**CHARITIES COMMISSION OFFICE HOLDER CONFIRMATION FORM**

**Centre \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Year \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| --- | --- |
| **Position** | **Personal Details**  |
| **Office Position Held** | **Date appointed to position** | **Signature****confirming of right to hold position \*** | **First** | **Middle** | **Surname** | **DOB** | **Address** |
| **President** |  |  |  |  |  |  |  |
| **Secretary** |  |  |  |  |  |  |  |
| **Treasurer** |  |  |  |  |  |  |  |
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If you have a Co-President or similar shared position, please use the blank lines for their details.

\*As detailed in Form 2, being the “Officer Certification form” provided by the Charities Commission of New Zealand, in order to qualify to be an Office Holder under the Charities Act, an officer must NOT be:

* An undischarged bankrupt
* Under the age of 16 years
* Convicted of a crime involving dishonesty (section 2(1) of the *Crimes Act 1961*) and sentenced within the last 7 years
* Prohibited from being a director or promoter of, or being concerned or taking part in the management of, an incorporated or unincorporated body under the *Companies Act 1993*, the *Securities Act 1978*, the  *Securities Markets Act 1988* or the *Takeovers Act 1993*
* Disqualified by the Charities Commission under section 31(4) of the *Charities Act 2005*
* Subject to a property order made under the  *Protection of Personal and Property Rights Act 1988*, or having their property managed by a trustee corporation under section 32 of that Act (this relates to people who are not fully able to manage their affairs)
* A body corporate that is being wound up, is in liquidation or receivership, or is subject to statutory management under the *Corporations (Investigation and Management) Act 1989*
* Disqualified from being an officer under the rules of their charity

If any of the above disqualifying factors apply to an officer who has been appointed under an Act or by the Governor-General, Governor-General in Council, or Minister of the Crown, that officer will automatically qualify as an officer. If this applies, please tick as indicated on the form.

\*\*Please file this form with your AGM document