16 August 2024

**Kia orana, Ni sa bula, Taloha ni, Faka’alofa lahi atu, Malo e lelei,**

**Halo olaketa, Kam na mauri, Ia orana, Kia ora, Talofa lava**

It’s time to send your registration and fees to ensure your branch and members are financial members of the national body of P.A.C.I.F.I.C.A. Incorporated (PACIFICA) for the year to 31 August 2024. Please complete the attached forms and send them back ***no later than 31 August 2023.*** If you have issues with this deadline, please let us know.

**What are the fees?**

Branch Registration fee $200 per branch

Annual Subscription $20 per ordinary member
$10 per Young PACIFICA member 16-25 years
Free for Life Members, PACIFICA youth 12 to 15 years

**Why is it important to complete the forms?**

1. It is a legal requirement of The Companies Office that our organisation hold a current list of its membership with name, address, date of birth and occupation.
2. A new change to the Incorporated Societies Act is that all members must give consent to being a member of P.A.C.I.F.I.C.A. If the membership form is not signed, we do not have their consent to being a registered member of PACIFICA.
3. We depend on the accuracy of branch membership lists to send out PACIFICA related emails, voting forms, the annual AGM booklet, our e-newsletter etc.
4. The membership form has a section which lets national executive know the boards/advisory groups you sit on. This will enable P.A.C.I.F.I.C.A to tap into its resource of skills and specialist expertise.
5. Each member’s date of birth is necessary. Young PACIFICA and PACIFICA Youth membership are calculated by age. This is also important for ‘Life Members’ who do not have to pay a subscription fee.
6. It is more efficient to communicate with members directly if we have their current emailaddresses.

**Consent and Privacy**

Your Branch Executive needs to ensure that all your members have signed a membership form that provides consent to being a member of PACIFICA. National Executive no longer receives the signed membership forms from your members in your branches. Therefore, in the attached branch spreadsheet, your Executive must state in there that you have received a signed membership form from a member. Verifying this check has taken place will protect the organisation from being in breach of the Incorporated Societies Act.

Please be assured that the information we collect is strictly held internally and only used for PACIFICA business. We do not give your details to anyone else without your permission.

**Who is the right Branch Contact?**

The Branch Contact is who we post/email PACIFICA communications to for your branch. Email is preferable but what’s most important is that the Branch Contact can be relied on to communicate information to and from branch members. We urge you as branch contact / office bearers, to complete and return your registration early.

Thank you,



Natia Tucker, Assistant National Treasurer

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