



# VICTORIA GOVERNMENT GAZETTE.

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No. 62]

TUESDAY, MARCH 31.

[1931

*Factories and Shops Act 1928 (No. 3677).*

## DETERMINATION OF THE WIREWORKERS BOARD.

NOTE.—This Determination on the 3rd April, 1931, applied to the following parts of Victoria, namely:—The Metropolitan District as defined in the *Factories and Shops Act 1928* (No. 3677), and the Order in Council thereunder, such portions of the City of Sandringham as are not included within the said Metropolitan District, the cities of Ballarat, Bendigo, Geelong, Geelong West, and Warrnambool; the town of Newtown and Chilwell; and the boroughs of Eaglehawk and Sebastopol.

IN accordance with the provisions of the *Factories and Shops Act 1928* (No. 3677), the Wages Board appointed to “determine the lowest prices or rates which may be paid to any person or persons or classes of persons employed either inside or outside a factory or work-room in the process, trade, or business of:—

“A wire-worker, using six gauge or smaller wire, but not including persons employed in making wire netting, barbed wire, wire nails, or wire mattresses,”

has made the following Determination, viz. :—

(1) That on the 3rd day of April, 1931, the last previous Determination of this Board shall be revoked and replaced by this Determination.

(2) Apprentices or Improvers.	Juvenile Workers, i.e., persons under 21 years of age (other than apprentices and improvers), engaged minding spools, backing, painting, or oiling, carrying or moving material, packing, cleaning up factory, or going messages.	Other Employees.																																											
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="text-align: center;">Wages per week of 48 hours.</th> </tr> <tr> <th style="text-align: center;">Apprentices</th> <th style="text-align: center;">Improvers.</th> </tr> <tr> <th style="text-align: center;">s. d.</th> <th style="text-align: center;">s. d.</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1st year .. 14 0</td> <td style="text-align: center;">.. 18 0</td> </tr> <tr> <td style="text-align: center;">2nd .. 20 0</td> <td style="text-align: center;">.. 24 0</td> </tr> <tr> <td style="text-align: center;">3rd .. 28 0</td> <td style="text-align: center;">.. 28 0</td> </tr> <tr> <td style="text-align: center;">4th .. 36 0</td> <td style="text-align: center;">.. 36 0</td> </tr> <tr> <td style="text-align: center;">5th .. 44 0</td> <td style="text-align: center;">.. 44 0</td> </tr> <tr> <td style="text-align: center;">6th .. 50 0</td> <td style="text-align: center;">.. 56 0</td> </tr> <tr> <td style="text-align: center;">Thereafter .. Minimum</td> <td style="text-align: center;">.. Minimum</td> </tr> <tr> <td colspan="2" style="text-align: center;">Wage</td> </tr> </tbody> </table>	Wages per week of 48 hours.		Apprentices	Improvers.	s. d.	s. d.	1st year .. 14 0	.. 18 0	2nd .. 20 0	.. 24 0	3rd .. 28 0	.. 28 0	4th .. 36 0	.. 36 0	5th .. 44 0	.. 44 0	6th .. 50 0	.. 56 0	Thereafter .. Minimum	.. Minimum	Wage		<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="text-align: center;">Per week of 48 hours.</th> </tr> <tr> <th style="text-align: center;">s. d.</th> <th style="text-align: center;">s. d.</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1st year .. ..</td> <td style="text-align: center;">.. 18 0</td> </tr> <tr> <td style="text-align: center;">2nd .. ..</td> <td style="text-align: center;">.. 24 0</td> </tr> <tr> <td style="text-align: center;">3rd .. ..</td> <td style="text-align: center;">.. 32 0</td> </tr> </tbody> </table>	Per week of 48 hours.		s. d.	s. d.	1st year .. ..	.. 18 0	2nd .. ..	.. 24 0	3rd .. ..	.. 32 0	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="3" style="text-align: center;">WAGES</th> </tr> <tr> <th rowspan="2" style="text-align: center;">Wire-workers Weavers</th> <th style="text-align: center;">or</th> <th style="text-align: center;">Per week of 48 hours.</th> </tr> <tr> <th style="text-align: center;">s. d.</th> <th style="text-align: center;">s. d.</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1 10½</td> <td style="text-align: center;">..</td> <td style="text-align: center;">88s. 6d.</td> </tr> </tbody> </table>	WAGES			Wire-workers Weavers	or	Per week of 48 hours.	s. d.	s. d.	1 10½	..	88s. 6d.
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(3) TIME OF BEGINNING AND ENDING WORK :—

Time of Beginning.	Time of Ending.
7.45 a.m. ..	5.30 p.m. or each of five days of the week.
7.45 a.m. ..	1 p.m. on the other working day of the week on which the half-holiday is usually observed.

(4) OVERTIME :—

For work done within the times of beginning and ending work in excess of 48 hours in any week ..	} Time and a third.
For work done between 1 p.m. and midnight on the day on which the half-holiday is usually observed ..	
For work done between 5.30 p.m. and midnight on the other working days ..	
For work done between midnight and 7.45 a.m. ..	} Double time.

(5) SPECIAL RATES.—Double time shall be the rate for all work done on Sunday, New Year's Day, Foundation Day (26th January), Good Friday, Easter Monday, Eight Hours Day (21st April), Christmas Day, or Boxing Day; but if any other day be by Act of Parliament or Proclamation substituted for any of the above-named holidays, the special rate shall only be payable for work done on the day so substituted.

(6) PAYMENT FOR HOLIDAYS.—Ordinary rates shall be paid for the following holidays if not worked :—Good Friday, Eight Hours Day, and Christmas Day.

(7) ALLOWANCES.—Any employee engaged on work away from the workshop shall be—

- (a) conveyed to and from work free, or allowed the fares necessarily expended in going to and fro;
- (b) paid the ordinary rate of wages for time occupied in travelling.

(8) **PIECE-WORK.**—The lowest piece-work prices for wholly manufacturing articles specified in the following Schedule shall be the prices set forth in such Schedule. (NOTE.—Any person employed on work not mentioned in the Schedule must be paid the wages rate for such work).

SCHEDULE.

<b>Baskets—</b>		<i>s. d.</i>
Fry-baskets, 2 inches deep, long or drop handles	.. 0 3 $\frac{1}{2}$	per inch.
Vegetable baskets, 4 $\frac{1}{2}$ inches deep, long or drop handles	.. 0 4 $\frac{1}{2}$	..
(To be made in not less than one dozen lots, assorted sizes.)		
<b>Cages, cockatoo—</b>		<i>s. d.</i>
18-in.	.. .. .	.. 6 0 each.
20 "	.. .. .	.. 6 7 "
22 "	.. .. .	.. 9 8 "
24 "	.. .. .	.. 11 9 "
(To be made in lots of not less than half-a-dozen of each size.)		
<b>Cages, canary (common)—</b>		<i>s. d.</i>
9-in., with bell tops	.. .. .	.. 12 0 per dozen.
9-in., without bell tops	.. .. .	.. 11 2 "
(To be made in three (3) dozen lots.)		
<b>Cages, parrot (common)—</b>		<i>s. d.</i>
12-in.	.. .. .	.. 14 9 per dozen.
14 "	.. .. .	.. 16 9 "
16 "	.. .. .	.. 19 6 "
18 "	.. .. .	.. 22 3 "
20 "	.. .. .	.. 29 9 "
(To be made in not less than four (4) dozen lots, assorted or otherwise.)		
<b>Cages, parrot (galvanized)—</b>		<i>s. d.</i>
12-in.	.. .. .	.. 14 9 per dozen.
14 "	.. .. .	.. 16 9 "
16 "	.. .. .	.. 19 6 "
18 "	.. .. .	.. 22 3 "
20 "	.. .. .	.. 29 9 "
To be galvanized after made, and in not less than three (3) dozen assorted lots. Grates or false bottoms to be paid for at the rate of 11 $\frac{1}{2}$ d. each extra.		
<b>Cage fronts—</b>		<i>s. d.</i>
Wiring fronts, wood frames provided	.. .. .	.. 7 10 per dozen.
Wire fronts (all wire)	.. .. .	.. 15 5 "
<b>Diamond Work—</b>		<i>s. d.</i>
4-in. mesh, 9 gauge wire	.. .. .	.. 23 3 per 100 square ft.
3 "	.. .. .	.. 23 3 "
2 $\frac{1}{2}$ "	.. .. .	.. 31 0 "
1 $\frac{1}{2}$ "	.. .. .	.. 38 8 "
1 $\frac{1}{2}$ "	.. .. .	.. 35 0 "
1 "	.. .. .	.. 58 0 "
1 $\frac{1}{2}$ sq. crimped mesh, 12 gauge wire	.. .. .	.. 23 3 "
and if made stronger, 3s. 9 $\frac{1}{2}$ d. per 100 square feet for every gauge extra.		
(To be made in quantities of not less than 100 square feet.)		
<b>Dog muzzles, complete, with binding and straps</b>		<i>s. d.</i>
.. .. .	.. .. .	.. 12 0 per dozen.
(To be made in quantities of not less than one gross, assorted.)		
Door mats	.. .. .	.. 7 $\frac{1}{2}$ d. per square foot.
<b>Fender sheets—</b>		<i>s. d.</i>
$\frac{1}{4}$ -in. mesh	.. .. .	.. 0 4 $\frac{3}{4}$ per square foot.
$\frac{3}{8}$ "	.. .. .	.. 0 5 $\frac{1}{2}$ "
(To be made in not less than one (1) dozen lots.)		
<b>Fixing sheets on frames</b>		<i>s. d.</i>
.. .. .	.. .. .	.. 1 4 $\frac{1}{2}$ each.
<b>Making frames, brass tops and plates, all sizes</b>		<i>s. d.</i>
.. .. .	.. .. .	.. 5 6 .. "
" " without brass tops and plates, all sizes		.. 4 7 .. "
<b>Fern baskets—</b>		<i>s. d.</i>
8-in.	.. .. .	.. 5 6 per dozen.
10 "	.. .. .	.. 6 7 "
12 "	.. .. .	.. 8 4 "
(To be made in lots of not less than one (1) gross.)		
<b>Floral designs—</b>		<i>s. d.</i>
8-in.	.. .. .	.. 4 7 per dozen.
10 "	.. .. .	.. 4 7 "
12 "	.. .. .	.. 4 7 "
14 "	.. .. .	.. 7 5 "
16 "	.. .. .	.. 7 5 "

## PIECE-WORK PRICES—continued.

Flowerstands—					<i>s. d.</i>	
$\frac{1}{2}$ round, 3 steps	..	..	..	..	16	9 each.
"    4	..	..	..	..	25	11 "
Oblong Gothic	..	..	..	..	9	4 "
Flat back, 3 steps	..	..	..	..	16	9 "
"    4	..	..	..	..	25	11 "
Gridirons—						
Light, made of 12 and 14 gauge wire, 8, 10, and 12 inch size	70	0				per gross.
Medium, made of 10 and 12 gauge wire, 8, 10, and 12 inch	78	7				"
(To be made in lots of not less than one (1) gross.)						
					<i>s. d.</i>	
Rat traps, patent, $\frac{1}{2}$ -in. mesh, finished	..	..	..	..	78	2 per dozen.
"    "    "    "    "    "    "    "    "    "    "    "    "    "    "    "    "	..	..	..	..	85	6 "
(To be made in not less than one (1) dozen lots.)						
Rat traps (square)—					<i>s. d.</i>	
12-in. finished	..	..	..	..	22	3 per dozen.
14	..	..	..	..	27	10 "
16	..	..	..	..	31	9 "
(To be made in three (3) dozen lots, assorted.)						
Riddles—					<i>s. d.</i>	
20-in., $\frac{1}{2}$ -in. mesh, 17 gauge wire or one gauge heavier	..	..	..	..	2	2 $\frac{1}{2}$ each.
"    "    16	..	..	..	..	1	10 $\frac{1}{2}$ "
"    "    15	..	..	..	..	1	10 $\frac{1}{2}$ "
"    "    14	..	..	..	..	1	8 $\frac{1}{2}$ "
"    "    13	..	..	..	..	1	8 $\frac{1}{2}$ "
22-in., $\frac{1}{2}$ -in. mesh	..	..	..	..	2	2 $\frac{1}{2}$ "
"    "    16	..	..	..	..	1	10 $\frac{1}{2}$ "
"    "    15	..	..	..	..	1	10 $\frac{1}{2}$ "
"    "    14	..	..	..	..	1	8 $\frac{1}{2}$ "
"    "    13	..	..	..	..	1	8 $\frac{1}{2}$ "
(To be made in not less than four (4) dozen lots, assorted meshes.)						
Screens—					<i>s. d.</i>	
5 feet x 2 ft. 6 in.	..	..	..	..	15	11 each for all meshes.
6 " x 3 feet	..	..	..	..	18	8 "
(To be made in not less than six lots, assorted meshes.)						
Sewer vent pipe covers—					<i>s. d.</i>	
$1\frac{1}{2}$ -in.	..	..	..	..	7	0 per dozen.
2	..	..	..	..	7	5 "
$2\frac{1}{2}$	..	..	..	..	8	4 "
3	..	..	..	..	9	2 "
$3\frac{1}{2}$	..	..	..	..	10	1 "
$4\frac{1}{2}$	..	..	..	..	12	0 "
Sieves—						
18-in.	..	..	..	..	8	4 "
20	..	..	..	..	8	4 "
22	..	..	..	..	8	4 "
(To be made in not less than six (6) dozen lots, all meshes; assorted sizes.)						
Straight work—					<i>s. d.</i>	
$\frac{1}{2}$ -in. mesh, 16 and 12 gauge wire laced with 22 gauge	..	..	..	..	0	4 $\frac{1}{2}$ per square foot.
"    14 " 10 "    "    "    20	..	..	..	..	0	4 $\frac{3}{4}$ "
"    12 " 8 "    "    "    18	..	..	..	..	0	6 $\frac{1}{2}$ "
Wall ties—						
6 gauge wire	..	..	..	..	7	5 per cwt.
8 gauge wire	..	..	..	..	9	4 "
Wall ties (dimple)—						
6 gauge wire	..	..	..	..	10	2 "
8 gauge wire	..	..	..	..	12	0 "
Wall ties (simplex), 10 gauge wire					..	..
					15	11 per gross.
Weaving—Sieve cloth—						
$\frac{1}{2}$ -in. mesh, 17 and 18 gauge wire	..	..	..	..	13	8 per 100 square ft.
$\frac{3}{8}$ " " 17 " 18	..	..	..	..	13	8 "
3 mesh, 3 holes to inch, 18 gauge wire	..	..	..	..	13	8 "
4 " 20 gauge wire	..	..	..	..	13	8 "
5 " 21 " "    "    "	..	..	..	..	13	8 "
6 " 22 " "    "    "	..	..	..	..	13	8 "

PIECE-WORK PRICES—continued.

Weaving—Sieve cloth—continued.

	s.	d.	
7 mesh, 23 gauge wire .. .. .	13	8	per 100 square ft.
8 " 24 " " .. .. .	15	6	"
9 " 25 " " .. .. .	15	6	"
10 " 25 and 26 gauge wire .. .. .	15	6	"
12 " 26 " 27 " " .. .. .	19	6	"
14 " 27 " 28 " " .. .. .	23	3	"
16 " 28 " 29 " " .. .. .	23	3	"
18 " 29 " 30 " " .. .. .	31	0	"
20 " 30 to 32 " " .. .. .	31	0	"
24 " 32 and 33 " " .. .. .	38	8	"

Weaving (medium cloth)—

	s.	d.	
$\frac{3}{8}$ -in. mesh, 15 and 16 gauge wire .. .. .	23	3	per 100 square ft.
3 " 15 " 16 " " .. .. .	23	3	"
4 " 16, 17 " 18 " " .. .. .	23	3	"
5 " 17 " 18 " " .. .. .	23	3	"
6 " 18 " 19 " " .. .. .	23	3	"
7 " 19 " 20 " " .. .. .	23	3	"
8 " 19 " 20 " " .. .. .	23	3	"
9 " 19 " 20 " " .. .. .	23	3	"
10 " 19, 20 " 21 " " .. .. .	27	0	"
12 " 23 " 24 " " .. .. .	31	0	"
14 " 25 " 26 " " .. .. .	31	0	"
16 " 26 " 27 " " .. .. .	38	8	"
18 " 27 " 28 " " .. .. .	38	8	"
20 " 28 " 29 " " .. .. .	42	6	"
24 " 28 " 29 " " .. .. .	46	6	"

(To be made in lengths of not less than fifty (50) yards.)

Weaving (stick work)—

	s.	d.	
7 and 8 mesh, 17 and 18 gauge wire .. .. .	31	0	per 100 square ft.
9 " 10 " 18 " " .. .. .	31	0	"
12 to 14 " 20 to 22 " " .. .. .	46	6	"
16 " 18 " 23 and 24 " " .. .. .	46	6	"
20 " 23 " 24 " " .. .. .	46	6	"
24 " 25 " 26 " " .. .. .	54	0	"

(To be made in lengths of not less than thirty (30) yards.)

H. J. RICHARDSON, J.P., Chairman.

F. A. MARZORINI, Secretary.

Dated at Melbourne this 19th day of March, 1931.



# VICTORIA GOVERNMENT GAZETTE.

Published by Authority.

[Registered at the General Post Office, Melbourne, for transmission by post as a newspaper.]

No. 63]

TUESDAY, MARCH 31.

[1931

*Factories and Shops Act 1928 (No. 3677).*

## DETERMINATION OF THE HAIRDRESSERS BOARD.

NOTE.—(a) This Determination, on the 8th April, 1931, applied to the whole of the State of Victoria.

(b) Section 200 of the *Factories and Shops Act 1928 (No. 3677)* prohibits the acceptance of any consideration, premium, or bonus for engaging an apprentice or improver in connexion with the business of a hairdresser or barber.

IN accordance with the provisions of the *Factories and Shops Act 1928 (No. 3677)*, the Wages Board appointed to determine the lowest prices or rates which may be paid "to any person or persons or classes of persons wheresoever employed in the business of a Hairdresser or Barber, or Wig Maker, or other Workers of Hair," has made the following Determination, namely:—

On the 30th November, 1925, the powers of this Board were extended to enable it to fix the lowest prices or rates which may be paid to any person or persons or classes of persons employed at—

- (a) hair or scalp treatment;  
(b) toilet work.

(1) That on the 8th April, 1931, the last previous Determination of this Board shall be revoked and replaced by this Determination.

(2)

APPRENTICES AND IMPROVERS.					OTHER EMPLOYEES.	Wages.		
Wages Per Week.						Within the Metropolitan District as defined in the <i>Factories and Shops Act</i> , and such portions of the City of Sandringham as is not included within the said District; the Cities of Geelong, Geelong West, and Warrambool; and the Town of Newtown and Ohitwell.	All other parts of Victoria.	
Apprentices.		Improvers.		Per Week of 48 Hours.				Per Week of 48 Hours.
Males.	Females.	Males.	Females.					
1st year	..	..	15 0	10 0	Chairworkers (male or female) in men's hairdressing saloons ..	95 0	88 0	
2nd "	..	..	20 0	15 0				
3rd "	..	..	30 0	25 0				
4th "	..	..	40 0	35 0				
5th "	..	..	50 0	..				
<p>Apprentices and improvers shall be subject to the number of hours per week as fixed for their respective sections.</p> <p style="text-align: center;">PROPORTION (IN ANY SHOP OR PLACE).</p> <p style="text-align: center;"><i>Apprentices.</i></p> <p>One male apprentice to every three or fraction of three male workers receiving not less than the minimum wage.</p> <p>One female apprentice to every two or fraction of two persons receiving not less than the minimum wage.</p> <p style="text-align: center;"><i>Improvers.</i></p> <p>One male improver to every fifteen male workers receiving not less than the minimum wage.</p> <p>One female improver to every fifteen persons receiving not less than the minimum wage.</p> <p>An indenture of apprenticeship prescribed by the Board was approved on 12th December, 1911.</p>					<p style="text-align: center;"><i>Ladies' hairdressing saloons only.</i></p> <p>Males engaged in—</p> <p>Children's haircutting .. 97 0</p> <p>Ladies' haircutting .. 116 0</p> <p>Making up combings .. 116 0</p> <p>All other males .. 135 0</p>	<p style="text-align: center;">Per Week of 47 Hours.</p> <p>97 0</p> <p>116 0</p> <p>135 0</p>		
<p>Females engaged in—</p> <p>Children's haircutting .. 74 0</p> <p>Ladies' haircutting .. 72 0</p> <p>Attending to electrical curling and waving machines .. 64 0</p> <p>Hair work .. 60 0</p> <p>All other females .. 59 0</p>							<p style="text-align: center;">Per Week of 47 Hours.</p> <p>74 0</p> <p>72 0</p> <p>64 0</p> <p>60 0</p> <p>59 0</p>	

(3) TIME OF BEGINNING AND ENDING WORK—

	Time of beginning.	Time of ending.		
		On the day upon which the Half-holiday for Shops is observed.	On the usual Late Trading Day.	On the other Working Days of the Week.
(a) For persons engaged solely in hair or scalp treatment, toilet work, or ladies' hairdressing	9 a.m.	1 p.m.	7.30 p.m.	6 p.m.
(b) For other persons .. .. .	8.30 a.m.	1 p.m.	8 p.m.	7 p.m.

(4) OVERTIME—

By any person { Outside the hours fixed as the times of beginning and ending work . . . . } Time and two-thirds.  
 { Within the hours fixed as the times of beginning and ending work in excess of the maximum number of hours fixed as a week's work . . . . }

(5) TIME WAGES.—Any person employed on time wages for less than the number of hours fixed for an ordinary week's work shall for each hour worked up to one-half the number of hours fixed be paid at the ordinary wages rate with an addition of fifty per centum.

(6) ALLOWANCES—

(a) *Within the Metropolitan District as defined in the Factories and Shops Act.*—Every employer whose place of business is outside a radius of 6 miles from the General Post Office, Melbourne, shall pay to each employee who is engaged for less than one week's continuous work the fares necessarily expended by the employee in travelling between his home and the employer's place of business.

(b) *Outside the Metropolitan District as defined in the Factories and Shops Act.*—Every employer shall pay the fares necessarily incurred by an employee in proceeding from his home to employment outside the Metropolitan District, and also the fares necessarily incurred by the employee in returning to his home at the termination of his employment with the employer. Provided that the employer shall not be required to pay the fare to his home of an employee who voluntarily leaves the service of the employer before he has completed a period of three months in such employment.

(7) SPECIAL RATES.—Ten shillings for each hour or for any portion of an hour shall be paid in addition to the ordinary rate for all work done on Sundays, New Year's Day, Eight Hours Day, Good Friday, and Christmas Day, for all work done after 10.30 a.m. on 26th January (Foundation Day), Easter Monday, King's Birthday, and Boxing Day and, within the Metropolitan District as defined in the Factories and Shops Act, for all work done after 12 noon on Melbourne Cup Day: but if any other day be by Act of Parliament or Proclamation substituted for any of the above-named holidays, the special rate shall only be payable for work done on the day so substituted.

(8) UNIFORMS.—Any employee who is required by his employer to provide himself with a special uniform shall have refunded to him, by the employer, so much of the cost of same as exceeds 12s. 6d. per uniform. Such uniform shall become the property of the employee. The entire cost of special uniforms shall be borne by the employer where the employee is employed for a period of less than six months. Where changes to special designs in uniforms is required, the employer shall bear the cost of same.

(9) MEAL BREAKS.—Meal breaks of not less than 35 minutes shall be allowed to each employee. Such breaks shall commence between the hours of 11 a.m. and 1.30 p.m., and between the hours of 4.15 p.m. and 7 p.m.

(10) DAY AND LATEST HOUR FOR PAYMENT OF WAGES.—Five o'clock p.m. on Friday shall be the day and latest hour for payment of wages.

(11) TERMINATION OF EMPLOYMENT.—Except where the conduct of an employee justifies instant dismissal, seven days' notice of termination of employment shall be given by either employer or employee, or one week's wages shall be paid or forfeited in lieu thereof.

(12) APPRENTICES AND IMPROVERS ON ELECTRICAL CURLING OR WAVING MACHINES.—Female apprentices and improvers shall assist in operating electrical curling or waving machines only in the presence of a person receiving not less than the minimum wage.

(13) PREMIUMS OR BONUSES.—No person shall, either directly or indirectly, request or permit any other person to pay or give or shall receive from any other person, any premium, bonus, consideration or payment for employing or teaching or purporting to employ or teach such person or any other person any of the callings to which this Determination applies.

H. J. RICHARDSON, J.P., Chairman.  
 H. N. JONES, Secretary.

Dated at Melbourne, 24th March, 1931.

[1046]



VICTORIA  
GOVERNMENT GAZETTE.

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TUESDAY, MARCH 31.

[1931

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CONSOLIDATED REGULATIONS

UNDER

THE FRIENDLY SOCIETIES ACT 1928.

## CONSOLIDATED REGULATIONS UNDER THE FRIENDLY SOCIETIES ACT 1928.

*At the Executive Council Chamber, Melbourne, the thirtieth  
day of March, 1931.*

### PRESENT:

His Excellency the Governor of Victoria.  
Mr. Hogan | Mr. Pollard.  
Mr. Lemmon

### REGULATIONS.

**I**N pursuance of the powers and authorities conferred by the *Friendly Societies Act 1928*, and of every other power and authority enabling him in that behalf, His Excellency the Governor of Victoria, by and with the advice of the Executive Council thereof, doth rescind the Regulations in force made under the *Friendly Societies Act 1915*, and make the Regulations following, that is to say:—

#### APPLICATION TO REGISTER SOCIETIES OR AMENDMENTS OF RULES.

- Form A.** 1. Every application to register a society under the *Friendly Societies Act 1928* (in these Regulations termed the Act) shall be sent to the Registrar in Form A annexed hereto.
2. An amendment of the rules of a society may be either—
- (a) A complete amendment, consisting of the substitution of an entire set of rules for the existing rules.
- (b) A partial amendment, consisting of any amendment which does not substitute an entire set of rules for the existing rules.
- Form B.** 3. An application to register a partial amendment of rules must be made by the secretary of the society in Form B annexed hereto, and the due making thereof must be evidenced by statutory declarations, which may be in Forms C and D annexed hereto, and the application must be accompanied by a printed copy of the existing rules marked to show where the alterations occur, and what they are, and by three copies of the amendment.
- Form E.** 4. An application to register a complete amendment of rules must be made by the secretary of the society in Form E annexed hereto, and the due making thereof must be evidenced by statutory declarations, which may be in Forms C and D annexed hereto, and the application must be accompanied by a printed copy of the existing rules and by three copies of the new rules, each copy being marked "P" and signed by three members and the secretary.

#### CANCELLING AND SUSPENSION OF REGISTRY.

- Form F.** 5. Every request to cancel registry must be sent to the Registrar in Form F annexed hereto, and shall name some newspaper circulating in the municipal district in which the registered office of the society is situate wherein it is desired that the cancelling of registry be published, and shall be accompanied by the sum requisite to defray the expense of such publication, and also of the publication of such cancelling in the *Government Gazette*.
6. Where the application is made to cancel registry under the compulsory powers of the Registrar, the Registrar may require such application to be made in duplicate in such form, and to be supported by such statutory declaration or declarations as he may direct, and shall transmit one copy of such application to the Minister for his consent.
- Form G.** 7. Notice before cancelling or suspension of registry shall be in Form G annexed hereto.
- Form H.** 8. The cancelling of registry shall be in Form H annexed hereto.
- Form I.** 9. The suspension or renewal of suspension of registry shall be in Form I annexed hereto.
- Form J.** 10. The advertisement of cancelling or suspension of registry shall be in Form J annexed hereto.



## REGISTERED OFFICE.

11. Notice of a change in the situation of the registered office of Form K. a society shall be sent to the Registrar within fourteen days after every such change in triplicate in Form K annexed hereto, and the Registrar shall sign the memorandum of receipt thereon and return one copy to the society. Notice of the situation of the registered office of a society on first registry shall be deemed to be given by the rule providing for the place of office. The place of business of a society registered before the 18th day of December, 1929, shall be deemed to be the registered office of the society unless and until notice of change duly sent as herein provided, has been or may be received by the Registrar.

## TRUSTEES.

12. Every resolution appointing or removing a trustee or trustees Form L. shall be sent to the Registrar within fourteen days after the meeting at which such resolution was passed, in triplicate, in Form L annexed hereto, and the registrar shall sign the memorandum of receipt thereon, and return one copy to the society.

## NOMINATIONS.

13. Every registered society and branch shall keep a record or register of all nominations made by members of persons to receive money payable on their deaths, and of all revocations and variations of such nominations, and for the recording or registering of every such nomination, revocation, or variation, the rules of the society or branch may require the member nominating to pay a sum not exceeding Sixpence.

## JUVENILE SOCIETIES.

14. Societies and branches consisting wholly of members between three and sixteen years of age may be registered, provided they are—

- (a) in connexion with some institution or school, and managed by the managers or teachers thereof, or by a committee appointed wholly or partly by such managers or teachers;
- (b) in connexion with some society registered under the Act, or a branch of any such society, and managed by the committee or officers of such society or branch, or by persons appointed wholly or partly by them.

15. The rules of every such society or branch shall contain provisions for the following matters in addition to those required in the case of other societies:—

- (a) Whether or not parents and guardians of members shall be entitled to be present and vote at meetings of the society, and perform acts of membership on behalf of their children and wards.
- (b) The giving of security by the treasurer.
- (c) The investment of the funds in the State Savings Bank, or in Government or real securities of or in the State of Victoria, but not otherwise.
- (d) The acceptance of a member into a registered society or branch or the payment to him of a share of the accumulated funds, if any, on his attaining the age of sixteen years.

## DISPUTES.

16. The reference of a dispute to the Registrar shall be written Form M. on foolscap paper, in duplicate, in Form M annexed hereto.

17. The Registrar, upon receipt of the reference, shall transmit one copy to the Minister for his consent.

18. Every notice of hearing by the Registrar, and every requisition Form N. for the attendance of parties and witnesses and the production of books and documents, shall be in Form N annexed hereto.

19. When it is necessary to enforce the attendance of a particular Form O. witness or the production of a particular document, notice shall be given in Form O annexed hereto.

20. If an order for discovery is necessary it shall be in Form P Form P. annexed hereto.

21. The determination and order of the Registrar shall be in Form Q. Form Q annexed hereto, or as near thereto as the circumstances of the case may, in his judgment, allow.

Form R.  
Form S. 22. An application for appointment of inspectors, or for calling a special meeting, shall be sent to the Registrar, written on foolscap paper, in duplicate, in Form R annexed hereto, and shall be accompanied by a statutory declaration in Form S annexed hereto by three at least of the applicants.

23. The Registrar may, immediately upon receipt of the application, transmit one copy to the Minister for his consent, or may, before such transmission, give notice of the application to the society, and transmit to the Minister, with the application, any answer the society may make.

Form T. 24. The appointment of inspectors shall be in Form T annexed hereto, or as near thereto as circumstances may allow.

Form U. 25. The notice of special meeting shall be in Form U annexed hereto, and shall be given either by letter addressed to every member, or by advertisement, or in such other manner as the Registrar may direct.

26. The chairman of the special meeting shall report to the Registrar.

SPECIAL RESOLUTIONS.

Form V.  
Forms W and X. 27. Every application for approval of change of name must be made, in duplicate, in Form V annexed hereto, and must be supported by statutory declarations, which may be in the Forms W and X annexed hereto. If approved of, the word "approved" shall be written at the foot or end of each such copy, and the same shall be signed by the Registrar.

Form Y.  
Forms W and X. 28. Every application to register a special resolution for the amalgamation of societies must be made by each of the societies, in duplicate, in Form Y annexed hereto, and each application must be supported by statutory declarations, which may be in Forms W and X. No acknowledgment of registry shall be given to either society until a special resolution in the above terms has been submitted for registry by the other or each of the others.

Form Z.  
Forms W and X.  
Forms AA and AB. 29. An application to register a special resolution for transfer of engagements to another society or a company, or for amalgamation with a company, shall be, in duplicate, in Form Z, with necessary modifications to suit the facts, and must be supported by statutory declarations, which may be in Forms W and X and in Forms AA or AB, as the case may be.

Form AC.  
Forms W and X. 30. Every application to register a special resolution for converting a society into a company must be, in duplicate, in Form AC annexed hereto, and must be supported by statutory declarations, which may be in Forms W and X.

31. A special resolution shall be registered by writing at the foot or end of each copy of the same the word "registered," and by affixing to the same the seal of the Registrar.

32. When 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 known as \_\_\_\_\_, register No. \_\_\_\_\_, is hereby cancelled."

"Registrar of Friendly Societies."

DISSOLUTION.

Form AD.  
Form AE. 33. The instrument of dissolution shall be in Form AD hereto annexed, and shall be signed in duplicate, and accompanied by a statutory declaration, in Form AE, and by a statement naming some newspaper circulating in the municipal district in which the registered office of the society is situate wherein it is desired that the notice of dissolution shall be published, and by the sum requisite to defray the expenses of such publication, as well as of the publication of such notice in the *Government Gazette*.

Form AF. 34. The Registrar shall return one of the duplicates to the society, with an acknowledgment of registry in Form AF hereto annexed.

35. Alterations in the instrument of dissolution shall be signed, declared to, and registered in like manner as the instrument of dissolution.

Form AG. 36. The advertisement of dissolution by instrument shall be in Form AG hereto annexed.

Form AH. 37. Every application for dissolution by award of the Registrar shall be in Form AH hereto annexed, and shall name some newspaper

circulating in the municipal district in which the registered office of the society is situate 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, as well as of the publication of such notice in the *Government Gazette*.

38. The notice of investigation, with a view to a dissolution, shall be in Form AI hereto annexed, and the award of dissolution in Form AJ hereto annexed. Form AI.  
Form AJ.

39. The award of the Registrar for distribution of the funds shall be in Form AK hereto annexed. Form AK.

40. The notice of dissolution by award shall be in Form AL hereto annexed. Form AL.

#### SOCIETIES AND BRANCHES.

41. No society registered or deemed to be registered under the Act as a separate society shall be registered as a branch of any other society or included in any list of branches under section 28 of the Act until its separate registry has been cancelled.

42. When the registry of any society is cancelled, with a view to its registry as a branch of any other society, notice for such registry must be given in Form AM, as in the establishment of a new branch. Form AM.

43. In registering branch rules the Registrar shall see—
- 1st. That the objects of the branch are not other than those or one or more of those of the society.
  - 2nd. That provision is made for the control of the central body of the society over the branch.
  - 3rd. That there is a separate fund administered by the branch or by a committee or officers appointed by the branch.
  - 4th. That the matters specified in the second schedule to the Act, except as to annual returns to the Government Statist, are provided for so far as the same are applicable to the branch in respect of any separate fund or funds.

44. Branch rules lodged with the application for registry of a society with branches must be signed by three members and the secretary of the branch to which they belong.

45. An application to register an amendment of branch rules must be made by the secretary of the branch through the secretary of the society, and must be countersigned by the secretary of the society.

46. Notice of the appointment of a new trustee of a branch or officer to sue and be sued on behalf of the same, and of any change in the place of business of the branch, shall be sent by the society to the Registrar within one month after such appointment or change, in Forms AN and AO annexed hereto. Forms AN and  
AO.

47. Notice of the establishment of a new branch by a society under section 28 (III.) of the Act shall be in Form AM annexed hereto. Form AM.

48. The annual returns (A and B) of a society with branches shall include all branches of the society. In the case of a society with branches, as regards all funds under the control of the central body of such society, the valuation shall be caused to be made, or the returns in lieu thereof forwarded by the central body, its committee, and officers; but as regards all funds administered by any registered branch, or by a committee or officers appointed by it, such valuation shall be caused to be made, or such returns forwarded by such branch, its committee, and officers.

49. No valuation of the assets and liabilities of a society or 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 or branch is valued.

#### APPLICATIONS FOR DISPENSING WITH CONSENTS TO AMALGAMATION, ETC.

50. Notice of an application that any of the consents and conditions prescribed for an amalgamation or transfer of engagements may be dispensed with shall be advertised in the *Government Gazette* at least one month before application is made to the Registrar on that behalf. Such notice shall be in Form AP annexed hereto. Form AP.

51. 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 AQ annexed hereto, and shall be sent to the Registrar in duplicate, with a copy of the *Government Gazette* in which the advertisement of the same is published. Form AQ.

52. If, after hearing the trustees or committee of management and other persons whom he considers entitled to be heard, and to whom such notice shall be given as the Registrar directs, the Registrar think fit to make the order applied for in whole or in part, he shall write at the foot of a copy of the application a memorandum, in words or to the effect, as follows:—"Subject to the consent of the Minister, I hereby order that the consents and conditions mentioned in the foregoing application [or that the consents and conditions following, mentioned in the foregoing application, &c.] be dispensed with"; and shall sign such memorandum and transmit the copy of the application with such memorandum thereon, to the Minister; and if the Minister think fit to consent to such order, he shall write the words "I consent" at the foot thereof, sign the same, and return the same to the Registrar.

53. In registering any special resolution for amalgamation or transfer of engagements, as prescribed by Regulation 31, where any prescribed consents or conditions have been dispensed with, the words "and confirmed by the Registrar" shall be added after the word "registered."

APPLICATION TO RENEW THE REGISTRY OF EXISTING DIVIDING SOCIETIES.

Form AR.

54. Every application to renew the registry of an existing dividing society shall be sent to the Registrar in Form AR hereto annexed.

Form AS.

55. The copy of rules and the list of officers sent to the Registrar, with the application, shall be verified by a statutory declaration by the secretary of the society in Form AS hereto annexed.

Form AT.

56. The certificate required by section 53, sub-section 2 (c) of the Act shall be in Form AT hereto annexed, and shall be upon or affixed to the copy of rules sent with the application to renew the registry.

Form AU.

57. A new acknowledgment of registry issued by the Registrar under the Act shall be in Form AU hereto annexed.

Form AV.

58. A provisional acknowledgment of registry issued by the Registrar under the Act shall be in Form AV hereto annexed.

59. Before issuing a provisional acknowledgment of registry to any society, the Registrar may require evidence by statutory declaration showing that it was not practicable for the society to forward with the application the certificate required by section 53, sub-section 2 (c) of the Act.

FEEs.

60. The following fees shall be payable:--

	£	s.	d.
For the registry of a special resolution by any society (to include, in the case of a change of a name, the approval of the same) . . . . .	0	12	6
For every appointment of inspectors or calling of a special meeting by the Registrar . . . . .	1	2	6
For the determination of the Registrar on a dispute or for his award for dissolution or distribution of funds . . . . .	1	2	6
For an order of the Registrar dispensing with consents and conditions for amalgamation or transfer of engagements . . . . .	1	2	6
If more than one hearing or adjournment be necessary in case of any dispute, or application for award of dissolution or distribution of funds, or order dispensing with consents, and conditions for amalgamation or transfer of engagements, for every hearing after the first, and for every adjournment, an additional fee of . . . . .	1	2	6
For the acknowledgement of registry of a branch of a society . . . . .	0	5	0
For a new acknowledgment of registry where no provisional acknowledgment of registry has been issued . . . . .	1	0	0
For a provisional acknowledgment of registry . . . . .	1	0	0
For every document, except as after mentioned, required to be signed by the Registrar, or to bear the seal of the Registrar, not chargeable with any other fee to the Registrar . . . . .	0	5	0
For every inspection, on the same day, of documents (whether one or more) in the custody of the Registrar relating to one and the same society . . . . .	0	2	6
For every copy or extract of a document, in addition to the stationer's charges for making the same . . . . .	0	2	6

61. No fee is payable under these Regulations for the registry or recording of—

- The cancelling or suspension of registry of a society.
- Any notice of change of office, or of the appointment of trustees.
- Any instrument of dissolution, or any amendment therein.
- Any matter in respect of which a fee is chargeable under or by virtue of the Act, or of any other Statute.

When a fee is payable under the Act on the lodgment with the Registrar of any application to register any society, or any amendment of rules, no further fee shall be payable under these Regulations in respect of the acknowledgment of registry of such society or amendment of rules.

Where a new acknowledgment of registry of a society is issued while a provisional acknowledgment of registry of that society is in force, no further fee shall be payable on the issue of such new acknowledgment of registry.

62. The fee for the inspection of documents, and for copies or extracts of documents, and the sum of Two shillings and sixpence out of every other fee exceeding Two shillings and sixpence in amount payable under the foregoing Regulations, shall be payable to such person as may be for the time being appointed by the Registrar, by writing under his hand, to be his clerk for the proper use of such clerk.

63. For every copy or extract of any document in the custody of the Registrar there shall be payable the reasonable stationer's charges for making the same, and the amount so payable shall be paid to the Registrar for the use of such person as he may employ to make the copy or extract, in addition to any other fee payable in respect of such copy or extract, or the seal or signature of the Registrar.

64. When a society desires that its assets and liabilities shall be valued and reported on by the Government Statist, the return of benefits, contributions, funds, effects, debts, and credits which the society is required to make in the form prescribed by the Government Statist, shall be accompanied with a fee, which shall be paid forthwith into the Consolidated Revenue. If the Government Statist causes the assets and liabilities to be valued and reported on by some actuary who is not attached to the office of the Government Statist, the fee shall be for the use of such actuary. The fee payable for the valuation of the assets and liabilities of a society made or caused to be made by the Government Statist, shall be in accordance with the following scale, viz. :—

When the benefits to be valued do not exceed three (3) classes of sick allowance, together with sums payable on the deaths of members and of their wives :—

For valuing societies consisting of—

	£	s.	d.
Not more than 25 members . . . . .	0	12	6
More than 25 members, for the first 25 members (with a further sum of 1½d. in respect of each additional member) . . . . .	0	12	6

When the benefits to be valued exceed those mentioned such fee shall be payable as the Government Statist may determine, not exceeding sixpence per member.

In computing the amount of the fee to be paid for a valuation where a society desires that its branches be valued separately, a branch shall be considered a separate body, and the fee payable for each branch shall be in accordance with the foregoing scale.

65. There shall be payable to the Government Statist, or to an actuary approved by the Governor in Council, on the lodgment with either of them of the tables of contributions of a society or branch, or of amendments of rules which might in any way affect the sufficiency of the contributions or prejudice the financial position of the society or branch for his certificate for examining such tables or amendments of rules, such fee as he may determine, not exceeding £5 5s.

66. The fees payable to the Government Statist under Regulation No. 65 shall be paid forthwith into the Consolidated Revenue, but those payable to an actuary who is not attached to the office of the Government Statist, shall be for the use of such actuary.

67. When a society desires that a table of contributions, necessary to provide the payment of sick pay and funeral benefits, be prepared by the Government Statist, the application to construct such table shall be accompanied with a fee of £10 10s.: Provided always that if the

benefits should be of an unusual character, of which the Government Statist shall be the sole judge, or if additional tables are required to be furnished, such fee shall be payable as the Government Statist may determine, not exceeding £21. All fees under this clause shall be paid forthwith into the Consolidated Revenue.

68. Where an application is made for an investigation into the affairs of a society with a view to the dissolution thereof, upon the ground that the rates of contributions fixed in the rules of such society are insufficient to cover the benefits assured, the Registrar may, if he thinks fit, at any time before making his award, require the payment of such fee as he may deem reasonable, not exceeding the scale fixed by regulation 64, with reasonable travelling expenses added in any case in which they may be actually incurred, and if such investigation be made by the Registrar himself such fee shall be payable into the Consolidated Revenue, but if it be made by any other person such fee shall be payable to the use of such person.

CERTIFICATE OF BIRTH OR DEATH.

- Form AW. 69. Every application under the Act for a certificate of birth or death shall be in the Form AW annexed hereto.
- Form AX. 70. Every certificate of birth given under the Act shall be in the Form AX annexed hereto.
- Form AY. 71. Every certificate of the death of a person aged ten years or upwards given under the Act shall be in the Form AY annexed hereto.
- Form AZ. 72. Every certificate of the death of a child under ten years of age given under the Act, shall be in the Form AZ annexed.

MODIFICATION OF FORMS.

73. When anything is required to be in any of the forms hereto annexed it shall be sufficient if it be to the like effect, and any of such forms may be modified by the authority of the Registrar to suit particular cases, and the Registrar may require further evidence by statutory declaration in addition to that expressly prescribed by the foregoing regulations in any case in which to him it may seem expedient.

SEAL OF THE REGISTRAR.

74. The seal of the Registrar shall bear the Royal Arms and the words "Registrar of Friendly Societies" around or above, and the word "Victoria" below.

OFFENCES.

75. Every duty by these Regulations imposed upon any society or branch shall be deemed a duty imposed upon every officer charged by the rules of the society or branch with performing the same, and upon every member of the committee of management thereof who is not proved to have been ignorant of or to have endeavoured to prevent any breach of any such duty complained of.

76. Every society or branch, and every officer or member thereof, guilty of any act or default contrary to these Regulations, shall for every such act or default be liable to a penalty not exceeding £20.

FORM A (REG. 1).

*Friendly Societies Act 1928, No. 3686.*

APPLICATION TO REGISTER A SOCIETY.

Name of society

*To the Registrar of Friendly Societies.*

Application to register a society under the above-named Act under the name of \_\_\_\_\_ is made by the ten persons whose names are subscribed at the foot hereof.

1. The society is one having branches.\*
2. The matters hereinafter mentioned are provided for in the rules as follows, that is to say:—
  - (1) The name of the society in rule No. \_\_\_\_\_
  - (2) The place of office of the society in rule No. \_\_\_\_\_
  - (3) The whole of the objects for which the society is to be established in rule No. \_\_\_\_\_
  - (4) The purposes for which the funds are to be applicable in rule No. \_\_\_\_\_
  - (5) The terms of admission of members in rule No. \_\_\_\_\_
  - (6) The conditions under which any member may become entitled to any benefit in rule No. \_\_\_\_\_
  - (7) The fines and forfeitures to be imposed on any member in rule No. \_\_\_\_\_
  - (8) The mode of holding meetings in rule No. \_\_\_\_\_

- (9) The right of voting in rule No.
- (10) The manner of making, altering, or rescinding rules in rule No.
- (11) The appointment and removal of a committee of management by the name of \_\_\_\_\_ in rule No.
- (12) The mode of convening meetings for the appointment and removal of trustees in rule No.
- (13) The appointment of a secretary in rule No.
- (14) The appointment of a treasurer in rule No.
- (15) The appointment of other officers in rule No.
- (16) The composition of the central body in rule No. .†
- (17) The control to be exercised by the central body over the branches in rule No. .†
- (18) The investment of the funds in rule No.
- (19) The keeping of the accounts in rule No.
- (20) The keeping of all moneys received or paid on account of each and every particular fund or benefit separate and distinct, and entering them in a separate account distinct from the moneys received and paid on account of any other fund or benefit in rule No.
- (21) The audit of the accounts at least once a year in rule No.
- (22) The furnishing return A to the Government Statist every year in rule No.
- (23) The inspection of the books of the society by every person having an interest in the funds of the society in rule No.
- (24) The manner of settling disputes between the society and any of its members, or any person claiming through a member or under the rules in rule No.
- (25) The meeting of all claims upon the society existing at the time of division before any such division takes place in rule No. .‡
- (26) The furnishing of return B to the Government Statist in Rule No.
- (27) A valuation once at least in every five years of the assets and liabilities of the society, including the estimated risks and contributions in rule No.

3. The tables of contributions are certified by the Government Statist.

4. With this application are sent—

- (a) Three copies of the rules; together with the certificate of the Government Statist to the tables of contributions, each marked "A" and signed by each of the applicants.
- (b) A list, marked "B," of the names of the secretary, and of every trustee, and every officer (if any other than the trustees) authorized to sue and be sued on behalf of the society.
- (c) A list, marked "C," of every branch and of the place where the same is established, and of every trustee and every officer (if any other than the trustees) authorized to sue and be sued on behalf of each branch respectively.
- (d) Three copies, marked "D," of the branch rules, which are intended to be identical [or three copies of the rules of every branch which are not intended to be identical].

(Signed)	1.	Member.
	2.	"
	3.	"
	4.	"
	5.	"
	6.	"
	7.	"
	8.	"
	9.	"
	10.	"
	11.	Secretary.

\* If this is not the case a line should be drawn through this statement.—† If the society is not one with branches a line should be drawn through the statement.—‡ If the society does not divide its funds a line should be drawn through this statement.

FORM B (REG. 3).

*Friendly Societies Act 1928, No. 3686.*

APPLICATION TO REGISTER A PARTIAL AMENDMENT OF RULES.

Name of society  
Register No.

*To the Registrar of Friendly Societies.*

Application to register a partial amendment of the rules of the \_\_\_\_\_ is made by the person whose name is subscribed at the foot hereof.

With this application are sent—

- (a) A copy of the registered rules marked to show where the alterations occur, and what they are.
- (b) Three copies of the amendment, each marked "O," and signed by the applicant and three members of the society.
- (c) Evidence by statutory declaration that the amendment has been duly made by the society.

(Signed)

Secretary.

Registered Office,  
Dated \_\_\_\_\_ day of \_\_\_\_\_, 19 \_\_\_\_\_

FORM C (REGS. 3, 4).

*Friendly Societies Act 1928, No. 3686.*

DECLARATION IN SUPPORT OF AMENDMENT OF RULES.

Name of society  
Register No.

I, \_\_\_\_\_ of \_\_\_\_\_ do solemnly and sincerely declare as follows, that is to say:—

1. That I am secretary of the above-named society, and the signature of \_\_\_\_\_ to the amendment of rules hereto annexed is my signature.
2. The amendment of rules hereto annexed has been duly made by the said society, and, to the best of my knowledge and belief, the due making thereof is not disputed by any member of the society or any person claiming to be a member. [If such is the case, add except by \_\_\_\_\_, naming the objectors.]
3. That the amendment hereto annexed was signed in my presence by \_\_\_\_\_, whose signatures are affixed thereto, and they are all members of the society.  
And I make, &c.

FORM D (REGS. 3, 4).

*Friendly Societies Act 1928, No. 3686.*

DECLARATION IN SUPPORT OF AMENDMENT OF RULES.

Name of society  
Register No.

I, \_\_\_\_\_ of \_\_\_\_\_ do solemnly and sincerely declare as follows, that is to say:—

1. That I am a trustee of the above-named society [or, in case of branch rules, secretary of the society known as \_\_\_\_\_, of which the above-named society is a branch].
2. That to the best of my knowledge and belief the amendment of rules hereto annexed has been duly made by the above-named society, and the due making thereof is not disputed by any member of the society or any person claiming to be a member. [If such be the case, add except by \_\_\_\_\_, naming the objectors.]
3. That the signature of \_\_\_\_\_ to the annexed paper writing is the signature of the secretary of the above-named society.  
And I make, &c.

FORM E (REG. 4).

*Friendly Societies Act 1928, No. 3686.*

APPLICATION TO REGISTER A COMPLETE AMENDMENT OF RULES.

Name of society  
Register No.

*To the Registrar of Friendly Societies.*

Application to register a complete amendment of the rules of the \_\_\_\_\_ is made by the person whose name is subscribed at the foot hereof.

1. The society is one having branches.\*
2. The matters hereinafter mentioned are provided for in the rules as follows, that is to say:—
  - (1) The name of the society in rule No. \_\_\_\_\_
  - (2) The place of office of the society in rule No. \_\_\_\_\_
  - (3) The whole of the objects for which the society is to be established in rule No. \_\_\_\_\_
  - (4) The purposes for which the funds are applicable in rule No. \_\_\_\_\_
  - (5) The terms of admission of members in rule No. \_\_\_\_\_
  - (6) The conditions under which any member may become entitled to any benefit in rule No. \_\_\_\_\_
  - (7) The fines and forfeitures to be imposed on any member in rule No. \_\_\_\_\_
  - (8) The mode of holding meetings in rule No. \_\_\_\_\_
  - (9) The right of voting in rule No. \_\_\_\_\_
  - (10) The manner of making, altering, or rescinding rules in rule No. \_\_\_\_\_
  - (11) The appointment and removal of a committee of management by the name of \_\_\_\_\_ in rule No. \_\_\_\_\_
  - (12) The mode of convening meetings for the appointment and removal of trustees in rule No. \_\_\_\_\_
  - (13) The appointment of a secretary in rule No. \_\_\_\_\_
  - (14) The appointment of a treasurer in rule No. \_\_\_\_\_
  - (15) The appointment of other officers in rule No. \_\_\_\_\_
  - (16) The composition of the central body in rule No. \_\_\_\_\_ †
  - (17) The control to be exercised by the central body over the branches in rule No. \_\_\_\_\_ †
  - (18) The investment of the funds in rule No. \_\_\_\_\_
  - (19) The keeping of the accounts in rule No. \_\_\_\_\_
  - (20) The keeping of all moneys received or paid on account of each and every particular fund or benefit separate and distinct, and entering them in a separate account distinct from the moneys received and paid on account of any other fund or benefit in rule No. \_\_\_\_\_
  - (21) The audit of the accounts at least once a year in rule No. \_\_\_\_\_
  - (22) The furnishing return A to the Government Statist every year in rule No. \_\_\_\_\_
  - (23) The inspection of the books of the society by every person having an interest in the funds of the society in rule No. \_\_\_\_\_



- (24) The manner of settling disputes between the society and any of its members, or any person claiming through a member or under the rules in rule No.
- (25) The meeting of all claims upon the society existing at the time of division before any such division takes place in rule No. †
- (26) The furnishing of return B to the Government Statist in Rule No. . . .
- (27) A valuation once at least in every five years of the assets and liabilities of the society, including the estimated risks and contributions in rule No.

3. The tables of contributions are certified by the Government Statist.  
With this application are sent—

- (a) A copy of the registered rules.
- (b) Three copies of the new rules proposed by way of complete amendment, together with the tables of contributions certified as aforesaid, each marked "P," and signed by the applicant and three members of the society.
- (c) Evidence by statutory declaration that the amendment now submitted for registry has been duly made by the society.

(Signed)

Secretary.

Registered Office,

Dated \_\_\_\_\_ day of \_\_\_\_\_, 19 .

\* If this is not the case a line should be drawn through this statement.—† If the society is not one with branches a line should be drawn through this statement.—‡ If the society does not divide its funds a line should be drawn through this statement.

FORM F (REG. 5).

*Friendly Societies Act 1928, No. 3686.*

REQUEST TO CANCEL REGISTRY.

Name of society  
Register No.

*To the Registrar of Friendly Societies.*

1. The above-named society desires that its registry under the Friendly Societies Act may be cancelled on the following ground, viz.:—  
And at a general meeting, duly held on the \_\_\_\_\_ day of \_\_\_\_\_, 19 \_\_\_\_\_, it was resolved as follows:—"That the trustees be authorized to request the Registrar to cancel the registry of this society."

2. This request is made by the trustees accordingly.

3. It is desired that notice of such cancelling be published in the [naming some newspaper], circulating in the municipal district in which the registered office of the society is situated.

4. The sum of \_\_\_\_\_ being the cost of publishing such notice in the said newspaper, and the further sum of \_\_\_\_\_, for the cost of publishing the same in the *Government Gazette*, are herewith transmitted.

} Trustees.

Registered Office,

Dated \_\_\_\_\_, 19 .

FORM G (REG. 7).

*Friendly Societies Act 1928, No. 3686.*

NOTICE BEFORE CANCELLING OR SUSPENSION OF REGISTRY.

Name of society  
Register No.

Notice is hereby given to the above-named society that it is the intention of the Registrar to proceed, on the \_\_\_\_\_ day of \_\_\_\_\_, 19 \_\_\_\_\_, to cancel [or to suspend for \_\_\_\_\_] the registry of the society, unless cause be shown to the contrary in the meantime.

The ground of such proposed cancelling [or suspension] is as follows:—

Registrar of Friendly Societies.

Dated \_\_\_\_\_, 19 .

FORM H (REG. 8).

*Friendly Societies Act 1928, No. 3686.*

CANCELLING OF REGISTRY.

Name of society  
Register No.

The registry of the above-named society is hereby cancelled at its request [or as the case may be].

Registrar of Friendly Societies.

Dated

FORM I (REG. 9).

*Friendly Societies Act 1928, No. 3686.*

SUSPENSION OR RENEWAL OF SUSPENSION OF REGISTRY.

Name of society

Register No.

The registry of the above-named society is hereby [further] suspended for from this date, on the ground that

Registrar of Friendly Societies.

Dated , 19

FORM J (REG. 10).

ADVERTISEMENT OF CANCELLING OR SUSPENSION OF REGISTRY.

Notice is hereby given that the Registrar of Friendly Societies has, pursuant to the Act No. 3686, sec. 12, by writing under his hand, dated the day of 19 , cancelled [or suspended for ] the registry of the society known as , register No. , held at , on the ground following, that is to say:—

The society (subject to the right of appeal given by the said Act) ceases to enjoy [during such suspension] 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.

FORM K (REG. 11).

*Friendly Societies Act 1928, No. 3686.*

NOTICE OF CHANGE OF REGISTERED OFFICE.

Name of society

Register No.

Notice is hereby given that the registered office of the above-named society is removed from , and is now situated at

Dated this day of , 19

} Trustees.  
Secretary.

To the Registrar of Friendly Societies.

Received this day of , 19

[Seal or signature of Registrar.]

FORM L (REG. 12).

*Friendly Societies Act 1928, No. 3686.*

NOTICE OF RESOLUTION APPOINTING TRUSTEES.

Name of society

Register No.

At a meeting of the society, duly convened as provided by the rules, and held the day of 19 , it was resolved by a majority of the members present and entitled to vote—

That of  
of  
of  
of  
and of

[give full names, addresses, and descriptions] be a trustee (or trustees) of the society. [If it is not a first appointment, add in place of deceased, or resigned, or removed, as the case may be.]

Trustee.  
Trustee.  
Trustee.  
Trustee.  
Trustee.  
Secretary.

Registered Office of Society,

Dated day of , 19

Received this day of , 19

[Seal or signature of Registrar.]

## FORM M (REG. 16).

*Friendly Societies Act 1928, No. 3686.*

## REFERENCE OF A DISPUTE.

Dispute between \_\_\_\_\_ and [ \_\_\_\_\_ an officer of] the society known as \_\_\_\_\_, register No. \_\_\_\_\_

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

The said \_\_\_\_\_ states as follows:—

- (1) That he is a member [or claims through \_\_\_\_\_ a member, or under the rules] of the said society.
- (2) That he claims to be entitled as follows [*give particulars of claim*]:—
- (3) That the claim is proposed to be supported by the evidence of the following witnesses and by the production of the following books and documents:—

The said \_\_\_\_\_ as an officer [or as trustees] of the said society states [or state] as follows:

- (1) That he [or the society] disputes the claim of the said \_\_\_\_\_ on the following grounds:—
- (2) That his case [or the case of the society] is proposed to be supported by the evidence of the following witnesses and by the production of the following books and documents:—

Signature of the claimant

Address of claimant

Signature of the officer or) signature of the trustees)

Registered Office,

Dated \_\_\_\_\_, 19 \_\_\_\_\_

## FORM N (REG. 18).

*Friendly Societies Act 1928, No. 3686.*

Dispute between \_\_\_\_\_ and [ \_\_\_\_\_ an officer of] the society known as \_\_\_\_\_, register No. \_\_\_\_\_

To

Take notice that I shall proceed to hear and determine the matter in dispute, which has been referred to me, pursuant to the above-named Act, on the \_\_\_\_\_ day of \_\_\_\_\_ next, at \_\_\_\_\_ o'clock in the \_\_\_\_\_ noon, 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.

Registrar of Friendly Societies.

Dated \_\_\_\_\_, 19 \_\_\_\_\_

## FORM O (REG. 19).

*Friendly Societies Act 1928, No. 3686.*

## SPECIAL REQUISITION OF WITNESS.

Dispute between \_\_\_\_\_ and [ \_\_\_\_\_ an officer of] the society known as \_\_\_\_\_, register No. \_\_\_\_\_

To

Pursuant to section 21 of the above-named Act, you are required to attend at \_\_\_\_\_ on \_\_\_\_\_ the \_\_\_\_\_ day of \_\_\_\_\_ next, at \_\_\_\_\_ o'clock in the \_\_\_\_\_ noon, to give evidence relating to the matter in question, and to produce the following books and documents:—

Registrar of Friendly Societies.

Dated \_\_\_\_\_, 19 \_\_\_\_\_

N.B.—If you do not comply with this requisition you will be guilty of an offence under the above-named Act, and become liable to a penalty.

## FORM P (REG. 20).

*Friendly Societies Act 1928, No. 3686.*

## ORDER FOR DISCOVERY.

In the matter of a dispute between \_\_\_\_\_ and [ \_\_\_\_\_ an officer of] the society known as \_\_\_\_\_, register No. \_\_\_\_\_, referred to me pursuant to the above-named Act.

I, \_\_\_\_\_, Registrar of Friendly Societies, order and direct as follows:—

- (1) That within fourteen days from the service of this order \_\_\_\_\_ do deposit at my office [*state where*], for inspection of the parties, the following documents [*state documents*]:—
- (2) That on the \_\_\_\_\_ day of \_\_\_\_\_ next, at \_\_\_\_\_ o'clock in the \_\_\_\_\_ noon [an officer of the society\*] \_\_\_\_\_ do appear before me, at my office, above-named, and make discovery, upon oath, of all things within his knowledge [as such officer\*] relative to the following matters [*state the matters as to which discovery is granted*]:—

Given under my hand this \_\_\_\_\_ day of \_\_\_\_\_, 19 \_\_\_\_\_  
Registrar of Friendly Societies.

\* These words will be omitted if the discovery is to be made by the other party to the dispute.

FORM Q (REG. 21).

*Friendly Societies Act 1928, No. 3686.*

DETERMINATION AND ORDER.

In the matter of a dispute between \_\_\_\_\_ and [ \_\_\_\_\_ an officer of] the society known as \_\_\_\_\_, register No. \_\_\_\_\_, referred to me pursuant to the above-named Act.

I, \_\_\_\_\_, Registrar of Friendly Societies, determine as follows:—

Given under my hand this \_\_\_\_\_ day of \_\_\_\_\_, 19 \_\_\_\_\_  
 \_\_\_\_\_  
 Registrar of Friendly Societies.

N.B.—Application for the enforcement of this order may be made to the County Court.

FORM R (REG. 22).

*Friendly Societies Act 1928, No. 3686.*

APPLICATION UNDER SPECIAL POWERS OF REGISTRAR.

Name of society \_\_\_\_\_  
 Register No. \_\_\_\_\_

Application made pursuant to section 22 of the above-named Act.

1. The above-named society has \_\_\_\_\_ members.
2. This application is signed by \_\_\_\_\_ members.
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, by a statutory declaration hereto annexed by \_\_\_\_\_ [state names], three of the present applicants, and [here state the nature of the evidence proposed to be given]:—
6. The applicants are prepared, if required, to give security for costs to the extent of \_\_\_\_\_ [state amount].

Signatures of applicants\* \_\_\_\_\_  
 Address to which communications are to be sent \_\_\_\_\_  
 Dated \_\_\_\_\_

\* Signature by mark must be attested by some one not an applicant.

FORM S (REG. 22).

*Friendly Societies Act 1928, No. 3686.*

Name of society \_\_\_\_\_  
 Register No. \_\_\_\_\_

We, three of the members of the above-named society, do solemnly and sincerely declare that in making the application, a copy of which is hereunto annexed, we are not, nor to the best of our knowledge and belief is any one 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, &c.

FORM T (REG. 24).

*Friendly Societies Act 1928, No. 3686.*

APPOINTMENT OF INSPECTORS.

Name of society \_\_\_\_\_  
 Register No. \_\_\_\_\_

Pursuant to section 22 of the above-named Act, I hereby appoint [and \_\_\_\_\_] inspector [or inspectors] to examine into the affairs of the above-named society, and to report thereon.

One copy of the application for inspection is sent herewith for the guidance of the inspector [or inspectors].

He [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 \_\_\_\_\_ the \_\_\_\_\_ day of \_\_\_\_\_ next, at \_\_\_\_\_ o'clock in the \_\_\_\_\_ noon, and to be held at \_\_\_\_\_

\_\_\_\_\_  
 Registrar of Friendly Societies.

FORM U (REG. 25).

*Friendly Societies Act 1928, No. 3686.*

NOTICE OF A SPECIAL MEETING TO BE HELD BY THE REGISTRAR'S DIRECTION.

Name of society \_\_\_\_\_  
 Register No. \_\_\_\_\_

Notice is hereby given that a special meeting of the above-named society will be held, by direction of the Registrar, pursuant to section 22 of the above-named Act, on \_\_\_\_\_ the \_\_\_\_\_ day of \_\_\_\_\_ next, at \_\_\_\_\_ o'clock in the \_\_\_\_\_ noon, at \_\_\_\_\_, which meeting shall appoint its own chairman, and shall then proceed to discuss and determine on the following matters [state them]:—

\_\_\_\_\_  
 Registrar of Friendly Societies.

Dated \_\_\_\_\_, 19 \_\_\_\_\_

## FORM V (REG. 27).

*Friendly Societies Act 1928, No. 3686.*

## APPLICATION FOR APPROVAL OF CHANGE OF NAME AND REGISTRY OF SPECIAL RESOLUTION.

Name already registered  
Register No.*To the Registrar of Friendly Societies.*

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 persons whose names are subscribed at the foot hereof.

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 society, of which notice was duly given, held on the \_\_\_\_\_ day of \_\_\_\_\_ 19\_\_\_\_, 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 the \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_, pursuant to section 23 of the above-named Act.

[The resolution to be copied at length.]

\_\_\_\_\_, Chairman of the first general meeting.  
\_\_\_\_\_, Secretary.  
\_\_\_\_\_, Chairman of the subsequent general meeting.

Registered office,  
Dated \_\_\_\_\_, 19\_\_\_\_.

## FORM W (REGS. 27, 28, 29, 30).

*Friendly Societies Act 1928, No. 3686.*Name of society  
Register No.

I, \_\_\_\_\_, of \_\_\_\_\_, an officer of the above-named society, do solemnly and sincerely declare that the statements in the annexed application are, to the best of my knowledge and belief, true, and that in making the special resolution mentioned in such application the provisions of section 23 of the above-named Act, have been duly complied with: And in particular that notice of the meeting held at \_\_\_\_\_ on the \_\_\_\_\_ day of \_\_\_\_\_, at which the special resolution, application for registry of which is appended to this declaration was passed, was duly given according to the rules of the above-named society in manner following, that is to say:— And that notice of the meeting held at \_\_\_\_\_ on the \_\_\_\_\_ day of \_\_\_\_\_, at which such special resolution was confirmed, was duly given according to the rules of the above-named society in manner following, that is to say:—

And I make, &amp;c.

## FORM X (REGS. 27, 28, 29, 30).

*Friendly Societies Act 1928, No. 3686.*Name of society  
Register No.

I, \_\_\_\_\_, of \_\_\_\_\_, do solemnly and sincerely declare that I was the chairman of a general meeting of the above-named society, held at \_\_\_\_\_ on the \_\_\_\_\_ day of \_\_\_\_\_, at the hour of \_\_\_\_\_ in the \_\_\_\_\_ noon, at which meeting \_\_\_\_\_ members were present personally [and \_\_\_\_\_ members, in addition, were present by proxy], and the resolution, application for registry of which is appended to this declaration, was carried [or confirmed] by a majority of \_\_\_\_\_ members, \_\_\_\_\_ members voting in favour of it, and \_\_\_\_\_ members voting against it [or unanimously].

And I make, &amp;c.

## FORM Y (REG. 28).

*Friendly Societies Act 1928, No. 3686.*

## APPLICATION FOR REGISTRY OF A SPECIAL RESOLUTION FOR AMALGAMATION OF SOCIETIES.

Name of society  
Register No.  
Name of society  
Register No.

[And so on if more than two.]

*To the Registrar of Friendly Societies.*

Application for registry of a special resolution for the amalgamation of the above-mentioned societies is made by the persons whose names are subscribed at the foot hereof.

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 society known as the \_\_\_\_\_, of which notice was duly given, held on the \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_, 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 the \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_, pursuant to section 23 of the above-named Act:—

[The resolution to be copied at length.]

2. The number of votes to which all the members of the society known as \_\_\_\_\_ are entitled, pursuant to section 24 (vii) of the above-named Act, 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 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].

\_\_\_\_\_, Chairman of the first general meeting.  
 \_\_\_\_\_, Secretary of the society known as the \_\_\_\_\_  
 \_\_\_\_\_, Chairman of the subsequent general meeting.

Registered Office of the society known as \_\_\_\_\_

Dated \_\_\_\_\_ day of \_\_\_\_\_, 19 \_\_\_\_\_

FORM Z (REG. 29).

*Friendly Societies Act 1928, No. 3686.*

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

Name of society transferring its engagements \_\_\_\_\_  
 Register No. \_\_\_\_\_  
 Name of society undertaking to fulfil transferred engagements \_\_\_\_\_  
 Register No. \_\_\_\_\_

*To the Registrar of Friendly Societies.*

Application for registry of a special resolution for transfer of engagements of the above-named society, register No. \_\_\_\_\_, 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 such society, register No. \_\_\_\_\_, of which notice was duly given, held at \_\_\_\_\_ on the \_\_\_\_\_ day of \_\_\_\_\_, 19 \_\_\_\_\_, 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 at \_\_\_\_\_, on the \_\_\_\_\_ day of \_\_\_\_\_, 19 \_\_\_\_\_:—

*[The resolution to be copied at length.]*

2. The number of votes to which all the members of the first-named society are entitled pursuant to section 24 (vii) of the above-named Act 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 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 above-named society, register No. \_\_\_\_\_, has undertaken to fulfil the engagements of the above-named society, register No. \_\_\_\_\_, as testified by the signatures of the trustees and secretary of the said society, register No. \_\_\_\_\_, to this application, and by the declaration of the secretary of the same sent with this application.

\_\_\_\_\_, Chairman of the first general meeting.  
 \_\_\_\_\_, Secretary of the society, register No. \_\_\_\_\_  
 \_\_\_\_\_, Chairman of the second general meeting.  
 \_\_\_\_\_, Trustees of the society, register No. \_\_\_\_\_  
 \_\_\_\_\_, Secretary of the society, register No. \_\_\_\_\_

Registered Office of transferring society \_\_\_\_\_

Dated the \_\_\_\_\_ day of \_\_\_\_\_, 19 \_\_\_\_\_

FORM AA (REG. 29).

*Friendly Societies Act 1928, No. 3686.*

DECLARATION BY SECRETARY OF SOCIETY ACCEPTING TRANSFER OF ENGAGEMENTS.

Name of society \_\_\_\_\_  
 Register No. \_\_\_\_\_  
 I, \_\_\_\_\_, of \_\_\_\_\_, secretary of the above-named society, do solemnly and sincerely declare that by a resolution of a meeting of the society, held on the \_\_\_\_\_ day of \_\_\_\_\_, 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 the society known as \_\_\_\_\_, register No. \_\_\_\_\_.

And I make, &c.

FORM AB (REG. 29).

*Friendly Societies Act 1928, No. 3686.*

DECLARATION BY SECRETARY OF COMPANY AGREEING TO AMALGAMATION OR TRANSFER.

Name of company \_\_\_\_\_  
 I, \_\_\_\_\_, of \_\_\_\_\_, secretary of the above-named company, do solemnly and sincerely declare that, by a resolution of a special general meeting of the company, held on the \_\_\_\_\_ day of \_\_\_\_\_, at \_\_\_\_\_, [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 fulfil all the engagements of] the society known as \_\_\_\_\_, reg. No. \_\_\_\_\_.

And I make, &c.

FORM AC (REG. 30).

*Friendly Societies Act 1928, No. 3686.*

APPLICATION FOR REGISTRY OF A SPECIAL RESOLUTION FOR CONVERSION INTO A COMPANY.

Name of society  
Register No.

*To the Registrar of Friendly Societies.*

Application for registry of a special resolution for conversion of the above-named society into a company is made by the persons whose names are subscribed at the foot hereof.

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 the day of 19 , 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 the day of 19 , pursuant to section 23 of the above-named Act:—

[The resolution to be copied at length.]

, Chairman of the first general meeting.  
, Secretary.  
, Chairman of the subsequent general meeting.

Registered Office,  
Dated the day of , 19

FORM AD (REG. 33).

*Friendly Societies Act 1928, No. 3686.*

INSTRUMENT OF DISSOLUTION.

Name of society  
Register No.

Instrument of dissolution of the , made the day of , 19 pursuant to the Act No. 3686, section 24, and 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 or other benefit from the funds of the society [except whose claims have been duly satisfied, or have been provided for (state in what manner such provision has been made)].

It is agreed and declared as follows:—

- (1) The liabilities of the society are the following [here set them out in detail]:—
- (2) The assets of the society are the following [here set them out in detail]:—
- (3) The number of members is—
- (4) The nature of the interests of the members is as follows:—
- (5) The society has no creditors other than the members [or the society has, besides its members, the following creditors, to each of whom is owing the amount set opposite his name, amounting on the whole to (set out list of creditors and amounts owing to them). Provision has been made for the payment of such creditors in manner following (here set out provisions)]:—
- (6) 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]:—

[Here insert any other provisions the society desires to insert as to the dissolution.]

Signatures of members. | Number of votes of each member.

Signatures of persons receiving any relief or other benefit from the funds of the society.

Schedule.

List of members who have not signed | Number of votes of each.  
the foregoing instrument.

N.B.—All signatures by marks only must be attested by a witness who does not sign as a member.

FORM AE (REG. 33).

*Friendly Societies Act 1928, No. 3686.*

DECLARATION TO ACCOMPANY INSTRUMENT OF DISSOLUTION.

Name of society  
Register No.

I, , of , one of the trustees [or we, , and , three members and the secretary] of the above-named society, do solemnly and sincerely declare that the facts alleged or recited in the instrument of dissolution [or the alteration of the instrument of dissolution] appended to this declaration and the Schedules thereto are true; and in making the said instrument the provisions of the *Friendly Societies Act 1928, No. 3686*, have been complied with.  
And I [or we] make, &c.

FORM AF (REG. 34).

*Friendly Societies Act 1928, No. 3686.*

ACKNOWLEDGMENT OF REGISTRY OF INSTRUMENT OF DISSOLUTION.

Name of society  
Register No.

The foregoing instrument of dissolution [or alteration of instrument of dissolution] of the society known as \_\_\_\_\_, register No. \_\_\_\_\_ is registered under the *Friendly Societies Act 1928*, this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_.

[Seal of Registrar of Friendly Societies.]

FORM AG (REG. 36).

*Friendly Societies Act 1928, No. 3686.*

ADVERTISEMENT OF DISSOLUTION BY INSTRUMENT.

Notice is hereby given that the society known as \_\_\_\_\_, register No. \_\_\_\_\_, held at \_\_\_\_\_, is dissolved, by instrument registered at this office the \_\_\_\_\_ day of \_\_\_\_\_, unless within three months from the date of the *Gazette* in which this advertisement appears proceedings be commenced by some member or other person interested in or having any claim on the funds of the society, to set aside such dissolution, and the same be set aside accordingly.

\_\_\_\_\_  
Registrar of Friendly Societies.  
Selborne Chambers [or as the case may be], the \_\_\_\_\_ day of \_\_\_\_\_.

FORM AH (REG. 37).

*Friendly Societies Act 1928, No. 3686.*

APPLICATION TO THE REGISTRAR FOR AN AWARD OF DISSOLUTION.

Name of society  
Register No.

Application for an award of dissolution of the above-named society is made by the members whose names are subscribed at the foot hereof.

1. The society consists of \_\_\_\_\_ members, \_\_\_\_\_ of whom have signed this application.
2. The funds of the society are insufficient to meet the existing claims thereon [or the rates of contribution fixed in the rules of the society are insufficient to cover the benefits assured].
3. The grounds upon which such insufficiency is alleged are as follows [*state grounds*]:—
4. The Registrar is hereby requested to make, or cause to be made, pursuant to the Act No. 3686, section 24, an investigation into the affairs of the society, with a view to the dissolution thereof.
5. It is desired that notice of the award of dissolution be published in the [*naming some newspaper*], circulating in the neighbourhood of the registered office of the society.
6. The sum of \_\_\_\_\_ being the cost of publishing such notice in the said newspaper, and the further sum of \_\_\_\_\_ being the cost of publishing the same in the *Government Gazette*, are herewith transmitted.

[Signatures of members.\*]

Registered Office,  
Dated the \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_.

\* Any signature by mark only must be attested by a witness who does not sign as a member.

FORM AI (REG. 38).

*Friendly Societies Act 1928, No. 3686.*

NOTICE OF INVESTIGATION WITH A VIEW TO A DISSOLUTION.

Name of society  
Register No.

Notice is hereby given that the Registrar of Friendly Societies will proceed, by himself [or by \_\_\_\_\_ actuary, or public auditor, whom such Registrar hereby appoints for the purpose], to investigate the affairs of the above-named society, with a view to the dissolution thereof, in compliance with an application in that behalf made, pursuant to section 24 of the above-named Act, on the \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_, at \_\_\_\_\_ o'clock in the \_\_\_\_\_ noon, at \_\_\_\_\_.

\_\_\_\_\_  
Registrar of Friendly Societies.

Address  
Dated the \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_.  
[To be addressed to the society at its registered office.]

FORM AJ (REG. 38).

*Friendly Societies Act 1928, No. 3686.*

AWARD OF DISSOLUTION.

Name of society  
Register No.

Pursuant to section 24 of the above-named Act, I hereby award that the \_\_\_\_\_ shall be dissolved and its affairs wound up, as from the \_\_\_\_\_ day of \_\_\_\_\_, and I direct that the assets of the said society shall be divided and appropriated in the following manner:—

\_\_\_\_\_  
Registrar of Friendly Societies.

Address  
Dated the \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_.



FORM AK (REG. 39).  
Friendly Societies Act 1928, No. 3686.  
AWARD FOR DISTRIBUTION.

Name of society  
Register No.  
Pursuant to section 24 of the above-named Act, and to the instrument of dissolution of the above-named society, registered on the \_\_\_\_\_ day of \_\_\_\_\_ 19\_\_\_\_, I hereby award and direct that the assets of the society shall be divided and appropriated in the following manner:—  
\_\_\_\_\_  
Registrar of Friendly Societies.  
Address \_\_\_\_\_  
Dated the \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_

FORM AL (REG. 40).  
Friendly Societies Act 1928, No. 3686.  
ADVERTISEMENT OF DISSOLUTION BY AWARD.

Notice is hereby given that on the \_\_\_\_\_ day of \_\_\_\_\_ the Registrar of Friendly Societies signed an award for the dissolution of the society known as \_\_\_\_\_, registered No. \_\_\_\_\_, held 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 be set aside accordingly.  
\_\_\_\_\_  
Registrar of Friendly Societies.  
Selborne Chambers [or as the case may be], this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_

FORM AM (REG. 42).  
Friendly Societies Act 1928, No. 3686.  
NOTICE OF ESTABLISHMENT OF BRANCH.

Name of society  
Register No. \_\_\_\_\_  
To the Registrar of Friendly Societies.  
1. A branch of the above society has been established at \_\_\_\_\_, and is called \_\_\_\_\_  
2. The branch is [or is not] to have trustees other than those of the society. [If so, add and the following are the names of such trustees (describing them):—]  
3. The branch is [or is not] to have officers to sue and be sued. [If so, add and the following are the names of such officers:—]  
4. The rules of the branch are [or are not] identical with those of the other branches of the society. [If not so, add and a copy of the rules of the branch is sent herewith.]  
\_\_\_\_\_  
Secretary of the Society.  
Registered office of the society,  
Dated the \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_

FORM AN (REG. 43).  
Friendly Societies Act 1928, No. 3686.

NOTICE OF RESOLUTION APPOINTING TRUSTEES OF BRANCH.

Name of society  
Register No. \_\_\_\_\_  
Name, register No., and place of branch  
At a meeting of the above-named branch of the above-named society, duly convened, as provided for by the rules, held the \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_, it was resolved by a majority of the members present, and entitled to vote—  
That \_\_\_\_\_ of \_\_\_\_\_ of \_\_\_\_\_ of \_\_\_\_\_ and \_\_\_\_\_ of \_\_\_\_\_  
[give full names, addresses, and descriptions], be a trustee [or trustees] of such branch, in place of \_\_\_\_\_, deceased [or resigned, or removed, as the case may be].  
\_\_\_\_\_  
, Trustee appointed as above.  
, Trustee           "  
, Trustee           "  
, Trustee           "  
, Trustee           "  
, Secretary of above-named branch.  
Place of business of above-named branch \_\_\_\_\_  
, Secretary of above-named society.  
, Trustee of above-named society.  
Registered office of above-named society,  
Dated the \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_  
Received this \_\_\_\_\_ day of \_\_\_\_\_ 19\_\_\_\_  
[Seal or signature of Registrar.]

FORM AO (REG. 44).

*Friendly Societies Act 1928, No. 3686.*

Name of society

Register No.

Name and register No. of branch

Notice is hereby given that the place of business of the above-named branch is removed from \_\_\_\_\_ to \_\_\_\_\_

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_, Secretary of the branch.  
Secretary of the society.

To the Registrar.

Registered office of the society. \_\_\_\_\_

Received this \_\_\_\_\_ day of \_\_\_\_\_ [Seal or signature of Registrar.]

FORM AP (REG. 50).

*Friendly Societies Act 1928, No. 3686.*

ADVERTISEMENT OF APPLICATION FOR DISPENSING WITH CONSENTS OR CONDITIONS FOR AMALGAMATION OR TRANSFER OF ENGAGEMENTS.

Notice is hereby given that the society known as \_\_\_\_\_, register No. \_\_\_\_\_, the registered office of which is at \_\_\_\_\_, desires to amalgamate with [or transfer all its engagements to] the society known as \_\_\_\_\_, register No. \_\_\_\_\_ [or the \_\_\_\_\_ a company under the *Companies Act 1928, or as the case may be*] And that on the \_\_\_\_\_ day of \_\_\_\_\_ the trustees [or committee of management] of the first-named society intend to apply to the Registrar of Friendly Societies that the following consents and conditions prescribed by the *Friendly Societies Act 1928* for an amalgamation [or transfer of engagements] may be dispensed with, viz.:—

[State what consents and conditions.]

} Trustees [or members of the committee of management] of the said first-named society.

FORM AQ (REG. 51).

*Friendly Societies Act 1928, No. 3686.*

APPLICATION FOR DISPENSING WITH CONSENTS OR CONDITIONS FOR AMALGAMATION OR TRANSFER OF ENGAGEMENTS.

Name of society

Register No.

Application is made by the trustees [or committee of management] of the above-named society for the purpose hereinafter mentioned:—

- (1) The above-named society desires to amalgamate with [or transfer all its engagements to] the society known as \_\_\_\_\_, register No. \_\_\_\_\_ [or the \_\_\_\_\_, a company under the *Companies Act 1928.*]
- (2) The trustees [or committee of management] of the first-named society hereby apply to the Registrar that the following consents and conditions prescribed by the *Friendly Societies Act 1928*, for an amalgamation [or transfer of engagements] may be dispensed with, viz.:—

[State consents and conditions.]

- (3) Notice of the intention to make the present application was advertised in the *Government Gazette* on the \_\_\_\_\_ day of \_\_\_\_\_ being one calendar month previous to the date of this application, and a copy of the *Gazette* in which such notice appears is sent herewith.

} Trustees [or members of the committee of management] of the said first-named society.

FORM AR (REG. 54).

*Friendly Societies Act 1928, No. 3686.*

APPLICATION FOR A NEW ACKNOWLEDGMENT OF REGISTRY OF AN EXISTING DIVIDING SOCIETY.

Name of society

Register No.

Date of expiry of last acknowledgment of registry

To the Registrar of Friendly Societies.

Application for a new acknowledgment of registry of the above-named society is hereby made by the ten members and the secretary of the said society whose names are subscribed at the foot hereof.

1. With this application are sent—

- (a) A copy marked "A" of the rules of the society as they exist signed by each of the applicants.
- (b) A list marked "B" of the names of the secretary and of every trustee or other officer authorized to sue and be sued on behalf of the society.

2. The tables of contributions are certified by the Government Statist or by an actuary approved by the Governor in Council under section 11 (v) of the *Friendly Societies Act 1928* (as the case may be).

Dated the \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_

(Signed) 1.	Member.
2.	"
3.	"
4.	"
5.	"
6.	"
7.	"
8.	"
9.	"
10.	"

Secretary.

FORM AS (REG. 55).

*Friendly Societies Act 1928, No. 3686.*

DECLARATION VERIFYING RULES AND LIST OF OFFICERS OF AN EXISTING DIVIDING SOCIETY.

Name of society \_\_\_\_\_  
 Register number \_\_\_\_\_  
 I, \_\_\_\_\_ of \_\_\_\_\_, do solemnly and sincerely declare as follows, that is to say:—

1. That I am the secretary of the above-named society, and the signature of \_\_\_\_\_ to the copy of rules annexed hereto and marked "A" is my signature.
2. That the copy of rules annexed hereto and marked "A" is a true copy of the rules of the said society as they exist.
3. That the said copy of rules was signed in my presence by the ten persons whose signatures are affixed thereto, and they are all members of the said society.
4. That the statement annexed hereto and marked "B" of the names of the secretary and other officers of the said society is true in every particular.

And I make this solemn declaration conscientiously believing the same to be true, and by virtue of the provisions of an Act of the Parliament of Victoria rendering persons making a false declaration punishable for wilful and corrupt perjury.

Declared at \_\_\_\_\_, in the State of Victoria, this \_\_\_\_\_ day of \_\_\_\_\_, One thousand nine hundred and \_\_\_\_\_ before me,  
 J.P.

FORM AT (REG. 56).

*Friendly Societies Act 1928, No. 3686.*

CERTIFICATE OF ADEQUACY OF TABLES OF CONTRIBUTIONS OF AN EXISTING DIVIDING SOCIETY.

I hereby certify that the tables of contributions of the \_\_\_\_\_ Society which are set out in the above rules are adequate to provide for a period of twelve months from the first day of July, One thousand nine hundred and \_\_\_\_\_, the benefits to be received in consideration of such contributions.

Given under my hand this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_  
 Government Statist,  
 or  
 Actuary approved by the Governor in Council under section 11 (v) of the *Friendly Societies Act 1928*.

FORM AU (REG. 57).

*Friendly Societies Act 1928, No. 3686.*

NEW ACKNOWLEDGMENT OF REGISTRY OF AN EXISTING DIVIDING SOCIETY.

The registry of the \_\_\_\_\_ Society under the *Friendly Societies Act 1928* is renewed for the period of twelve months from the \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_

Given under my hand this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_  
 Registrar of Friendly Societies.

FORM AV (REG. 58).

*Friendly Societies Act 1928, No. 3686.*

PROVISIONAL ACKNOWLEDGMENT OF REGISTRY OF AN EXISTING DIVIDING SOCIETY UNDER SECTION 53.

The registry of the \_\_\_\_\_ Society under the *Friendly Societies Act 1928* is provisionally renewed until the \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_

Given under my hand this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_  
 Registrar of Friendly Societies.

FORM AW (REG. 60).

*Friendly Societies Act 1928, No. 3686 (Section 16).*

APPLICATION FOR A CERTIFICATE OF BIRTH OR DEATH.

Birth or death—  
 Name of person in full—  
 Approximate date of birth or death—  
 District where it occurred—  
 Purpose for which required\*—  
 In case of death under 10 years—  
 State amount claimed\*—  
 Dated the \_\_\_\_\_ day of \_\_\_\_\_, A.D. 19\_\_\_\_  
 Signature of secretary, &c.—  
 (Name of society, or trade union, or branch)

\* In case of the death of a child under 10, the amount applied for from all Societies or Trade Unions or Branches must not exceed £5 altogether, and in the line commencing "Purpose for which required" must be inserted the words "Funeral expenses only."

FORM AX (REG. 70).

*Friendly Societies Act 1928 (Section 16).*

CERTIFICATE OF BIRTH.

Duty Stamp for Is. to be affixed here.

CERTIFICATE OF BIRTH.		PARENTS.	
No. of Entry.	When and Where Born.	Christian Name.	Sex.
		Father.	Mother.
		Name in Full, Age, Occupation, and Birthplace.	
		Christian and Maiden Surnames, Age, and Birthplace.	

No. \_\_\_\_\_  
*Friendly Societies Act 1928 (Section 16).*

CERTIFICATE OF BIRTH.

District

No. of Entry

Name

Date of Birth

Date of Issue

Society to which Issued

I, \_\_\_\_\_ Government Statist of the State of Victoria, or [as the case may be]

Registrar of Births and Deaths for the District of \_\_\_\_\_, certify that the birth of the person above referred to was duly registered on the \_\_\_\_\_ day of \_\_\_\_\_ 19\_\_\_\_

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 19\_\_\_\_

Signature

I certify that a Duty Stamp for Is. was affixed to Certificate herein and cancelled.  
 Initials of Registrar

FORM AY (REG. 71).  
 Friendly Societies Act 1928 (Section 16).  
 (A) CERTIFICATE OF DEATH.  
 (Of a Person Aged Ten Years or Upwards.)

Duty Stamp for 1s. to be affixed here.

No. of Entry.	When and Where Died.	Name in Full.	Occupation.	Age.	Sex.	(1) Cause of Death; (2) Duration of last illness; (3) Legally Qualified Certifier; (4) When he last saw deceased.

District \_\_\_\_\_  
 No. of Entry \_\_\_\_\_  
 Name \_\_\_\_\_  
 Date of Death \_\_\_\_\_  
 Date of Issue \_\_\_\_\_  
 Society to which Issued \_\_\_\_\_

I, \_\_\_\_\_ Government Statist of the State of Victoria, or [as the case may be] Registrar of Births and Deaths for the District of \_\_\_\_\_, certify that the death of the person above referred to was duly registered on the \_\_\_\_\_ day of \_\_\_\_\_ 19\_\_\_\_ Dated this \_\_\_\_\_ day of \_\_\_\_\_ 19\_\_\_\_

I certify that a Duty Stamp for 1s. was affixed to Certificate herein and cancelled.  
 Initials of Registrar \_\_\_\_\_

FORM AZ (REG. 72).

Certificate No. \_\_\_\_\_ under Sub-sections III. and IV. of Section 27 of Act No. 3686.

*Friendly Societies Act 1928 (Section 27) and Trade Unions Act 1928 (Section 6).*

(B) CERTIFICATE OF DEATH.  
(Of a Child Under Ten Years of Age.)

Duty Stamp for Is. to be affixed here.

No. of Entry.	When and Where Died.	Name in Full.	Age.	Sex.	(1) Cause of Death; (2) Duration of last Illness; (3) Legally Qualified Medical Practitioner by whom Certified; and (4) When he last saw Deceased.

B No. \_\_\_\_\_

*Friendly Societies Act 1928 (Section 27) and Trade Unions Act 1928 (Section 6).*

(B) CERTIFICATE OF DEATH.  
(Of a Child Under Ten Years of Age.)

District \_\_\_\_\_

No. of Entry \_\_\_\_\_

Name \_\_\_\_\_

Date of Death \_\_\_\_\_

Date of Issue \_\_\_\_\_

Society (or Trade Union) to which Issued \_\_\_\_\_

State whether 1st, 2nd, &c., Certificate of above-named issued \_\_\_\_\_

Amount claimed \_\_\_\_\_

I, \_\_\_\_\_ Government Statist for the State of Victoria, or [as the case may be] Registrar of Births and Deaths for the District of \_\_\_\_\_, certify that the death of the person above referred to was duly registered on the \_\_\_\_\_ day of \_\_\_\_\_ 19\_\_\_\_.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 19\_\_\_\_.

To be produced to the Trade Union said to be liable for the payment of the Funeral Expenses of the above-named to an amount not exceeding \_\_\_\_\_

Society (or \_\_\_\_\_)

I certify that a Duty Stamp for Is. was affixed to Certificate herein and cancelled.

Initials of Registrar \_\_\_\_\_

And the Honorable Thomas Tunnccliffe, His Majesty's Chief Secretary for the State of Victoria, shall give the necessary directions herein accordingly.

C. W. KINSMAN,  
Acting Clerk of the Executive Council.