BEFORE YOU CHANGE...

HAVE YOU CONTACTED OSCR?
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Charity trustees must seek prior consent from OSCR:
- before changing the name of the charity
- before amending the objects or purposes of the charity
- before amalgamating the charity with another body
- before winding-up the charity or dissolving a SCIO
- before converting a Company or Community Benefit Society to a SCIO
- before applying to the court to change purposes, amalgamate, or wind-up.

Prior consent must be sought at least 42 days in advance of the proposed change taking effect.

OSCR must be notified no later than 3 months after the following changes have taken effect:
- as soon as the Principal Contact changes*
- when the contact details for the existing Principal Contact change*
- when the accounting year end date has changed*
- when changes unrelated to purposes are made to the constitution
- when any change consented to by OSCR is implemented.

*Please notify us of these changes by updating your charity’s details using our OSCR Online Service found via www.oscr.org.uk

You must also notify us no later than one month of the following changes taking effect:
- any administration order or an order for winding-up a charity made by the court
- the appointment of a receiver.

REMEMBER!
- Contact OSCR as soon as your Principal Contact details change.
- Make sure that your charity’s annual accounts are returned to OSCR with your completed Annual Return no later than 9 months after the charity’s financial year end.
- Notifications and Applications for Consent should be made in writing and sent to OSCR. This can be done by email.
- Application Forms (for consent) and Notification Forms (for notification) can be downloaded from the OSCR website at www.oscr.org.uk. Hard copies are also available on request.
- You do not have to notify OSCR every time your charity trustees change unless the change is your Principal Contact.

CONTACT
OSCR as follows:
in writing:
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