

**INDEPENDENT STATE OF PAPUA NEW GUINEA.**

*Associations Incorporation Regulation 2023*

*Associations Incorporation Regulation 2023*

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***Associations Incorporation Regulation 2021***

Being a Regulation to repeal and replace the *Associations Incorporation Regulation (Chapter 142) 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 these regulations, 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;
- (b) in relation to filing a document or notice, filing the document or notice via the online registry;
- (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 these regulations has the same meaning as in the Act.

**2. SUBMISSION OF DOCUMENTS TO THE REGISTER AND ONLINE REGISTRY.**

- (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 clause (1), the Registrar may require the submission of any application, notice or document under the Act or these regulations to be made through the online registry only.
- (3) Subclause (2) does not apply in the case of service on the Registrar of a court document.
- (4) All documents prepared to be registered in physical form must –
- (a) be on international 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;
  - (d) contains an error, alteration or erasure,

the Registrar may refuse to register or receive the document, and the document shall be deemed not to have been submitted, and the Registrar may request that the document be appropriately amended or complete and then resubmitted, or that a fresh document be submitted in its place.

- (7) A document which is submitted under the Act or this Regulation is deemed not to have been submitted unless it is accepted and submitted by the Registrar.
- (8) 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 subclause (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 subclause (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) The forms set out in Schedule 1 are the paper forms prescribed for the following documents:

- (a) Notice of intent to apply for incorporation (Section 6); and
- (b) Consent to be a committee member (Section 23).

**5. FEES GENERALLY**

(1) For the purposes of Section 161 of the Act, the fees set out in Schedule 2 shall be payable to the Registrar in respect of the matters to which they relate.

(2) The fees set out in Schedule 2 may include fees payable for submitting a document to the Registrar after the time limit prescribed by the Act or this Regulation.

**6. PENALTIES OR LATE FILING FEES.**

For the purposes of the Act, a penalty or late filing fee is payable in the circumstances and in the amounts set out in Schedule 2.

**7. TIME OF PAYMENT OF FEES, PENALTIES OR LATE FILING FEES.**

(1) Fees, penalties or late filing fees prescribed by these regulations must be paid at the time when the transaction in question occurs.

(2) Fees, penalties and late fees must be paid—

- (a) in a payment method approved from time to time by the Registrar; or
- (b) by debit from a client account that is in credit for not less than the amount of the penalty or fee.

**8. WAIVER OF FEES, PENALTIES AND LATE FEES.**

(1) The Registrar, in his or her discretion, may by written notice to the person liable to pay a fee, penalty or late fee prescribed by the Act or these regulations, waive the whole or part of it on a ground set out in subclause (2).

(2) The Registrar may waive a fee, penalty or late fee if he or she considers that to require payment of the whole or part of it -

- (a) is likely to cause undue and serious hardship to the person liable to pay it; or
- (b) is out of proportion to the default in question; or
- (c) is likely to cause detriment to the creditors of the association or overseas association in question.

(3) The Registrar may require the payment of a fee, penalty or late fee at the time of submission of a document together with a request for waiver of fees, penalties or late fees,

and if the waiver is granted the Registrar may refund the payment to the client account of the client.

**9. CLIENT ACCOUNTS.**

- (1) On application, the Registrar may at its discretion approve and establish a client account in the name of an approved client for the purpose of the filing of notices and documents and the payment of fees and penalties 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.
- (3) The payment of fees, penalties and late fees and the deposit of funds to a client account may be made by any means approved by the Registrar from time to time.
- (4) The Registrar may generate a statement each month for each client account showing the debits to the account.

**10. ANNUAL DONATIONS AMOUNT.**

- (1) For purposes of Section 78 of the Act, the annual donations amount is [Open for consultation]
- (2) An incorporated association that exceeds the annual donations amount in any accounting period must prepare financial statements in accordance with Section 79.

**11. ANNUAL GROSS REVENUE AMOUNT.**

- (1) For purposes of Section 78 of the Act, the annual gross revenue amount is [Open for consultation]
- (2) An incorporated association that exceeds the annual gross revenue amount in any accounting period must prepare financial statements in accordance with Section 79.

**12. EMPLOYEE THRESHOLD AMOUNT.**

- (1) For purposes of Section 76 of the Act, the annual employee threshold amount is [Open for consultation]

**13. GUIDELINES AND OTHER DIRECTIONS OF THE REGISTRAR.**

- (1) Pursuant to Section 161 of the Act, and for the general administration of the Act, the Registrar may, generally or in respect of any particular provision of the Act or this Regulation, issue such guidelines and directions, as the case may be, as the Registrar considers desirable.
- (2) The Registrar may from time to time alter, modify or otherwise change any payment method used to pay filing fees, late fees and penalties.

**14. GENERAL PENALTY**

A person who contravenes or fails to comply with this Regulation is guilty of an offence. Penalty: a fine not exceeding [Open for consultation].

**15. 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.

**16. 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

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- (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.

**17. 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 via email.

**18. REPEAL.**

The Regulations issued under the Associations Incorporation Act 1966 are repealed one year after the commencement of these Regulations.

## SCHEDULE 1

### 1. Notice of intent to apply for the incorporation of the association

#### Form 1 | Notice of intent to apply for the incorporation of an association

Section 6(1), Associations Act 2023

#### 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:
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Second option:
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Third option:
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#### 2. Particulars of person submitting this application

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

**Note** | If there is more than one authorized applicant, please provide the information for all applicants.

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

**Full name (required in English)**

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**Nationality**

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**Other nationalities, if applicable**

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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

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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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District (required)

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.

#### 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 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

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)

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### 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

District (required)

Province

Post Code (optional)

### C. Third committee member

Full name (required in English)

Nationality

Other nationalities, if applicable

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**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

District (required)

Province (required)

Post Code (optional)

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**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)

**Postal address in PNG**

PO Box or Private Mail Bag (required)

Post office location

Town

District (required)

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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)

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

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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:

**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 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.

**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:

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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 (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

Other nationalities, if applicable

Gender

Male

Female

Month and year of birth (require)

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### 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)

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)

Province (required)

Postal code (optional)

**C. Postal address in PNG**

PO Box or Private Mail Bag (required)

Post office location

Town

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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)

**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)

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**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
- 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.

**14. Signed authorised person**

I certify that I have been authorized 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.

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The prescribed fee. Please make cheques payable to 'Registrar of Companies'.

**2. Consent of committee member**

Form 2 | Consent of committee member of association

*Section 23(1), Associations Act 2023*

**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**

**Committee member's details**

Full legal name:

  

Residential address:

  

Postal Address:

  

Email:

  

Nationality:

  

Gender:

  

Month and year of birth:

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: .....

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Date:

## Schedule 2

### 1. Table listing filings and associated fees, penalties or late filing fees

<b>Matter</b>	<b>Section of Act</b>	<b>Fees</b>	<b>Penalty or late filing fee, as applicable</b>
Notice of intent to apply for the incorporation of an association	6	<b>K50</b> for lodgement through online register	Not applicable
Notice of appeal to Minister concerning notice of intent to incorporate	6	<b>K50</b> for lodgement through online register	
Notice of objection to proposed incorporation of association	9	<b>K50</b> for lodgement through online register	
Applicant's response to notice of objection to incorporation of association	9	<b>K0</b> for lodgement through online register	
Notice of appeal to Magistrate on Registrar decision on objection	10	<b>K0</b> for lodgement through online register	
Application for incorporation of an association	11	<b>K400</b> for lodgement through online register	
Application to change the name of an association	17	<b>K150</b> for lodgement through online register	<b>K100</b>
Notice of substitution, adoption, amendment or alteration of rules, object, purposes or trusts	21	<b>K50</b> for lodgement through online register	<b>K100</b>
Response to Registrar's notice to produce consents	23	<b>K0</b> for lodgement through online register	<b>K2,000 for each consent that is not delivered within the time designated by the Registrar</b>
Notice of change in committee member or change of committee member details	28	<b>K50</b> for lodgement through online register	<b>K100</b>
Notice of change in public officer or public officer details	56	<b>K50</b> for lodgement through online register	<b>K100</b>
Notice authorising public officer to enter contracts	57	<b>K50</b> for lodgement through online register	<b>K100</b>
Notice of termination of authority of public officer to enter contracts	57	<b>K50</b> for lodgement through online register	Not applicable
Notice of passing of special resolution	64	<b>K50</b> for lodgement through online register	<b>K100</b>
Notice of written resolution in lieu of meeting	69	<b>K50</b> for lodgement through online register	<b>K100</b>
Application to extend time to prepare annual report	74	<b>K150</b> for lodgement through online register	Not applicable
Annual return	77	<b>K150</b> for lodgement through online register	<b>K200</b>
Annual return for reporting association	77	<b>K250 for lodgement through online</b>	<b>200</b>
Application to use different form for annual return	77	<b>K250</b> for lodgement through online register	Not applicable
Annual return using specially approved form	77	<b>K150</b> for lodgement through online register	<b>K150</b>

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<b>Matter</b>	<b>Section of Act</b>	<b>Fees</b>	<b>Penalty or late filing fee, as applicable</b>
Application to seek determination by Registrar	80(2)	<b>200</b>	<b>Not applicable</b>
Notice of removal or resignation of auditor	82	<b>K50</b> for lodgement through online register	<b>K150</b>
Notice of appointment of auditor	83	<b>K50</b> for lodgement through online register	<b>K100</b>
Response to Registrar's notice concerning beneficial ownership of membership	89	<b>K0</b> for lodgement through online register	<b>K10,000 for each beneficial owner that is not disclosed within the time designated by the Registrar</b>
Notice of change of registered office, postal or principal place of business address	96	<b>K50</b> for lodgement through online register	<b>K100</b>
Response to Registrar notice to change registered office	97	<b>K0</b> for lodgement through online register	<b>K0</b>
Registration of amalgamation proposal	100	<b>K150</b> for lodgement through online register	Not applicable
Application for amalgamation	102	<b>K500</b> for lodgement through online register	Not applicable
Court proceeding concerning amalgamation	106	<b>K50</b> for lodgement through online register	<b>K2,000</b>
Request to remove association from the register	109	<b>K50</b> for lodgement through online register	Not applicable
Notice of application to court opposing removal	112	<b>K50</b> for lodgement through online register	Not applicable
Notice of court order concerning removal	112	<b>K50</b> for lodgement through online register	<b>K1,000</b>
Application to restore association removed for failure to file annual return	115	<b>K500</b> for lodgement through online register	Not applicable
Notice of Court Order concerning restoration	116	<b>K50</b> for lodgement through online register	
Notice of name change of overseas association	121	<b>K300</b> for lodgement through online register	<b>K200</b>
Application for registration of overseas association	123	<b>K1000</b> for lodgement through online register	Not applicable
Annual return of overseas association	124	<b>K300</b> for lodgement through online register	<b>K200</b>
Application for allocation of different month for annual return for overseas association	125	<b>K100</b> for lodgement through online register	Not applicable
Notice of change in committee member or change of committee member details of overseas association	127	<b>K100</b> for lodgement through online register	<b>K200</b>
Notice of appointment of agent for overseas association	129	<b>K100</b> for lodgement through online register	<b>K200</b>
Notice of removal of agent or change of agent details for overseas association	129	<b>K100</b> for lodgement through online register	<b>K200</b>
Notice of change of registered office, postal or principal place of business address in Papua New Guinea	130	<b>K100</b> for lodgement through online register	<b>K200</b>
Application to restore overseas association removed for failure to file annual return	131	<b>K1,000</b> for lodgement through online register	Not applicable
Court order to restore overseas association to the register	131	<b>K3000</b> for lodgement through online register	Not applicable
Notice of court action objecting to removal of overseas association	133	<b>K100</b> for lodgement through online register	<b>K2000</b>

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<b>Matter</b>	<b>Section of Act</b>	<b>Fees</b>	<b>Penalty or late filing fee, as applicable</b>
Notice of Court Order concerning restoration	133	<b>K100</b> for lodgement through online register	<b>K2,000</b>
Notice of overseas company ceasing business in Papua New Guinea	135	<b>K100</b> for lodgement through online register	Not applicable
Application for rectification of register (no notice required)	151(1)	<b>K100</b>	Not applicable
Application for rectification of register (notice required)	151(2)	<b>K1,500</b> for lodgement through online register	Not applicable
Notice of objection to proposed rectification of the register	151	<b>K50</b> for lodgement through online register	
Court Order concerning rectification	151	<b>K50</b> for lodgement through online register	
Response to Registrar notice requiring information	152	<b>K0</b> for lodgement through online register	<b>K10,000 for failure to respond within the time designated by the Registrar</b>
Application for re-registration of Papua New Guinea association	167	<b>K0</b> for lodgement through online register	
Application for re-registration of overseas association	167	<b>K0</b> for lodgement through online register	
Application for restoration of Papua New Guinea association removed for failure to re-register	168	<b>K500</b> for lodgement through online register	
Application to restore overseas association after failure to re-register	168	<b>K1,000</b> for lodgement through online register	
Inspection of basic details of a registered association	149	None	
Inspection of documents and other details filed by an incorporated association on the online registry	149	<b>K10</b> for lodgement through online register	
Certificate of good standing, short form	149	<b>K20</b> for lodgement through online register	
Certificate of good standing, long form	149	<b>K50</b> for lodgement through online register	
Certificate of historical extract	149	<b>K75</b> for lodgement through online register	
Certificate of good standing long form, sealed and certified by the Registrar	150	<b>K100</b>	

## **2. Liquidation filings**

Section 142(1) of the Act states:

"Subject to Section 143, the provisions of the Companies Act 1997, Part XVIII—Liquidations, relating to the winding-up of registered companies apply, so far as they are applicable and with the prescribed modifications (if any), to and in relation to the winding-up of incorporated associations."

All liquidation filings submitted for an association shall have the same fee as applied to companies under the *Companies Act 1997*.