

Mutual Societies Application Form

Change of Registered Office Notes



Please take time to read these notes carefully. They will help you to fill in the form correctly.

These notes are for information only. They are not a full statement of legal obligations under the relevant legislation. The society, credit union or branch may wish to seek legal advice on how to comply with the legislation.

If after reading these notes you need more help please:

- check our website for more information on Mutual Societies: www.fsa.gov.uk/Pages/Doing/small_firms/MSR/index.shtml;
- email mutual.societies@fsa.gov.uk; or
- call the Contact Centre 0845 606 9966 (choose option 3).

Terms in this form

'FSA', 'us' and 'we' refer to the Financial Services Authority.

'You' refers to the person signing the form on behalf of the society, credit union or branch of a friendly society.

'Branch' – Section 111(1) of the Friendly Societies Act 1974 defines a branch as '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 officers appointed by themselves, and bound to contribute to a fund under the control of the central body'.

Legislation and what to expect

Societies registered under the Industrial and Provident Societies Act 1965 (including credit unions)

Section 10 (2) of the Industrial and Provident Societies Act 1965 requires you to send us a notice of any change in the situation of registered office of a society or credit union.

Friendly Societies Act 1974

Section 18(2) of the Friendly Societies Act 1974 requires you to send us notice of any change in the situation of a society's registered office.

Friendly Societies Act 1992

Paragraph 12 of Schedule 3 requires you to send us notice of any change in the situation of the society's registered office.

Section 12(1) requires that 'An incorporated friendly society may change its registered office in such manner as its rules prescribe or, if the rules do not provide for that matter, by a resolution of the society in general meeting after the giving of such notice as is required for a special resolution'.

Additionally for these societies Section 12(3) provides that 'A change of registered office shall not take effect until the date on which the certificate of registration under sub-paragraph (2) above is issued or such later date as may be specified in the certificate'.

What to expect

If the application is complete, we will register the change of registered office and send you a formal acknowledgement.

Details of registered office

This section will help you complete the form.

Full name of society, credit union or branch (front page)

You must give the full registered name, please do not use abbreviations.

Current details

1 Society, credit union or branch of a friendly society details

Register number

The register number is the number the society, credit union or branch was given when it was first registered. If you are not sure what this is please search on the Mutuels Register at <http://mutuals.fsa.gov.uk> using the name of your society, credit union or branch.

Name of Order

This should only be completed if you are acting for a branch of a society registered under the Friendly Society Act 1974.

Current address

No extra guidance.

New details

2 New registered office

Please ensure you include the postcode.

3 Is your society registered under the Friendly Societies Act 1992?

Only the Friendly Societies Act 1992 permits a date other than the registration date to be the date of registration of a society's new registered office address.

Signatures

4 The Secretary of the society or credit union must sign and date below. For a branch of a friendly society, an Officer of the branch must sign below.

We require all signatures to be original signatures.

5 If you are a branch of a friendly society the Secretary of the Order must also sign and date below.

We require all signatures to be original signatures.