

# Application for Consent to Change the Name of your Charity

## Section 11 of the Charities and Trustee Investment (Scotland) Act 2005

Please read **'Making Changes to your Charity'** on the OSCR website at [www.oscr.org.uk](http://www.oscr.org.uk) before completing this application form. Some of the information you give in this form will become publicly available on the Scottish Charity Register. These sections are marked below with an asterisk (\*).

### Q1. Charity registration details

Charity name\*

Scottish Charity Number\*

### Q1a. Principal contact details

If the charity has a principal office, please state this address, along with the name of one of the charity trustees (for example, member of the board of directors or management committee), or other relevant person (for example the manager) as the principal contact. If the charity does not have a principal office you MUST enter the name and address of one of the charity's trustees. If the charity trustee's name and address are given, the name and address will be shown on the Register. This is required by the Charities and Trustee Investment (Scotland) Act 2005 ('the 2005 Act'), unless the charity considers that section 3(4) of the 2005 Act applies (see question 1d). If you are a Scottish Charitable Incorporated Organisation (SCIO) then your principal office address must be in Scotland.

#### Principal contact details\*

Title	<input type="text"/>	First name	<input type="text"/>
		Last name	<input type="text"/>
Position in the charity	<input type="text"/>		

#### Principal office or trustee's address

Address*	<input type="text"/>	
	Postcode*	<input type="text"/>

Tel no.	<input type="text"/>
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Fax no.	<input type="text"/>
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Mobile no.	<input type="text"/>
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Email (we will contact you by email about your application unless you ask us not to)	<input type="text"/>
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Please enter P or T to identify if this is the principal office or charity trustee's address	<input type="checkbox"/>
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**Q1b. Your organisation's website address (if you have one)\***

**Q1c. New principal contact details**

If the principal contact details (or the principal office if you are a SCIO) entered under question 1a are different from those in the Register, please confirm here and please state when this change took effect.

**Q1d. Withholding the principal contact or principal office details from the Scottish Charity Register**

Please state if you wish to withhold the principal contact or principal office details from the charity's entry on the Scottish Charity Register. We can only exclude the principal office details from the Register if we believe that publishing this information would be likely to jeopardise the safety or security of any person or premises. Please refer to section 3(4) of the 2005 Act.

## Q2. Applicant details and/or correspondence address for this application

Please only enter details here if the applicant is not the same as the principal contact, or if correspondence for this application should be addressed to a different address from the principal contact address above.

Title	<input type="text"/>	First name	<input type="text"/>
		Last name	<input type="text"/>
Address	<input type="text"/>		
	Postcode		<input type="text"/>
Tel no.	<input type="text"/>		
Fax no.	<input type="text"/>		
Mobile no.	<input type="text"/>		
Email	<input type="text"/>		

### Q3. Powers

Please state which clause in the charity's current constitution will allow you to amend its name. If there is no explicit provision in the constitution but you consider that you have the power to make the amendments for some other reason e.g. under the Companies Act, please provide the details.

### Q4a. Proposed new name

Please enter the proposed new name of your charity.

### Q4b. If the name of your charity is not in English and the name is translatable please provide the English translation of the name

You should ensure that the proposed new name is not an **objectionable name**. That is a name which is:

- the **same as** or too like the name of a charity; check the Scottish Charity Register at [www.oscr.org.uk](http://www.oscr.org.uk) to ensure that the proposed name is not already taken by another charity
- **likely to mislead** the public as to the true nature of the purposes of the body or of the activities which it carries on, or intends to carry on, in pursuit of those purposes
- likely to give the impression that the body is **connected** in some way to the Scottish Administration, Her Majesty's Government in the United Kingdom, or any local authority, or with any person, when it is not so connected (the term 'any other person' may mean an individual or legal body such as a company)
- **offensive**.

### Changing the name of a SCIO

From 1 January 2018 Scottish Charitable Incorporated Organisations (SCIOs) and Charitable Incorporated Organisations (CIOs) appear in the Registrar's Index of Company Names, which is maintained by Companies House.

Please read [FAQs: SCIO's on the Index of Company Names](#). If you require permission from Companies House then you should send this to OSCR when submitting this application form.

**Q4c. Please enter any other name by which your charity will be commonly known**

You should also make sure that this other name is not objectionable.

**Q5. Effective date of proposed new name**

Please state here when you intend the change to the name to take effect (for example, this may be when your next AGM takes place).

     

**Q6. Other information which may be relevant to the application**

**6a. Please state why you are changing your name**

**Q6b. Will your charitable objects or purposes be changing as a result of your name change?**

Yes

No

If yes, then please apply for consent to amend the purposes under section 16(2)(a) of the 2005 Act.

## Q7. Consent from other regulators

Please tell us if you are registered with any other regulators or other bodies, and if you require consent from them in relation to the proposed name change.

Regulator name	Reference number	Consent required? (Please tick)

## Data protection statement

OSCR is a registered data controller in terms of the Data Protection Act 1998. Any information you give us will be held securely and in accordance with the rules on data protection. OSCR processes information only in accordance with its statutory regulatory functions under the Charities and Trustee Investment (Scotland) Act 2005, and to inform research into the charity sector in Scotland. Information may be shared with other regulatory bodies including HMRC, and selected information will appear on the Scottish Charity Register. Further information about data protection is available on the OSCR website.

## Declaration

**You may be committing an offence if you give an answer that you know is untrue or misleading.**

I certify that the information entered in this form is correct to the best of my knowledge.

I confirm that the information entered has been approved by the charity trustees and I am authorised to submit this information.

Signed by one of the trustees on behalf of all

Print name

Designation

Date

D	D	M	M	Y	Y	Y	Y
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## Checklist

Have you:

- completed all the sections of the application form?
- included a copy of your constitution?
- signed and dated the form?
- included copy of permission from Companies House to use SCIO name (if applicable)?

Please scan and email the completed documentation to [info@oscr.org.uk](mailto:info@oscr.org.uk) or post to: OSCR, 2nd Floor, Quadrant House, 9 Riverside Drive, Dundee, DD1 4NY.