



CANTERBURY
LEGAL®

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Your Society's Path to 2026 Compliance

**Fixed Fee Packages for
Governance Upgrade
and Compliance for
Re-registration**

EFFECTIVE: 1 SEPTEMBER 2025

PACKAGE ONE

Readiness Snapshot & Constitution Review

Scope of included services:

- 30-minute (maximum) strategy call
- Review of current constitution for compliance gaps
- Readiness checklist and risk rating
- Written summary of required changes
- Quote to proceed with full redraft (\$1,000 credit if engaged)

Exclusions:

- *Consultation meeting*
- *Completion of compliance questionnaire with client*
- *Drafting new constitution compliant with Incorporated Societies Act 2022*

Ideal for:

- **Smaller or cautious societies**
- **DIY-prone committees wanting expert oversight**
- **Early-stage planning**

TIMING:

10-15 BUSINESS DAYS FROM RECEIVING ALL INFORMATION

FIXED FEE:

\$1500

+GST +DISBURSEMENTS

PACKAGE TWO

Constitution Only

Everything in Package One PLUS:

- Initial consultation (up to 30 minutes maximum)
- Review of existing constitution/rules
- Completion of compliance questionnaire
- Drafting new constitution compliant with Incorporated Societies Act 2022
- Ensuring all mandatory content requirements met
- One round of amendments based on client feedback
- Final constitution in Word format
- Basic instructions for adoption process

Exclusions:

- *Meeting attendance*
- *Member consultations*
- *Filing with Registrar (though no fee currently applies)*
- *Additional rounds of amendments (charged at \$350/hour)*

Ideal for:

- **Societies wanting to manage their own meeting process**
- **Organisations with simple structures**
- **Committees confident in running meetings**

TIMING:

10-15 BUSINESS DAYS FROM RECEIVING ALL INFORMATION

FIXED FEE:

\$2950

+GST +DISBURSEMENTS

PACKAGE THREE

Constitution & AGM/SGM Notice

Everything in Package Two PLUS:

- Drafting comprehensive AGM / SGM notice
- Inclusion of special resolution wording
- AGM / SGM agenda with constitution adoption
- Proxy form (if applicable)
- Explanatory memorandum for members
- Email/letter template for member communication
- Guidance on meeting procedures

Additional Support:

- Phone support for meeting-related questions (up to 30 minutes maximum)
- Review of draft meeting minutes

Exclusions:

- *AGM / SGM attendance*
- *Filing with Registrar*
- *Extensive member consultation*

Ideal for:

- Societies holding their regular AGM
- Organisations wanting professional documentation
- Committees needing meeting guidance

TIMING:

15-20 BUSINESS DAYS FROM RECEIVING ALL INFORMATION

FIXED FEE:

\$3750

+GST +DISBURSEMENTS

PACKAGE FOUR

Constitution & SGM Compliance Complete Package

Everything in Package Three PLUS:

- Strategic advice on timing and approach
- Drafting comprehensive AGM / SGM notice
- Special resolution with detailed wording
- Member information pack including:
 - Comparison of old vs new constitution
 - FAQ document
 - Summary of key changes
- Proxy form and instructions
- Attendance at AGM/SGM (up to 2 hours, Christchurch/video)
- Chairing meeting if required
- Post-meeting documentation: Certified minutes/Completed resolutions/Filing prep.)
- Filing with Registrar of Incorporated Societies (no current fee)
- Confirmation of registration

Additional Support:

- Two rounds of constitutional amendments
- Pre-meeting briefing with committee
- Member Q&A support before meeting
- Phone/email support throughout process

Exclusions:

- *Travel outside Christchurch (charged separately)*
- *Meeting attendance exceeding 2 hours (\$450/hour)*
- *Complex dispute resolution*

Ideal for:

- Societies wanting full support
- Organisations with complex changes
- Committees lacking meeting experience
- Time-pressed organisations

TIMING:

20-25 BUSINESS DAYS FROM RECEIVING ALL INFORMATION

FIXED FEE:

\$4950

+GST +DISBURSEMENTS

ALL PACKAGES

Optional Add-ons

Information Session for Members: \$850 + GST

Charitable Status Review: \$650 + GST

Sector-Specific Customisation: \$500-1,500 + GST

Expedited Service (5 day): 25% surcharge

Weekend/Evening Meeting: \$500 surcharge

Office Training: One hour of intensive training: \$550 + GST

Entity Structure and Future Strategy Review: \$ 750 +GST

Next Steps

1. Engagement & Info Gathering
2. Review, Strategy & Drafting
3. Member Communication Support
4. Meeting & Vote (AGM or SGM)
5. Filing & Registrar Confirmation
6. Optional Post-Registration Check-in

Contact us to start the process

Clive Cousins
Director

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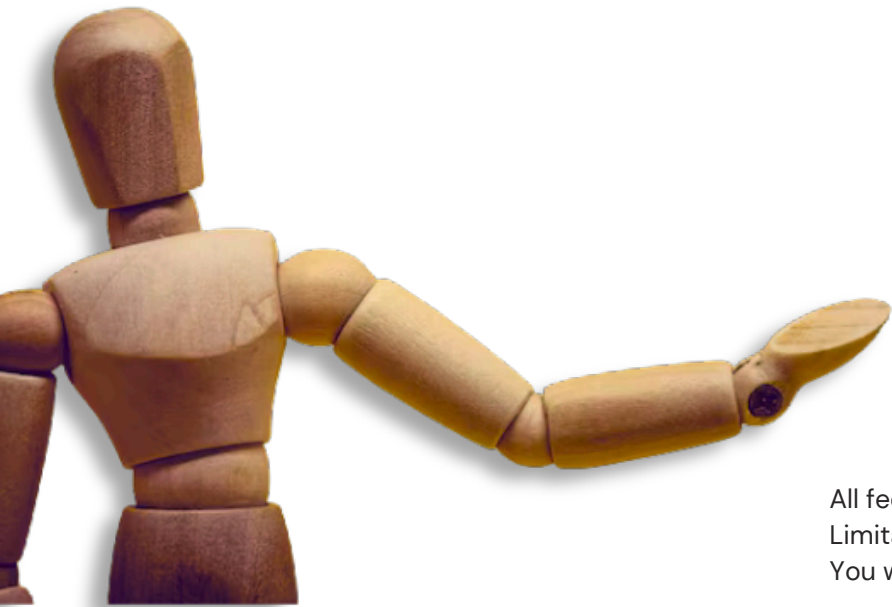
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All fees are plus GST and disbursements
Limitations: Intakes in blocks based on time of application
You will be advised of your application queue position.



Important Details

VOLUME DISCOUNTS

For multiple related societies (e.g., sports clubs, branches):

- 2–4 societies: 10% discount
- 5–9 societies: 15% discount
- 10+ societies: 20% discount

PAYMENT TERMS

Package 1:

- 100% on engagement

Package 2:

- 100% on engagement

Package 3:

- 75% on engagement
- 25% on delivery of final documents

Package 4:

- 50% on engagement
- 30% before meeting
- 20% on registration confirmation

PAYMENT METHODS

- Bank transfer
- Credit card (2% surcharge)
- Payment plans available for registered charities

TERMS & CONDITIONS

1. SCOPE DEFINITION

Canterbury Legal standard Terms and Conditions [[hyperlink to website](#)] apply except to the extent that they are modified in order to comply with this offer. The services are limited to those specifically listed. Additional work will be charged at standard hourly rates.

2. CLIENT OBLIGATIONS

Client must provide all necessary information and access to existing documents within 5 business days of engagement.

3. AMENDMENTS

One round of reasonable amendments included. Substantial changes or additional rounds charged at \$450 per hour.

4. DISBURSEMENTS

Include printing, courier, travel expenses. Currently no Registrar fees apply for re-registration under the 2022 Act, but this may change. Any future Registrar fees would be charged as disbursements. Other disbursements estimated at \$50–200 per society.

5. INTELLECTUAL PROPERTY

Template documents remain property of Canterbury Legal, but client has unlimited use for their society.

6. LIABILITY

Limited to the fee paid for services.



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