

# Notification of changes made to your Charity

## Section 17 of the Charities and Trustee Investment (Scotland) Act 2005

Please read '[Making Changes to your Charity](http://www.oscr.org.uk)' 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 (\*).

**Charity name**

**Scottish Charity Number**

**Charity Commission for England and Wales number (if relevant)**

### 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, a 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"/>	
Fax no.	<input type="text"/>	
Mobile no.	<input type="text"/>	
Email address (we will contact you by email unless you ask us not to)	<input type="text"/>	

**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 noted at question 1a.

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. Details of the notification

Please tick the appropriate box to indicate the type(s) of change being notified and complete the appropriate section of the form indicated:

- contact details as set out in the Scottish Charity Register (go to section 1c)
- charity has changed its name (go to section 6)
- charity has changed its constitution – including reorganisations (go to section 7)
- charity has amalgamated with another body (go to section 8)
- charity has wound-up or dissolved – including reorganisations – (go to section 8)
- an administration order for winding-up made by the Court in respect of the charity (go to section 9)
- the appointment of a receiver in respect of any of the charity's property (go to section 9).

### Q4. Please state the date the change, action, order or appointment took effect

D	D	M	M	Y	Y	Y	Y
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### Q5. Have you sought OSCR's consent to the changes you are notifying us of?

Yes

No

If yes, please ensure you submit the evidence requested in your letter of consent.

## Q6. Charity name change

### Q6a. Notification of change in name of charity

If you are notifying OSCR of a change to the charity's **legal name**, please provide details of the charity's new name below:

**Q6b. If the name of your charity is not in English and the name is translatable, please provide the English translation of the name:**

Please submit the following documentation in support of your notification:

- a copy of the updated or revised constitution showing the new name
- a copy of the minutes (resolution) of the meeting where the name change was agreed.

**Q6c. If you are notifying us of a change to the name by which the charity is commonly known as, please provide details of the new name:**

## Q7. Changes to your constitution

Q7a. If you are notifying us of a change to your constitution, please state what these changes are:

Q7b. Please state which section(s) of your constitution have changed:

Please submit the following documentation in support of your notification:

- a copy of your new constitution
- copy of minutes (resolution) of meeting where changes were agreed
- copy of evidence from other regulators or other bodies agreeing to the change (where applicable).

**Q8. Notification that charity has wound-up, dissolved or amalgamated**

**Q8a. Please state what action has been taken to wind-up, dissolve or amalgamate your charity:**

**Q8b. Please give details of any assets or liabilities transferred as a result of the wind-up, dissolution or amalgamation and the name(s) and charity number(s), if applicable, of the recipient bodies:**

**Q8c. If you are a company, has the body wound-up at Companies House?**

Yes

No

If no, please give an explanation why this action has not taken place.

**Please submit the following documentation in support of your notification:**

- final bank statement showing account as closed
- receipt or confirmation from the recipient of any assets or liabilities that have been transferred as a result of this wind-up/dissolution or amalgamation
- final accounts (if available)
- evidence from other regulators or other bodies that you require consent from (if appropriate). Evidence that the body has been wound-up at Companies House (companies only). Minutes of the meeting where agreement to wind-up, dissolve or amalgamate was made.

If you do not have any of these documents, please provide an explanation:

**Q8d. Please confirm the name and address of the person or organisation who will store the accounting records for the next 6 years:**

**Q9. Notification of any other changes**

Please tell us of any other changes you are notifying us of. For example, any other change identified in section 3, change in the accounting reference date, change in charity's activities as held on the Register, etc.

## 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

**It is an offence to knowingly provide incorrect information.**

**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 all necessary documentation?
- signed and dated the form?

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

Please return the completed form and documentation to:

OSCR  
2nd Floor, Quadrant House, 9 Riverside Drive, Dundee DD1 4NY

We will acknowledge your application when we receive it.