

# Industrial and Provident Societies Act (Northern Ireland) 1969

## GUIDANCE NOTES – RULE CHANGES

1. These notes are for information only. They are not a full statement of legal obligations under the relevant legislation. They do not contain all the information you may need. The society may wish to seek legal advice on how to comply with the legislation.
2. A table of the main forms referred to, and the most commonly used, is included at the end of this guidance together with links to the online versions available on the Registry website.
3. Section 9 of the Industrial and Provident Societies Act (Northern Ireland) 1969 provides for how industrial and provident societies may amend their rules for all matters except for a change of registered office and a change of name. (These latter two changes are subject to separate and different procedures.) The manner in which the proposed changes are put to and approved by the membership must be in accordance with the society's rules and the requirements of the 1969 Act. Two copies of the amendment(s) or substitute rules signed by three members and the secretary must accompany the application for registration of the amendment.
4. The Registry will examine the wording of the proposed rule change(s) to check for compliance with 1969 Act. Registration and acknowledgement of a rule change does not and cannot be taken as indicative of the fitness for purpose of any society rule in terms of corporate governance, the carrying on of any industry, trade or business, or its compliance with any other statutory obligation (including the Financial Services and Markets Act 2000). Responsibility for these matters rests firmly with the society, its directors and officers, and its professional legal, financial and other advisers.
5. A change in the situation of a society's registered office may be notified on the prescribed form (IPI) and must be signed by the secretary.
6. A change of a society's name must be done by a resolution for that specific purpose and be passed at a general meeting of the society after the giving of such notice as is required by its rules for a change of name resolution. If the society's rules do not make special provision as to the notice period for a change of name resolution, the period of notice given must be the same as that for a resolution to amend a rule.
7. No amendment of a rule is valid until it is formally registered and acknowledged.
8. Further information and guidance on the qualifications and eligibility for registration as an industrial and provident society and on the registration process and post-registration events and obligations may be obtained by telephoning the Registry on 028 9052 9599 or by e-mail to [registry.info@economy-ni.gov.uk](mailto:registry.info@economy-ni.gov.uk).