

CHAPTER 35.**INDUSTRIAL AND PROVIDENT SOCIETIES.****REGULATIONS**

made by the Governor in Council under section 66 on the 18th January, 1932, and amended on the 17th October, 1932.

Regs., 18th
Jan., 1932,
17th Oct.,
1932.

1. (1) These regulations may be cited as the Industrial and Provident Societies Regulations.

(2) The forms referred to in these regulations are the appropriate forms in the schedule thereto.

APPLICATIONS TO REGISTER SOCIETIES OR AMENDMENTS OF RULES.

2. Every application to register a society under the Industrial and Provident Societies Ordinance, 1931, in these regulations termed the Ordinance, shall be in Form A, and shall be sent to the Registrar.

3. An amendment of the rules of a society may be either—

(a) a partial amendment, consisting of the addition of a new rule or rules, or part of a rule or rules, to the existing rules, or the substitution of a new rule or rules, or part of a rule or rules, for any of the existing rules, or any part thereof, or a rescission of any of the existing rules, or any part thereof, without any substitution, or more than one or all of these modes; or

(b) a complete amendment, consisting of the substitution of an entire set of rules for the existing set of rules, and bearing at the beginning the words "All previous rules rescinded."

4. (1) An application to register a partial amendment of rules must be made by the secretary of the society, in Form B, and must be sent to the Registrar, accompanied by a statutory declaration in Form C, and by a printed copy of the existing rules marked to show where the alterations occur, and what they are, and by the following documents—

(a) if the partial amendment consists of the addition or substitution of a new rule or rules, two copies of such new rule or rules, each copy being marked O, and signed by three members and the secretary;

(b) if the partial amendment consists of the rescission of any of the rules without any substitution, two copies of the resolution for such rescission, each copy being marked O, and signed by three members and the secretary.

(2) An application to register a complete amendment of rules must be made by the secretary of the society in Form D, and must be sent to the Registrar, accompanied by a statutory declaration in Form C, and by a copy of the existing rules, and by two copies of the new rules, each copy being marked P, and signed by three members and the secretary.

CANCELLING AND SUSPENSION OF REGISTRY.

5. Every request to cancel registration shall be sent to the Registrar in Form E, and shall name some newspaper circulating in or about the locality in which the registered office of the society is situated, wherein it is desired that the cancelling of the registration shall be published, and shall be accompanied by the sum requisite to defray the expense of such publication, and by the further sum of \$1.50 for publication of such cancelling in the Gazette.

6. Where application is made to cancel registration 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 as the Registrar may direct, and shall transmit one copy of such application to the Attorney General for his consent.

7. Notice before cancelling or suspension of registration shall be in Form F.

8. The cancelling of registration shall be in Form G, and the suspension or renewal of suspension of registration shall be in Form H.

9. The advertisement of cancelling or suspension shall be in Form J.

REGISTERED OFFICE.

10. Every notice of a change in the situation of the registered office of a society shall be sent to the Registrar within fourteen days after every such change in Form K. Notice of the situation of the registered office of a society on first registration shall be deemed to be given by the rules.

INSPECTION OF BOOKS BY ORDER OF THE REGISTRAR.

11. Every application to the Registrar to appoint an accountant or actuary to inspect the books of a society shall be in Form L.

NOMINATIONS.

12. Every registered society shall keep a record or register of all nominations made by the members, and of all revocations and variations of the same, and for the recording or registering of every such nomination, revocation, or variation the rules of the society may require the member nominating to pay a sum not exceeding six cents.

TRANSFER OF STOCK.

13. Every application to the Registrar to direct a transfer of stock shall follow as near as may be Form M, and shall be accompanied by a statutory declaration in Form N, or as near thereto as the facts admit, and by the certificate of the stock in respect of which the application is made.

14. Before making the application the society shall submit to the Registrar for examination a draft copy on foolscap paper, written on one side only, of the proposed application and declaration.

15. The Registrar, before directing the transfer, may require such further proof of any statement in the application as may seem to him to be necessary.

16. The Registrar shall give his direction in Form O, so framed in each case as to suit the particular circumstances.

DISPUTES.

17. Every reference of a dispute to the Registrar shall be written on foolscap paper in Form P.

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

19. Where it is necessary to enforce the attendance of a particular witness, or the production of a particular document, notice shall be in Form R.

20. If an order for discovery is necessary it shall be in Form S.

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

INSPECTORS AND SPECIAL MEETINGS.

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 V, and shall be accompanied by a statutory declaration in Form W, signed by three at least of the applicants.

23. The appointment of inspectors shall be in Form X, or as near thereto as circumstances may allow.

24. The notice of special meeting shall be in Form Y.

25. The chairman of the special meeting shall report to the Registrar as he may direct in Form Z.

SPECIAL RESOLUTIONS.

26. Every application for approval of change of name must be made in duplicate in Form AA, and must be sent to the Registrar, accompanied by a statutory declaration in Form AB. 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.

27. Every application to register a special resolution for the amalgamation of societies must be made by each of the societies in duplicate in Form AC, and must be sent to the Registrar, accompanied by statutory declarations from officers of each society in Form AB. No acknowledgment of registration shall be given to either society until special resolutions in the like terms have been submitted for registration by the other or others.

28. Every application to register a special resolution for the transfer of the engagements of a society to another must be in duplicate in Form AD, and must be sent to the Registrar accompanied by statutory declarations in Forms AB and AE.

29. Every application to register a special resolution for converting a society into a company must be in triplicate in Form AF, and must be sent to the Registrar accompanied by a statutory declaration in Form AB.

30. An application for registration of a special resolution for amalgamation with a company, or for transfer of engagements to a company, shall be in duplicate in Form AC or AD, as the case may be, with the necessary modifications to suit the facts, and shall be accompanied by statutory declarations in Forms AB and AG.

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 or stamp of the Registry.

32. Where 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 registration of the society is hereby cancelled (or directed to be cancelled).

Registrar."

DISSOLUTION.

33. Every instrument of dissolution shall be in Form AH, and shall be signed in duplicate and accompanied by a statutory declaration in Form AL, and by a statement naming some newspaper circulating in or about the locality in which the registered office of the society is situated, wherein it is desired that notice of the dissolution shall be published, and by the sum requisite to defray the expenses of such publication, and by the further sum of \$1.50 for the like publication in the Gazette.

34. The Registrar shall return one of the duplicates to the society, with an acknowledgment of registration in Form AK.

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

36. The advertisement of dissolution by instrument shall be in Form AL.

37. Every award of the Registrar for distribution of funds shall be in Form AP.

38. The notice of a proceeding to set aside a dissolution shall be in Form AY, and the notice of an order setting aside a dissolution in Form AZ.

MODIFICATION OF FORMS.

39. The forms may be modified to suit particular cases by authority of the Registrar.

40. The Registrar may dispense with the obligation to supply a duplicate of any document, where such obligation is imposed only by the regulations.

reg. 2.

FORM A.

*(As substituted on the 17th October, 1932.)**Industrial and Provident Societies Ordinance, 1931.*

APPLICATION TO REGISTER A SOCIETY.

Name of Society.....Limited.

To the Registrar of Deeds.

Application to register a society under the above-mentioned Ordinance, under the name of.....Limited, is made by the eight persons whose names are subscribed at the foot hereof.

1. The object, name and registered office of the Society are provided for in Rules No.....(state numbers).

2. The terms of admission of members, including any society or company investing funds in the Society under the provisions of the Ordinance, are provided for in Rules No.....(state numbers).

3. The mode of holding meetings, scale, and right of voting, and the manner of making, altering, or rescinding rules, are provided for in Rules No.....(state numbers).

4. The appointment and removal of a Committee of Management (by the name of.....) of managers and other officers and their respective powers and remuneration, are provided for in Rules No.....(state numbers).

5. The determination of the amount of interest, not exceeding \$960 in the shares of the Society which any member other than a registered society may hold, is provided for in Rule No.....(state number).

6. The determination whether the Society may contract loans or receive money on deposit subject to the provisions of the Ordinance, from members or others, and if so, under what conditions, on what security, and to what limits of amount, is provided for in Rule No.....(state number).

7. The determination whether the shares or any of them shall be transferable, and the form of transfer and registration of the shares and the consent of the Committee thereto and the determination whether the shares or any of them shall be withdrawable, and the mode of withdrawal, and the payment of the balance due thereon on withdrawing from the Society are provided for in Rules No.....(state numbers).

8. The determination whether and how members may withdraw from the Society, and the claims of the representatives of deceased members or the trustees of the property of insane and insolvent members, and the payment of nominees, are provided for in Rules No.....(state numbers).

9. The mode of application of profits is provided for in Rule No.....(state number).

10. The custody and use of the seal of the Society are provided for in Rule No.....(state number).

11. The determination whether and by what authority and in what manner any part of the capital may be invested and whether any part of the capital is forbidden to be invested in or upon any security or in any shares provided by section 36 of the Ordinance is provided for in Rule No.....(state number).

12. The inspection of the books of the Society by order of the Registrar in Rule No.....(state number).

13. The appointment of an inspector to examine and report on the affairs of the Society and the calling of a special meeting by order of the Registrar in Rule No.....(state number).

14. The voluntary dissolution of the Society in Rule No.....(state number).

15. The statutory duties of the Society are set out in the following rules (state number in each case)—

(a) The delivery on demand of copies of the rules and the sum to be paid for the same in Rule No.....

(b) The publication and use of the name of the society in Rule No.....

(c) The annual audit of accounts, the appointment of a public auditor for the purpose, and the keeping of a copy of the last balance sheet and the auditor's report always hung up at the registered office in Rules No.....

(d) The sending to the Registrar of an annual return of the receipts and expenditure, funds and effects of the Society, with copies of the auditor's report and balance sheets, and the supplying on application of a copy of the last annual return in Rules No.....

(e) The inspection of a member's account and the books containing the names of the members in Rule No.....

(f) The sending to the Registrar of a triennial return of the holding of each person in the Society whether in shares or loans in Rule No.....

Where a Society carries on the business of banking—

(g) The making and keeping hung up of the half-yearly statement required by the Ordinance in the registered office and other places of business in Rule No.....

16. *If the Society desires to provide in its rules for any of the following matters, the number of each rule in which provision is made for them should be stated—*

(a) Additional rights of inspection of the Society's books (section 17 (3)) in Rule No.....

(b) Charging a sum not exceeding 6 cents for registering nominations or revocations or variations thereof (Principal Regulations No. 12) in Rule No.....

(c) Exclusion of persons between 16 and 21 years of age from membership (section 31) in Rule No.....

(d) Exclusion of power to hold and deal with land (section 35) in Rule No.....

(e) Power to advance money to members (section 38) in Rule No.....

(f) Special form of receipt endorsed for discharge of mortgages (section 41) in Rule No.....

(g) Giving of security by officers (section 42) in Rule No.....

(h) Decision of disputes (section 44) in Rule No.....

With this application are sent—

(a) two printed copies of the rules, each marked A, and signed at the end by each of the applicants;

(b) the fee of \$2 prescribed by the Ordinance.

<i>Signature of Member.</i>	<i>Residence of Member.</i>
1.
2.
3.
4.
6.
7.
8.

(Signed).....
Secretary.
(Postal Address).

Registered Office.....

Dated the.....day of.....19.....

NOTE.—Where a provision is contained in more than one rule, a reference should be made to each.

FORM B.

Industrial and Provident Societies Ordinance, 1931.

APPLICATION TO REGISTER A PARTIAL AMENDMENT
OF RULES.

Name of Society..... Limited.

Register No.....

To the Registrar of Deeds.

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

With this application are sent—

(a) a printed copy of the registered rules, marked to show where the alterations occur, and what they are;

(b) two printed (or written) copies of the amendment, each marked O, and signed by the applicant and three members of the society;

(c) a statutory declaration of an officer of the society, that the amendment now submitted for registration has been duly made by the society, and that to the best of his knowledge and belief the same is not contrary to the provisions of the above-mentioned Ordinance in that behalf;

(d) the fee of \$2.50 prescribed by the Ordinance.

(Signed).....
Secretary.

Registered office.....

Dated the.....day of.....19.....

FORM C.

Industrial and Provident Societies Ordinance, 1931.

DECLARATION IN SUPPORT OF AN AMENDMENT OF RULES.

Name of Society..... Limited.

Register No.....

County of..... to wit.

I, of, an officer of the above-named society, do solemnly and sincerely declare that the amendment of the rules of the said society, a copy of which is hereto annexed has been duly made by the society, and that to the best of my knowledge and belief the same is not contrary to the provisions of the Ordinance above referred to.

And I make this declaration conscientiously believing the same to be true, and according to the Statutory Declarations Ordinance.

Declared before me this..... } day of..... 19..... } Signature of Declarant. Commissioner of Oaths.

FORM D.

(As substituted on the 17th October, 1932.)

Industrial and Provident Societies Ordinance, 1931.

APPLICATION TO REGISTER A COMPLETE AMENDMENT OF RULES. reg. 4 (2).

Name of Society..... Limited.

Register No.....

To the Registrar of Deeds.

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

1. The object, name and registered office of the Society are provided for in Rules No..... (state numbers).

2. The terms of admission of members, including any society or company investing funds in the Society under the provisions of the Ordinance, are provided for in Rules No..... (state numbers).

3. The mode of holding meetings, scale and right of voting, and the manner of making, altering, or rescinding rules, are provided for in Rules No..... (state numbers).

4. The appointment and removal of a Committee of Management (by the name of.....) of managers, and other officers, and their respective powers and remuneration, are provided for in Rules No..... (state numbers).

5. The determination of the amount of interest, not exceeding \$960 in the shares of the Society which any member other than a registered society may hold, is provided for in Rule No..... (state number).

6. The determination whether the Society may contract loans or receive money on deposit subject to the provisions of the Ordinance, from members

or others, and if so, under what conditions, on what security, and to what limits of amount, is provided for in Rule No.....(state number).

7. The determination whether the shares or any of them shall be transferable, and the form of transfer and registration of the shares and the consent of the Committee thereto and the determination whether the shares or any of them shall be withdrawable, and the mode of withdrawal, and the payment of the balance due thereon on withdrawing from the Society are provided for in Rule No.....(state number).

8. The determination whether and how members may withdraw from the Society, and the claims of the representatives of deceased members or the trustees of the property of insane and insolvent members, and the payment of nominees, are provided for in Rules No.....(state numbers).

9. The mode of application of profits is provided for in Rule No.....(state number).

10. The custody and use of the seal of the Society are provided for in Rule No.....(state number).

11. The determination whether and by what authority and in what manner any part of the capital may be invested, and whether any part of the capital is forbidden to be invested in or upon any security or in any shares provided by section 36 of the Ordinance, is provided for in Rule No.....(state number).

12. The inspection of the books of the Society by order of the Registrar in Rule No.....(state number).

13. The appointment of an inspector to examine and report on the affairs of the Society and the calling of a special meeting by order of the Registrar in Rule No.....(state number).

14. The voluntary dissolution of the Society in Rule No.....(state number).

15. The statutory duties of the Society are set out in the following rules (state number in each case)—

(a) The delivery on demand of copies of the rules and the sum to be paid for the same in Rule No.....

(b) The publication and use of the name of the Society in Rule No.....

(c) The annual audit of accounts, the appointment of a public auditor for the purpose, and the keeping of a copy of the last balance sheet and the auditor's report always hung up at the registered office, in Rules No.....

(d) The sending to the Registrar of an annual return of the receipts and expenditure, funds and effects of the Society, with copies of the auditor's report and balance sheets, and the supplying on application of a copy of the last annual return, in Rules No.....

(e) The inspection of a member's account and the books containing the names of the members in Rule No.....

(f) The sending to the Registrar of a triennial return of the holding of each person in the Society whether in shares or loans in Rule No.

Where a Society carries on the business of banking—

(g) The making and keeping hung up of the half-yearly statement required by the Ordinance in the registered office and other places of business in Rule No.....

16. If the Society desires to provide in its rules for any of the following matters, the number of each rule in which provision is made for them should be stated—

- (a) Additional rights of inspection of the Society's books (section 17 (3)) in Rule No.....
- (b) Charging a sum not exceeding 6 cents for registering nominations or revocations or variations thereof (Principal Regulations No. 12) in Rule No.....
- (c) Exclusion of persons between 16 and 21 years of age from membership (section 31) in Rule No.....
- (d) Exclusion of power to hold and deal with land (section 35) in Rule No.....
- (e) Power to advance money to members (section 38) in Rule No.
- (f) Special form of receipt endorsed for discharge of mortgages (section 41) in Rule No.....
- (g) Giving of security by officers (section 42) in Rule No.....
- (h) Decision of disputes (section 44) in Rule No.....

With this application are sent—

- (a) a printed copy of the registered rules, marked A;
- (b) two printed copies of the new rules, proposed by way of complete amendment, each marked P, and signed at the end by the applicant and three members of the Society;
- (c) a statutory declaration of an officer of the Society that the amendment now submitted for registration has been duly made by the Society, and that to the best of his knowledge and belief the same is not contrary to the provisions of the above-mentioned Ordinance in that behalf;
- (d) the fee of \$2.50 prescribed by the Ordinance.

(Signed).....
Secretary.

Registered Office.....
Date.....day of.....19.....

NOTE.—Where a provision is contained in more than one rule, a reference should be made to each.

FORM E.

Industrial and Provident Societies Ordinance, 1931.

REQUEST TO CANCEL REGISTRATION.

Name of Society.....Limited.
Register No.....
To the Registrar.

1. The above-mentioned society desires that its registration under the Industrial and Provident Societies Ordinance, 1931, may be cancelled on the following ground, viz. (state reason for desiring canceling of registration) and at a general meeting* duly held on the.....day of19....., it was resolved as follows—

“ That the Registrar be requested to cancel the registration of this Society.”

*If not at a general meeting, state in what manner the request has been determined upon.

2. This request is made by the society accordingly.

3. It is desired that notice of such cancelling be published in the (naming some newspaper) circulating in the county of (naming county) 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 \$1.50 for the cost of publishing the same in the Gazette, are herewith transmitted.

Seal of the society.

(Signed).....

Secretary.

Registered Office.....

Dated this.....day of.....19....

FORM F.

Industrial and Provident Societies Ordinance, 1931.

NOTICE BEFORE CANCELLING OR SUSPENSION OF REGISTRATION.

Name of Society.....Limited.

Register No.....

Notice is hereby given to the above-mentioned society that it is the intention of the Registrar to proceed on the*.....day of19...., to cancel (or suspend for any term not exceeding three months) the registration of the society, unless cause be shown to the contrary in the meantime.

The ground of such proposed cancelling (or suspension) is that the number of members of the society is reduced to less than seven, or that the acknowledgment of registration has been obtained by fraud (or issued in mistake, or that the society exists for an illegal purpose, or has wilfully and after notice from the Registrar violated the provisions of the above-mentioned Ordinance or has ceased to exist). (The facts should be briefly specified where practicable.)

(Signed).....

Registrar.

Dated this.....day of.....19....

*This will be not less than two months after the date of the notice.

FORM G.

Industrial and Provident Societies Ordinance, 1931.

CANCELLING OF REGISTRATION.

Name of Society.....Limited.

Register No.....

The registration of the above-mentioned society is hereby cancelled at its request (or as the case may be. The Registrar may, if he thinks fit, add a statement as in Form F of the ground of cancelling).

(Signed).....

Registrar.

Dated this.....day of.....19....

FORM H.

Industrial and Provident Societies Ordinance, 1931.

SUSPENSION OR RENEWAL OF SUSPENSION OF REGISTRATION.

Name of Society..... Limited.

Register No.....

The registration of the above-mentioned society is hereby (further*) suspended for (any term not exceeding) three months from this date on the ground that (here state the ground of suspension as in Form F).

(Signed).....

Registrar.

Dated this..... day of..... 19.....

*This word will be inserted only in case of renewal of suspension.

FORM J.

Industrial and Provident Societies Ordinance, 1931.

ADVERTISEMENT OF CANCELLING OR SUSPENSION.

Notice is hereby given that the Registrar has, pursuant to the Industrial and Provident Societies Ordinance, 1931, this day cancelled (or suspended for—state the term) the registration of the..... Limited (Register No.....) held at..... in the county of.....

(Here state the ground for cancelling or suspension.)

The society (subject to the right of appeal given by the said Ordinance) 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.

Dated the..... day of..... 19.....

(Signed).....

Registrar.

FORM K.

Industrial and Provident Societies Ordinance, 1931.

NOTICE OF CHANGE OF REGISTERED OFFICE.

Name of Society..... Limited.

Register No.....

Notice is hereby given that the registered office of the above-mentioned Society is removed from..... and is now situated at..... in the county of.....

Dated this..... day of..... 19.....

} Three members of the Society.

(Signed).....

Secretary.

To the Registrar.

*Received this.....day of.....19....., notice
of removal of the registered office of the.....Limited,
Register No..... to.....in the county of.....

(Signed).....
Registrar.

*This part to be detached by the Registrar when the notice is registered and returned to the Society.

FORM L.

Industrial and Provident Societies Ordinance, 1931.

APPLICATION FOR INSPECTION OF BOOKS.

Name of Society.....Limited.
Register No.....

Application to the Registrar to appoint an accountant or actuary to inspect the books of the above-mentioned society, and to report thereon, is made by the ten persons whose names are subscribed at the foot hereof, being ten members of the society, each of whom has been a member for not less than twelve months immediately preceding the date of the application.

The grounds of the application are as follows (state them).

The applicants are prepared to deposit with the Registrar the sum ofas security for the costs of the proposed inspection.

	<i>Signature of Member.</i>	<i>Residence of Member.</i>
1.
2.
3.
4.
5.
6.
7.
8.
9.
10.

Address to which communications for the applicants are to be sent
.....

Dated this.....day of.....19.....

FORM M.

Industrial and Provident Societies Ordinance, 1931.

APPLICATION FOR DIRECTION TO TRANSFER STOCK.
(to be accompanied by Form N.)

Name of Society.....Limited.
Register No.....

Application for a direction to transfer stock is made by the four persons whose names are subscribed at the foot hereof, being the secretary and three members of the above-mentioned society.

1. On the.....day of.....19....., the sum of.....was invested in the purchase of.....stock transferable in the names (state exactly in what names the stock stands) of....., as trustees for the society, and the same is still standing in their names.

2. The said.....is absent from British Guiana (or became insolvent on the.....day of.....19....., or filed a petition (or executed a deed) for liquidation of his affairs by assignment or arrangement or for composition with his creditors, on the.....day of.....19....., or has become a lunatic, or died on the.....day of.....19....., or has not been heard of for.....years, and it is not known whether he is living or dead).

(This clause will not be necessary when application is in consequence of the mere removal of a trustee.)

3. On the.....day of.....19....., the said.....was removed from his office of trustee, and.....(give full name and description) was appointed in his place.

4. Since such removal application has been made in writing to the said (removed trustee) to join in the transfer of the said stock into the names of the said (here give the names of the other trustee and of the new trustee appointed in the place of the one removed) as trustee of the said society, but he has refused to comply (or has not complied) with such application. (This paragraph may be omitted, or varied, as the facts require.)

FORM N.

Industrial and Provident Societies Ordinance, 1931.

DECLARATION VERIFYING STATEMENTS IN AN APPLICATION FOR DIRECTION TO TRANSFER STOCK.

County of.....to wit.
Name of Society.....Limited.
Register No.....

I,of....., in the county of.....do solemnly and sincerely declare that I am the Secretary of the above-mentioned society.

Thatand....., whose names are subscribed at the foot of the application hereto annexed, are members of the said society.

That on the.....day of.....19....., the sum of.....was invested in the purchase of.....stock transferable at.....in the names of (state as in Form M) as trustees for the society, and the declarant believes it is still standing in their names, as follows—

That the said.....is absent from British Guiana (or as the case may be).

That on the.....day of.....19....., the said.....was removed from his office of trustee and.....was appointed in his place.

That since such removal, application has been made in writing to the said.....to join in the transfer of the said stock into the names of the said.....as trustees for the said

society, but he has refused to comply (or has not complied) with such application. (This paragraph may be omitted or varied as the facts require.)

And I make this declaration conscientiously believing the same to be true and according to the Statutory Declarations Ordinance.

(Signed).....

Declarant.

FORM O.

Industrial and Provident Societies Ordinance, 1931.

DIRECTION BY THE REGISTRAR TO TRANSFER STOCK.

Whereas it has been made to appear to me that.....
stock, transferable at.....is now standing in the
names of.....and....., as
trustees for.....Limited a society registered under the
above-mentioned Ordinance.

And that the said.....is absent from British
Guiana (or as the case may be).

And that.....has been appointed trustee of the
said society in place of the said.....

(a) I, as Registrar under the said Ordinance, hereby direct, pursuant to
section 30 of the said Ordinance, that the said sum of.....so
standing in the books of.....in the names of the
said.....be transferred in the said books by the said
.....into the names of the said
or.....

(b) And that there is no surviving or continuing trustee for the said
society, or that the surviving and continuing trustees refuse or are unable
to transfer the said stock in pursuance of my direction.

I, as Registrar under the said Ordinance, hereby direct, pursuant to
section 30 of the said Ordinance that the said sum of.....so
standing in the books of.....be transferred in the said
books by.....into the names of the said.....

(Signed).....

Address.....

Dated this.....day of.....19....

FORM P.

Industrial and Provident Societies Ordinance, 1931.

REFERENCE OF A DISPUTE.

(To be signed in duplicate.)

Dispute between.....and.....an officer
of the.....Limited.

Register No.....

The above-named parties, by consent, refer the dispute between them to
the Registrar.

(Signed).....

Claimant.

(Signed).....

Officer of Society.

The
paragraph
marked (a) or
(b) will be
used as the
case requires.

The said.....states as follows—

1. That he is (or has within six months been) a member (or claims through a member or person aggrieved who within six months has been a member or under the rules) of the said Society.

2. That he claims to be entitled as follows (give particulars of the 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 (give list).

(Signed).....

Address.....

Dated this.....day of.....19.....

The said society (or the said.....as an officer of the said society) states as follows—

That the society (or he) disputes the claim of the said.....on the following grounds (state grounds of dispute).

4. That the case of the society (or his case) is proposed to be supported by the evidence of the following witnesses, and by the production of the following books and documents (give list).

Seal of Society or signature of the officer.....

Registered office.....

Dated this.....day of.....19.....

With the reference is to be sent the fee of \$5 prescribed by the Ordinance.

FORM Q.

Industrial and Provident Societies Ordinance, 1931.

NOTICE AND REQUISITION.

Dispute between.....and.....an officer of the.....Limited.

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 said Ordinance on the.....day of.....19....., next at.....o'clock, 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.

(Signed).....

Registrar.

Dated this.....day of.....19.....

FORM R.

Industrial and Provident Societies Ordinance, 1931.

SPECIAL REQUISITION TO WITNESS.

Dispute between..... and (.....an officer of) the..... Limited.

Register No.....

To.....

Pursuant to section 44 of the above-mentioned Ordinance, you are required to attend at..... on..... the..... day of..... 19....., next at..... o'clock, to give evidence relating to the matter in question, and to produce the following books and documents (state them).

(Signed).....

Registrar.

Dated this..... day of..... 19.....

N.B.—By section 44 (3) of the said Ordinance it is enacted that “ the Registrar to whom any dispute is referred may administer oaths, and may require the attendance of all parties concerned, and of witnesses, and the production of all books and documents relating to the matter in question; and any person refusing to attend, or to produce any documents or to give evidence before such Registrar, shall be guilty of an offence under this Ordinance.”

The penalty for such offence is not more than \$24 and a new offence is committed in every week during which the default continues.

FORM S.

Industrial and Provident Societies Ordinance, 1931.

ORDER FOR DISCOVERY.

In the matter of a dispute between..... and (.....an officer of) the..... Limited, Register No..... referred to me pursuant to the above-mentioned Ordinance.

I,, Registrar, order and direct as follows—

1. That within 14 days from the service of this order..... do deposit at my office (state where) for inspection by the parties the following documents (state the documents).

2. That on the..... day of..... 19..... next at..... o'clock (*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 matter as to which discovery is granted).

Given under my hand this..... day of..... 19.....

(Signed).....

Registrar.

N.B.—By section 44 (5) of the said Ordinance it is enacted that the Registrar to whom any dispute is referred may grant to either party such discovery as to documents and otherwise, or such inspection of documents, as might be granted by the Supreme Court, such discovery to be made on behalf of the society by such officer of the same as such Registrar may determine.

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

FORM T.

Industrial and Provident Societies Ordinance, 1931.

DETERMINATION AND ORDER.

In the matter of a dispute between.....and (..... officer of) the..... Limited, Register No..... referred to me pursuant to the above-mentioned Ordinance.

I,Registrar, determine as follows—

The said.....(or the society) shall, on or before the.....day of.....19....., next, pay to.....the sum of.....(or the society) (or name of party) shall, on or before the.....day of.....19....., next, re-instate the said.....as a member (or whatever the act may be that the Registrar thinks ought to be done by the party. Other provisions may here be added if necessary, and the payment of a sum of money by way of damages may be provided for as an alternative to the doing of any act).

Or the society is not indebted to (name the party, or as the case may require).

The expenses hereof are ordered to be paid out of the Funds of the society (or as the case may be).

Given under my hand this.....day of.....19.....

(Signed)..... Registrar.

N.B.—Under section 44 of the above-mentioned Ordinance, application for the enforcement of this order may be made to a judge of the Supreme Court.

FORM V.

Industrial and Provident Societies Ordinance, 1931.

APPLICATION UNDER SPECIAL POWERS OF REGISTRAR.

(To be sent in duplicate accompanied by Form W.)

Name of Society..... Limited.

Register No.....

Application made pursuant to section 45 of the above-mentioned Ordinance.

- 1. The above-mentioned society has.....members.
2. The application is signed by one-tenth of the members (or by 100 members if the whole number exceeds 1,000).
3. The application is that the Registrar may appoint an inspector or 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, viz., a statutory declaration hereto annexed by (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). With this application is sent the fee of \$5 prescribed by the Ordinance.

*Signatures of applicants.

Address to which communications are to be sent.....

Dated this.....day of.....19.....

*Signatures by mark only must be attested by a witness not being one of the applicants.

FORM W.

Industrial and Provident Societies Ordinance, 1931.

DECLARATION IN SUPPORT OF APPLICATION UNDER SPECIAL POWERS OF REGISTRAR.

Name of Society.....Limited.

Register No.....

County of.....to wit.

We,, and, three of the members of the above-named society, do solemnly and sincerely declare that the persons whose signatures are appended to the application, a copy of which is hereto annexed, are to the best of our knowledge and belief bona fide members of the society, and that we are not, nor to the best of our knowledge and belief is any person 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 this declaration, conscientiously believing the same to be true and according to the Statutory Declarations Ordinance.

Declared before me this.....day of.....19.....

.....

} Signatures of Declarants.

Commissioner of Oaths.

FORM X.

Industrial and Provident Societies Ordinance, 1931.

APPOINTMENT OF INSPECTORS.

Name of Society.....Limited.

Register No.....

Pursuant to section 45 of the above-mentioned Ordinance, I hereby appoint.....(and.....) inspector (or inspectors) to examine into the affairs of the above-mentioned 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 oaths.

The inspection is to commence on.....the.....day of.....19....., next, at.....o'clock, and to be held at.....

(Signed).....

Registrar.

Dated this.....day of.....19.....

FORM Y.

Industrial and Provident Societies Ordinance, 1931.

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

(To be given either by letter addressed to every member, or by advertisement, or in such other manner as the Registrar directs.)

Name of Society..... Limited.

Register No.....

Notice is hereby given that a special meeting of the above-mentioned society will be held by direction of the Registrar pursuant to section 45 of the above-mentioned Ordinance, on the..... day of..... 19....., next, at..... o'clock, at..... which meeting shall appoint its own chairman, and shall then proceed to discuss and determine the following matters (state them).

(Signed)..... Registrar.

FORM Z.

Industrial and Provident Societies Ordinance, 1931.

REPORT BY CHAIRMAN OF SPECIAL MEETING.

Address.....

To the Registrar of Deeds.....

Date.....

I have to report that at the special meeting of the..... Limited, held by your direction at..... on the..... day of..... 19....., the following resolution was (or resolutions were) passed (state resolution or resolutions, and any other matters which the writer may think proper to report).

(Signed)..... Chairman of special meeting.

FORM AA.

Industrial and Provident Societies Ordinance, 1931.

APPLICATION FOR APPROVAL OF CHANGE OF NAME AND REGISTRATION OF SPECIAL RESOLUTION.

(To be sent in duplicate accompanied by Form AB).

Name already registered..... Limited.

Register No.....

To the Registrar.

Application for approval for a change of name of the above-mentioned society, and for registration of a special resolution to that effect is made by the society whose seal and the three persons whose names are affixed and 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 46 of the above-mentioned Ordinance.

(The resolution to be copied at length.)

Seal of Society.

(Signed)..... Secretary.

(Signed)..... Chairman of the first general meeting.

(Signed)..... Chairman of the subsequent general meeting.

Registered office.....

Dated this.....day of.....19.....

FORM AB.

Industrial and Provident Societies Ordinance, 1931.

DECLARATION TO ACCOMPANY APPLICATION FOR REGISTRATION OF A SPECIAL RESOLUTION.

County of.....to wit.

Name of Society.....Limited.

Registered No.....

I,of....., an officer of the above-named society, do solemnly and sincerely declare that in making the special resolution, application for the registration of which is appended to this declaration, the provisions of section 46 of the Industrial and Provident Societies Ordinance, 1931, have been duly complied with.

And I make this declaration conscientiously believing the same to be true and according to the Statutory Declarations Ordinance.

(Signed)..... Declarant.

Declared before me this.....day of.....19.....

(Signed)..... Commissioner of Oaths.

FORM AC.

Industrial and Provident Societies Ordinance, 1931.

APPLICATION FOR REGISTRATION OF SPECIAL RESOLUTION FOR AMALGAMATION OF SOCIETIES.

(To be sent in duplicate by each society, accompanied by Form AB.)

*Name of Society (A).....Limited.

Register No.....

Name of Society (B).....Limited.

Register No.....

(And so on if more than two.)

*As this application must be made by each society, the order in which the societies are named must be inverted or changed in each application.

To the Registrar.

Application for registration of a special resolution for the amalgamation of the above-mentioned societies is made by the society whose seal and the three persons whose names are affixed and 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 (A)..... Limited, 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 46 of the above-mentioned Ordinance.

(The resolution to be copied at length.)

2. With this application is sent the fee of \$2.50 prescribed by the Ordinance.

Seal of the society.

(Signed)..... Secretary of the first-named society.

(Signed)..... Chairman of the first general meeting.

(Signed)..... Chairman of the subsequent general meeting.

Registered office (of the A).

Dated this..... day of..... 19.....

FORM AD.

Industrial and Provident Societies Ordinance, 1931.

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

(To be sent in duplicate by each Society, accompanied by Forms AB and AE.)

Name of Society transferring its engagements..... Limited.

Register No.....

Name of Society undertaking to fulfil transferred engagements..... Limited.

Register No.....

To the Registrar.

Application for registration of a special resolution for transfer of engagements of the first-named society is made by the..... societies whose seals and the three persons whose names are affixed and 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 the first-named 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.....

(The resolution to be copied at length).

2. The last-named society has (state in what manner) undertaken to fulfil the engagements of the first-named society, as testified by the common seal and by the signature of the secretary of the said last-named society to this application, and by the declaration of an officer of the same sent with the application.

3. With this application is sent the fee of \$2.50 prescribed by the Ordinance.

Seal of the first-named society.

(Signed).....
Chairman of the first
general meeting.

(Signed).....
Secretary of the first-named
society.

(Signed).....
Chairman of the subsequent
general meeting.

(Signed).....
Secretary of the last-named
society.

Seal of the last-named society.

Registered office of transferring society.....

Dated this.....day of.....19.....

FORM AE.

Industrial and Provident Societies Ordinance, 1931.

DECLARATION BY OFFICER OF SOCIETY ACCEPTING
TRANSFER OF ENGAGEMENTS.

County of.....to wit.

Name of Society.....Limited.

Register No.....

I,of....., an officer 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.....19....., 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.....Limited, Register No.....

And I make this declaration conscientiously believing the same to be true and according to the Statutory Declarations Ordinance.

(Signed).....
Declarant.

Declared before me this.....day of.....19.....

(Signed).....
Commissioner of Oaths.

FORM AF.

Industrial and Provident Societies Ordinance, 1931.

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

(To be sent in triplicate, accompanied by Form AB).

Name of Society.....Limited.

Register No.....

To the Registrar.

Application for registration of a special resolution for conversion of the above-mentioned society into a company is made by the society whose seal and the three persons whose names are affixed and 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 49 of the above-mentioned Ordinance.

(The resolution to be copied at length.)

With this application is sent the fee of \$2.50 prescribed by the Ordinance.

Seal of the society.

(Signed)..... Secretary.

(Signed)..... Chairman of the first general meeting.

(Signed)..... Chairman of the subsequent general meeting.

Registered office.....

Dated this.....day of.....19.....

FORM AG.

Industrial and Provident Societies Ordinance, 1931.

DECLARATION BY OFFICER OF COMPANY AMALGAMATING OR ACCEPTING TRANSFER OF ENGAGEMENTS.

County of.....to wit.

Name of Company.....Limited.

I,of....., an officer 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.....19...., 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 the engagements of) the Limited, Register No.....

And I make this solemn declaration conscientiously believing the same to be true and according to the Statutory Declarations Ordinance.

(Signed).....
Declarant.

Declared before me this.....day of.....19....

(Signed).....
Commissioner of Oaths.

FORM AH.

Industrial and Provident Societies Ordinance, 1931.

INSTRUMENT OF DISSOLUTION.

(To be signed in duplicate and accompanied by Form AI.)

Name of Society.....Limited.

Register No.....

Instrument of dissolution of the..... Limited, made the.....day of.....19...., pursuant to section.....and signed by three-fourths of the members.

It is agreed and declared as follows—

1. The liabilities and assets of the society are the following (here set them forth in detail).
2. The number of members is....., and the nature of their interests in the society respectively is as follows—
3. The society has no creditors other than such members (or if there be any, state the amount due to them and the provision to be made for its payment).
4. 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. If left to the award of the Registrar, add the fee of \$5 prescribed by the Ordinance is sent herewith).

(Here insert any other provisions the society desires to make as to the dissolution.)

Signatures of members.....

Schedule.

List of members who have not signed the foregoing instrument.

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

FORM AI.

Industrial and Provident Societies Ordinance, 1931.

DECLARATION TO ACCOMPANY INSTRUMENT (OR ALTERATION OF INSTRUMENT) OF DISSOLUTION.

County of.....to wit.

Name of Society.....Limited.

Register No.....

We,, and..... three members and..... the secretary of the above-named society do solemnly and sincerely declare that in making the instrument of dissolution (or the alteration of the instrument of dissolution) appended to this declaration, the provisions of the Ordinance have been complied with.

And we make this solemn declaration conscientiously believing the same to be true and according to the Statutory Declarations Ordinance.

(Signed)..... Declarant.

Declared before me this.....day of.....19.....

(Signed)..... Commissioner of Oaths.

FORM AK.

Industrial and Provident Societies Ordinance, 1931.

ACKNOWLEDGMENT OF REGISTRATION OF INSTRUMENT OF DISSOLUTION.

Name of Society.....Limited.

Register No.....

The foregoing instrument of dissolution (or alteration of instrument of dissolution) is registered under the Industrial and Provident Societies Ordinance, 1931, this.....day of.....19.....

(Signed)..... Registrar.

FORM AL.

Industrial and Provident Societies Ordinance, 1931.

ADVERTISEMENT OF DISSOLUTION BY INSTRUMENT.

Notice is hereby given that the..... Limited, Register No..... held at..... in the county of..... is dissolved by instrument, registered at this office, the..... day of..... 19....., unless within three months from the date of the Gazette in which this advertisement appears proceedings be commenced in the Supreme Court 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 is set aside accordingly.

(Signed)..... Registrar.

Dated this..... day of..... 19.....

FORM AP.

Industrial and Provident Societies Ordinance, 1931.

AWARDS FOR DISTRIBUTION OF FUNDS.

Name of Society..... Limited. Register No.....

Pursuant to section 55 of the above-mentioned Ordinance 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—

(Signed)..... Registrar.

Address.....

Dated this..... day of..... 19.....

FORM AY.

Industrial and Provident Societies Ordinance, 1931.

NOTICE OF PROCEEDINGS TO SET ASIDE DISSOLUTION.

Name of Society..... Limited. Register No.....

To the Registrar.

Whereas on the..... day of..... 19....., the above-named society was dissolved or purported to be dissolved by an instrument of dissolution purporting to be duly registered.

I hereby give you notice that I intend after not less than seven days from the date hereof to take proceedings for setting aside such dissolution in the Supreme Court.

(Signed).....

Address.....

Dated this..... day of..... 19.....

FORM AZ.

Industrial and Provident Societies Ordinance, 1931.

NOTICE OF ORDER TO SET ASIDE DISSOLUTION.

Name of Society..... Limited.

Register No.....

To the Registrar.

Whereas on the.....day of.....19....., the above-named society was dissolved or purported to be dissolved by an instrument of dissolution purporting to be duly registered.

The above-named society hereby gives you notice that by an order of the Supreme Court dated the.....day of.....19....., copy whereof is hereto annexed, the dissolution of the said society was set aside.

Seal of the society.

(Countersigned).....
Secretary.

Registered office.....

Dated this.....day of.....19.....

(This notice must be sent within seven days after the order to set aside dissolution is made. A copy of the order is to be annexed.)

