



STATUTORY INSTRUMENT.

No. *04* of 2026.

Associations Incorporation Regulation 2026,

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STATUTORY INSTRUMENT.

No. **04** of 2026.

Associations Incorporation Regulation 2026,

Being a Regulation to -

- (a) give effect to the ***Associations Incorporation Act 2023*** by prescribing requirements for incorporation, registration, financial reporting, governance, and regulatory oversight of associations; and
- (b) repeal and replace the ***Associations Incorporation Regulation 1966,***

MADE by the Head of State, acting with, and in accordance with, the advice of the National Executive Council under the ***Associations Incorporation Act 2023.***

1. INTERPRETATION.

- (1) In this regulation, unless the context otherwise requires -
“Act” means the ***Associations Incorporation Act 2023;***
“online” means -
 - (a) in relation to the registry, an electronic registry accessed via the Internet; or
 - (b) in relation to filing a document or notice, filing the document or notice via the online registry; or
 - (c) in relation to the publication of a form, publication of the form via the online registry;“online registry” means the online registry established by the Registrar under Section 144(3) of the Act.

(2) Any term or expression that is defined in the Act and used, but not defined, in this Regulation has the same meaning as in the Act.

2. SUBMISSION OF DOCUMENTS TO THE REGISTRAR.

- (1) The filing of a notice of intent to incorporate under Section 6 of the Act may be submitted to the Registrar in physical form or via the online registry.
- (2) Notwithstanding Subsection (1), the Registrar may require the submission of any application, notice or document under the Act or this Regulation to be made through the online registry only.
- (3) Subsection (2) does not apply in the case of service on the Registrar, of a court document.

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- (4) All documents prepared to be registered in physical form must -
- (a) be on A4 size white or light pastel coloured paper of medium weight and of good quality; and
 - (b) be legible and clearly typewritten or printed; and
 - (c) have a binding margin at least 2.7 cm wide; and
 - (d) be fastened together in the top left-hand corner with a sufficient paper fastener where there are more sheets than one.

(5) Carbon copies shall not be received by the Registrar.

- (6) Where the Registrar is of the opinion that a document submitted to him or her -
- (a) contains matters contrary to law; or
 - (b) by reason of any omission or misdescription, has not been duly completed; or
 - (c) does not comply with the requirements of the Act, this Regulation or the format provided by the online registry; or
 - (d) contains an error, alteration or erasure,
- the Registrar may refuse to register or receive the document.

(7) A document refused by the Registrar under Subsection (6) shall be deemed not to have been submitted, and the Registrar may request that the document be appropriately amended or completed and resubmitted, or that a fresh document be submitted in its place.

(8) A document which is submitted under the Act or this Regulation is deemed not to have been submitted unless it is accepted and registered by the Registrar.

(9) Except by special leave of the Registrar, granted upon such conditions as the Registrar thinks fit, no document shall be received by the Registrar which does not comply with this Regulation.

3. TIME FOR SUBMISSION OF DOCUMENTS.

Where a document is required by the Act or this Regulation to be submitted to the Registrar and a period of time within which the document is to be submitted is not prescribed, the document shall be submitted -

- (a) within one month; or
- (b) in the case of a document required to be lodged by an overseas association, within such further period as the Registrar in special circumstances allows,

after the happening of the event to which the document relates.

4. FORMS.

(1) Except for the forms prescribed under Subsection (3), the forms for use under the Act are the forms approved by the Registrar for online publication and are comprised of the data fields contained in the online registry for the form in question.

(2) A form prescribed under Subsection (3) and a form approved by the Registrar for the online registry must be completed in accordance with such instructions, notes or directions as are contained on the online registry form.

(3) Forms 1 and 2 set out in the Schedule are the paper forms prescribed for the following documents:

- (a) notice of intent to apply for incorporation under Section 6 of the Act; and
- (b) consent to be a committee member under Section 23 of the Act.

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5. CLIENT ACCOUNTS.

(1) On application, the Registrar may at his discretion, approve and establish a client account in the name of an approved client for the purpose of the filing of notices and documents by the client and individual users authorised to use the client account.

(2) The application must be -

- (a) in the format approved by the Registrar; and
- (b) accompanied by proof to the satisfaction of the Registrar, of the identity of the client.

6. ANNUAL DONATIONS AMOUNT.

(1) For purposes of Section 78 of the Act, the annual donations amount is K500,000.00.

(2) An incorporated association that exceeds the annual donations amount in any accounting period must prepare financial statements in accordance with Section 79 of the Act.

7. ANNUAL GROSS REVENUE AMOUNT.

(1) For purposes of Section 78 of the Act, the annual gross revenue amount is K2,000,000.00.

(2) An incorporated association that exceeds the annual gross revenue amount in any accounting period must prepare financial statements in accordance with Section 79 of the Act.

8. EMPLOYEE THRESHOLD AMOUNT.

For purposes of Section 76 of the Act, the annual employee threshold amount is K150,000.00.

9. GENERAL PENALTY.

A person who fails to comply with this Regulation, is guilty of an offence.

Penalty: A fine not exceeding K50,000.00.

10. REGISTRATION OF DOCUMENTS TO BE SUBMITTED BY OVERSEAS ASSOCIATION.

For the purposes of the Act, an overseas association is required to submit the following documents to the Registrar:

- (a) where any change or alteration is made in the name of the overseas association, the overseas association shall submit to the Registrar, at the time when notice of the change or alteration is lodged with the Registrar -
 - (i) a copy of the certificate of its incorporation or registration issued in its place of incorporation or origin, or a document of similar effect (being a certificate or document evidencing the change or alteration); or
 - (ii) where there is no such certificate or document, a certified copy of the instrument effecting the change or alteration; or
- (b) where any change or alteration is made in the constitution, charter, statute, memorandum, articles or other instrument of the overseas association, the overseas association shall submit to the Registrar, at the time when notice of the change or alteration is submitted to the Registrar -
 - (i) a copy of the instrument effecting the change or alteration; or
 - (ii) a copy of the constitution, charter, statute, memorandum, articles or other instrument as changed or altered.

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11. TRANSLATION OF DOCUMENTS.

(1) In this section, “diplomatic or consular officer” means a person appointed to hold or act in any of the following offices in a country or place outside Papua New Guinea:

- (a) Ambassador; or
- (b) High Commissioner; or
- (c) Minister; or
- (d) Head of Mission; or
- (e) Commissioner; or
- (f) Charged' Affairs; or
- (g) Counsellor, Secretary or Attaché at an Embassy, High Commission, Legation or other post; or
- (h) Consul-General; or
- (i) Consul; or
- (j) Pro-Consul; or
- (k) Trade Commissioner; or
- (l) Consular Agent.

(2) For the purposes of the Act, a certified translation is a translation that -

- (a) in the case of a translation made outside Papua New Guinea -
 - (i) is certified by an official to whom the custody of the original instrument, certificate, contract or document is committed, being an official holding or purporting to hold an office corresponding to that of the Registrar in the place in which the corporation is formed or incorporated; or
 - (ii) is certified by a notary public or a public translator duly admitted and sworn as such in accordance with the law of the place in which the corporation is formed or incorporated; or
 - (iii) is certified by a diplomatic or consular officer of Papua New Guinea in the place in which the corporation is formed or incorporated; or
- (b) in the case of a translation made within Papua New Guinea, is certified by a person approved by the Registrar, to be a correct translation into the English language.

(3) Before accepting a translation, the Registrar may require the person submitting the translation to furnish to him such evidence as the Registrar thinks sufficient, of the ability of the person by whom the translation was made to make the translation.

12. EMAIL ADDRESS.

(1) When a document is registered, delivered, sent, or forwarded to the Registrar using the online registry service -

- (a) an email address for communication with the person who registers, delivers, sends, or forwards the application to the Registrar shall be provided with the document; and
- (b) an email address for communication with the association shall be provided with the document.

(2) The Registrar may communicate with the person who registered the document and with the association by email.

13. REPEAL.

The *Associations Incorporation Regulation 1966* is repealed.

Associations Incorporation Regulation

SCHEDULE 1.

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

Sec. 6(1),

Form 1.

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.
Name | Initials are insufficient. Please provide the full legal name:*

Nationality.	Other nationalities, if applicable.

Residential address:

Address line 1. Instructions: enter street name and number, or allotment and section number. PO Box is not allowed.

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Address line 2. Instructions: use this line if needed (such as for apartment or suite number).

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City/Town/village (if applicable).

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Full name (required in English).

Province (required).

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.

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A. First committee member.

Full name (required in English).

Nationality.

Other nationalities, if applicable.

Gender.

Male

Female

Month and year of birth (required).

Email address.

An email address is not mandatory, but required to use the online registry.

Email address:

Residential address.

Address line 1. Instructions: enter street name and number, or allotment and section number. PO Box is not Allowed.

Address line 2. Instructions: use this line if needed (such as for apartment or suite number).

City/Town/Village (if applicable).

District (required if PNG address).

Province/State/Territory or equivalent (Province required if PNG address).

Country.

Post Code (optional).

Associations Incorporation Regulation

Postal address in PNG.

Address line 1. PO Box or Private Mail Bag required if in PNG.

Post office location.

City/Town.

District (required).

Province.

Post Code (optional).

B. Second committee member.

Full name (required in English).

Nationality.

Other nationalities, if applicable.

Gender.

Male

Female

Month and year of birth (required).

Email address.

An email address is not mandatory, but is required to use the online registry.

Email address:

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Residential address.

Address line 1. Instructions: enter street name and number, or allotment and section number. PO Box is not Allowed.

Address line 2. Instructions: use this line if needed (such as for apartment or suite number).

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.

Post Code (optional).

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C. Third committee member.

Full name (required in English).

Nationality.

Other nationalities, if applicable.

Gender.

Male

Female

Month and year of birth (required).

Email address.

An email address is not mandatory, but is required to use the online registry.

Email address:

Residential address.

Address line 1. Instructions: enter street name and number, or allotment and section number. PO Box is not allowed.

Address line 2. Instructions: use this line if needed (such as for apartment or suite number).

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.

Associations Incorporation Regulation

District (required).

Province (required).

Post Code (optional).

D. Fourth committee member.

Full name (required in English).

Nationality.

Other nationalities, if applicable.

Gender.

Male

Female

Month and year of birth (required).

Email address.

An email address is not mandatory, but is required to use the online registry.

Email address:

Residential address.

Address line 1. Instructions: enter street name and number, or allotment and section number. PO Box is not allowed.

Address line 2. Instructions: use this line if needed (such as for apartment or suite number).

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).

E. Fifth committee member.

Full name (required in English).

Nationality.

Other nationalities, if applicable.

Gender.

Male

Female

Month and year of birth (required).

Email address.

An email address is not mandatory, but is required to use the online registry.

Email address:

Residential address.

Address line 1. Instructions: enter street name and number, or allotment and section number. PO Box is not allowed.

Address line 2. Instructions: use this line if needed (such as for apartment or suite number).

City/Town/village (if applicable).

District (required if PNG address).

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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).

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.

Other nationalities, if applicable.

Gender.

Male

Female

Month and year of birth (required).

Email address.

An email address is not mandatory.

Email address:

Associations Incorporation Regulation

Residential address.

Address line 1. Instructions: enter street name and number, or allotment and section number. PO Box is not allowed.

Address line 2. Instructions: use this line if needed (such as for apartment or suite number).

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 if PNG address).

Province.

Country.

Post Code (optional).

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.

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A. First public officer.

Full name (required in English).

Nationality.

Other nationalities, if applicable.

Gender.

Male

Female

Month and year of birth (required).

Email address.

An email address is not mandatory, but it is required for this public officer to use the online registry for this association.

Email address:

Residential address.

Address line 1. Instructions: enter street name and number, or allotment and section number. PO Box is not allowed.

Address line 2. Instructions: use this line if needed (such as for apartment or suite number).

City/Town/village (if applicable).

District (required if PNG address).

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).

Associations Incorporation Regulation

Province (required).

Post Code (optional).

B. Second public officer (if applicable).

Full name (required in English).

Nationality.

Other nationalities, if applicable.

Gender.

Male

Female

Month and year of birth (require).

Email address.

An email address is not mandatory, but it is required for this public officer to use the online registry for this association.

Email address:

Residential address.

Address line 1. Instructions: enter street name and number, or allotment and section number. PO Box is not allowed.

Address line 2. Instructions: use this line if needed (such as for apartment or suite number).

City/Town/village (if applicable).

District (required if PNG address).

Province (required if PNG address).

Country.

Post Code (optional).

Postal address in PNG.

PO Box or Private Mail Bag (required).

Associations Incorporation Regulation

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.

7. Addresses for the proposed association.

A. Email address for association.

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

Email address:

B. Registered office address in PNG.

Address line 1. Instructions: enter street name and number, or allotment and section number. PO Box is not allowed.

Address line 2. Instructions: use this line if needed (such as for apartment or suite number).

Town/village (if applicable).

District (required).

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Province (required).

Postal code (optional).

C. Postal address in PNG.

PO Box or Private Mail Bag (required).

Post office location.

Town.

District.

Province.

Post code (optional).

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

Address line 1. Instructions: enter street name and number, or allotment and section number. PO Box is not allowed.

Address line 2. Instructions: use this line if needed (such as for apartment or suite number).

Town/village (if applicable).

District (required).

Province (required).

Postal code (optional).

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E. Additional locations where the association will conduct business.

Address line 1. Instructions: enter street name and number, or allotment and section number. PO Box is not allowed.

Address line 2. Instructions: use this line if needed (such as for apartment or suite number).

Town/village (if applicable).

District (required).

Province (required).

Postal 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 organizations.
- Law and legal services.
- Political organisations.
- Charitable organizations or grant-making organizations.
- International activities.

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Religious organisations.

Business and professional associations, unions.

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

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.

Yes

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.

Yes

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.

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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 Act 2020* and that the information in this form is true and correct.

Name:

Signature:

(Please give first name(s) followed by surname in BLOCK letters)

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.
- 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.
- The prescribed fee.

Associations Incorporation Regulation

SCHEDULE 2.

CONSENT OF COMMITTEE MEMBER OF ASSOCIATION.

Sec.23(1)

Form 2.

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 associations 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.

Associations Incorporation Regulation

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:

Dated this *Thursday, 28th* day of *May*, 2026.


GOVERNOR-GENERAL.