

PAPUA NEW GUINEA.
Associations Incorporation Act 2023.
Associations Incorporation Regulation 2026 — Schedule.

Sec. 6(1).

Form 1.

NOTICE OF INTENTION TO APPLY FOR THE INCORPORATION OF AN ASSOCIATION.

1. Proposed name for association.

Note: the name of the association may not be identical or almost identical to the name of another active local or overseas association, company, business name, business group or active reservation of name. The name of the association may not mislead the public about the nature of the proposed activities and must not be deceptive or offensive. You may provide up to three proposed names for your association. If the preferred name is unavailable then the second option will be accepted. If the second option is also unavailable then the third option will be accepted.

Preferred name.	
Second option.	
Third option.	

2. Particulars of person submitting this application.

The following person(s) is authorised by the committee to act on behalf of the proposed association with regard to its incorporation.

Note: if there is more than one authorised applicant, please provide the information for all applicants.

Applicant

Full name (required in English).	
Nationality (required).	
Other nationalities (if applicable).	

Residential address.

Address line 1. <i>Enter street name and number, or allotment and section number. PO Box is not allowed.</i>	
Address line 2. <i>Use this line if needed, such as for an apartment or suite number.</i>	
City / Town / Village (if applicable).	
District (required if PNG address).	
Province / State / Territory or equivalent (province required if PNG address).	

Country.	
Post code (optional).	

Postal address in PNG.

PO Box or Private Mail Bag (required).	
Post office location.	
Town.	
District (required).	
Province (required).	
Post code (optional).	

3. Names of proposed initial committee members.

Name: initials are insufficient. Please provide the full legal name. Residential address: provide the suburb, street name and number, or allotment and section number. The district and province must be stated.

A. First committee member.

Full name (required in English).	
Nationality (required).	
Other nationalities (if applicable).	
Gender. <i>Male / Female</i>	
Month and year of birth (required).	
Email address. <i>An email address is not mandatory, but is required to use the online registry.</i>	

Residential address.

Address line 1. <i>Enter street name and number, or allotment and section number. PO Box is not allowed.</i>	
Address line 2. <i>Use this line if needed, such as for an apartment or suite number.</i>	
City / Town / Village (if applicable).	
District (required if PNG address).	

Province / State / Territory or equivalent (province required if PNG address).	
Country.	
Post code (optional).	

Postal address in PNG.

PO Box or Private Mail Bag (required).	
Post office location.	
Town.	
District (required).	
Province (required).	
Post code (optional).	

B. Second committee member.

Full name (required in English).	
Nationality (required).	
Other nationalities (if applicable).	
Gender. <i>Male / Female</i>	
Month and year of birth (required).	
Email address. <i>An email address is not mandatory, but is required to use the online registry.</i>	

Residential address.

Address line 1. <i>Enter street name and number, or allotment and section number. PO Box is not allowed.</i>	
Address line 2. <i>Use this line if needed, such as for an apartment or suite number.</i>	
City / Town / Village (if applicable).	
District (required if PNG address).	
Province / State / Territory or equivalent (province required if PNG address).	

Country.	
Post code (optional).	

Postal address in PNG.

PO Box or Private Mail Bag (required).	
Post office location.	
Town.	
District (required).	
Province (required).	
Post code (optional).	

C. Third committee member.

Full name (required in English).	
Nationality (required).	
Other nationalities (if applicable).	
Gender. <i>Male / Female</i>	
Month and year of birth (required).	
Email address. <i>An email address is not mandatory, but is required to use the online registry.</i>	

Residential address.

Address line 1. <i>Enter street name and number, or allotment and section number. PO Box is not allowed.</i>	
Address line 2. <i>Use this line if needed, such as for an apartment or suite number.</i>	
City / Town / Village (if applicable).	
District (required if PNG address).	
Province / State / Territory or equivalent (province required if PNG address).	
Country.	

Post code (optional).	
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Postal address in PNG.

PO Box or Private Mail Bag (required).	
Post office location.	
Town.	
District (required).	
Province (required).	
Post code (optional).	

D. Fourth committee member.

Full name (required in English).	
Nationality (required).	
Other nationalities (if applicable).	
Gender. <i>Male / Female</i>	
Month and year of birth (required).	
Email address. <i>An email address is not mandatory, but is required to use the online registry.</i>	

Residential address.

Address line 1. <i>Enter street name and number, or allotment and section number. PO Box is not allowed.</i>	
Address line 2. <i>Use this line if needed, such as for an apartment or suite number.</i>	
City / Town / Village (if applicable).	
District (required if PNG address).	
Province / State / Territory or equivalent (province required if PNG address).	
Country.	
Post code (optional).	

Postal address in PNG.

PO Box or Private Mail Bag (required).	
Post office location.	
Town.	
District (required).	
Province (required).	
Post code (optional).	

E. Fifth committee member.

Full name (required in English).	
Nationality (required).	
Other nationalities (if applicable).	
Gender. <i>Male / Female</i>	
Month and year of birth (required).	
Email address. <i>An email address is not mandatory, but is required to use the online registry.</i>	

Residential address.

Address line 1. <i>Enter street name and number, or allotment and section number. PO Box is not allowed.</i>	
Address line 2. <i>Use this line if needed, such as for an apartment or suite number.</i>	
City / Town / Village (if applicable).	
District (required if PNG address).	
Province / State / Territory or equivalent (province required if PNG address).	
Country.	
Post code (optional).	

Postal address in PNG.

PO Box or Private Mail Bag (required).	
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Post office location.	
Town.	
District (required).	
Province (required).	
Post code (optional).	

4. Shadow committee members.

A shadow committee member is a person who, despite not being registered or formally appointed as a committee member — (a) acts in the role of a committee member; or (b) is a person in accordance with whose directions or instructions a committee member is required or is accustomed to act; or (c) who otherwise exercises control over committee member powers.

A. First shadow committee member.

Full name (required in English).	
Nationality (required).	
Other nationalities (if applicable).	
Gender. <i>Male / Female</i>	
Month and year of birth (required).	
Email address. <i>An email address is not mandatory.</i>	

Residential address.

Address line 1. <i>Enter street name and number, or allotment and section number. PO Box is not allowed.</i>	
Address line 2. <i>Use this line if needed, such as for an apartment or suite number.</i>	
City / Town / Village (if applicable).	
District (required if PNG address).	
Province / State / Territory or equivalent (province required if PNG address).	
Country.	
Post code (optional).	

Postal address in PNG.

PO Box or Private Mail Bag (required).	
Post office location.	
Town.	
District (required).	
Province (required).	
Post code (optional).	

If there are further shadow committee members, provide their details on a separate sheet in the same format.

5. Name of proposed initial public officer or officers.

Name: initials are insufficient. Please provide the full legal name. Residential address: provide the suburb, street name and number, or allotment and section number. The district and province must be stated.

A. First public officer.

Full name (required in English).	
Nationality (required).	
Other nationalities (if applicable).	
Gender. <i>Male / Female</i>	
Month and year of birth (required).	
Email address. <i>An email address is not mandatory, but it is required for this public officer to use the online registry for this association.</i>	

Residential address.

Address line 1. <i>Enter street name and number, or allotment and section number. PO Box is not allowed.</i>	
Address line 2. <i>Use this line if needed, such as for an apartment or suite number.</i>	
City / Town / Village (if applicable).	
District (required if PNG address).	
Province / State / Territory or equivalent (province required if PNG address).	

Country.	
Post code (optional).	

Postal address in PNG.

PO Box or Private Mail Bag (required).	
Post office location.	
Town.	
District (required).	
Province (required).	
Post code (optional).	

B. Second public officer (if applicable).

Full name (required in English).	
Nationality (required).	
Other nationalities (if applicable).	
Gender. <i>Male / Female</i>	
Month and year of birth (required).	
Email address. <i>An email address is not mandatory, but it is required for this public officer to use the online registry for this association.</i>	

Residential address.

Address line 1. <i>Enter street name and number, or allotment and section number. PO Box is not allowed.</i>	
Address line 2. <i>Use this line if needed, such as for an apartment or suite number.</i>	
City / Town / Village (if applicable).	
District (required if PNG address).	
Province / State / Territory or equivalent (province required if PNG address).	
Country.	

Post code (optional).	
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Postal address in PNG.

PO Box or Private Mail Bag (required).	
Post office location.	
Town.	
District (required).	
Province (required).	
Post code (optional).	

6. Details of the qualifications, if any, to become a member of the proposed association.

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7. Addresses for the proposed association.

A. Email address for association.

This is the address to which communications from the Registrar will be sent.

Email address.	
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B. Registered office address in PNG.

Address line 1. <i>Enter street name and number, or allotment and section number. PO Box is not allowed.</i>	
Address line 2. <i>Use this line if needed, such as for an apartment or suite number.</i>	
City / Town / Village (if applicable).	
District (required if PNG address).	
Province / State / Territory or equivalent (province required if PNG address).	
Country.	

Post code (optional).	
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C. Postal address in PNG.

PO Box or Private Mail Bag (required).	
Post office location.	
Town.	
District (required).	
Province (required).	
Post code (optional).	

D. The location of the principal place of business for the association.

Address line 1. <i>Enter street name and number, or allotment and section number. PO Box is not allowed.</i>	
Address line 2. <i>Use this line if needed, such as for an apartment or suite number.</i>	
City / Town / Village (if applicable).	
District (required if PNG address).	
Province / State / Territory or equivalent (province required if PNG address).	
Country.	
Post code (optional).	

E. Additional locations where the association will conduct business.

Address line 1. <i>Enter street name and number, or allotment and section number. PO Box is not allowed.</i>	
Address line 2. <i>Use this line if needed, such as for an apartment or suite number.</i>	
City / Town / Village (if applicable).	
District (required if PNG address).	

Province / State / Territory or equivalent (province required if PNG address).	
Country.	
Post code (optional).	

8. Business activity.

The following is the intended principal activity to be conducted by this association (tick only 1 box):

- ☐ Culture and arts.
- ☐ Sports, recreation and social club.
- ☐ Education and research.
- ☐ Health.
- ☐ Social services.
- ☐ Environment.
- ☐ Economic, social and community development.
- ☐ Employment and training.
- ☐ Civic and advocacy organisations.
- ☐ Law and legal services.
- ☐ Political organisations.
- ☐ Charitable organisations or grant-making organisations.
- ☐ International activities.
- ☐ Religious organisations.
- ☐ Business and professional associations, unions.

9. A statement of the objectives of the proposed association (required).

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10. Will the association be a public benefit or member benefit association?

- ☐ Public benefit association.

☐ Member benefit association.

Note: a "public benefit association" is formed for a charitable purpose that benefits the public interest. A "member benefit association" is formed and operated primarily for the benefit of its members.

11. Statement regarding profits.

The association will only apply its profits (if any) or other income in promoting its objectives.

12. Statement regarding dividends or distributions.

The association will prohibit the payment of any dividend or distribution or other payment in the nature of a dividend or distribution to its members.

13. Additional documentation required to be submitted.

This Notice must be accompanied by a copy of the proposed rules (required) and any trusts relating to the association, and, if the rules or trusts are embodied in a deed, a copy of the deed.

14. Signed authorised person.

I certify that I have been authorised by the committee of the association to submit this notice of intent to apply for the incorporation of an association under the Associations Incorporation Act 2023 and that the information in this form is true and correct.

Name. <i>Please give first name(s) followed by surname in BLOCK letters</i>	
Signature.	
Date.	

- ☐ Authorised person.
- ☐ Committee member.
- ☐ Public officer.

15. Checklist.

The following must accompany this filing:

- ☐ Documents required to be submitted as set forth in the application.
- ☐ The prescribed fee.

If there is insufficient space on this Notice to provide all required information, provide the required information on a separate sheet while ensuring to maintain the prescribed format.

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Sec. 23(1).

Form 2.

CONSENT OF COMMITTEE MEMBER OF ASSOCIATION.

Instructions.

Section 23(1) provides: "A person must not be appointed a committee member of an incorporated association unless he or she has consented in writing on the prescribed form to be a committee member."

This form is not required to be sent to the Registrar of Companies, but must be held in the association's records and be produced if requested by the Registrar. If there is more than one committee member each committee member must complete a separate consent form.

Name of association.	
Registration number of association.	

Committee member's details.

Full legal name.	
Residential address.	
Postal address.	
Email.	
Nationality.	

I consent to act as a committee member of the above association and certify that I am not disqualified from being appointed or holding office as a committee member.

Signature.	
Date.	