       Peace Commissioner       Notary Public

Person authorised by \_\_\_\_\_ to take and receive statutory declarations  
*Insert authorising statutory provision*

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

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

\_\_\_\_\_

**who is personally known to me**

or

**who is identified to me by** \_\_\_\_\_

**who is personally known to me**

or

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

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

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

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

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

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

**At**

\_\_\_\_\_  
\_\_\_\_\_

This \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

Signature of witness

\_\_\_\_\_

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

# THE REGISTRY OF FRIENDLY SOCIETIES

FRIENDLY SOCIETIES ACTS, 1896 TO 2014

## FORM Db

### APPLICATION TO REGISTER A COMPLETE AMENDMENT OF BRANCH RULES

Friendly Society Number <input style="width: 100%;" type="text"/>	Branch Number <input style="width: 100%;" type="text"/>
<b>Society Name</b> <small><i>in full</i></small>	<input style="width: 100%; height: 20px;" type="text"/> <input style="width: 100%; height: 20px;" type="text"/>
<b>Registered Office of the Society</b>	<input style="width: 100%; height: 20px;" type="text"/> <input style="width: 100%; height: 20px;" type="text"/>
<b>Branch Name</b> <small><i>in full</i></small>	<input style="width: 100%; height: 20px;" type="text"/> <input style="width: 100%; height: 20px;" type="text"/>
<b>Registered Office of the Branch</b>	<input style="width: 100%; height: 20px;" type="text"/> <input style="width: 100%; height: 20px;" type="text"/>

**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

<b>Name</b> <small><i>in block letters or typescript</i></small>	<input style="width: 100%;" type="text"/>						
<b>Position in relation to Branch</b>	<input style="width: 100%;" type="text"/>						
<b>Date</b>	<table style="display: inline-table; border-collapse: collapse;"> <tr> <td style="padding: 0 5px;">Day</td> <td style="padding: 0 5px;">Month</td> <td style="padding: 0 5px;">Year</td> </tr> <tr> <td style="text-align: center;"><input style="width: 20px; height: 20px;" type="text"/></td> <td style="text-align: center;"><input style="width: 20px; height: 20px;" type="text"/></td> <td style="text-align: center;"><input style="width: 20px; height: 20px;" type="text"/></td> </tr> </table>	Day	Month	Year	<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>
Day	Month	Year					
<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>					

**Presenter Details**

*Person to whom queries can be addressed*

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

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

*(If the Society intends to avail itself of section 44 of the Friendly Societies Act 1896 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)*

Description	Number of the Rules in which these Matters are provided for
(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.	
(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.	
(c) The mode of holding meetings and the right of voting, and the manner of making, altering, or rescinding Rules, and the supplying every person on demand with a copy of the Rules at a price not exceeding 5c.	
(d) The appointment and removal of a Committee of Management, of a Treasurer, and other Officers, and of Trustees, and the sending to the Registrar, through the society, notice of every appointment of a new Trustees within 21 days.	
(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.	
(f) The investment of the funds, the keeping of the accounts, and the audit of the same once a year at least.	
(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.	
(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).	
(i) The manner in which disputes shall be settled.	
(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.	
(k) The keeping separate accounts of all moneys received or paid on account of every particular fund or benefit assured for which a separate table of contributions payable shall have been adopted, and the keeping separate account of the expenses of management and of all contributions on account thereof.	
(l) The supplying gratuitously every Member or person interested, on demand, with a copy of the last annual return or other authorised document.	
(m) A valuation once at least in every five years of the assets and liabilities of the Branch, including the estimated risks and contributions.	
(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.	
(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.	
(p) The keeping a copy of the last annual balance-sheet with the Auditors' report, if any, and of the last quinquennial valuation always hung up at the registered office.	
(q) If 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.	

# THE REGISTRY OF FRIENDLY SOCIETIES

FRIENDLY SOCIETIES ACTS, 1896 TO 2014

## FORM G

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

**Society Name**  
*in full*


Friendly Society Number

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

**Branch Name**  
*in full*


**Registered Office of Branch**


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 typescript*

--

Relationship to Society:

--

**Date**

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

# 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**

*in full*


**Change of  
Registered  
Office**

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


**Date**      Day      Month      Year

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

Signature

--

Name *in block letters or typescript*

--

*Signature of three  
Trustees required*

Signature

--

Name *in block letters or typescript*

--

Signature

--

Name *in block letters or typescript*

--

*Signature of  
Secretary required*

Signature

--

Name *in block letters or typescript*

--

**Presenter Details**

*Person to whom queries can be addressed*

Name  
Address  
  
Email  
Telephone Number  
DX Number/Exchange

	Fax Number
	Contact Person
	Reference Number



# 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:


**Date**

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

*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		Fax Number	
Telephone Number		Contact Person	
DX Number/Exchange		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**

*in full*

--

**Notice of  
Appointment**

At 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:

*Give the name in full, address and occupation of the Trustees now appointed.*

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 *in block letters or typescript*

--

--

Secretary

Postal address

--

--

# THE REGISTRY OF FRIENDLY SOCIETIES

FRIENDLY SOCIETIES ACTS, 1896 TO 2014

## FORM Ib

### NOTICE OF APPOINTMENT OF NEW TRUSTEE OF BRANCH

Friendly Society Number	Branch Number
<input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/>

<b>Society Name</b>	
<i>in full</i>	

<b>Branch Name</b>	
<i>in full</i>	

<b>Registered Office of Branch</b>	

<b>Notice of Appointment</b>	Notice is hereby given that on: <table style="display: inline-table; vertical-align: middle; margin-left: 10px;"> <tr> <td style="text-align: center; font-size: x-small;">Day</td> <td style="text-align: center; font-size: x-small;">Month</td> <td style="text-align: center; font-size: x-small;">Year</td> </tr> <tr> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> </tr> </table>	Day	Month	Year				
Day	Month	Year						
	that the following was/were appointed as a Trustee of the Branch:							

Give the name in full, address and occupation of the Trustee(s) now appointed.	Name	
	Address	
	Occupation	
The Secretary or Treasurer cannot be a Trustee.	Signature	

<b>Presenter details</b>	<i>Person to whom queries can be addressed</i>
Name	
Address	
Email	
Telephone Number	Fax Number
DX Number/Exchange	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) now appointed.*

Name	
Address	
Occupation	
Signature	

*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*

Name of Outgoing Trustees and reason for change	

**Signature of the Secretary of Branch**

Postal address

Signature	Name <i>in block letters or typescript</i>
Secretary of Branch	
Postal address	

**Signature of an Officer of the Society**

Postal address

Signature	Name <i>in block letters or typescript</i>
Officer of the Society	
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.

**Application for  
Direction**

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		Fax Number	
Telephone Number		Contact Person	
DX Number/Exchange		Reference Number	

Application for Direction (cntd)

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}*

**Application for Direction (cntd)**

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

<input type="text"/>	<b>Name</b> <small><i>in block letters or typescript</i></small>	<input type="text"/>
----------------------	---	----------------------

Signature of Member

<input type="text"/>	<b>Name</b> <small><i>in block letters or typescript</i></small>	<input type="text"/>
----------------------	---	----------------------

Signature of Member

<input type="text"/>	<b>Name</b> <small><i>in block letters or typescript</i></small>	<input type="text"/>
----------------------	---	----------------------

Signature of Secretary

<input type="text"/>	<b>Name</b> <small><i>in block letters or typescript</i></small>	<input type="text"/>
----------------------	---	----------------------

**Date**      Day      Month      Year  

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------	----------------------	----------------------	----------------------

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**

*in full*

--

**Registered Office**

--

**I**  
*name in bold capitals*

--

**of**  
*residential address*


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


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

That on 

Day	Month	Year
□ □	□ □	□ □ □ □

the sum of

--

was invested in the purchase of

--

stock transferable at the Bank of Ireland in the names of

--

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

**Presenter Details**

*Person to whom queries can be addressed*

Name

Address

Email

Telephone Number

Dx Number/Exchange




The said

is absent from Ireland and that on  Day  Month  Year

the said

was removed from his/her office of trustee and

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

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 1938.

Signature of declarant *name of person filing form*

Officer of the Society

**Declared before me** *name of witness in capitals*

Commissioner for Oaths       Peace Commissioner       Notary Public

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

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

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

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

\_\_\_\_\_

**who is personally known to me**

or

**who is identified to me by** \_\_\_\_\_

**who is personally known to me**

or

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

Passport no. \_\_\_\_\_ issued on \_\_\_\_\_

by the authorities of \_\_\_\_\_

which is an authority recognised by the Irish Government

or  National identity card no. \_\_\_\_\_ issued on \_\_\_\_\_

by the authorities of \_\_\_\_\_

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

or  Aliens Passport no. \_\_\_\_\_ issued on \_\_\_\_\_

*(document equivalent to a passport)*

by the authorities of \_\_\_\_\_

which is an authority recognised by the Irish Government

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

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

**At**

\_\_\_\_\_  
\_\_\_\_\_

This \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

Signature of witness

\_\_\_\_\_

# 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]

A

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 } so 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 typescript*


Date

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

# THE REGISTRY OF FRIENDLY SOCIETIES

FRIENDLY SOCIETIES ACTS, 1896 TO 2014

## FORM M

### REFERENCE OF A DISPUTE

Friendly Society Number

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

**Parties in dispute**

Dispute between


and


[an officer of]

**Society Name**


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

Signature

--

Claimant

Name *in block letters or typescript*

--

Signature

--

Officer/Trustee of the Society

Name *in block letters or typescript*

--

Signature

--

Officer/Trustee of the Society

Name *in block letters or typescript*

--

Signature

--

Officer/Trustee of the Society

Name *in block letters or typescript*

--

Date

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



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


Signature \_\_\_\_\_ Name *in block letters or typescript*

Signature of the Officer \_\_\_\_\_

*Signature of the Officer or of the Trustees required*

Date      Day      Month      Year  
         

Signature \_\_\_\_\_ Name *in block letters or typescript*

Trustee of the Society \_\_\_\_\_

Signature \_\_\_\_\_ Name *in block letters or typescript*

Trustee of the Society \_\_\_\_\_

Signature \_\_\_\_\_ Name *in block letters or typescript*

Trustee of the Society \_\_\_\_\_

Date      Day      Month      Year

# 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	
<table border="1" style="width: 20px; height: 15px;"></table>	<table border="1" style="width: 20px; height: 15px;"></table>	<table border="1" style="width: 20px; height: 15px;"></table>	<table border="1" style="width: 20px; height: 15px;"></table>	<table border="1" style="width: 100%; height: 15px;"></table>

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

--

Registrar

Name *in block letters or typescript*

--



# 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 typescript*

--	--

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 this 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**

I,

Registrar, order and direct as follows:

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


for inspection by the parties, the following documents


2. That on 

Day	Month	Year	Hour

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


Signature

--

Registrar

Name *in block letters or typescript*

--

By Section 68(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

# THE REGISTRY OF FRIENDLY SOCIETIES

FRIENDLY SOCIETIES ACTS, 1896 TO 2014

## FORM S

### DETERMINATION AND ORDER

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**

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 block letters or typescript*

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
<table border="1" style="display: inline-table; width: 20px; height: 15px;"></table> <table border="1" style="display: inline-table; width: 20px; height: 15px;"></table>	<table border="1" style="display: inline-table; width: 20px; height: 15px;"></table> <table border="1" style="display: inline-table; width: 20px; height: 15px;"></table>	<table border="1" style="display: inline-table; width: 20px; height: 15px;"></table> <table border="1" style="display: inline-table; width: 20px; height: 15px;"></table> <table border="1" style="display: inline-table; width: 20px; height: 15px;"></table>

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
<table border="1" style="display: inline-table; width: 20px; height: 15px;"></table> <table border="1" style="display: inline-table; width: 20px; height: 15px;"></table>	<table border="1" style="display: inline-table; width: 20px; height: 15px;"></table> <table border="1" style="display: inline-table; width: 20px; height: 15px;"></table>	<table border="1" style="display: inline-table; width: 20px; height: 15px;"></table> <table border="1" style="display: inline-table; width: 20px; height: 15px;"></table> <table border="1" style="display: inline-table; width: 20px; height: 15px;"></table>

pursuant to section 74 of the Friendly Societies Act 1896.

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

**Details of Resolution**

*(to be copied at length)*


**Certification**

Signature

--

Chairman of the first General Meeting

Name *in block letters or typescript*

--

Signature

--

Secretary

Name *in block letters or typescript*

--

Signature

--

Chairman of the subsequent General Meeting

Name *in block letters or typescript*

--

# 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 filling form*

Officer of the Society

**Declared before me** *name of witness in capitals*

Commissioner for Oaths     Peace Commissioner     Notary Public

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

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

**Declaration  
(continued)**

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

\_\_\_\_\_

**who is personally known to me**

or

**who is identified to me by** \_\_\_\_\_  
**who is personally known to me**

or

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

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

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 V

**APPLICATION FOR REGISTRY  
OF SPECIAL RESOLUTION FOR  
AMALGAMATION OF SOCIETIES**

<b>Society Name (A)</b> <small><i>in full</i></small>	
--	--

<b>Society A Registered Number</b>	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table>								

<b>Registered Office of Society</b>	
---	--

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

<b>Society name (B)</b> <small><i>in full</i></small>	
--	--

<b>Society B Registered Number</b>	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table>								

<b>Registered Office of Society B</b>	
---	--

**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)

--

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

of which notice was duly given held on

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

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								
<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table>			<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table>			<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table>				

**Copy of the Resolution**  
(to be copied at length)


*This will only be necessary when the Society is a Friendly Society and the consents or any of them have not been dispensed with by the Registrar.*

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


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

& 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 typescript*

Chairman of the first General Meeting

Signature  Name *in block letters or typescript*

Secretary of the first-named Society

Signature  Name *in block letters or typescript*

Chairman of the second General Meeting

Date      Day      Month      Year



# THE REGISTRY OF FRIENDLY SOCIETIES

FRIENDLY SOCIETIES ACTS, 1896 TO 2014

## FORM W

**APPLICATION FOR REGISTRY OF A  
SPECIAL RESOLUTION FOR TRANSFER  
OF ENGAGEMENTS**

**Society A - Society transferring its engagements**

**Society Name (A)**  
*in full*


**Society A  
Registered Number**

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

**Registered Office (A)**


**Society B - Society undertaking to fulfil transferred engagements**

**Society name (B)**  
*in full*


**Society B  
Registered Number**

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

**Registered Office (B)**


*The number will vary according to that of the Trustees of the Society undertaking to fulfill 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  

--	--	--	--	--

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

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.

**The Resolution  
(to be copied at  
length)**


*This will only be necessary when the Society is a Friendly Society and the consents or any of them have not been dispensed with by the Registrar*

2. The number of votes to which all the members of the first-named Society are entitled pursuant to section70 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.

**Certification**

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

Signature \_\_\_\_\_ Name *in block letters or typescript*  
Secretary of the first-named Society (A)

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

Signature \_\_\_\_\_ Name *in block letters or typescript*  
Secretary of the last-named Society B

Signature \_\_\_\_\_ Name *in block letters or typescript*  
Trustee of the last-named Society B

Signature \_\_\_\_\_ Name *in block letters or typescript*  
Trustee of the last-named Society B

Signature \_\_\_\_\_ Name *in block letters or typescript*  
Trustee of the last-named Society B

Signature \_\_\_\_\_ Name *in block letters or typescript*  
Trustee of the last-named Society B

Date                      Day                      Month                      Year  
□ □                      □ □                      □ □ □ □

# 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**

*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 by a resolution of a meeting of the Society held

on                      Day                      Month                      Year

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

at


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


the Society has undertaken to fulfil 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 filling form*

\_\_\_\_\_

Officer of the Society

**Declared before me** *name of witness in capitals*

\_\_\_\_\_

Commissioner for Oaths       Peace Commissioner       Notary Public

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

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

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

\_\_\_\_\_

**who is personally known to me**

or

**who is identified to me by** \_\_\_\_\_

**who is personally known to me**

or

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

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

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

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

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

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

**At** \_\_\_\_\_  
\_\_\_\_\_

This \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

Signature of witness

\_\_\_\_\_

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

# THE REGISTRY OF FRIENDLY SOCIETIES

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 by 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 typescript*

--

*Trustees [or  
Members of the  
Committee of  
Management]*

Signature

--

Name *in block letters or typescript*

--

Signature

--

Name *in block letters or typescript*

--

*To be published in Iris Oifigiúil 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**  
*in full*


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**  
*in full*


Friendly Society /  
Company Number

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

**Presenter Details**

*Person to whom queries can be addressed*

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

*in full*

--

**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								
<table border="1" style="display: inline-table; width: 20px; height: 15px;"> <tr><td style="width: 10px; height: 10px;"></td><td style="width: 10px; height: 10px;"></td></tr> </table>			<table border="1" style="display: inline-table; width: 20px; height: 15px;"> <tr><td style="width: 10px; height: 10px;"></td><td style="width: 10px; height: 10px;"></td></tr> </table>			<table border="1" style="display: inline-table; width: 40px; height: 15px;"> <tr><td style="width: 10px; height: 10px;"></td><td style="width: 10px; height: 10px;"></td><td style="width: 10px; height: 10px;"></td><td style="width: 10px; height: 10px;"></td></tr> </table>				

*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								
<table border="1" style="display: inline-table; width: 20px; height: 15px;"> <tr><td style="width: 10px; height: 10px;"></td><td style="width: 10px; height: 10px;"></td></tr> </table>			<table border="1" style="display: inline-table; width: 20px; height: 15px;"> <tr><td style="width: 10px; height: 10px;"></td><td style="width: 10px; height: 10px;"></td></tr> </table>			<table border="1" style="display: inline-table; width: 40px; height: 15px;"> <tr><td style="width: 10px; height: 10px;"></td><td style="width: 10px; height: 10px;"></td><td style="width: 10px; height: 10px;"></td><td style="width: 10px; height: 10px;"></td></tr> </table>				

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 typescript*   
 Chairman of the first General Meeting

Signature \_\_\_\_\_ Name *in block letters or typescript*   
 Secretary

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

**Date**      Day      Month      Year  
     

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**

**I**

*name in bold capitals*

--

**of**

*residential address*


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:

Day	Month	Year
□ □	□ □	□ □ □ □


[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 filling form*

--

Officer of the Company

**Declaration  
(continued)**

**Declared before me** *name of witness in capitals*

\_\_\_\_\_

Commissioner for Oaths       Peace Commissioner       Notary Public

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

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

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

\_\_\_\_\_

\_\_\_\_\_

**who is personally known to me**

or

**who is identified to me by** \_\_\_\_\_

**who is personally known to me**

or

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

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

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

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

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

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

**At**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

Signature of witness

\_\_\_\_\_

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

# THE REGISTRY OF FRIENDLY SOCIETIES

FRIENDLY SOCIETIES ACTS, 1896 TO 2014

## FORM AD

### APPLICATION UNDER SPECIAL POWERS OF REGISTRAR

Friendly Society Number

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

**Society Name**

*in full*


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 500 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*

Name  
Address  
  
Email  
Telephone Number  
DX Number/Exchange

	Fax Number
	Contact Person
	Reference Number

**Application  
(continued)**

6. The applicants are prepared, if required, to give security for costs to the extent of

*[state 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 typescript*

Signature

Name *in block letters or typescript*

Signature

Name *in block letters or typescript*

Date      Day      Month      Year  
       

**Registered Office**


---

---

# THE REGISTRY OF FRIENDLY SOCIETIES

FRIENDLY SOCIETIES ACTS, 1896 TO 2014

## FORM AE

### DECLARATION IN SUPPORT OF APPLICATION UNDER SPECIAL POWERS OF REGISTRAR

Friendly Society Number

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

**Society Name**

*in full*


**Declaration**

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 1938.

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 \_\_\_\_\_ to take and receive  
statutory declarations *insert authorising statutory provision*

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

**Declaration  
(continued)**

**BY** *Declarants names in bold capitals or typescript*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**who are personally known to me**

or

**who are identified to me by** \_\_\_\_\_  
**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

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

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

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

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

**At** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

Signature of witness

\_\_\_\_\_

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

# THE REGISTRY OF FRIENDLY SOCIETIES

FRIENDLY SOCIETIES ACTS, 1896 TO 2014

## FORM AF

### APPOINTMENT OF INSPECTORS

Friendly Society Number

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

**Society Name**

*in full*


**Appointment**

Pursuant to section 76 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

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

and to be held at


Signature

--

Registrar

Name *in block letters or typescript*

--

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



# THE REGISTRY OF FRIENDLY SOCIETIES

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

--

Registrar

Name *in block letters or typescript*

--

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**

--

Chairperson of Meeting

**Name** *in block letters or typescript*

--

Day      Month      Year  

--	--

--	--

--	--	--	--







# THE REGISTRY OF FRIENDLY SOCIETIES

FRIENDLY SOCIETIES ACTS, 1896 TO 2014

## 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 AK of the ground of the cancelling]*

---

Registrar of Friendly Societies

Date      Day      Month      Year

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

# THE REGISTRY OF FRIENDLY SOCIETIES

FRIENDLY SOCIETIES ACTS, 1896 TO 2014

## 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      Day      Month      Year  

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

\* 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								
<table border="1" style="display: inline-table; width: 20px; height: 15px;"> <tr><td style="width: 10px; height: 10px;"></td><td style="width: 10px; height: 10px;"></td></tr> </table>			<table border="1" style="display: inline-table; width: 20px; height: 15px;"> <tr><td style="width: 10px; height: 10px;"></td><td style="width: 10px; height: 10px;"></td></tr> </table>			<table border="1" style="display: inline-table; width: 40px; height: 15px;"> <tr><td style="width: 10px; height: 10px;"></td><td style="width: 10px; height: 10px;"></td><td style="width: 10px; height: 10px;"></td><td style="width: 10px; height: 10px;"></td></tr> </table>				

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  

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

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

<b>Registered Office</b>	
--------------------------	--

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.

It is declared and agreed as follows:

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

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


*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		Fax number
Telephone Number	Contact Person	
DX number/Exchange	Reference Number	

**Assets & Liabilities**

*Here set forth the assets and liabilities in detail*

*State whether any part of the funds is in the Post Office Savings Bank*

2. The assets and liabilities of the Society are as follows:

ASSETS	€	C

LIABILITIES	€	C

**Membership**

3. The number of members is

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


**Creditors**

*Or if there be any, state the amount due to them and the provision to be made for its payment*

4. The Society has no creditors.


**Appropriation**

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]:


*If left to the Award of the Registrar the prescribed fee must be sent herewith (This fee will be €19.00 where the funds to be 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).*

**Advertisement**

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

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

--

as well as in Iris Oifigiúil and the cost of such advertisements is herewith transmitted.

Costs	€	C
Iris Oifigiúil		
Local Paper		
Total		

*Here insert any other provisions the Society desires to make as to the dissolution*






# THE REGISTRY OF FRIENDLY SOCIETIES

FRIENDLY SOCIETIES ACTS, 1896 TO 2014

## FORM AOb

### INSTRUMENT OF DISSOLUTION

Friendly Society Number	Branch Number																				
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table>											<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table>										

<b>Society Name</b>	
<i>in full</i>	

<b>Branch Name</b>	
<i>in full</i>	

Instrument of dissolution of the above-named Branch

made on

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

pursuant to section 79 of the Friendly Societies Act 1896 and the Statutory Regulations.

It is declared and agreed as follows:

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

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		Fax Number
Dx number/Exchange		Reference Number

**Assets & Liabilities**

*Here set forth the assets and liabilities in detail*

*State whether any part of the funds is in the Post Office Savings Bank*

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

ASSETS	€	C

LIABILITIES	€	C

**Membership**

3. The number of members is

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


**Creditors**

*Or if there be any, state the amount due to them and the provision to be made for its payment*

4. The Branch has no creditors


**Appropriation**

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].


*If left to the Award of the Registrar the prescribed fee must be sent herewith (This fee will be €19.00 where the funds to be 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).*

**Advertisement**

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

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

--

as well as in the Iris Oifigiúil and the cost of such advertisements is herewith transmitted.

Costs	€	C
Iris Oifigiúil		
Local Paper		
Total		

*Here insert any other provisions the Branch desires to make as to the dissolution*








# THE REGISTRY OF FRIENDLY SOCIETIES

FRIENDLY SOCIETIES ACTS, 1896 TO 2014

## FORM AP

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

Friendly Society Number

**Society Name**  
*(in full)*

**Branch Name**  
*(if any)*

**Branch Number**  
*(if any)*

**Declaration**

**Trustee:**  
**I**   
*name in bold capitals*

**of**   
*residential address*

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

- Member** *Name in bold capitals*
1.   
**of** *residential address*
  2. **Member** *Name in bold capitals*  
  
**of** *residential address*
  3. **Member** *Name in bold capitals*  
  
**of** *residential address*
  4. **Secretary** *Name in bold capitals*  
  
**of** *residential address*

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

Signatures of declarants *name of persons filling form*

Trustee/Member     
  Member     
  Member     
  Secretary

**Declared before me** *name of witness in capitals*

- Commissioner for Oaths     
  Peace Commissioner     
  Notary Public

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

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

**BY** *Declarants's names in bold capitals or typescript*

**who are personally known to me**

or

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

or

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

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

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

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

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

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

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

**At**

This \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_

Signature of witness

# THE REGISTRY OF FRIENDLY SOCIETIES

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								
<table border="1" style="border-collapse: collapse; width: 20px; height: 15px;"> <tr><td style="width: 10px; height: 15px;"></td><td style="width: 10px; height: 15px;"></td></tr> </table>			<table border="1" style="border-collapse: collapse; width: 20px; height: 15px;"> <tr><td style="width: 10px; height: 15px;"></td><td style="width: 10px; height: 15px;"></td></tr> </table>			<table border="1" style="border-collapse: collapse; width: 40px; height: 15px;"> <tr><td style="width: 10px; height: 15px;"></td><td style="width: 10px; height: 15px;"></td><td style="width: 10px; height: 15px;"></td><td style="width: 10px; height: 15px;"></td></tr> </table>				

Signature

--

Registrar

Name *in block letters or typescript*

--

---

# 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**

*in full*


with registration number

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

held at

**Registered Office**


is dissolved by instrument, registered at this Office, on

Day  

--	--

Month  

--	--

Year  

--	--	--	--

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 

--	--

--	--

--	--	--	--

# 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								
<table border="1"><tr><td> </td><td> </td></tr></table>			<table border="1"><tr><td> </td><td> </td></tr></table>			<table border="1"><tr><td> </td><td> </td><td> </td><td> </td></tr></table>				

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


Signature

--

Registrar

Name *in block letters or typescript*

--

# THE REGISTRY OF FRIENDLY SOCIETIES

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



# THE REGISTRY OF FRIENDLY SOCIETIES

FRIENDLY SOCIETIES ACTS, 1896 TO 2014

## FORM AU

### NOTICE OF INVESTIGATION

Friendly Society Number

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

**Society Name**

*in full*


**Appointment**

Notice is hereby given that the Registrar will proceed by himself/herself [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*

on

Day	Month	Year	Hour									
<table border="1" style="display: inline-table; width: 20px; height: 15px;"> <tr><td style="width: 10px; height: 10px;"></td><td style="width: 10px; height: 10px;"></td></tr> </table>			<table border="1" style="display: inline-table; width: 20px; height: 15px;"> <tr><td style="width: 10px; height: 10px;"></td><td style="width: 10px; height: 10px;"></td></tr> </table>			<table border="1" style="display: inline-table; width: 40px; height: 15px;"> <tr><td style="width: 10px; height: 10px;"></td><td style="width: 10px; height: 10px;"></td><td style="width: 10px; height: 10px;"></td><td style="width: 10px; height: 10px;"></td></tr> </table>					<table border="1" style="display: inline-table; width: 60px; height: 15px;"> <tr><td style="width: 60px; height: 15px;"></td></tr> </table>	

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

--

Registrar

Name *in block letters or typescript*

--

Day	Month	Year								
<table border="1" style="display: inline-table; width: 20px; height: 15px;"> <tr><td style="width: 10px; height: 10px;"></td><td style="width: 10px; height: 10px;"></td></tr> </table>			<table border="1" style="display: inline-table; width: 20px; height: 15px;"> <tr><td style="width: 10px; height: 10px;"></td><td style="width: 10px; height: 10px;"></td></tr> </table>			<table border="1" style="display: inline-table; width: 40px; height: 15px;"> <tr><td style="width: 10px; height: 10px;"></td><td style="width: 10px; height: 10px;"></td><td style="width: 10px; height: 10px;"></td><td style="width: 10px; height: 10px;"></td></tr> </table>				

*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**  
*in full*


**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  
\_\_\_\_\_  
Registrar

Name *in block letters or typescript*  
\_\_\_\_\_  
Day      Month      Year  

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

# 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 

--	--

<sup>Day</sup>

--	--

<sup>Month</sup>

--	--	--	--

<sup>Year</sup>

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

--

Registrar

Name *in block letters or typescript*

--

--	--

<sup>Day</sup>

--	--

<sup>Month</sup>

--	--	--	--

<sup>Year</sup>



# 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

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

<b>Society Name</b>	
---------------------	--

*in full*

<b>Society Registered Office</b>	
----------------------------------	--

<b>Branch Name</b>	
--------------------	--

*in full*

<b>Branch Registered Office</b>	
---------------------------------	--

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.

<b>Presenter Details</b>	<i>Person to whom queries can be addressed</i>
--------------------------	--

Name	
Address	

Email		Fax Number
Telephone Number		Contact Person
DX Number/Exchange		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.*

**Certification**

Signature \_\_\_\_\_ Name *in block letters or typescript* \_\_\_\_\_  
Trustee \_\_\_\_\_

Signature \_\_\_\_\_ Name *in block letters or typescript* \_\_\_\_\_  
Trustee \_\_\_\_\_

Signature \_\_\_\_\_ Name *in block letters or typescript* \_\_\_\_\_  
Trustee \_\_\_\_\_

Seal of the Society



**Date**      Day      Month      Year  
          □ □      □ □      □ □ □ □

Signature \_\_\_\_\_ Name *in block letters or typescript* \_\_\_\_\_  
Secretary of the Society



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

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