

# CHAPTER 118

## FRIENDLY SOCIETIES ACT

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• Act • Subsidiary Legislation •

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### ACT

#### Amended by

Act No. 18 of 1964

Act No. 1 of 2008

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**CHAPTER 118**  
**FRIENDLY SOCIETIES ACT**

**An Act to make provision with respect to the constitution, registration, incorporation, and management of friendly and other societies.**

[Amended by Act No. 18 of 1964, Act No. 1 of 2008.]

[1st July, 1958.]

*Preliminary*

**1. Short title**

This Act may be cited as the Friendly Societies Act.

**2. Interpretation**

In this Act—

“amendment of rule” includes a new rule and a resolution rescinding a rule;

“Authority” means the Grenada Authority for the Regulation of Financial Institutions established under the Grenada Authority for the Regulation of Financial Institutions Act;

“branch” means any number of the members of a society under the control of a central body, having a separate fund administered by themselves or by a committee or by officers appointed by themselves and bound to contribute to a fund under the control of a central body;

“meeting” includes (where the rules of the society so allow) a meeting of delegates appointed by members;

“officer” includes any trustee, treasurer, secretary, or member of committee of management of the society or branch and any person appointed by the society or branch to sue and be sued on its behalf;

“person claiming through a member” includes the personal representative, executors, administrators, heirs, and assigns of a member and also his or her nominees where nomination is allowed;

“property” extends to all property, whether real or personal (including books and papers);

“registered society” means a society registered or deemed to be registered under this Act;

“rules” means rules for the time being in force;

“society” applies to a registered branch unless such application is inconsistent with the position and objects of a branch.

*Constitution, Registration and Incorporation*

**3. Societies which may be registered**

The following societies may be registered under this Act—

- (a) friendly societies established to provide, by voluntary subscriptions of the members thereof with or without the aid of donations—
  - (i) for the relief or maintenance of the members, their wives, husbands, children, fathers, mothers, brothers, sisters, nephews, nieces, or wards being orphans, during sickness or other infirmity, whether bodily or mental, in old age (which shall mean any age after fifty), or in widowhood, or for the relief or maintenance of the orphan children of members during minority,
  - (ii) for insuring monies to be paid on the birth of a member's child, or on the death of a member, or for the funeral expenses of the wife, husband, or child of a member, or of the widow of a deceased member,
  - (iii) for the relief or maintenance of the members when on travel in search of employment, or when in distressed circumstances, or in the case of shipwreck or loss or damage of or to boats or nets,
  - (iv) for the endowment of members or nominees of members at any age, and
  - (v) for the insurance against fire, to any amount not exceeding seventy-five dollars in each case, of the tools or implements of the trade or calling of the members:  
  
Provided that no such society which contracts with any person for the assurance of an annuity exceeding two hundred and fifty dollars per annum, or of a gross sum exceeding one thousand dollars, shall be registered under this Act;
- (b) loan societies for establishing a fund for making loans to members and taking payment of the same, whether by instalments or otherwise, with interest;
- (c) co-operative societies for the carrying on of any labour, trade, or handicraft, whether wholesale or retail, including the farming or cultivation of land and the manufacture of the produce of land;
- (d) benevolent societies for any benevolent or charitable purposes;
- (e) working men's clubs for purposes of social intercourse, mutual helpfulness, mental and moral improvement, and rational recreation; and
- (f) authorised societies for any purpose which the Minister may authorise as a purpose to which the powers and facilities of this Act ought to be extended.

#### **4. Limitation of application**

The Minister may limit the application of this Act in respect of specially authorised societies to such of the provisions herein contained as may be specified in the authority for registering any such society.

#### **5. Prohibition of registration of banking society**

No society for carrying on the business of banking shall be registered under this Act:

Provided that the taking of deposits of not more than two dollars and fifty cents in any one payment or more than one hundred dollars for any one depositor, payable on not less than two days' notice, shall not be deemed to be included in the business of banking within the meaning of this Act if the society has not a withdrawable share capital.

#### **6. Limitation of member's interest in society**

(1) No member, other than a registered society, shall have or claim an interest exceeding one thousand dollars in the funds of any registered society other than a co-operative society.

(2) No member, other than a registered society, shall have or claim an interest exceeding two thousand dollars in the funds of any registered co-operative society.

## **7. Appointment and remuneration of Authority**

The Authority shall be entitled to demand and receive fees as set out in the Third Schedule.

## **8. Office of Authority**

The Authority shall keep his or her office in St. George's.

## **9. Clerical assistance for Authority**

The Authority shall, if the Minister deems it necessary, be furnished from time to time with clerical assistance out of any monies which may be provided by the House of Representatives for that purpose.

## **10. General duties and powers of Authority**

(1) The Authority shall keep a register, of all Societies registered under this Act, in such form as may be approved by the Minister, and shall discharge all the duties required of him or her by this Act and regulations made thereunder.

(2) The Minister may direct the Authority to do all or any of the following things—

- (a) prepare and cause to be circulated, for the use of societies, model forms of accounts, balance sheets, and valuations;
- (b) collect from the returns under this Act, and from other sources, and publish and circulate, either generally or in a particular district, or otherwise make known, such information on the subject of the statistics of sickness and mortality, and the application thereof to the business of friendly societies, and from time to time publish, either generally or in particular districts, such particulars of their returns and valuations, and such other information useful to the members of or to persons interested in friendly or other societies registered, or which might be registered under this Act, as the Minister may from time to time think fit; and
- (c) cause to be constructed and published tables for payment of sums of monies on death, in sickness, or in old age, or on any other contingency forming the subject of an assurance authorised under this Act which may appear to be calculable.

(3) The adoption of such model forms and tables by a society if required by the Authority shall be compulsory:

Provided that a society aggrieved by the requirement of the Authority to adopt any such forms and tables may appeal therefrom to the Minister whose decision shall be final. A society which after having been required by the Authority or, in the case of appeal, by the Minister as the case may be, to adopt such forms and tables, neglects or refuses to do so shall be guilty of an offence.

(4) The Authority, or a person appointed by him or her in writing for the purpose, may, on giving at least seven days' notice thereof to the secretary of a society, attend any meeting of such society for the purpose of offering advice to the meeting or to the committee of management of the society.

## **11. Annual report of Authority**

The Minister may in writing direct the Authority to transmit to him or her for the purpose of being laid before the House of Representatives a report of his or her proceedings and of the principal matters transacted by him or her, and of the valuations returned to or caused to be made by him or her, and generally of the working of this Act, during the preceding year.

## **12. Applications for registration**

(1) Where any number of persons, being not less than seven, have established or intend to establish a society which may be registered under this Act, and which they desire should be so registered, they shall make application in writing to the Authority for that purpose.

(2) The application shall be signed by at least seven members, including the secretary.

(3) Two copies of the rules and two lists of the names of the treasurer, secretary, and of every trustee or officer authorised to sue or be sued on behalf of the society shall be transmitted to the Authority together with the application, and shall be signed by the persons who are required to sign the application and by the treasurer, secretary, and by the trustees and other officers, if any. The list so signed shall, on the society being registered, be evidence that the persons named have been duly appointed.

## **13. Societies to register**

(1) No society, entitled to be registered under this Act, and consisting of more than seven persons, shall carry on business unless it shall be registered under this Act, or has been formed in pursuance of Letters Patent:

Provided that it shall be lawful for such a society to carry on business without being so registered if the Authority, on the application of the society, shall have granted to it a certificate exempting the society from registration. Such a certificate may be granted, with the approval of the Minister, in any case in which the Authority is of opinion that the society is not one to which the provisions of this Act ought to apply; and such certificate shall be subject to revocation by the Authority, with the approval in each case of the Minister, but shall remain in force until so revoked, and until notice of such revocation shall have been advertised in the *Gazette* and in a local newspaper, and also transmitted by a registered letter to the society at its registered office.

(2) For the purposes of this section, the mere collection by a society of entrance fees and contributions for a period not exceeding six months after the first collection thereof shall not be deemed to be carrying on business:

Provided that every such first collection shall within seven days of the receipt thereof be reported by the society to the Authority who shall be empowered, at any time thereafter, either by himself, herself or by some person duly authorised by him or her in writing to do so, to inspect the books and affairs of the society and to advise generally thereon.

(3) No society shall be registered under a name identical with that under which any other existing society is registered, or so nearly resembling that name as to be likely, or under any name likely, in the opinion of the Authority, to deceive the members of the public as to its nature or its identity, and no society shall change its name without the sanction of the Authority, as hereinafter provided.

(4) A society, other than a benevolent society or a working men's club, shall not be disentitled to registration by reason of any rule for or practice of dividing any part of the funds thereof, if the rules thereof contain distinct provision for meeting all claims upon the society existing at the time of division before any such division takes place.

(5) No society shall contract for the assurance of a certain annuity or a certain superannuation, whether deferred or immediate, unless the tables of contributions payable for such kind of assurance are in accordance with those constructed and published under section 10, or unless such tables of contributions have been certified under the hand of a competent actuary approved of by the Authority and such certificate shall have been transmitted to the Authority to be deposited by him or her with the rules and with any other documents in his or her custody relating to the society.

(6) Every society or officer or member of a society or other person who contravenes any of the provisions of this section shall be guilty of an offence.

#### **14. Construction of rules**

The Authority shall consult with the secretary or other officer if he or she is of the opinion that the rules of a society registrable under this Act are not calculated to carry into effect the intentions and objects of the persons who have formed or desire to form the society.

#### **15. Acknowledgment of registration**

The Authority, on being satisfied that a society has complied with the provisions as to registration in force under this Act shall enter the society accordingly in the register of societies, and shall give to the society an acknowledgment of registration.

#### **16. Appeal from refusal to register**

(1) If the Authority refuses to register the society, the persons who signed the application for registration or any of them, may, within fourteen days after his or her refusal has been notified to any of them, appeal from such refusal to the Minister.

(2) If the refusal to register is overruled on appeal, an acknowledgment of registration shall thereupon be given to the society by the Authority.

#### **17. Effect of acknowledgment**

The acknowledgment of registration shall be conclusive evidence that the society therein mentioned is duly registered, unless it is proved that its registration has been suspended or cancelled under the provisions hereinafter contained.

#### **18. Publication of acknowledgment**

Immediately on giving an acknowledgment of registration to a society, the Authority shall cause it to be published in the *Gazette* and in a local newspaper.

#### **19. Disposal of copies of rules transmitted with application**

On registering a society, the Authority shall return to the society one of the copies of the rules, and one of the lists of the names of the officers transmitted with the application for registration, verified by his or her signature, and shall keep the other copy and the other list in his or her office.

#### **20. Change of name of society**

A registered society may, by special resolution with the approval in writing of the Authority, change its name; but no such change shall affect any right or liability of the society or any member, and any pending legal proceedings may be continued by or against the society notwithstanding its change of name.

## **21. Society to be a body corporate**

(1) On being registered, a society shall ipso facto become and be a body corporate by the name described in the acknowledgment of registration, with perpetual succession and a common seal, and by that name shall be capable of suing and of being sued in all courts and before all magistrates and, subject to the rules of the society and to the provisions of this Act, of purchasing, receiving, possessing, holding, mortgaging and otherwise dealing with property.

(2) The name of a registered society shall be engraved on its common seal.

(3) Every society shall have two or more trustees.

(4) The trustees shall be appointed at a general meeting of the society by a resolution of a majority of the members present and entitled to vote thereat.

(5) The society shall send to the Authority a copy of every resolution appointing trustees, signed by the trustees so appointed and by the secretary and president of the society.

(6) The same person shall not be secretary or treasurer of a society and a trustee of that society.

## **22. Branch societies**

With respect to societies having branches the following provisions shall have effect—

- (a) with the application for registration there shall be transmitted to the Authority—
  - (i) a list of every branch, and of the place wherein the same is established, and a list of the names of the trustees and other officers of each branch,
  - (ii) if the rules of all branches (herein called branch rules) are or are intended to be identical, a statement to that effect, and two copies of the rules, and
  - (iii) if the branch rules are not or are not intended to be identical, a statement to that effect, and two copies of all branch rules;
- (b) a society having a fund under the control of a central body to which every branch is bound to contribute may be registered as a single society;
- (c) notice of the establishment of every new branch by a registered society, and of the place where it is established and a statement whether or not the rules of the branch are identical with those of the other branches of the society, and if not so, two copies of the rules of the branch, shall be transmitted, under the hand of the secretary, to the Authority.

A list of the names of the trustees and other officers of every new branch shall be transmitted to the Authority under the hand of the secretary—

- (d) until a branch (in the case hereinbefore mentioned) has been registered, the society shall not be entitled to any of the privileges of this Act in respect of the branch; and until a copy of any amendment of the rules of a branch has been registered, the amendment shall not take effect as respects that branch;
- (e) the provisions of this Act as to appeals and the results thereof, as to amendments of rules, as to the acknowledgment of registration, and as to the evidence of registration and of rules, shall apply to branches and branch rules;
- (f) where a society has no fund under the control of a central body to which every branch is bound to contribute, every such branch shall be deemed to

be, and shall be registered as, a separate society, whether its rules are identical with those of other branches or not;

- (g) a registered branch shall not be registered as a society except on production to the Authority of a certificate, under the hand of the chief secretary or other principal officer of the society, that the branch has wholly seceded or has been expelled from the society:

Provided that the like appeal shall lie from the refusal of the chief secretary or other principal officer of the society, or from his or her omission, after one month from the receipt of a request in writing made on behalf of a branch to grant such a certificate, as from the refusal of the Authority to register a society:

Provided further that a body which, having been a branch of a society, has wholly seceded or been expelled from that society shall not thereafter use the name of that society or any name implying that it is a branch thereof, or the number by which it was designated as such branch.

### **23. Conversion of societies into branches**

With respect to the conversion of registered societies into branches the following provisions shall have effect—

- (a) a society may, by a resolution passed by not less than three-fourths of the members or delegates present and entitled to vote at a general meeting, of which meeting notice specifying the intention to propose the resolution has been duly given according to the rules of the society, determine to become a branch under this Act of any other registered society, and also, if thought fit, of any registered branch thereof; and if the rules of the society do not comply with all the provisions of this Act, and of regulations made thereunder in respect of the registration of branches, the meeting at which the resolution is passed may amend the rules so as to bring them into compliance with this Act and with the regulations;
- (b) a copy of the rules of the first-mentioned society marked to show the amendments, if any, made at the meeting, and two copies of the resolution and of the amendment of rules, if any, each signed by the chairperson of the meeting and by the secretary of the society so determining to become a branch of any other society, and countersigned by the secretary of the other society, shall be transmitted to the Authority, and if the Authority finds that the rules, with or without the amendments, comply with the provisions of this Act and of the regulations, he or she shall cancel the registration of the first-mentioned society, and register it as a branch of the other society, and also, if so specified in the resolution before mentioned, of any branch of the other society, without further request or notice, and shall register the amendment of rules without further application or evidence; and until the registration the resolution shall not take effect;
- (c) no advertisement of any cancelling of registration under this section shall be requisite;
- (d) the rules of a society which becomes a branch under this section shall, so far as they are not contrary to any express provision of this Act or of the regulations, and subject to any amendment thereof as hereinbefore provided, continue in force as the rules of the branch until amended.

#### *Rules*

### **24. Rules to contain certain provisions**

(1) The rules of every society for registration shall, according to the class in which the society is to be registered, contain provisions in respect of the several matters mentioned in the First Schedule.

(2) A copy of the rules of a registered society shall be delivered by the society to a member within twenty-one days of the demand therefor on payment of a sum not exceeding fifty cents.

(3) Every society which fails to comply with the provisions of subsection (2) shall be guilty of an offence and shall, on summary conviction, be liable to a penalty of one hundred dollars.

## **25. Alteration of rules and registration thereof**

(1) After the rules of a society have been registered it shall be lawful for the society, by resolution at a meeting specially called for that purpose, to alter, amend or rescind them or any of them, or to make new rules:

Provided that no alteration, amendment, rescission or new rule shall take effect until it has been registered.

(2) Two copies of the proposed alterations or amendments or of the new rules, as the case may be, signed by three members of the society and by the secretary or other officer, shall be transmitted to the Authority by the secretary within thirty days of the passing of the resolution adopting them, and to one of the copies there shall be attached a declaration by the secretary or one of the officers of the society that, in making them, the rules of the society respecting the making, altering, amending and rescinding of rules have been duly complied with.

(3) If the Authority is satisfied that the alterations, amendments or new rules are not contrary to the provisions of this Act, and have been made in accordance with the rules, he or she shall give to the society an acknowledgment of registration of them; and shall return one of the copies to the society, verified by his or her signature, and shall keep the other, with the declaration annexed, with the rules of the society, in his or her custody.

(4) The provisions hereinbefore contained with respect to appeals from a refusal to register a society shall apply to a refusal to register amendments of rules.

## **26. Rules binding on society and members**

(1) The rules when registered shall bind the society and the members thereof, and all persons claiming through them, to the same extent as if each member had subscribed his or her name and affixed his or her seal thereto and as if the rules contained a covenant on the part of himself or herself, his or her heirs, executors and administrators, to conform to the rules, subject to the provisions of this Act.

(2) All sums of monies, other than subscriptions, payable by a member to a society or branch, shall be deemed to be a debt due from the member to the society or branch, and shall be recoverable by action in a court:

Provided that where such action is instituted in the Magistrate's Court, such court shall be the court of the district in which the office of the society or branch is situate.

(3) It shall be lawful for the Minister to authorise any society registered as a "specially authorised society" to recover as debts the subscriptions of members thereof, save as aforesaid no subscription shall be recoverable at law.

### *Amalgamation*

## **27. Amalgamation or conversion of registered societies**

(1) Any two or more registered societies may, by special resolution of both or all the societies, become amalgamated as one society, with or without any dissolution or division of the funds of the societies or either or any of them; and any registered society may, by special resolution, transfer its engagements to any other registered society which may undertake to fulfil them.

(2) Any two or more registered societies may by special resolution of both or all of the societies amalgamate a portion of their funds for co-operative purposes, including the provision of an educational scholarship.

(3) A registered society may, by special resolution, determine to convert itself into a company under the Companies Act, Chapter No. 47 of 1934 Revision, or to amalgamate with or transfer its engagements to any such company.

(4) No amalgamation or transfer of engagements shall prejudice any right of a creditor of a society which is party thereto.

(5) If a special resolution for converting a registered society into a company contains the particulars by the Companies Act, Chapter required to be contained in the memorandum of association of a company, and a copy thereof has been registered by the Authority, a copy of the resolution certified by the Authority shall have the same effect as a memorandum of association duly signed and attested under the said Act.

(6) If a registered society is registered as, or amalgamates with, or transfers all its engagements to a company, its registration under this Act shall thereupon be void, and shall be cancelled by the Authority; but the registration of the society as a company shall not affect any right or claim for the time being subsisting against the society, or any penalty for the time being incurred by the society; and for the purpose of enforcing such right, claim or penalty, the society may be sued and proceeded against in the same manner as if it had not become registered as a company; and every such right or claim, or the liability to such penalty, shall have priority as against the property of the company, over all other rights or claims against or liabilities of the company:

Provided that in respect of friendly societies—

- (a) no special resolution by a society for amalgamation or transfer of engagements under this section shall be valid unless five-sixths in value (to be calculated as for dissolution) of the members assent thereto, either at the meetings at which the resolution is passed and confirmed, or one of them, or in writing if such members were not present thereat, nor without the consent in writing of every person for the time being received or entitled to any relief, annuity or other benefit from the funds of the society, unless the claim of such person is first duly satisfied, or adequate provision is made for satisfying it;
- (b) the provisions hereinafter contained in case of dissolution as to the punishment of officers, and the remedy of members or persons dissatisfied with the provision made for satisfying their claims, shall apply to the case of amalgamation and transfer of engagements; and
- (c) upon the application of the committee of management of a society desiring to amalgamate or transfer its engagements, notice of the application being published in the *Gazette*, the Authority, after hearing the committee of management and any other persons whom he or she considers entitled to be heard upon the application, may, with the consent of the Minister, order that any of the consents and conditions prescribed in this Act, or in any regulations made thereunder, be dispensed with, and may confirm the amalgamation or transfer.

(7) This section shall not apply to branches.

## 28. General duties of registered societies

(1) Every society shall—

- (a) keep an office to which all communications and notices may be addressed, and notice of the situation of the office, and of every change therein, shall be sent to the Authority, and shall be published in the *Gazette*. The office is hereinafter referred to as the registered office;
- (b) paint or affix, and keep painted or affixed, its name on the outside of every office or place in which the business of the society is carried on, or on a signboard erected in the vicinity thereof, in a conspicuous position, in letters easily legible, and have its name mentioned in legible characters in all notices, advertisements and other official publications of the society, and in all bills of exchange, promissory notes, endorsements, cheques and orders for monies or goods purporting to be signed by or on behalf of the society, and in all bills of parcels, invoices, receipts and letters of credit of the society;
- (c) cause its proceedings, transactions and accounts to be regularly entered in the prescribed records and books, separate accounts being kept of all monies received or paid on account of every particular fund or benefit assured by the society for which a separate table of contributions payable is adopted distinct from all monies received and paid on account of any other benefit or fund, and keep a separate account of the expenses of management of the society and of all contributions on account thereof;
- (d) within six weeks of a change in the members of the committee of management and other officers, if any, forward to the Authority notice of such change under the hand of the secretary;
- (e) once at least in every year, submit its accounts for audit to one of the public auditors appointed as hereinafter mentioned, and the auditors shall have access to all the books and accounts of the society, and shall examine the general statement of the receipts and expenditure, funds and effects, of the society, and verify it with the accounts and vouchers relating thereto, and shall either sign it as found by him, her or them to be correct, duly vouched and in accordance with law, or specially report to the society in what respect he or she or they finds or find it incorrect, unvouched or not in accordance with law;
- (f) once in every year, before the first day of June, send to the Authority a general statement (to be called the annual return) of the receipts and expenditure, funds and effects, of the society as audited, and such statement shall show separately the expenditure in respect of the several objects of the society, and shall be made out to the thirty-first day of December immediately preceding inclusively, and shall state the name, address and calling or profession of each auditor, and the manner in which and the authority under which he or she was appointed, and together therewith shall send a copy of the auditor's report;
- (g) within six months after the thirty-first day of December, 1954, and so again within six months after the expiration of every five years thereafter succeeding, send to the Authority a return (to be called the quinquennial return) of the sickness and mortality experienced by the society during the five years ending with the thirty-first day of December last past; and an abstract of all such returns shall be transmitted by the Authority to the Minister, to be laid before the House of Representatives;
- (h) once at least in every five years, either cause its assets and liabilities to be valued by one of the public valuers appointed as hereinafter mentioned or by a valuer to be appointed by the society, and send to the Authority a report, signed by the valuer (which shall also state his or her address and calling or

profession) on the condition of the society, and an abstract made by him or her of the results of his or her valuation together with a return containing such information with respect to the benefits assured and the contributions receivable by the society, and of all funds and effects, debts and credits, as the Authority may from time to time require, or send to the Authority a return of the benefits assured and contributions receivable from all the members of the society, and of all its funds and effects, debts and credits, accompanied by such evidence in support thereof as the Authority may prescribe, in which case the Authority shall cause the assets and liabilities of the society to be valued and reported on by some actuary, and shall send to the society a copy of his or her report, and an abstract of the result of his or her valuation;

- (i) allow a member or person having an interest in the funds of the society to inspect the books at all reasonable hours at the registered office of the society or at any place where the same are kept;
- (j) keep a copy of the last annual balance sheet for the time being, and of the last quinquennial valuation for the time being together with the report of the auditor or auditors, if any, always hung up or deposited in a conspicuous place at the registered office of the society.

This subsection shall apply to a registered branch of a society as if it were a registered society, except that every notice, copy of a resolution and annual return required by this subsection to be sent to the Authority shall be sent through an officer appointed in that behalf by the society of which the branch forms part.

(2) No society shall pay a sum of money upon the death of a member or other person whose death is or ought to be entered in any register of deaths, except upon the production of a certificate of the death under the hand of the person having the care of the register of deaths in which the death is or ought to be entered, and such certificate shall be retained by the society and submitted for audit with the relative accounts:

Provided that this subsection shall not apply to deaths at sea.

(3) It shall be an offence under this Act if a registered society or an officer or member thereof—

- (a) fails to give any notice, send or transmit any return or document, or do or allow to be done any act or thing which the society, officer, or person is by this Act, or by a regulation made thereunder, required to give, send, transmit, do or allow to be done;
- (b) wilfully refuses or neglects to do an act or to furnish any information required for the purpose of this Act by the Authority or other person authorised under this Act, or does any act or thing forbidden by this Act, or by a regulation made thereunder; or
- (c) makes any return or wilfully furnishes information in any respect false or insufficient.

(4) Every annual or other return, abstract of valuation, and other document required for the purposes of this Act shall be made in such form and shall contain such particulars as the Authority may prescribe.

(5) All documents by this section required to be sent to the Authority shall be deposited with the rules of the societies to which they relate, and shall be registered, or recorded by the Authority, with such observations thereon, if any, as the Authority may think proper:

Provided that the Authority may, with the approval of the Minister, dispense with the quinquennial return and with the valuation herein required in respect of societies to whose purposes or to the nature of whose operations he or she may deem them inapplicable; and

may also dispense with the quinquennial return in cases where, at the request of a society, he or she may, by inspection of its books, by himself or herself or by any person whom he or she may appoint for that purpose, obtain such information as he or she may deem sufficient of the sickness and mortality experienced by the society; and the provisions herein contained with respect to the quinquennial return and valuation shall not apply to benevolent societies, or to co-operative societies unless they are carrying on insurance business, or working men's clubs, nor to specially authorised societies, unless it is so directed in the authority for registering them.

## **29. Membership of minors**

(1) The rules of a registered society or branch may provide for the admission of a person under twenty-one years of age, but above one year of age as a member. Any such member may, if he or she is over sixteen years of age, by himself or herself, and if he or she is under that age, by his or her parent or guardian, execute all instruments, and give all acquittances necessary to be executed or given under the rules, but shall not be a member of the committee of management, or a trustee, president, or treasurer of the society or branch.

(2) Societies and branches consisting wholly of members of any age under twenty-one years, but exceeding three years, may be allowed to register under this Act, subject to such regulations as may be made by the Minister in that behalf.

## **30. Fee for certificate of birth or death**

For the purposes of this Act, a certificate of the birth or death of any member of or person insured or to be insured with a registered friendly society shall be given under his or her hand by the person having the care of the register of births and deaths in which the birth or death is entered, for a sum of twenty-five cents for the first certificate and of ten cents for every subsequent certificate.

## **31. Financial officers to execute bond and render account**

(1) (a) Every officer having receipt or charge of monies shall, before taking upon himself or herself the execution of his or her office, become bound with one sufficient surety at least in a bond in Form 6 of the Second Schedule or give the security of a guarantee society to the society in the sum of fifty dollars, or in such larger sum as the rules of the society may require conditioned for his or her rendering a just and true account of all monies received and paid by him or her on account of the society at such times as its rules may appoint or as the committee of management thereof may require him or her to do and for the payment by him or her of all sums due from him or her to the society.

(b) Both the principal and the surety shall make a statutory declaration testifying to the sufficiency of the surety furnished in the bond hereinafter referred to.

(c) The bond shall, within seven days after execution thereof, be forwarded, together with the declaration, by the society to the Authority who shall thereupon issue his or her certificate as to the lodgement thereof; and a copy of the bond certified under the hand of the Authority shall be receivable in evidence without further proof of the contents or execution thereof.

(d) The committee of management of a society or the Authority in their or his or her absolute discretion and without assigning any reason for doing so may require the principal at any time to verify the sufficiency of the bond so given by him or her or to furnish a fresh bond with one sufficient surety at the least.

(2) No person who enters into any such obligation as surety, and no guarantee society which gives any such security shall be entitled to the benefit of any exception or shall be

permitted in any action or proceeding thereon to rely on any exception or matter of defence, except that the principal has performed his or her obligation.

(3) Every officer shall, at such times as by the rules of the society he or she is required to render account, or upon demand made or notice in writing given or left at his or her last or usual place of residence, give in his or her account as may be required by the society or by the committee of management thereof, to be examined and allowed or disallowed by them, and shall, on the like demand or notice, pay over all monies and deliver all property for the time being in his or her custody or possession to such person as the society, or the committee of management thereof, may appoint; and in case of any refusal or neglect to deliver such account, or to pay over such monies, or to deliver such property in manner aforesaid, the society may sue upon the obligation or security before mentioned or may apply to a magistrate who may order the delivery of such accounts or property or the payment over of such sums of monies, with costs, and in default of such delivery or payment the person making such default may be sentenced to imprisonment for any term not exceeding three months.

### *Property*

#### **32. Property of society to vest in society on registration**

(1) The registration of a society shall vest in the society all property for the time being vested in any person in trust for the society; and all legal proceedings pending by or against the trustees of a society may be prosecuted by or against the society in its registered name without abatement.

(2) Where a person being or having been a trustee of a registered society or branch, and whether appointed before or after the registration thereof, in whose name any stock, land, or other securities belonging to that society or branch is or are standing, either jointly with another or others or solely—

- (a) is absent from Grenada;
- (b) becomes bankrupt, or files a petition, or executes a deed for liquidation of his or her affairs by assignment or arrangement or for composition with his or her creditors;
- (c) becomes of unsound mind or is dead;
- (d) has been removed from his or her office of trustee; or
- (e) if it is unknown whether he or she is living or dead,

the Authority may, on application in writing from the secretary and three members of the society or branch, and on proof satisfactory to him or her, direct the transfer of the stock, land, or other securities, into the names of any other persons as trustees for the society or branch.

The transfer shall be made by the surviving or continuing trustees, or if there are no such trustees, or if the trustees refuse or are unable to make the transfer, and the Authority directs, then, by such person as may be ordered by the High Court.

#### **33. General provisions as to property and funds**

(1) The trustees of a registered society or branch may, with the consent of a majority of the members present and entitled to vote at a general meeting, invest the funds of the society or branch, or any part thereof, to any amount, in any of the following ways—

- (a) in the Government Savings Bank;
- (b) in Government Funds;

- (c) in the purchase of land, and in the erection or alteration of offices or other buildings thereon;
- (d) upon any other security expressly directed by the rules of the society, not being personal security, except as hereinafter authorised with respect to loans;
- (e) in an investment in which trustees are for the time being by law authorised to invest funds; and
- (f) in any other manner prescribed by regulations made under this Act.

(2) A society, or branch of a society, may (if its rules so provide) hold, purchase, or take on lease land, and may sell, exchange, mortgage, lease or build upon the land (with power to alter and pull down buildings and again rebuild); and no purchaser, assignee, mortgagee, or tenant shall be bound to inquire as to the authority for any sale, exchange, mortgage, or lease by the committee of management; and the receipt of the committee of management, or of a majority thereof, shall be a discharge for all monies arising from or in connection with such sale, exchange, mortgage or lease.

(3) Any other body corporate may, if its regulations so allow, hold shares by its corporate name in a society.

(4) The rules of a society with branches and of any branch thereof may provide for the investment of funds of the society or of such branch by the trustees of that branch, or by the trustees of the society, and the consent required for any such investment shall be the consent of the committee of management, or of a majority of the society or branch by whom the funds are invested.

(5) When all monies intended to be secured by any mortgage given to a society under its rules have been fully paid or discharged the society may endorse upon or annex to the mortgage a reconveyance of the mortgaged property to the then owner of the equity of redemption or to such person and to such uses as he or she may direct, or a receipt under the seal of the society countersigned by the president and secretary in the prescribed form and such receipt shall discharge the mortgage and vest the estate of and in the property therein comprised in the person for the time being entitled to the equity of redemption without any reconveyance; and if the mortgage has been duly recorded the Authority of the Supreme Court shall on production of the receipt make an entry across or in the margin of the page on which the mortgage is recorded to the effect that the mortgage is satisfied and that the receipt has been produced and is in due form and such entry shall have the effect of cleaning the record of the mortgage.

### *Loans and Payments*

#### **34. Loans to members**

(1) Not more than one-half of the amount of an assurance on the life of a member of at least one full year's standing may be advanced to him or her, on the written security of himself or herself and two satisfactory sureties for repayment; and the amount advanced, with all interest thereon, may be deducted from the sum assured, without prejudice in the meantime to the operation of the security.

(2) A society, not being a building society, may, out of a separate loan fund to be formed by contributions or deposits of its members, make loans to its members on their personal security, with or without sureties, as may be provided by the rules, subject to the following restrictions—

- (a) no loan shall at any time be made out of monies contributed for the general purposes of the society;
- (b) no member shall be capable of holding an interest in the loan fund exceeding one thousand dollars;

- (c) no society shall make a loan to a member on personal security beyond the amount fixed by the rules, or shall make a loan which, together with any monies for the time being owing by a member to the society, exceeds two hundred and fifty dollars; and
- (d) no society shall hold at any one time on deposit from its members any monies beyond the amount fixed by the rules, which shall not exceed two-thirds of the total sums for the time being owing to the society by the members who have borrowed from the loan fund:

Provided that nothing in this subsection shall be construed to require a loan society to form a separate loan fund.

### **35. Accumulation at interest of surplus contributions**

The rules of a society may provide for accumulating at interest, for the use of a member of the same, any surplus of his or her contribution to the funds of the society which may remain after providing for any assurance in respect of which it is paid, and for the withdrawal of the accumulations from time to time.

### **36. Declaration of member's interest**

A society may require a member, or person claiming through a member, to make and sign a declaration that the total amount to which such member or person is entitled from one or more such societies does not exceed the sums set out in section 6 and a person who knowingly makes a false or fraudulent declaration in the matter shall be guilty of an offence.

### **37. Payments on death of children under ten years of age**

(1) No society shall insure or pay on the death of a child under five years of age a sum of money which, added to an amount payable on the death of the child by any other society, exceeds fifty dollars, or on the death of a child of five years of age and over but under ten years of age a sum of money which, added to any amount payable on the death of the child by any other society, exceeds seventy-five dollars.

(2) No society shall pay a sum on the death of a child under ten years of age except to the parent of the child, or to the personal representative of the parent, and upon the production by the parent or his or her personal representative of a certificate of death issued by the person having the lawful care of the register of deaths in which the death is or should be entered, containing the particulars hereinafter mentioned, and such certificate shall be retained by the society and submitted for audit with the relative accounts.

(3) Whenever a certificate of the death of a child is applied for, for the purpose of obtaining a sum of money from a society, the name of the society and the sum sought to be obtained therefrom shall be stated to the person aforesaid, who shall write on or at the foot of the certificate the words "to be produced to the ..... Society said to be liable for the payment of the sum of ....." and all certificates of the same death shall be numbered in consecutive order, and each certificate subsequent to the first shall also be endorsed with the sum of the claim, and the society from which claimed, alleged in every preceding certificate, and the sum charged by the person aforesaid for the first of such certificates shall be twenty-five cents, and for every subsequent certificate ten cents.

(4) No person as aforesaid shall give any one or more certificates of death for the payment in the whole of a sum of money exceeding fifty dollars on the death of a child under five years of age or for the payment in the whole of a sum of money exceeding seventy-five dollars on the death of a child of five years of age and over but under ten years of age; and no such certificate shall be granted unless the cause of death has been previously entered in the register of deaths on the certificate of a coroner or of a

registered medical practitioner who attended the deceased child during its last illness, or except upon the production of a certificate of the probable cause of death under the hand of a registered medical practitioner, or of other satisfactory evidence of the same.

(5) A society to which is produced a certificate of the death of a child which does not purport to be the first shall, before paying any monies thereon, inquire whether any, and, if any, what sums of money have been paid on the death of the child by any other society.

(6) Nothing in this section shall apply to assurances on the lives of children of any age, where the person insuring has an interest in the life of the person insured.

### **38. Power of nomination for sums not exceeding five hundred dollars**

(1) A member of a registered society (other than a benevolent society or working men's club), not being under the age of sixteen years, may, by writing under his or her hand delivered at or sent to the registered office of the society, nominate a person, not being an officer or employee of the society, unless such officer or employee is the wife, husband, father, mother, child, brother, sister, nephew, or niece of the nominator, to whom any monies, payable by the society on the death of the member (which shall include deposits made by the member under section 34, and monies accumulated for the use of the member under section 35, with the interest on such deposits or monies), not exceeding five hundred dollars, shall be paid at his or her decease, and may from time to time revoke or vary such nomination by a writing under his or her hand similarly delivered or sent; and, on receiving satisfactory proof of the death of a nominator, the society shall pay to the nominee the amount due to the deceased member, not exceeding five hundred dollars.

(2) A nomination may be partly printed, and if made in a book kept at the registered office of the society, shall be taken to be delivered at the office.

(3) Every registered society shall keep a book wherein the names of all persons so nominated shall be regularly entered, and all the shares comprised in any such nomination shall be transferable to the nominee although the rules of the society declare its shares to be generally not transferable; and, on receiving satisfactory proof of the death of a nominator, the society shall either transfer the shares in the manner directed in such nomination or pay to every person entitled thereunder the full value of his or her interest at his or her option unless the shares, if transferred to any such nominee, would raise his or her interest in the society to an amount exceeding the amount hereinbefore specified in respect of the society, in which case the society shall pay him or her the full value of the shares, not exceeding five hundred dollars.

### **39. Registered society may contribute to funds of other registered society**

Nothing in this Act shall prevent any registered society or branch from contributing to the funds or taking part, by delegates or otherwise, in the government of any other registered society or branch, as may be provided in the rules of the first-named society or branch, without becoming a branch under this Act of the other society or branch.

### **40. Registered society may subscribe to hospitals, etc.**

A registered society may subscribe out of its own funds to a hospital, infirmary, or charitable or provident institution any annual or other sum which may be necessary to secure to members of the society and their families the benefits of the hospital, infirmary, or institution, according to its rules.

### *Disputes and Legal Proceedings*

### **41. Mode of deciding dispute between member and registered society**

(1) Every dispute between a member, or a person claiming through a member or under the rules of a registered society and the society or an officer thereof, or between a registered society or registered branch and the registered society or branch of which the other party to the dispute is a registered branch or an officer thereof, or between any two or more registered branches of a registered society, or branch, or any officers thereof, shall be decided in manner directed by rules of the society, approved by the Authority, and the decision so made shall be binding and conclusive on all parties without appeal, and shall not be removable into any court or restrainable by injunction; and application for the enforcement thereof may be made to a Magistrate's Court:

Provided that—

- (a) a party to a dispute in a society may apply to the Authority to hear and determine the same and the Authority may, if he or she thinks fit, and after proper notice given to the parties to such dispute, hear and determine such dispute, and shall have power to order the expenses of determining it to be paid either out of the funds of the society or by such parties to the dispute as he or she may think fit, and such determination and order shall have the same effect and be enforceable in like manner as a decision made in the manner directed by the rules of the society;
- (b) the Authority 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 a person refusing to attend, or to produce a document, or to give evidence before the Authority, shall be guilty of an offence;
- (c) where the rules of a society direct that disputes shall be referred to a magistrate, the dispute shall be determined by a Magistrate's Court either with or without the right of appeal as may be provided by the rules;
- (d) where the rules contain no direction as to disputes, and the Authority refuses to hear and determine a dispute, or where no decision is made on a dispute within forty days after application to the society for a reference under its rules, the member or person aggrieved may apply to a Magistrate's Court, which may hear and determine the matter in dispute;
- (e) the Authority or the magistrate, as the case may be, may, at the request of either party, state a case for the opinion of the High Court on any question of law.

(2) Subject to the provisions of the proviso to subsection (1)(c) a decision given under this section shall be binding and conclusive on all parties without appeal.

#### **42. How societies may sue and be sued**

(1) The trustees of a registered society or branch, or any other officers authorised by the rules thereof may, in the name and on behalf of the society or branch, bring or defend, or cause to be brought or defended, any action or other legal proceeding in any court whatsoever concerning any property, right or claim of the society or branch.

(2) Legal proceedings shall not abate or be discontinued by the death, resignation or removal from office of a trustee or officer, or by any act of a trustee or officer after the commencement of the proceedings.

(3) The summons, writ or other proceedings to be issued to or against the trustees or other officers authorised by the rules of the society to defend such action or other proceedings on behalf of a registered society or branch shall be sufficiently served by personally serving such trustees or other officers or by leaving a true copy thereof with an adult person at the registered office of the society or branch, or at a place of business of the society or branch within the jurisdiction of the court in which the proceedings are

brought, or if that office or place of business is closed, by pasting or securely nailing the copy on the outer door of that office or place of business.

(4) In all cases where the summons, writ, or other document is served by leaving a true copy of it at the registered office of the society or branch, a copy of it shall be sent in a registered letter addressed to the secretary at the registered office of the society or branch, and posted at least six days before any further step is taken on the proceedings.

(5) Where the proceedings are taken against a society for the recovery of a fine under this Act the summons or other process shall be sufficiently served by leaving a true copy thereof at the registered office of the society, or at a place of business of the society or, if that office or place of business is closed, by pasting or securely nailing the copy on the outer door of that office or place of business.

(6) Where the trustees are authorised by the rules of a society to defend an action or other legal proceedings and one of such trustees is the person against whom the proceedings are to be taken, the proceedings may be brought by the other trustee or trustees.

### *Inspection of Affairs*

#### **43. Special power of Authority to direct inspection of affairs**

(1) Upon the application of not less than one-fifth of the whole number of members of a registered society, or of not less than one hundred members in the case of a registered society having more than one thousand members, the Authority may, with the consent of the Minister—

- (a) appoint one or more inspectors to examine into the affairs of the society, and to report thereon, and the inspector 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 employees in relation to its business and may administer oaths accordingly; and
- (b) call a special meeting of the society in such manner and at such time and place as the Authority may think fit, and may direct what matters shall be discussed and determined on at the meeting which shall have all the powers of a meeting called according to the rules of the society, and shall in all cases have power to appoint its own chairperson, any rule of the society to the contrary notwithstanding:

Provided that—

- (a) the application herein mentioned shall be supported by such evidence, for the purpose of showing that the applicants have good reason for requiring the inspection to be made or meeting to be called, and that they are not actuated by malicious motives in their application, and such notice thereof shall be given to the society, as the Authority may require and direct;
- (b) the Authority may, if he or she thinks fit, require the applicants to give security for the costs of the proposed inspection or meeting, before appointing an inspector or calling such meeting;
- (c) all expenses of and incidental or preliminary to any such inspection or meeting shall be defrayed by the members applying for it, or out of the funds of the society, or by the members or officers, or former members or officers of the society, in such proportions as the Authority may direct; and

- (d) the foregoing provisions of this section shall not apply to a society having branches except with the consent of the central body of the society.

[Editorial Note: Numbering as per *Gazette*.]

(2) The Authority may, in his or her absolute discretion, and without giving notice or without assigning reason for doing so, either by himself or herself or by a person appointed by him or her in writing for the purpose—

- (a) inspect and if necessary audit the books, records, securities and documents of the society;
- (b) demand the production of, and check, the cash held on behalf of the society,

at all reasonable times at the registered office of the society. A person appointed by the Authority as aforesaid shall report his or her findings to the Authority. The cost of such inspection, audit, or check shall be a charge upon the Consolidated Fund.

(3) A person who hinders, obstructs or molests the Authority or any other person appointed by him or her whilst acting under this section shall be guilty of an offence and liable, on summary conviction, to a fine of five hundred dollars and to imprisonment for one month.

### *Special Resolutions*

#### **44. Passing and registration of special resolutions**

(1) A special resolution is one which is passed by a majority of not less than three-fourths of such members of a society for the time being entitled under the rules of the society to vote, as may be present in person or by proxy (where the rules allow proxies) at a general meeting of which notice specifying the intention to propose the resolution has been duly given according to the rules, and which resolution is confirmed by a majority of such members for the time being entitled under the rules to vote as may be present in person or by proxy (where the rules allow proxies) at a subsequent general meeting of which notice has been duly given, held not less than fourteen days nor more than one month from the day of the meeting at which the resolution was first passed.

(2) At any meeting mentioned in this section a declaration by the chairperson that the resolution has been carried shall be deemed conclusive evidence of the fact.

(3) A copy of every special resolution, signed by the chairperson of the meeting and countersigned by the secretary of the society, shall be sent to the Authority and be registered by him or her; and until the copy is so registered the resolution shall not take effect.

### *Suspension and Dissolution*

#### **45. Cancellation or suspension**

(1) The Authority may, or, in the case hereinafter mentioned in paragraph (c) shall, by writing under his or her hand, cancel the registration of a society—

- (a) if he or she thinks fit, at the request of a society, to be evidenced in such manner as he or she may direct;
- (b) with the approval of the Minister, on proof to the satisfaction of the Authority that a certificate of registration has been obtained by fraud or mistake, or that a society exists or is used for an illegal or improper purpose, or has wilfully, and after notice from the Authority, violated any of the provisions of this Act, or has ceased to exist; or

(c) by the direction of the Minister, on proof, to the satisfaction of the Minister, that a society exists or is used for an illegal or improper purpose.

(2) The Authority, in any case in which he or she might, with the approval or by the direction of the Minister, cancel the registration of a society, may or shall, with or by the like approval or direction, by writing under his or her hand suspend it, for any term not exceeding three months, and may or shall, with or by the like approval or direction, renew the suspension from time to time for up to the same period.

(3) Not less than two months previous notice in writing, specifying briefly the ground of any proposed cancellation or suspension of registration, shall be given by the Authority to a society before its registration shall be cancelled (except at its request) or suspended; and notice of every cancellation or suspension shall be published at the expense of the Government in the *Gazette* and in a local newspaper as soon as practicable after it takes place.

(4) A society may appeal from the cancellation of its registration, or from any suspension of it which is renewed after six months, in manner hereinbefore provided for appeals from the refusal of the Authority to register a society.

(5) A society whose registration has been cancelled or suspended shall from the time of the cancellation or suspension (but if suspended only while the suspension lasts, and subject also to the right of appeal hereby given), absolutely cease to enjoy as such the privileges of a registered society, but without prejudice to any liability actually incurred by the society, which may be enforced against it as if the suspension or cancellation had not taken place.

#### **46. Dissolution**

(1) A society may terminate or be dissolved in any of the following ways—

- (a) upon the happening of an event declared by the rules to be the termination of the society;
- (b) as respects all societies, other than societies having shares and friendly societies, by the consent of not less than three-fourths of the members, testified by their signatures to the instrument of dissolution;
- (c) as respects societies having shares, by the consent of members holding not less than two-thirds of the number of shares in the society, testified by their signatures to the instrument of dissolution;
- (d) as respects friendly societies, by the consent of not less than five-sixths in value of the members (including honorary members, if any) testified by their signatures to the instrument of dissolution, and also by the consent in writing of every person, for the time being receiving or entitled to any relief, annuity or other benefit from the funds of the society, unless the claim of such person is first duly satisfied, or adequate provision made for satisfying the claim, and in the case of a branch, with the consent of the central body of the society or in accordance with the general rules of the society; and
- (e) by the award of the Authority in the cases hereinafter specified.

(2) The instrument of dissolution shall set forth—

- (a) the liabilities and assets of the society in detail;
- (b) the number of members and the nature of their interests in the society respectively;
- (c) the claims of the creditors, if any, and the provisions to be made for their payment; and

- (d) the intended appropriation or division of the funds and property of the society, unless it is stated in the instrument of dissolution to be left to the award of the Authority.

(3) Alteration in the instrument of dissolution may be made with the like consents as hereinbefore provided, testified in the same manner.

(4) A declaration in writing shall be made by three members and the secretary of the society that the provisions of this Act have been complied with, and shall be sent to the Authority with the instrument of dissolution; and a person who knowingly makes a false or fraudulent declaration in the matter shall be guilty of an offence.

(5) The instrument of dissolution, and all alterations therein, shall be registered in the manner hereinbefore provided for the registration of rules, and shall be binding upon all the members of the society.

(6) The Authority shall cause a notice of the dissolution to be advertised, at the expense of the society, in the manner hereinafter provided for advertising an award of the Authority for dissolution; and unless within three months from the date of the *Gazette* in which the advertisement appears a member or other person interested in or having any other claim on the funds of the society commences proceedings to set aside the dissolution of the society, and the dissolution is set aside accordingly, the society shall be legally dissolved from the date of the advertisement, and the requisite consents to the instrument of dissolution shall be considered to have been duly obtained, without proof of the signature thereto.

(7) As respects friendly societies—

- (a) the value of members shall be ascertained by giving one vote to every member, and an additional vote for every five years that he or she has been a member, but to no one member more than five votes in the whole;
- (b) no instrument of dissolution shall direct or contain any provision for an appropriation or division of the funds of the society, or any part thereof, otherwise than for the purpose of carrying into effect the objects of the society as declared in its rules, unless the claim of every member or person claiming any relief, annuity, or other benefit from its funds is first duly satisfied or adequate provision is made for satisfying the claim;
- (c) any officer or person who aids or abets in the dissolution of a society, otherwise than as in this Act provided, shall be guilty of an offence and liable, on summary conviction, to a penalty of two hundred and fifty dollars; and
- (d) if a member of a dissolved society, or a person claiming any relief, annuity, or other benefit from its funds, is dissatisfied with the provision made for satisfying his or her claim, he or she may apply to the Magistrate's Court of the district within which the chief or any other place of business of the society is situate for relief or other order, and the court shall have the same powers in the matter as in regard to the settlement of disputes under this Act.

(8) With respect to dissolutions and the distribution of funds upon the award of the Authority—

- (a) upon the application of not less than one-fifth of the whole number of members in the case of a registered society, or of not less than one hundred members in the case of a society having more than one thousand members, made in writing under their hands, setting forth that the funds of the society are insufficient to meet the existing claims thereon, or that the rates of contribution fixed in the rules of the society are insufficient to cover the benefits assured by them, and the grounds upon which the insufficiency is alleged, and requesting an investigation into the affairs of the society with a view to its dissolution, the Authority may, by himself or herself or by an

actuary, or public auditor, or other person whom he or she may appoint in writing under his or her hand, investigate the affairs of the society, giving nevertheless not less than one month's previous notice in writing to the society whose affairs are to be investigated at its registered office;

- (b) if, upon the investigation, it appears that the funds of the society are insufficient to meet the existing claims thereon, or that the rates of contribution fixed in the rules of the society are insufficient to cover the benefits assured, the Authority may, if he or she considers it expedient to do so, award that the society shall be dissolved, and its affairs wound up, and shall direct in what manner its assets shall be appropriated or divided:

Provided that he or she may suspend his or her award for such period as he or she may deem necessary to enable the society to make such alteration and adjustment of contributions and benefits as will in his or her judgement prevent the necessity of the award of the dissolution being made;

- (c) the Authority, when proceeding under this section, shall have all the same powers and authorities enforceable by the same penalties as in the case of a dispute referred to him or her under this Act;
- (d) every award under this section, whether for dissolution or distribution of funds, shall be final and conclusive on the society in respect of which it is made and on all its members and other persons having claims on the funds of the society, without appeal, and shall be enforced in the same manner as a decision on a dispute under this Act; and the expenses of every investigation and award, and of publishing every notice of dissolution, shall be paid out of the funds of the society before any other appropriation thereof is made;
- (e) notice of an award of dissolution shall, within twenty-one days after it has been made, be advertised by the Authority in the *Gazette* and in a local newspaper and unless, within three months from the date of the *Gazette* in which the advertisement appears, a member or other person interested in or having a claim on the funds of the society, commences proceedings to set aside the dissolution of the society consequent upon the award, and the dissolution is set aside accordingly, the society shall be legally dissolved from the date of the advertisement, and the requisite consents to the application of the Authority shall be considered to have been duly obtained, without proof of the signatures thereto.

(9) This section shall not apply to a society having branches except with the consent of the central body of the society.

(10) Notice shall be sent to the Authority of any proceedings to set aside the dissolution of a society or branch, not less than seven days before it is commenced, by the person taking the proceeding, and of any order setting a dissolution aside, by the society or branch, within seven days after the order has been made.

#### **47. Liability of members in winding-up**

When a society is dissolved and its affairs are wound up under the last preceding section, the liability of present or past members of the society, to contribute for payment of the debts and liabilities of the society, the expenses of winding-up, and the adjustment and the rights of contributories amongst themselves shall be qualified as follows—

- (a) no individual, society, or company who or which has ceased to be a member for one year or upwards prior to the commencement of the winding-up shall be liable to contribute;
- (b) no individual, society, or company not a member shall be liable to contribute in respect of any debt or liability contracted after he or she or it ceased to be a member;

- (c) no individual, society, or company not a member shall be liable to contribute, unless it appears that the contributions of the existing members are insufficient to satisfy the just demands on the society;
- (d) no contribution shall be required from any individual, society, or company exceeding the amount, if any, unpaid on the shares in respect of which he or she or it is liable as a past or present member; and
- (e) an individual, society, or company shall be taken to have ceased to be a member, in respect of any withdrawable share withdrawn, from the date of the notice or application for withdrawal.

### *Offences, Penalties and Proceedings*

#### **48. Offences**

It shall be an offence under this Act if—

- (a) a society or branch or an officer or member thereof fails to give any notice, deliver up, return or send any contribution card, return or document, do or allow to be done anything which the society, branch, officer, or person is by this Act required to give, deliver up, return, send, do or allow to be done;
- (b) a society or branch or an officer or member thereof wilfully neglects or refuses to do an act or to furnish any information required for the purposes of this Act by the Authority or by any other person authorised under this Act, or does anything forbidden under its rules or by this Act;
- (c) a society or branch or an officer or member thereof makes a return or wilfully furnishes information in any respect false or insufficient;
- (d) an officer or member of a body which, having been a branch of a society, has wholly seceded or been expelled from that society, thereafter uses the name of that society or any name implying that the body is a branch of that society or the number by which that body was designated as such branch;
- (e) where application is made the Authority to hear and determine a dispute or where a dispute is referred under this Act to the Authority, a person refuses to attend or to produce any books, documents, or things or to give evidence before the Authority;
- (f) a society or branch pays monies on the death of a child under ten years of age otherwise than is provided by this Act;
- (g) a parent or personal representative of a parent claiming monies on the death of a child produces a certificate of the death other than is in this Act provided to the society or branch from which the monies is claimed, or produces a false certificate, or one fraudulently obtained, or in any way attempts to defeat the provisions of this Act with respect to payments upon the death of children; or
- (h) an officer of a society or branch wilfully refuses to observe or comply with any of the provisions of the rules of such society or branch relating to his or her duties or functions under such rules or with any of the provisions of the regulations made under this Act relating to his or her duties or functions under such regulations:

Provided that no complaint shall be laid against any officer under this paragraph except by, or with the consent in writing of, the Authority.

#### **49. Illicit payments**

No officer of a society or branch shall, either in addition to or in substitution for the remuneration prescribed under this Act or authorised by the rules of the society, or branch, receive from any other person any gift, bonus, commission, or benefit, for or in connection with any benefit paid or any loan made by the society or branch, and any person paying or accepting any such gift, bonus, commission, or benefit, shall be guilty of an offence and liable, on summary conviction, to a fine of three thousand dollars, and, in default of payment, to be imprisoned for six months, and the person accepting any such gift, bonus, commission, or benefit, shall as and when directed by the court by whom he or she is convicted, pay over to the society or branch the amount or value of such gift, bonus, commission, or benefit, and in default of such payment shall be liable, on summary conviction, to imprisonment for six months.

#### **50. Bankrupt, etc., not to be officer of society**

(1) (a) No person who is an undischarged bankrupt or has compounded with his or her creditors or has made an arrangement or composition with his or her creditors under the Bankruptcy Act, Chapter 27, shall be appointed, or if appointed, shall act as the president, vice-president, secretary, assistant secretary, treasurer, or trustee of a society.

(b) A person acting in contravention of the provisions of this subsection shall be guilty of an offence and liable, on summary conviction, to a fine of one thousand dollars.

(2) A person shall be disqualified for being elected and for being an officer of a society or branch if within the previous ten years he or she has been convicted of an offence involving dishonesty. If a person, who, under the provisions of this subsection, is disqualified for being elected and for being an officer of a society or branch, or has become disqualified to hold such office, acts as an officer of a society or branch he or she shall be guilty of an offence and liable, on summary conviction, to imprisonment for six months and to a fine of three thousand dollars.

#### **51. Limitation of office holders**

(1) No person shall hold both the offices of president and treasurer or secretary and treasurer of the same society or branch thereof.

(2) No person shall hold the office of treasurer in more than one society.

(3) No person holding any office therein shall be or act as, medical officer, dentist, optician or druggist of a society.

(4) A person contravening any of the provisions of this section shall be guilty of an offence and liable, on summary conviction, to a fine of one thousand five hundred dollars.

#### **52. Offences by societies to be also offences by officers**

Where a society or branch is guilty of an offence under this Act, every member of the committee, unless that member is proved to have been ignorant of or to have attempted to prevent the commission of the offence, shall be liable to the same penalty as if he or she had committed the offence.

#### **53. Continuing offences**

Every default under this Act constituting an offence, if continued, shall constitute a new offence in every week during which the default continues.

#### **54. Punishment of fraud, false declarations and misappropriation**

(1) If a person, with intent to mislead or defraud, gives to any other person a copy of any rules, laws, regulations, or other documents, other than the rules of a society or branch, on the pretence that they are the existing rules of that society or branch, or that

there are no other rules of the society or branch, or gives to any other person a copy of any rules on the pretence that those rules are the rules of a registered society or branch when the society or branch is not registered, the person so offending shall be guilty of an offence.

(2) If a person obtains possession by false representation or imposition of any property of a society or branch, or withholds or misapplies any such property in his or her possession, or wilfully applies any part thereof to purposes other than those expressed or directed in the rules of the society or branch and authorised by this Act, he or she shall, on such complaint as is in this section mentioned, be guilty of an offence and liable, on summary conviction, to a fine of one thousand five hundred dollars and costs, and to be ordered to deliver up all such property, or to repay all sums of money applied improperly, and in default of such delivery or repayment, or of the payment of such fine and costs as aforesaid, to be imprisoned for three months:

Provided that where on such a complaint against a person for withholding or misapplying property, or applying it for unauthorised purposes, it is not proved that that person acted with any fraudulent intent, he or she shall not be liable to conviction but may be ordered to deliver up all such property or may be ordered to repay any sum of money applied improperly, with costs, and in default of such delivery or repayment or of the payment of such costs as aforesaid to be imprisoned for three months.

(3) Complaint under this section may be made—

- (a) in the case of a society, by the society or a member authorised by the society, or the trustees or committee of the society;
- (b) in the case of a branch, by—
  - (i) the branch or a member authorised by the branch or the trustees or committee thereof,
  - (ii) the central body of the society of which the branch forms part, or
  - (iii) any member of the society or branch authorised by the central body;or
- (c) in any case, by the Authority or by a person authorised in writing by the Authority.

(4) Nothing in this Act shall prevent any such person from being proceeded against by way of indictment, if not previously convicted of the same offence under the provisions of this Act.

(5) In any proceedings instituted under this section against an officer, member or other person in respect of any sum surcharged or balance certified by an auditor appointed under this Act upon audit of the books and accounts of a society or branch to be due by the officer, member or other person, the onus of proving the same to have been the result of any accidental or formal slip, error or omission shall lie upon such officer, member or other person, as the case may be.

## **55. Penalties for falsification, etc.**

(1) If a person wilfully makes, or causes to be made, any entry, erasure in, or omission from, a balance sheet of a society or branch, or a return or document required to be sent, produced or delivered, for the purposes of this Act with intent to falsify the same, or to evade any of the provisions of this Act, he or she shall be guilty of an offence and liable, on summary conviction, to a fine of three thousand dollars.

(2) An officer or other person who makes any material omission or omits to make any material entry which by this Act or the regulations thereunder or by the rules of a society or branch he or she is required to make in any cash book, general ledger, blotter, statement showing receipts and expenditure, balance sheet, contribution card, members' register, account record, return or other document affecting or relating to the property or

affairs of a society or branch or to the benefits, rights or privileges of a member thereof shall, unless he or she proves that he or she had no intent to defraud, be guilty of an offence.

(3) If in any statement showing receipts and expenditure, balance sheet, return, record, form, account or other document required for the purposes of this Act an officer wilfully makes a statement or entry false in any material particular or knowing the same to be untrue in any material particular, he or she shall, unless he or she proves that he or she had no intent to defraud, be guilty of an offence.

#### **56. Mutilation, etc., of books, cards, etc.**

If a person conceals, destroys, mutilates, alters or falsifies any book, paper, security, contribution card, receipt, birth certificate, death certificate or other document affecting, belonging or relating to a society or branch or makes or is privy to the making of any false or fraudulent entry in any register, book, contribution card, paper or other document affecting, belonging or relating to the property or affairs of a society or branch with intent to defraud or deceive the society or branch or any person he or she shall be liable, on summary conviction, to imprisonment for six months and to a penalty of three thousand dollars.

#### **57. Penalty for ordinary offences**

A society or branch, and an officer or member of a society or branch, or other person guilty of an offence under this Act for which a penalty is not expressly provided shall be guilty of an offence and liable, on summary conviction, to a fine of one thousand five hundred dollars.

#### **58. Special offences in the case of friendly societies**

If an officer or person aids or abets in the amalgamation or transfer of engagements or in the dissolution of a friendly society otherwise than as in this Act provided he or she shall be liable to the penalty imposed by this Act for offences thereunder and to be imprisoned for three months.

#### **59. Recovery of penalties**

(1) Unless otherwise expressly provided, all offences under this Act may be prosecuted, and all penalties imposed by this Act or by regulations thereunder, or by the rules of a society or branch, may be recovered in the manner provided by the Criminal Procedure Code, Chapter 72B, and in the Magistrates Act, Chapter 177.

(2) Save as otherwise herein provided any such penalty shall be recoverable at the suit of the Authority or of any person authorised in writing by the Authority or of any person aggrieved.

#### **60. Limitation**

In every case where no time is specially limited for making a complaint for an offence under this Act such complaint shall be made within four years from the time when the matter of such complaint arose, and not after.

### *Miscellaneous*

#### **61. Making of regulations**

(1) The Minister may make regulations to carry out the purposes of this Act. In particular and without prejudice to the generality of the foregoing power such regulations may—

- (a) prescribe the duties and functions of the Authority;
- (b) prescribe provisions respecting matters to be registered and procedure under this Act;
- (c) prescribe the form and particulars of the register of members of a society or branch and register of nominees and dependants of members;
- (d) prescribe provisions respecting levies and the form and particulars of a record to be kept of the levies made by a society or branch;
- (e) prescribe the accounts and books to be kept by a society or branch and provide for the audit of such accounts and other matters affecting the same, and the fees for such audit, and prescribe the duties, functions, powers and authorities to be assigned to auditors;
- (f) prescribe the duties of the committee of management respecting the operation of a loan fund with provisions for the due recovery of loans;
- (g) prescribe provisions relating to management and administration, and for a half-yearly inspection and administration report by every committee of management;
- (h) provide for the payment of and other matters affecting bonus monies, and prescribe the mode of recording such payments and the form and particulars relating thereto; and provide for the payment of extra remuneration or allowances to be paid to officers and members in respect of duties appertaining to or connected with the payment of bonus monies;
- (i) provide for the safe keeping and recording of securities held by the trustee of societies and branches; and prescribe provisions relating to certificates to be given by trustees at certain times;
- (j) prescribe for the keeping of a rent-roll by a society or branch owning or holding property, and the form and particulars thereof;
- (k) prescribe a scale of fees to be paid for matters to be transacted or for the inspection of documents under this Act, and the fees to be paid in respect to any act, matter or thing done or required to be done under the provisions of this Act;
- (l) prescribe procedure with respect to voting at meetings of societies and provisions relating to meetings generally;
- (m) provide for matters incidental to the payment and collection of contributions and dues by the members of societies and branches and for the form, issue, sale, custody, production, and delivery up of contribution cards and re-issue of any which have been lost, destroyed, or defaced, and for the penalties to be imposed for contravention or non-observance of any regulations relating thereto;
- (n) prescribe the amount of security to be given by officers having receipt or charge of monies and their sureties and the forms and attestation of bonds to be given by such officers;
- (o) prescribe provisions for the keeping of an annual account of the anniversary expenses of societies;
- (p) prescribe provisions relating to nominations by members;
- (q) prescribe for the keeping of a record of benefits paid to members and the form and particulars thereof;

- (r) prescribe provisions for the payment of the funeral expenses of members;
- (s) prescribe provisions for reduction of benefits in certain circumstances;
- (t) prescribe provisions touching the rights, privileges and status of pensioners;
- (u) prescribe provisions for the examination of members of societies and branches;
- (v) prescribe allowances in respect of vacation and sick leave to officers and members of the committee of management and grants to be made to officers with long service upon retirement;
- (w) prescribe provisions relating to inspections and inquiries under this Act;
- (x) prescribe fines not exceeding five hundred dollars for breaches of the said regulations;
- (y) provide for any matters which are authorised by this Act to be prescribed;
- (z) provide for the extension of the services and facilities of hospitals administering services related to health to the members of friendly societies and arrangements under which the same shall be extended; and
- (aa) prescribe the terms and conditions under which the members of friendly societies shall be entitled to medical and surgical care and treatment in hospitals, including specialist and consultant services and arrangements under which friendly societies may subscribe and pay for the provision of such services.

(2) Regulations made under this Act shall have no force or effect until they have been approved by the House of Representatives and shall have been published in the *Gazette*.

## **62. Validity of forms, etc.**

Until amended, varied, rescinded or revoked in the manner respectively provided under this Act, the forms contained in the Second Schedule and the fees set out in the Third and Fourth Schedules shall be in force and effect.

## **63. Appointment of public auditors and valuers**

The Minister shall appoint public auditors and valuers for the purposes of this Act, and shall determine the rates of remuneration to be paid by societies for their services.

## **64. Evidence**

Every instrument or document, or copy of or extract from an instrument or document, bearing the seal or stamp, if any, of the office of the Authority, shall be received in evidence without further proof; and every document purporting to be signed by the Authority or an inspector or public auditor or valuer under this Act, shall, in the absence of evidence to the contrary, be received in evidence in all courts and for all other purposes, without proof of the signature or of the official position of the person signing it, and shall be *prima facie* evidence of the truth of all matters contained in it.

## **65. Protection of rights of volunteers, etc.**

No person, by reason of his or her enrolment or service in any corps or militia, or volunteers, shall lose or forfeit any interest he or she possesses, in any friendly society, whether registered or unregistered, at the time of his or her being so enrolled or serving or be fined for absence or non-attendance at any meeting of the society, if the absence or non-attendance is occasioned by the discharge of his or her military duty as certified by his or her commanding officer, any rules of the society to the contrary notwithstanding.

## 66. Exemption from stamp duty

Stamp duty shall not be chargeable upon any of the following documents—

- (a) draft or order or receipt given by or to a friendly society or branch in respect of monies payable by virtue of its rules or of this Act;
- (b) letter or power of attorney granted by a person as trustee for the transfer of any monies of a friendly society or branch invested in his or her name in the public funds;
- (c) bond given to or on account of a friendly society or branch, or by the treasurer or other officer thereof;
- (d) policy of insurance or appointment or revocation of appointment of an agent, or other document required or authorised by this Act or by the rules of a friendly society or branch;
- (e) affidavit or statutory declaration for the purpose of this Act.

### First Schedule

#### FRIENDLY SOCIETIES ACT

*Matters to be Provided for by the Rules of Societies Registered under this Act*

[Section 24.]

1. The name and place of office of the society.
2. (a) The whole of the objects for which the society is to be established—
  - (b) the purposes for which the funds thereof shall be applicable;
  - (c) the terms of admission of members;
  - (d) the fines and forfeitures to be imposed on any member;
  - (e) the consequences of non-payment of any subscription, levy or fine;
  - (f) the suspension and expulsion of members;
  - (g) in the case of friendly and other insurance societies, the conditions under which any member may become entitled to any benefit assured thereby, and the contributions payable by each member which shall not be less than fifteen cents per week except with the permission of the Authority.
3. The mode of holding meetings, and right of voting, and the manner of making, altering, or rescinding rules.
4. (a) The appointment and removal of a committee of management (by whatever name), or any member thereof, of trustees, of a secretary, a treasurer, and other officers, (if any).
  - (b) The remuneration if any (including salary) payable to the members of the committee of management, to the trustees, to the secretary, the treasurer, and other officers.
  - (c) The remuneration so payable as aforesaid shall not include exemption from payment of subscriptions, levies or fines payable by members as prescribed by the rules, except in the case of trustees who may be exempted from the payment of subscriptions and levies when they receive no other remuneration for their services.
5. In the case of a society with branches, the composition and powers of the central body, and the conditions under which a branch may secede from the society.
6. (a) The duties and obligations of officers having receipt or charge of monies of a society or branch and the keeping of the accounts.

(b) The obligation on the part of the secretary to receive all monies payable to a society or branch and to issue receipts for, and pay the same to the treasurer. The treasurer to pay out all monies payable by the society and obtain proper receipts or other acquittances for such payment. The treasurer to be held responsible for all such financial transactions and to account to the committee of management in the manner prescribed by the Act.

7. Annual returns to the Authority of the receipts, funds, investments, effects and expenditure and number of members of the society.

8. The inspection of the books of the society by every person having an interest in the funds of the society.

9. The manner in which disputes shall be settled without prejudice to the jurisdiction conferred upon the Authority by section 41.

10. The imposition of a levy on each member of the society to be applied towards the cost of its anniversary celebration, the amount of such levy to be fixed by the committee of management and agreed to by the general body and not to exceed one dollar.

11. In case of dividing societies, a provision for meeting all claims upon the society existing at the time of division before any such division takes place.

12. The keeping of separate accounts of all monies received or paid on account of every particular fund or benefit assured for which a separate table of contributions payable shall have been adopted, and the keeping of separate accounts of the expenses of management, and of all contributions on account thereof.

13. A valuation once in every five years, when required by the Authority, of the assets and liabilities of the society, including the estimated risks and contributions.

14. The voluntary dissolution of a society by consent of not less than five-sixths in value of the members, and of every person for the time being entitled to any benefit from the funds of the society, unless his or her claim be first satisfied or adequately provided for in accordance with section 46(1)(d).

15. The right of one-fifth of the total number of members, or of one hundred members in the case of a society of one thousand members, to apply to the Authority for an investigation of the affairs of the society, or for winding-up same in accordance with section 46.

16. Provisions may be made—

(a) that the subscriptions (except levies) payable by every member who has maintained his or her membership for an unbroken period of twenty years in the society or branch shall not exceed one-half of the subscriptions payable by a member;

(b) that no subscriptions or levies of any kind whatsoever, shall be payable by a member who has maintained his or her membership for an unbroken period of thirty years in the society or branch:

Provided that no pensioner or member whose subscriptions are waived under paragraph (b) shall be paid bonus or other monies in the nature thereof:

Provided further that no waiver of subscriptions under paragraph (b) shall apply to members under the age of fifty years.

17. The determination as to whether the society may contract loans or receive money on deposit, subject to the provisions of this Act, from members or others; and, if so, on what conditions, on what security, and to what limits of amount.

18. The determination as to whether the shares or any of them shall be transferable; and provision for the form of transfer and registration of the shares, and for the consent of the committee thereto; the determination as to whether the shares or any of them shall be

withdrawable, and provision for the mode of withdrawal and for payment of the balance due thereon on withdrawing from the society.

**Second Schedule**

*Forms*

FORM 1

FRIENDLY SOCIETIES ACT

*Application for Registration of a Society*

[Section 12.]

To the Authority of Friendly Societies.

We, the undersigned, being members of a society for (*here state the objects and situation of the society*) and being desirous that the said society should be registered under the Friendly Societies Act, Chapter 118, under the name of (*here state the proposed name of the society*) hereby make application that the said society may be registered accordingly; and we transmit herewith two copies of the rules of the said society (*and if any officers have been appointed*) and two lists of the officers thereof.

Dated: etc., .....

.....

(Signed)

*Note.*—The application, the rules, and the list of officers, if any, must be signed by seven members at least, including the secretary of the society.

\_\_\_\_\_

FORM 2

FRIENDLY SOCIETIES ACT

*Acknowledgment of Registration of Society*

[Section 15.]

The ..... Society is registered as a (*here state the class in which the society falls*) under the Friendly Societies Act (Chapter 118), ..... this ..... (*date*).

(Signed) .....

*Authority of Friendly Societies*

\_\_\_\_\_

FORM 3

FRIENDLY SOCIETIES ACT

*Acknowledgment of Registration of Branch*

[Sections 15 and 22(e).]

The (*here state the name of the branch*) is registered as a branch of the .....  
..... Society under the Friendly Societies Act (Chapter 118),  
this ..... (*date*).

(Signed) .....

*Authority of Friendly Societies*

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FORM 4

FRIENDLY SOCIETIES ACT

*Acknowledgment of Registration of Amendment of Branch Rules*

[Section 25(3).]

The foregoing amendment of the branch rules of the ..... Society is registered under the Friendly Societies Act (Chapter 118), this ..... (date).

(Signed) .....

*Authority of Friendly Societies*

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FORM 5

FRIENDLY SOCIETIES ACT

*Acknowledgment of Registration of Amendment of Rules*

[Section 25(3).]

The foregoing amendment or the rules of the ..... Society is registered under the Friendly Societies Act (Chapter 118), this ..... Date: etc., .....

.....  
*Authority of Friendly Societies*

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FORM 6

FRIENDLY SOCIETIES ACT

*Bond to be given by Officer of Society in Receipt of Monies*

[Section 31.]

Know all men by these presents that we, *A.B.*, of ..... (*state office*) of the ..... Society, established at ..... in the ..... District and C.D., of ..... (as surety on behalf of the said *A.B.*), are jointly and severally bound to the said society in the sum of ..... dollars, to be paid to the said society; for which payment well and truly to be made we jointly and severally bind ourselves our and each of our heirs, executors and administrators, firmly by these presents.

Dated: etc., .....

.....  
*A.B.*

.....  
*C.D.*

Whereas the above-bounden *A.B.*, has been duly appointed to the office of ..... of the ..... Society and he or she and the above-bounden *C.D.*, as his or her surety, have entered into the above-written bond, subject to the condition hereinafter contained.

Now, therefore, the condition of the above-written bond is such, that if the said *A.B.* do render a just and true account of all monies received and paid by him or her on account of the said society

at such times as the rules thereof appoint and do pay over all the monies remaining in his or her hands, and assign and transfer or deliver all property (including books and papers) belonging to the said society, in his or her custody or possession, to such person or persons as the said society or the Committee of Management thereof shall appoint, according to the rules of the said society, together with the proper and legal receipts or vouchers for such payments, then the above-written bond shall be void, but otherwise shall remain in full force.

ENDORSEMENT OF RECEIPT

The ..... Society hereby acknowledges to have received all monies intended to be secured by the within (or above) written bond.

In witness whereof the seal of the society is hereto affixed this ..... day of ..... by order of the Committee of Management in the presence of

.....

*President*

*Secretary* ..... (L.S.)

*(Other witnesses, if any, required by Rules of the Society)*

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**Third Schedule**

FRIENDLY SOCIETIES ACT

*Table of fees*

[Sections 7 and 62.]

	\$ c
Examining rules for registration of a society .....	5.00
Examining rules for registration of a branch .....	2.50
Registering rules of a society or branch and giving acknowledgment of registration .	1.00
Examining proposed alteration or amendment of rules—	
(a) effecting alterations to scales of contributions and/or benefits only .....	.50
(b) other than in (a)—	
(i) not exceeding five .....	1.00
(ii) exceeding five and not exceeding ten .....	1.25
(iii) exceeding ten .....	2.00
Examining complete set of new rules .....	4.00
Registering alteration or amendment of rules or new set of rules and giving acknowledgment of registration .....	.50
Issuing certificate of change of name .....	1.00
Registration of new trustee or new trustees .....	.50
On sending annual return to the Authority under section 28(1)(f) .....	.50
Copy of bond certified under the hand of the Authority including certificate of lodgement .....	.25
Copy of documents per folio of 100 words .....	.15
with a minimum of .....	.25
For inspection of documents in the file of a society .....	.25
Registering the amalgamation of two or more societies or the conversion of a society into a company .....	5.00
Hearing and determining any dispute .....	10.00
Cancelling or suspending the registration of a society .....	2.50
Entertaining and deciding any application for the inspection of the affairs of a	5.00

society .....	
All proceedings connected with the dissolution or the proposed dissolution of a society .....	10.00

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**FOURTH SCHEDULE**

**FRIENDLY SOCIETIES ACT**

*Auditor's fees*  
[Sections 62 and 63.]

The under-mentioned fees shall be payable by registered societies to auditors nominated or approved by the Minister for auditing books and accounts of Friendly Societies—

eight cents per member with a minimum payment of ten dollars.

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**CHAPTER 118**  
**FRIENDLY SOCIETIES ACT**

**SUBSIDIARY LEGISLATION**

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*List of Subsidiary Legislation*

1. Friendly Societies Regulations

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**Friendly Societies Regulations**

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## **FRIENDLY SOCIETIES REGULATIONS**

[Section 61.]

[1st December, 1956.]

### **1. Citation**

These Regulations may be cited as the Friendly Societies Regulations.

### **2. Definitions**

In these Regulations—

“Act” means the Friendly Societies Act, and any Act amending the same;

“auditor” includes every person appointed under the provisions of the Act to audit, examine, verify, surcharge, allow or disallow the accounts of a society or branch;

“secretary” includes any officer appointed under the rules of a society or branch to assist the secretary in the discharge of his or her duties.

### **3. Accounts**

The committee of management of every society and branch shall cause proper books of account to be kept, including cash books for both the secretary and the treasurer, a register of members, a record of benefits paid to members and a general ledger so arranged as to exhibit on one side all the sums at the debit of the account of each particular fund or benefit assured by the society and on the other all the sums at the credit of each account.

### **4. Inspection statements**

The committee of management of every society or branch shall file with the Authority half-yearly an inspection and administration report to be signed by every member thereof as to his or her having personally inspected the books and accounts, funds and effects of the society or branch and as to the same having been found to be correct and in order or otherwise as the case may be. Such report shall be in the form numbered 14 in the Schedule hereto or as near as may be, as the circumstances of the case shall require.

### **5. Payment vouchers to be witnessed**

Proper vouchers shall be obtained for every payment. Every receipt given by an illiterate, infirm or other person incapable of writing to a society or branch in respect of monies payable under or by virtue of its rules or of the Act for a benefit arising out of the death of a member or any other person shall be witnessed by a Justice of the Peace, Barrister-at-Law, Solicitor, Medical Practitioner, Minister of Religion, official attestor, head teacher of a public elementary school or a member of the Police Force not below the rank of Corporal.

### **6. Financial provisions**

The following provisions shall be observed in every society and branch—

- (a) all cash balances must be paid into the bank on the last day of the period to be reviewed;

- (b) the books shall be balanced and the statements for audit prepared in duplicate prior to the handing over of the accounts to the auditor; and the Secretary shall sign the receipts and expenditure account and Balance Sheet before they are submitted to the auditor;
- (c) for the purposes of audit all vouchers of payment shall be arranged in the order of the dates of entries made in the treasurer's cash book of the year to be reviewed;
- (d) all bankers 'Pass Books', made up to the end of the period under review, must be at hand at the time of audit;
- (e) the funds of the society or branch shall be invested in strict accordance with the provisions of the Act. The investment of monies on notes of hand and other personal securities is not legal;
- (f) the funds of a society or branch shall not be employed or used for promoting excursions, or in almsgiving, donations to public causes or funds except in accordance with the provisions of section 33 of the Act, or to officers or members, or for rallies, dances, balls, concerts, or other social occasions or enterprises. The said funds shall only be used in furthering the objects of a society or branch and not otherwise;
- (g) the financial year of every society and branch shall end on the last day of December.

## **7. Guidance in keeping accounts**

If, at any time, it appears to the Authority that the accounts of a society or branch are not kept in such a manner as to show correctly the state and condition of the society or branch as required under the Act the Authority may nominate an auditor or accountant to give such instructions as will enable the officers of the society or branch to keep the accounts correctly thereafter and the cost thereof shall be borne by the society or branch.

## **8. Expenses of management**

If the Authority, upon inquiry or other examination, or from the returns, or from the special report of an auditor, or upon other evidence, finds that the receipts and funds of a society or branch are insufficient to justify the continuance of the current expenses of management and administration or of any other expenses, or that the rates of salaries or other advances paid to its officers and members are excessive, unfairly discriminatory or otherwise unreasonable, he or she may call upon the society or branch to reduce the whole or any item thereof and may fix a limit therefor which shall in no case be exceeded until further direction from him or her.

## **9. Bonus statement**

In the case of a society or branch whose rules provide for the payment of bonus annually to its members the committee of management shall depute yearly such officers and members, as it may think fit, to draw up and prepare the bonus list of the society or branch and pay the amounts respectively payable to members therein appearing. For the due and proper fulfilment of such duties there shall be allowed to the officers and members deputed as aforesaid allowances on the monies so paid out at the rates following—

- two per cent on the amount distributed up to five thousand dollars;
- one per cent on the next five thousand dollars or any part thereof;
- one-half per cent on any additional amount.

The allowances herein provided shall be based on the aggregate of the net amount paid out and shall be divisible among such officers and members in such proportions as the committee of management shall decide.

#### **10. Contents of bonus statement**

Where by the rules of a society or branch provision is made for the payment of bonus to members the annual bonus list shall contain a statement as to the bonus declared by the society or branch for the year under reference, the registered number of and name of every member entitled to bonus under the rules of the society or branch, the deductions to be made, if any, against every such member respectively, the balance or amount individually receivable by every such member and his or her receipt therefor, the aggregate amount paid out as bonus for the said year, and a certificate signed at the foot or end thereof by the officers and members deputed by the committee to execute the said payments that the same have been duly and truly effected. The mark or signature of an illiterate person in receipt of bonus shall be witnessed by an independent person. Every person receiving bonus shall produce his or her current contribution card for stamping.

#### **11. Statement to be laid on table**

The treasurer of every society and branch shall lay the last bonus list of the society or branch duly certified by the officers and members required, on his or her table for the inspection of members for the space of two months or during at least four consecutive meetings of the society or branch, whichever is the less, following payment thereof.

#### **12. Manner of payment of bonus**

No officer or servant of a society or branch shall draw or receive any bonus for or on behalf of a member of the society or branch except at the express desire in writing of the member or on production of the member's card.

#### **13. Minutes of meetings**

Every society shall cause full and proper minutes of all proceedings of its general and special meetings and of all committee meetings to be entered in a book or books kept for the purpose.

#### **14. Hours of meeting**

Notwithstanding anything in the rules of a society or branch to the contrary no meeting of any kind whatsoever shall take place or continue, and no subscriptions, levies or fines or other monies shall be paid into the funds of a society or branch to any officer thereof, between the hours of eleven o'clock in the night and six o'clock of the following morning.

#### **15. Notice of meetings**

It shall not be necessary to give or serve notice of any general or regular meeting, the time or times for the holding of which are specifically stated in the rules of a society or branch, upon any member respectively thereof, anything to the contrary in the rules or constitution of the society or branch notwithstanding.

#### **16. Special meetings**

Notice of a special meeting of a society or branch shall be deemed to have been given or served upon every member of the society or branch if a notification thereof be stuck up in a conspicuous place in the registered office of the society or branch, as the case may be, for at least fourteen clear days previous to such special meeting, or in the alternative,

if notice thereof be published once a week in a daily newspaper circulating in Grenada during at least two consecutive weeks immediately prior to such special meeting, anything to the contrary in the rules or constitution of the society or branch notwithstanding.

#### **17. Loan fund statement**

The committee of management shall present yearly to the general body in general meeting a statement of accounts with respect to the operation of the society's loan fund, if any, showing the loans outstanding, deposits on hand, a report as to the instalments or repayments due and unpaid, the action proposed to be taken in each case and a general review of the operation of the said fund.

#### **18. Committee of management to consider loan fund statement**

Notwithstanding the functions or powers of any other committee under the rules of a society the committee of management shall satisfy itself that the provisions of the Act, and of any regulations thereunder, and all rules relating to the operation of a loan fund, have been complied with, and shall consider whether there has been any alteration in the status of any borrower or his or her sureties, if any, which would justify special action being taken for the termination of any loan.

#### **19. Loan books – Form of**

If the loan be repayable by instalments the borrower shall be supplied with a card or book (for which he or she shall pay a sum not exceeding sixty cents) in which shall be recorded the amount and the terms of the loan and in which the instalments repaid shall be entered and initialled by the officer to whom the monies are paid.

#### **20. Committee of management to sue for outstanding loans**

Except in the cases where the committee of management renews a promissory note at maturity so soon as the debt or monies due in respect of any loan made from a loan fund shall become due and payable by a member to a society, the committee of management shall, except for good cause, forthwith take all reasonable and necessary steps to sue for recovery and receive such debt or monies and all interest due thereon together with all legal, usual and customary costs, charges and expenses.

#### **21. Deposit of securities**

Except the Authority shall otherwise order, the trustees of every society or branch shall deposit any securities, Crown Grants and other muniments of title held by them relating to the society or branch or to the property of the society or branch in the aggregate exceeding the value of one thousand dollars with any banker or banking company or any other company whose business includes the undertaking of the safe custody or control of documents, and any sum payable in respect of such deposit shall be paid out of the funds of the society or branch.

#### **22. Voting slips**

Every financial member of a society or branch shall at any meeting held for the election of an officer or officers on production of his or her current contribution card, be furnished with a voting slip, if the chairperson thinks it necessary, at the registered office or other place of meeting where the election is to take place.

#### **23. Method of voting**

At all meetings of a society or branch voting shall be by ballot or show of hands as required by the rules of the society or branch:

Provided that, where the rules are silent, the majority of financial members present shall determine which of such methods shall be followed. Only financial members present and entitled to vote under the rules of the society or branch may vote. No member shall vote for more than one candidate for one office. A member shall in no circumstances whatsoever vote by proxy.

#### **24. Vote to be for one officer at a time**

Not more than one officer may be voted for at one time. Officers shall not be elected en bloc save in the case of the election to office of the entire committee of management by acclamation, that is to say, without any dissentient vote or protest.

#### **25. Who may be elected**

Except in the case of the office of trustee, no person shall be a candidate for any office unless he or she shall be a financial member of the society or branch.

#### **26. Nominators to be financial**

No candidate shall be submitted for election except his or her proposer and seconder are both financial members of the society or branch.

#### **27. Nominator only to propose one officer for one office**

No member may propose or second more than one person for one office.

#### **28. Presiding at election**

No member may preside at his or her own election or re-election to office.

#### **29. Counting of votes**

(1) Two or more tellers, as the case may be, shall be appointed by the chairperson for the purpose of counting the votes.

(2) If the chairperson thinks it necessary, votes may be counted in groups, that is to say, those supporting candidate A may be collected in one group; those supporting candidate B may be collected in another group, and so on, with the formation of as many groups as there are candidates.

#### **30. Minors disqualified for office**

A member under the age of 21 years shall not hold an elective office in a society or branch.

#### **31. Probationers disqualified for office**

Probationary members, that is to say, members who have not yet qualified for benefits, are not eligible for office.

#### **32. Tenure of office**

In the event of the failure of an election in respect of any office, those previously appointed shall continue in office pending the holding of a valid election as respects such office. Every officer shall remain in office until the installation of his or her successor.

### **33. Eligibility for re-election**

Where the rules of a society or branch are silent retiring members shall be eligible for re-election.

### **34. Contribution cards – Form of**

The committee of management of every society and branch shall issue to every member a contribution card in the prescribed form, and it shall be the duty of the secretary to enter thereon from time to time all payments made by the member in respect of entrance fee, monthly or weekly contributions, as the case may be, anniversary subscription, levies, dues, fines, arrears and other payments made under the rules of the society or branch. Every entry shall be initialled by the secretary. Every card shall contain the necessary columns to provide for all the above entries from the 1st day of January to the 31st day of December in any one year. No card shall be issued to a member unless and until it is signed by the secretary and the president.

### **35. Contribution cards – Return of**

Every card whenever issued shall be returned to the secretary as soon as possible after the 31st December of the year of its issue but in no event later than the 31st January of the year following its issue, and no card for the following year shall be issued to a member until he or she shall have returned his or her card for the previous year or satisfactorily accounted for its loss. It shall be the duty of the secretary to furnish the committee of management with a list of those members who have failed to return their cards by the 31st January as required hereunder and the committee of management of a society shall inquire into the reason or reasons for the non-return of every card not on the said list, and may impose a fine not exceeding one dollar and twenty-five cents on any member of the society who has failed so to return his or her card.

### **36. Contribution cards to be audited**

All cards returned by members shall be kept by the secretary and submitted for audit along with the said list showing the action taken in each case by the committee of management as respects those members who have failed to return their cards as hereunder provided.

### **37. Secretary to produce certified list of contributions**

It shall be the duty of the secretary of every society or branch to supply the auditor for the purposes of the annual audit with a certified list of the amount of contributions, dues, levies, and fines in arrear as respects every individual member in respect of every particular fund for the year under review; and it shall be the duty of the auditor to check and verify the items therein appearing with the register of members and contribution cards of the society or branch.

### **38. Discipline**

Every society and branch shall under its rules have full power and authority to enforce discipline among its members and obedience to its said rules and to expel or otherwise discipline its members:

Provided that notwithstanding anything to the contrary contained in the rules of a society or branch a member shall be entitled to be fully informed of any charges against him or her, with the opportunity to be heard in his or her own defense, before he or she can lawfully be suspended or deprived of membership.

### **39. Submission of accounts**

The accounts of every society and branch shall close on the 31st December in every year, and shall be submitted together with vouchers, receipts, and all other supporting documents not later than the 31st May in each year to audit at the cost and charge of the society or branch to a person nominated by the Minister.

#### **40. Annual audit**

(1) The annual audit under the Act shall extend to the whole of the accounts of the society or branch.

(2) The auditor shall make himself or herself acquainted so far as necessary for the purposes of the audit with the provisions of the Act, any amendments thereto and the regulations made thereunder, and with the rules of the particular society or branch, the accounts of which he or she is auditing.

(3) The auditor shall satisfy himself or herself—

- (a) as to the accuracy and sufficiency of the books and accounts of the society or branch and that all transactions of the society or branch are correctly and adequately recorded therein;
- (b) that all payments made are duly vouched and have been authorised in the manner prescribed by the Act, or by these Regulations;
- (c) that so far as reasonably practicable all sums received and all payments made by the society or branch for the period have been brought to account;
- (d) that where separate contributions are paid to particular funds these have been stated separately and that any payments from the funds have been correctly charged thereto; and
- (e) that the accounts submitted to him or her for audit are drawn up in the form and disclose such particulars as are prescribed or required under the Act or by these Regulations.

(4) Should there be errors in the annual return, or in the books, accounts, vouchers or other documents submitted to the auditor, the books, accounts, vouchers or other documents shall be returned (at the cost of the society) for correction or adjustment, unless the auditor be requested by the society to correct the inaccuracies, in which case he or she shall be entitled to claim an additional fee to be arranged between him or her and the society, the amount however, to be paid personally by the officer or officers respectively responsible for the particular error or errors, as the case may be. In the event of any dispute arising between the society and the auditor relating to any matter or thing under this section either party shall be at liberty to refer the same to the Authority whose decision shall be final.

#### **41. Powers of auditor**

For the purpose of carrying into effect the provisions of the Act and of these Regulations the auditor shall at every audit make such investigations as may be necessary, interrogate officers or persons concerned and examine accounts.

#### **42. Secretary to deliver list of documents**

Where any accounts of a society or branch are to be audited by an auditor appointed under the provisions of the Act the secretary of the society or branch shall make out and deliver to the auditor a list in writing of all vouchers, receipts, invoices and other supporting documents and the books of the society or branch in which the accounts of the society or branch are kept.

#### **43. Auditor to examine accounts**

The auditor of every society or branch shall at every audit personally examine the securities, Crown Grants and other muniments of title belonging to the society or branch where these are in the possession of the society or branch, or he or she shall obtain a certificate from the Bank of what securities, Crown Grants or other muniments of title the Bank holds for the society or branch in safe keeping at the close of business on the day to which the accounts are made up and audited.

#### **44. Auditor to verify Balance Sheet**

Every auditor shall verify every Balance Sheet and shall either certify that it is correct and in accordance with law, or specially report to the society or branch and the Authority in what respect he or she finds it defective, incorrect, or not in accordance with law.

#### **45. Auditor to report to Authority**

The person appointed to audit the accounts of a society or branch shall send to the Authority within three months of such accounts being submitted to him or her for audit a statement of the funds or affairs including receipts and expenditure and a copy of the Balance Sheet of the society or branch made out to the preceding 31st December together with full, honest and true answers to the questionnaire addressed to him or her by the Authority relating to the books and accounts of the society or branch and in the event of there being any misapplication or wrongful withholding of the funds, monies or property of the society or branch by any person or persons a special report thereon.

#### **46. Auditor to examine every entry in books**

(1) Upon every audit of the accounts of a society or branch it shall be the auditor's duty to examine every entry in the books of the society or branch; and under no circumstances whatsoever may the accuracy of the said accounts be verified by test checks.

(2) It shall be the duty of the auditor to demand a voucher for every item of expenditure and in the case of sick, death and funeral benefits to compare the books of account with the contribution cards of those who received such benefits, and to satisfy himself or herself that those who received such benefits were in good compliance or standing and entitled to be paid.

(3) The auditor shall also require to be produced a certificate of death, in accordance with the provisions of section 37 of the Act, in respect of every death and funeral benefit paid by the society or branch.

#### **47. Auditor to surcharge where necessary**

Any sum surcharged by the auditor or any balance certified by him or her to be due shall be paid into the office of the Authority by the person or persons who are surcharged or from whom the balance is certified to be due within thirty days after delivery of the special report to the society or branch and to the Authority, and if not paid within the time aforesaid, the person or persons in default may be proceeded against in accordance with the provisions of the Act. In the event of default being made by any such person the surety or sureties of such person shall be informed in writing of such default by the Authority and unless the amount due shall be paid by such surety or sureties into the office of the Authority within a period of thirty days after such demand such surety or sureties may be proceeded against in accordance with the provisions of the Act. In the event of any person or persons dying without having fully paid the sum surcharged or balance certified to be due, the same may be recovered by the Authority as a civil debt from the legal personal representatives of the said deceased person or persons. On any proceedings under this regulation a certificate purporting to be signed by the auditor shall be conclusive evidence of the facts certified.

#### **48. Auditor to disallow unauthorised expenditure**

If it appears to any auditor to whom the accounts of a society or branch shall have been submitted under the Act, that any item of account is contrary to law, or that any monies or income which ought to have been brought into account has not been so brought into account, the auditor shall disallow the item of account and shall in his or her special report surcharge the amount of any unlawful payment or expenditure, or of any loss or deficiency, upon the committee of management of the society or branch, or upon any officer or member thereof, or upon any other person by whose negligence or wrongful act that payment or expenditure has been made or authorised or that loss or deficiency has been incurred:

Provided that any item of account disallowed or surcharged by the auditor may be reviewed by the Authority and the disallowance or surcharge varied or remitted by him or her if he or she is of opinion that in the circumstances of the case it is fair and equitable to do so.

#### **49. Auditor to consider sufficiency of funds**

Where in the opinion of one auditor the annual return or Balance Sheet of a society or branch shows that the society or branch is not in a position to provide for the payment of its benefits at the rates in force without increase in its existing rates of contribution or that owing to depletion in membership, excessive mortality, sickness, epidemic, or other cause its funds are insufficient or are likely to be insufficient to provide in the future for the payment thereof, he or she shall specially report the same to the Authority and in such report shall set out all material facts relating to its financial condition as in his or her opinion warrant alteration in its existing rates of contribution. The Authority after consideration of the said report may call upon the society or branch to make within such time as he or she may fix, but not exceeding six months, such increase in its rates of contribution as will enable the society or branch to provide for the payment of its benefits at the rates in force, or alternatively such reduction in the benefits payable by the society or branch, as will permit and justify its continuance upon a sound and solvent basis.

#### **50. Appointment of Actuary**

The Authority may appoint an actuary, auditor, accountant, or other qualified person to review for any period the operation of any society or branch proposing or intending to give a benefit payable on the death of a member exceeding two hundred and fifty dollars, and make a report to him or her on the financial condition of the said society or branch and the adequacy or otherwise of the subscriptions received by such society or branch or of its funds to support the benefits or bonus monies payable by the society or branch having regard to the obligations or liabilities of the said society or branch under its rules or any proposed rules, the cost of every such report to be borne and paid by the society or branch.

#### **51. Auditor to complete questionnaire**

Every auditor shall, if he or she shall think fit, set out, in answer to the questionnaire submitted to him or her under the Act in relation to the audit of the accounts of a society or branch, such requirements and recommendations as he or she may deem desirable for the better operation of the society or branch or the better arrangement of its accounts, and in the discretion of the Authority effect shall be given thereto by the committee of management within such time as may be directed by him or her.

#### **52. Delivery of documents to Authority**

Auditors are not entitled to travelling expenses save with the express leave of the Authority. Books and documents must be delivered or posted to the auditor. Each society and branch must take delivery of the said books and documents from the auditor at its

own expense. Delivery by an auditor to a society or branch of the annual return, Balance Sheet and special report or any other document relating to an audit may be transmitted through the post free, the envelope or cover being franked "O.H.M.S." and superscribed in clear legible handwriting with the signature and designation of the sender and the date sent, for the purpose.

### **53. Offences by auditors**

Every auditor who fails to comply with any of the provisions of these Regulations imposing a duty on him or her shall be guilty of an offence against these Regulations and liable on summary conviction to a penalty of five hundred dollars.

### **54. Levy – Amount of to be estimated**

It shall be the duty of the committee of management in determining a levy authorised by the rules of a society or branch to exercise a reasonable and honest discretion in estimating the amount that such levy may be expected to realise. The committee shall not make a larger or heavier levy than that which shall reasonably suffice to satisfy the purpose for which such levy may lawfully be made.

### **55. Levy book to be kept**

A book shall be kept for the purpose of recording all levies imposed upon members by a society or branch during each year, and of the estimated results of such levies, and of the reason for each such levy, and of the purposes for which the monies arising thereby have been applied. Such record shall contain the particulars in the Form 13 set forth in the Schedule hereto.

### **56. Levy – Maximum amount of**

Notwithstanding anything to the contrary contained in the rules of a society or branch, the society or branch shall not, save with the written consent of the Authority, impose a levy or levies which shall in the aggregate in relation to a Building Fund exceed the sum of five dollars, or in relation to a Banner Fund the sum of one dollar respectively, payable by any member of the society or branch.

### **57. Additional levies**

The committee of management may make such additional levies from time to time upon all members of the society or branch as shall be necessary, in the opinion of the committee of management to prevent any deficit arising in the management fund thereof, and such additional levies shall be binding on the members of the society or branch notwithstanding anything to the contrary contained in the provisions of the rules or constitution of the society or branch.

### **58. Rent-roll**

Where a portion of the income of a society or branch is derived from the receipt of rents a proper rent-roll shall be kept by the society or branch, and it shall be lawful for every society and branch owning or holding property bringing in rent to pay a commission at the usual or customary rate to an agent or other person on the amount of rent collected by him or her. Where a society or branch has paid any sums by way of commission in respect of the collection of rent the amount so paid or allowed shall be stated on the rent-roll of the society or branch.

### **59. Trustees certificates**

(1) Where the rules provide that elections be held or that financial officers be appointed semi-annually or at any other time during a financial year, the committee of management shall cause a proper check of the books of account to be made at the time of such election or appointment and a certificate shall thereupon be issued under the hands of the trustees to the treasurer certifying the amount of cash in his or her hands on the date the said check was made.

(2) A similar check shall be made at the end of a financial year and a similar certificate issued by the trustees, and the balance found to be in the hands of the treasurer shall thereupon be forthwith deposited by the treasurer in a savings bank and the receipt or deposit slip produced to the trustees. The trustees shall provide the treasurer with monies required by him or her for the purposes of the business of the society if necessary.

#### **60. Anniversary expenses**

A detailed statement of receipts and expenditure in connection with the annual Anniversary celebrations of every society shall be prepared yearly by the officer or officers responsible therefor and presented to the committee of management with the necessary supporting vouchers, invoices and documents. The said statement shall be submitted for audit by the society together with its accounts.

#### **61. Bonds – Amount of**

(1) In all cases where under the rules of a society or branch a bond is required to be given by a treasurer, the bond shall, except where the Authority otherwise orders, be given in an amount not less than double the amount of monies to be placed in the possession or control of the treasurer and with at least one surety in a like sum.

(2) In no case under the rules of a society or branch a bond is required to be given by any other officer having receipt or charge of monies be less than one-half of the amount required from the treasurer, with at least one surety in a like sum.

(3) In all cases under the rules of a society Authority branch the bond required to be given by a trustee shall, except where the Authority otherwise orders, be in a sum not less than two hundred and fifty dollars with at least one surety in a like sum.

#### **62. Bonds – Attestation of**

Bonds shall be attested by a Justice of the Peace or commissioner of oaths who shall take care (as far as possible) that the sureties to bonds are responsible persons. Sureties to bonds must testify. Every bond shall upon execution be filed in the office of the Authority.

#### **63. Bonds – Continuation of**

A bond may be continuing to the extent that an officer re-elected to the said office in a society or branch for a consecutive term or terms need not furnish a fresh bond, and the surety thereto may therein undertake to become bound, without further attestation, in respect of any such consecutive term or terms of office to be held by the principal in the society or branch. The committee of management of every society or branch shall at least once in every year verify the existence of the sureties to bonds furnished by officers.

#### **64. Reduction of benefits**

In the event of any epidemic, excessive sickness, emergency or other unforeseen contingency impairing the funds of a society or branch the committee of management of the society or branch may by a resolution of the majority of its members reduce the benefits payable or afforded under its rules or impose a special levy or levies upon the members of the society or branch and such reduction of benefits or special levy or levies

shall be binding on the members of the society or branch notwithstanding anything to the contrary contained in the provisions of its rules or constitution.

#### **65. Reduction of benefit: Resolution to be filed with Authority**

Where the committee of management of a society or branch shall determine by resolution to reduce the amount payable in respect of any benefit under its rules on the grounds of epidemic, excessive sickness, emergency or for other good cause, a copy of every such resolution signed by the secretary and countersigned by the president or chief executive officer of the society or branch shall be sent to the Authority and until that copy is so sent and an acknowledgement received therefor the resolution shall not take effect. The committee of management shall also cause a notification of every such reduction of benefit to be hung up in a conspicuous place in the registered office of the society or branch for a period of not less than two months or to be mentioned during at least four consecutive general meetings of the society or branch, whichever is the less.

#### **66. Nominations**

Every nomination made by a member, and every revocation and variation of a nomination, shall be recorded by the society or branch, and for that recording the rules of the society or branch may require the member to pay a sum not exceeding twenty-five cents.

#### **67. Examination of members**

The committee of management of every society and branch shall have the right, and every member of every such society and branch shall afford to the committee of management of the society or branch, an opportunity to examine, through its medical, dental or optical officer, as the case may be, the person of the said member when and as often as it may reasonably require while a claim for benefits is pending or within a reasonable time thereafter notwithstanding any provisions contained in the rules or constitution of the society or branch to the contrary.

#### **68. Inspections and inquiries**

(1) The Authority or any person authorised in writing under section 43 of the Act shall, in addition to any other powers, authorities and privileges assigned to him or her respectively thereunder, have power to do all or any of the following things: namely—

- (a) to make such examination and inquiry as may be necessary to ascertain whether the provisions of the Act relating to a society or branch are complied with;
- (b) to enter the registered office or place of meeting of the society or branch and inspect any cards, vouchers, documents, accounts, returns, books, ledgers, funds, securities, monies and effects of such society or branch thereof at all reasonable times of the day or night, but so as not to impede or obstruct the working of the said society or branch;
- (c) to examine into the administration of benefits by the society or branch and make inquiries respecting the state and condition of any member of the society or branch and for such purposes to enter any premises where he or she is, or may be, stated to be at all reasonable hours during the daytime; and to examine into the payment of the benefits paid, alleged to have been paid, or required to be paid, to him or her under the rules of the society or branch, from time to time in force, and all or any matters and things connected with or relating to the health, care and treatment of members of the society or branch in receipt of benefits or claiming the same and the imposition or attempted imposition by members in respect of any benefits upon the funds of the society or branch; and

- (d) to exercise such other powers as may be necessary for carrying the Act into effect.

(2) Every person authorised as aforesaid shall be furnished by the Authority with a certificate of his or her appointment, and on applying for admission to any premises or place for the purposes of the Act or these Regulations shall, if so required, produce the said certificate.

#### **69. Pensioners – Creation of**

No society or branch shall save by resolution of a majority of the members present and entitled to vote in general meeting declare any person to be a pensioner on its funds. At least fourteen (14) days' notice of such meeting and intended resolution shall be given to such person. Every pensioner shall be provided without charge with a card or document signed by the secretary and countersigned by the president containing the name and registered number of the society or branch, the name, age and address of the person declared to be a pensioner, the reason for such declaration and the date from which such person is declared to be a pensioner as aforesaid.

#### **70. Pensioners – List of**

Every society and branch shall keep and maintain in a book (to be known as the "List of Pensioners") a list of the pensioners upon its funds, and the secretary shall immediately duly record therein the particulars herein required of every person declared to be a pensioner of the society or branch. Every such list shall contain the name, age, address, and reason for the declaration of pensionable status in respect of every person recorded therein and shall be open to inspection at all reasonable times by members of the society or branch without fee.

#### **71. Pensioner, revision of status of member**

Nothing herein shall prevent a member who has become a pensioner of a society or branch from being by majority vote of the members present and entitled to vote at a general meeting of the society or branch taken off the list of pensioners and from regaining his or her previous status as an ordinary member subject to such terms and conditions as the society or branch may impose. A note to such effect shall however be made by the secretary in the list of pensioners against the name of every pensioner who has regained his or her status as an ordinary member and the date thereof.

#### **72. Pensioner's right of appeal**

Notwithstanding anything to the contrary contained in the rules or constitution of a society or branch every pensioner respectively thereof, who has against his or her will been restored to the status of an ordinary member with the duties and obligations attendant thereon as required under the rules of the society or branch, shall be entitled to apply to the Authority who may if he or she considers the said restoration to be unfair or inequitable in the circumstances of the case order him or her to be retained as a pensioner of the society or branch or make such other order as the justice of the case may require.

#### **73. Vacation and sick leave**

Notwithstanding anything contained in the Act or in the rules or constitution of a society or branch to the contrary every member of the committee of management of a society or branch shall in every calendar year be entitled to leave at the full salary or allowance payable in respect of his or her particular office therein for the following periods, that is to say—

- (i) fourteen days' vacation leave, and

- (ii) a period not exceeding fourteen days in respect of sickness on the production of a medical certificate stating that the member is incapacitated by reason of illness from carrying out his or her duties as such member, without prejudice to the rights or privileges to which he or she may otherwise be entitled as a financial member in good standing:

Provided that not more than two members of the committee of management shall be granted vacation leave at one and the same time.

**74. Acting appointment of officers**

It shall not be requisite for any person acting for or on behalf of any member of the committee of management absent on vacation leave or on sick leave for the respective periods in the foregoing regulation provided to enter into a bond in respect of the fulfilment of his or her acting duties. The committee of management shall make all acting appointments.

**75. Forms returns, etc.**

(1) Forms, and other documents prescribed under the provisions of the Act or of these Regulations shall be strictly adhered to, and the Authority may in default of compliance therewith return any such form, or other document to the society, branch, officer or other person sending or tendering the same for such further entries or amendments as he or she may deem necessary:

Provided that where the circumstances shall so require forms to the like effect with the necessary modifications subject to the approval of the Authority shall be used:

Provided always that all such forms are in substantial compliance with the requirements of the Act and the regulations made thereunder.

(2) The Forms in the Schedule hereto shall be used until other forms are substituted therefor.

**Schedule**

FORM 1

FRIENDLY SOCIETIES ACT

FRIENDLY SOCIETIES REGULATIONS

*Receipts and Expenditure Account*

[Section 28(1)(f).]

Reg. No. ....

..... Friendly Society.

Receipts and Expenditure Account for the year ended 31st December, 20 .

<i>Receipts</i>	<i>Expenditure</i>
\$	\$
Entrance Fees .....	Sick Relief .....
Weekly Contributions .....	Medical Attendance .....
Death Levies .....	Medicines .....
Rule Books .....	Dental Benefits .....
Rosettes, Regalia, etc. ....	Optical Benefits .....
Cards (Contributions) .....	Maternity Benefits .....
Anniversary Levy .....	Death Benefits .....

Fees from Registration of Dependants .....	Other Benefits .....
Fees from Nomination .....	Pensions .....
Rent Collected .....	Officers Salaries .....
Audit Fee Refund .....	Committee, Remuneration of Sick Visitors ....
Fines .....	Rent and Light .....
Building Dues .....	Property Expenses (Rates, Taxes, Insurance, etc. ....
Management Dues .....	Mortgage Interest .....
Overs .....	Rosettes, Regalia's, etc. ....
Other Income .....	Anniversary Expenses .....
.....	.....
.....	Contribution (Education, Science and Art) .....
.....	Annual Return and Fees to Authority .....
.....	Printing and Stationery .....
.....	Shorts .....
.....	Miscellaneous .....
<b>Total Cash Income</b> .....	<b>Total Cash Expenditure</b> .....
See note below.	
\$	\$
Interest and Dividends etc.	Accounts accrued due. \$
Government Savings Bank .....	Auditor's Fee (..... members)
Barclays Bank PLC .....	Medical Officers .....
Other Banks .....	Dentists .....
.....	Opticians .....
.....	Druggists .....
.....	Rent .....
.....	Other Outstandings .....
	\$
	<i>Total Expenditure including Accounts accrued</i>
Shares .....	Reserve Fund .....
Other Investments .....	Bonus paid .....
Rent due to Society .....	Bonus expenses .....
Income from all sources .....	Deficiency (if any) at 1st January, 20 .....
Capital Fund:	Capital Fund:
Balance as at 1st January, 20.....	Balance as at 31st December, 20 .....
<b>Grand Total</b> .....	<b>Grand Total</b> .....

*Note.*—The principal points to be attended to in connection with this Account are—

1. Receipts and Expenditure. It must be carefully remembered that this is not a mere Cash Account, giving particulars of cash received and cash expended. Accordingly such items as—
  - (a) cash withdrawn from bank or cash paid into bank;
  - (b) cash expended in purchase of investments, or cash received on sale of investments, or on discharge of mortgages, etc.,

must not appear beyond entering as a profit or loss, as the case may be, the difference between the amount received and the amount at which the asset previously stood in the Society's Balance Sheet.

2. Interest on the funds which have become due and payable in the course of the year should appear as a receipt, and if not actually paid at end of year will appear in the assets of the Balance Sheet as interest due and unpaid.
3. Where under the rule separate funds are required to be kept for the various benefits, the amounts of these various funds should always be stated separately in the Balance Sheet.
4. Each Account must be correctly added up.
5. The totals at the bottom, on the opposite sides of each Account, must be the same.

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FORM 2

FRIENDLY SOCIETIES ACT

FRIENDLY SOCIETIES REGULATIONS

*Annual Return for a Registered Friendly Society*

[Section 28(1)(f).]

Year ended 31st December, 20 .....

This Return is to be sent to the Authority before 31st May. It should be accompanied by—

(1) A copy of the Auditor's Special Report (if any).

(2) A copy of the Receipts and Expenditure  
Statement of Funds

Account and Balance Sheet made up to and including the 31st day of December of the previous year.

A copy of this Return should be retained by the Society.

Name and number of Society (as registered)

.....  
Registered Office .....

Name and Addresses of trustees ..... Address .....

..... " .....

..... " .....

Does the Society make loans to Members under section 34 of the Act, i.e., out of a separate Loan Fund formed by the contributions or deposits of the Members? .....

If so, the Society should APPLY to the Authority for an additional form of account applicable to such loan transactions.

The AUDIT for the said year has been conducted by Mr. ...., Auditor, appointed by the Minister.

* RETURN OF BENEFIT MEMBERS	Ordinary Members		Juvenile Members	Widows	Total
	Males	Females			
	(1)	(2)			
Ages (at end of Year)					
Number—					
Under 16 years of age .....					
16 and under 65 years of age .....					
65 years of age and over .....					

Total .....					
Membership of a separate Juvenile Society should not be included in the Adult Society's Return.) .....					
Number of benefit Members on the Books at the beginning of the year (If in disagreement with previous return, explain difference) .....					
Admitted during the year .....					
Juvenile Members transferred to Adult Section .....					
Total .....					
Number who died .....					
Number who left from other causes .....					
Juvenile members transferred to Adult Section .....					
Total number of Benefit Members on the Books at the end of the year .....					

To be used where contributions are paid according to age.

Enter at Columns (1) and (2).

To be deducted from total of Columns (1), (2), (3), (4) and (5).

Enter at Column (3).

**\* BENEFITS ASSURED TO MEMBERS**

Sickness, Dental, Maternity, Medical, Optical, Distress, Additional Benefits (state specifically)

.....  
 \* Strike out those that do not apply.

**OFFICERS, ETC., IN RECEIPT OR CHARGE OF MONIES**

<i>Name</i>	<i>Office held</i>	<i>Maximum amount of cash held</i>	<i>SECURITY</i>	
			<i>Amount</i>	<i>Whether by Bond or Guarantee Society</i>

NAMES AND ADDRESSES OF THE COMMITTEE OF MANAGEMENT, as at the

..... day of ....., 20.....

(on which the Annual Return is signed)

<i>Name</i>	<i>Address</i>

**REMARKS**

Signature of Secretary .....

Address .....

Dated the ..... day of ....., 20.....

FORM 3

FRIENDLY SOCIETIES ACT

[Section 38(3).]

REGISTER OF NOMINEES AND DEPENDANTS OF MEMBERS OF

..... FRIENDLY SOCIETY

No.	Name of Member	Names of Nominees	Date of Nomination	Remarks	Names of Dependants	Ages of Dependants	Relationship	Date of Registration	Remarks

FORM 4

FRIENDLY SOCIETIES ACT

FRIENDLY SOCIETIES REGULATIONS

*Summons under Section 41*

[Section 41(1)(a).]

GRENADA

OFFICE OF THE AUTHORITY OF FRIENDLY SOCIETIES, ST. GEORGE'S

FRIENDLY SOCIETIES ACT

In the Matter of a Dispute

under

The Friendly Societies Act

Between

..... Applicant

and

..... Respondent

Whereas application has been made to me the undersigned, Authority of Friendly Societies for Grenada, that .....

Give subject matter of dispute .....

Take notice that you are hereby required to attend before me at the above named Office at ..... on the ..... day of ....., 20....., to answer the said application on the part of .....

And further take notice that if you do not appear at the time and place mentioned such order will be made notwithstanding your absence as to the Authority may appear just or expedient.

Dated the ..... day of ....., 20.....

.....  
*Authority of Friendly Societies, Grenada*

To: .....

.....

*Note.*—You are required to bring with you all books, papers or other documents you may have in your possession relating to the above matter.

Should the Respondent require evidence in defence, notice must be left at the above Office of the names and residences of the witnesses without delay.

\_\_\_\_\_

FORM 5

FRIENDLY SOCIETIES ACT

FRIENDLY SOCIETIES REGULATIONS

*Summons to Witness*

[Section 41(1)(b).]

GRENADA

OFFICE OF THE AUTHORITY OF FRIENDLY SOCIETIES, ST. GEORGE.'S

FRIENDLY SOCIETIES ACT

Dispute under Friendly Societies Act

Between

..... Applicant

and

..... Respondent

To: .....

of: .....

Whereas application has been made to me the undersigned, Authority of Friendly Societies for GRENADA to hear the following dispute: .....

.....

(state shortly the substance of the dispute)

and it has been made to appear to me that you are likely to give material evidence on behalf of the applicant (or respondent) in this behalf.

This is to require you to be and appear at ..... o'clock on ..... day the ..... day of ....., 20....., before me at the above named Office to testify what you know concerning the matter of the said application, and to produce the following books and documents ..... (state them).

Dated this ..... day of ....., 20.....

.....

*Authority of Friendly Societies, Grenada*

\_\_\_\_\_

FORM 6

FRIENDLY SOCIETIES ACT

FRIENDLY SOCIETIES REGULATIONS

*Process before Magistrate under Section 41(1)(d) of the Friendly Societies Act*

[Section 41(1)(d).]

GRENADA

IN THE MAGISTRATE’S COURT HOLDEN AT .....

IN THE MATTER OF THE FRIENDLY SOCIETIES ACT, SECTION 41(1)(d) AND IN THE MATTER OF THE APPLICATION OF

Take notice that you are hereby required to attend before his/her Worship the Magistrate of ..... at the Magistrate’s Court of ..... on ..... the ..... day of ....., 20 ....., at the hour of ..... o’clock in the forenoon on the hearing of an application on the part of ..... for an order that: .....

And further take notice that if you do not appear at the time and place mentioned such order will be made notwithstanding your absence as to the Magistrate may appear just or expedient.

Dated the ..... day of ....., 20.....

To: .....

..... Friendly Society

(or as the case may be)

.....  
*Applicant*

.....  
*Applicant’s Address*

---

FORM 7

FRIENDLY SOCIETIES ACT

FRIENDLY SOCIETIES REGULATIONS

*Suspension or Renewal of Suspension of Registry*

[Section 45(2).]

GRENADA

OFFICE OF THE AUTHORITY OF FRIENDLY SOCIETIES, ST. GEORGE’S

FRIENDLY SOCIETIES ACT

SUSPENSION OR RENEWAL OF SUSPENSION OF REGISTRY

Name of Society .....

Register No .....

The registry 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 9).

Dated this ..... day of ....., 20.....

.....  
*Authority of Friendly Societies, Grenada*

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

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FORM 8

FRIENDLY SOCIETIES ACT

FRIENDLY SOCIETIES REGULATIONS

*Cancelling of Registry*

[Section 45(3).]

GRENADA

OFFICE OF THE AUTHORITY OF FRIENDLY SOCIETIES, ST. GEORGE'S

FRIENDLY SOCIETIES ACT

CANCELLING OF REGISTRY

Name of Society .....

Register No. ....

The registry of the abovementioned Society is hereby cancelled at its request, (or as the case may be. The Authority may, if he or she thinks fit, add a statement as in Form 9 of the ground of the cancelling).

Dated this ..... day of ....., 20.....

.....

*Authority of Friendly Societies, Grenada*

\_\_\_\_\_

FORM 9

FRIENDLY SOCIETIES ACT

FRIENDLY SOCIETIES REGULATIONS

*Notice before Cancelling or Suspension of Registry*

[Section 45(3).]

NOTICE BEFORE CANCELLING OR SUSPENSION OF REGISTRY

FRIENDLY SOCIETIES ACT

Name of Society .....

Register No. ....

Notice is hereby given to the above named Society that it is the intention of the Authority to proceed on the ..... day of ....., 20....., (not being less than two calendar months after service hereof sec. 45 (3)) to cancel or to suspend (for any term not exceeding three months - section 45(2)) the registry of the Society unless cause be shown to the contrary in the meantime.

The ground of such cancelling or suspension is that the acknowledgement of registry 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 me violated the provisions of the Act or has ceased to exist.

And further take notice that immediately upon such cancellation or suspension of registry all realisable personal property of the Society must be delivered, and full particulars of all other realisable property of the said Society must be submitted to the Authority or his or her nominee.

Dated this ..... day of ....., 20.....

.....

*Authority of Friendly Societies, Grenada*

To: .....

The .....

\_\_\_\_\_

FORM 10

FRIENDLY SOCIETIES ACT

FRIENDLY SOCIETIES REGULATIONS

*Advertisement for Cancellation or Suspension of Registry*

[Section 45(3).]

Notice is hereby given that the Authority of Friendly Societies has, pursuant to section 45 of the Act, by writing under his or her hand dated this ..... day of ....., 20 .....

CANCELLED (OR SUSPENDED) for ..... (state the term) the REGISTRY of the ..... Society Register No. .... held at .....

The Registry of the said Society has been cancelled on the ground that .....

The Society (subject to the right of appeal given by the Act) shall cease 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 cancellation or suspension had not taken place.

Dated this ..... day of ....., 20.....

.....  
*Authority of Friendly Societies, Grenada*

FORM 11

FRIENDLY SOCIETIES ACT

FRIENDLY SOCIETIES REGULATIONS

*Advertisement of Dissolution of Society by Instrument*

[Section 46.]

GRENADA

OFFICE OF THE AUTHORITY OF FRIENDLY SOCIETIES ST. GEORGE'S

FRIENDLY SOCIETIES ACT

Notice is hereby given that the ..... (branch of the) ..... Society Register No. .... having its registered office at ..... in the State of ..... is dissolved by Instrument, ..... registered at this office the ..... day of ....., 20.....

unless, within three (3) 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 said Society to set aside such dissolution, and the same is set aside accordingly.

Dated this ..... day of ....., 20.....

.....  
*Authority of Friendly Societies, Grenada*

FORM 12

FRIENDLY SOCIETIES ACT

FRIENDLY SOCIETIES REGULATIONS

*Advertisement to Creditors of Friendly Society upon its Dissolution to Submit Their Claims to Authority*

[Section 46.]

Name of Friendly Society .....

Register No. ....

PUBLIC NOTICE is hereby given that all creditors of the above-named Society, and all persons claiming sick relief, death or other benefits assured by the Society, are required within fourteen days of the date of the first publication of this notice, to submit their claims verified by affidavit to the Authority of Friendly Societies to be dealt with by him or her in the manner prescribed by section 46(6) of the above Act.

Dated this ..... day of ....., 20.....

.....

*Authority of Friendly Societies, Grenada*

FORM 13

FRIENDLY SOCIETIES ACT

[Section 61(d).]

**Record of Levies**

OF

The ..... Friendly Society

For the Year 20 .....

<i>Date Declared</i>	<i>Reasons</i>	<i>Under Rule No.</i>	<i>Amount Estimated</i>	<i>Amount Payable</i>	<i>To whom Payment is made</i>	<i>Balance if any</i>	<i>Remarks</i>

FORM 14

FRIENDLY SOCIETIES ACT

FRIENDLY SOCIETIES REGULATIONS

*Inspection and Administration Report of the Committee of Management*

[Section 61(1)(g).]

GRENADA

INSPECTION AND ADMINISTRATION REPORT

OF

THE COMMITTEE OF MANAGEMENT

JUNE 30th,

FOR HALF YEAR ENDING                  JUNE 30th, 20.....

DECEMBER 31st,

Registration Number of Society .....

TO THE AUTHORITY OF FRIENDLY SOCIETIES,  
GRENADA.

We the undersigned officers and members of the Committee of Management of the .....  
Friendly Society have personally inspected the books of account and checked the funds and  
effects of this Society and are satisfied that the work and affairs of the society have been  
satisfactorily

carried out during the six (6) months ended June 30th 20.....  
December 31st,

and that all the records and books of account thereof are being properly kept and posted.

- 2. The system of account laid down for the Society has been duly observed and no irregularities  
have come to our notice. No part of any fund has been applied directly or indirectly for any  
purpose other than that to which it is applicable under the rules of the Society.

[Editorial Note: Numbering as per *Gazette*.]

- 3. We have also personally checked the deposits in the Bank and the amount of money in the

Treasurer's hands at June 30th. 20.....  
December 31st,

and have found the same to be—

Amount at \$ ..... Bank

Amount in Treasurer's hands \$ .....

As WITNESS our hands this ..... day of ....., 20.....

.....  
*President or Chief Executive Officer*

.....  
*Member of Committee of Management*

.....  
*Vice-President*

.....  
*Member of Committee of Management*

.....  
*Treasurer*

.....  
*Member of Committee of Management*

.....  
*Trustee*

.....  
*Member of Committee of Management*

.....  
*Trustee*

.....  
*Member of Committee of Management*

.....  
*Secretary*

.....  
*Member of Committee of Management*

.....  
*Assistant Secretary (if any)*

.....  
*Member of Committee of Management*

FORM 15

FRIENDLY SOCIETIES ACT

FRIENDLY SOCIETIES REGULATIONS

[Section 61(1)(m).]

THE ..... FRIENDLY SOCIETY

Motto: (if any)

Established: .....

Registered:.....

**CONTRIBUTION CARD**

20.....

Registration Number .....

Name of Member .....

Address .....

Date of Admission .....

..... *President*

..... *Secretary*

**MEETINGS**

General Meetings are held every (give days and hour appointed) Regular Meetings (if any) .....

....., 20..... Society ..... Member ..... No. ....

	<i>A</i> <i>r</i> <i>r</i> <i>e</i> <i>a</i> <i>s</i>	<i>C</i> <i>o</i> <i>n</i> <i>t</i> <i>r</i> <i>i</i> <i>-</i>	<i>M</i> <i>a</i> <i>n</i> <i>a</i> <i>g</i> <i>e</i>	<i>D</i> <i>e</i> <i>a</i> <i>t</i> <i>h</i> <i>L</i>	<i>F</i> <i>i</i> <i>n</i> <i>e</i> <i>s</i>	<i>O</i> <i>t</i> <i>h</i> <i>e</i> <i>r</i> <i>C</i>	<i>S</i> <i>e</i> <i>c</i> <i>r</i> <i>e</i> <i>t</i> <i>a</i>	<i>T</i> <i>o</i> <i>t</i> <i>a</i> <i>l</i>

**FORM 16**

**FRIENDLY SOCIETIES ACT**

[Section 61(1)(g).]

RECORD OF BENEFITS PAID TO MEMBERS

OF

THE ..... FRIENDLY SOCIETY

FOR THE MONTH ..... 20.....

Registration No. ....

<i>Reg. No.</i>	<i>Name of Member</i>	<i>Doctor</i> \$ c	<i>Medicine</i> \$ c	<i>Sick Relief</i> \$ c	<i>Maternity</i> \$ c	<i>Dental</i> \$ c	<i>Optical</i> \$ c	<i>Dependant Death Benefits</i> \$ c	<i>Other Benefits</i> \$ c	<i>Total</i> \$ c	<i>Remarks</i>

**FORM 17**

**FRIENDLY SOCIETIES ACT**



Total Income for the Year .....			Total Expenditure for the Year .....		
Amount of Fund, January 1, 20 .....			Amount of Fund, December 31, 20 .....		
Total .....			Total .....		
<b>MANAGEMENT FUND</b>					
<i>Income</i>	\$	c	<i>Expenditure</i>	\$	c
Contributions .....			Salaries and Remunerations		
Entrance Fees .....			Rent of Lodge Room .....		
Registration of dependants .....			Deputies to District Meetings .....		
Fines .....			Printing, Books and Stationery .....		
Levies .....			Postages .....		
Other Receipts (to be specified)—			Necessaries Purchased Membership levy		
			.....		
			Other Expenditure (to be specified)—		
Total Income for the Year .....			Total Expenditure for the Year .....		
Amount of Fund, January 1, 20 .....			Amount of Fund, December 31, 20 .....		
Total .....			Total .....		
<b>MEDICAL FUND</b>					
<i>Income</i>	\$	c	<i>Expenditure</i>	\$	c
Contributions .....			Medical Attendance		
Other Receipts (to be specified)—			Druggist for medicines supplied .....		
			Allowance to Members .....		
			Dental Attendance.....		
			Optical Attendance .....		
			Other Expenditure (to be specified)—		
Total Income for the Year .....			Total Expenditure for the Year .....		
Amount of Fund, January 1, 20 .....			Amount of Fund, December 31, 20 .....		
Total .....			Total .....		
<b>DISTRESS OR SUBSIDIARY FUND</b>					
<i>Income</i>	\$	c	<i>Expenditure</i>	\$	c
Contributions .....			Grants to Members in Distress .....		
Other Receipts (to be specified)—			Other Expenditure (to be specified)—		
Total Income for the Year .....			Total Expenditure for the Year .....		
Amount of Fund, January 1, 20 .....			Amount of Fund, December 31, 20 .....		
Total .....			Total .....		
<b>PROPERTY ACCOUNT</b>					
<i>Income</i>	\$	c	<i>Expenditure</i>	\$	c
Amounts Received for Rents .....			Repairs .....		
Other Receipts (to be specified)—			Rates and Taxes .....		
			Ground Rent .....		
			Interest on Loans .....		
			Other Expenditure (to be specified)—		
Total Income for the Year .....			Total Expenditure for the Year .....		
Amount of Fund, January 1, 20 .....			Amount of Fund, December 31, 20 .....		
Total .....			Total .....		

BALANCE SHEET							
<i>Funds and Liabilities</i>		\$	c	<i>Assets</i>		\$	c
Worth of Sick & Funeral Fund .....				Post Office Savings Bank			
Worth of Management Fund				Cash in Treasurer's hands			
Worth of Medical Fund				Land and Buildings, Freehold .....			
Worth of Distress Fund				Other Assets (to be specified)—			
Due to District .....							
Other Liabilities (to be specified)—							
				Total Assets .....			
				Deficiency (if any) in Management Fund .....			
Total .....				Total .....			

Signature of Secretary .....

Address .....

The undersigned, having had access to all Books, Deeds, Documents and Accounts of the Lodge, and having examined the foregoing Balance Sheet, and verified the same with the Books, Deeds, Documents and Accounts relating thereto, now sign the same as found to be correct, duly vouched, and in accordance with law (subject to a Special

Report dated ....., day of ....., 20.....)\*

.....

*Signature of Auditor*

Address .....

Date of Completion of Audit ....., 20.....

\* If no Special Report is made, the words in brackets should be struck out. The Auditor must make a Special Report if in any respect the Accounts and Balance Sheet are incorrect, unvouched, or not in accordance with law. A copy of any Special Report must be sent to the Authority with this Balance Sheet.

FORM 19

FRIENDLY SOCIETIES ACT

FRIENDLY SOCIETIES REGULATIONS

[Regulation 19.]

THE ..... FRIENDLY SOCIETY

*Loan Card*

Date of Loan ..... Amount ..... Borrower .....

Conditions of Loan .....

<i>Date</i>		<i>Particulars</i>	<i>Amount</i>		<i>Secretary's Initials</i>
Due	Paid		Due	Paid	