**Change of name form**

Section 1 – About this form

Use this form to change the name of your society registered under the Co-operative and Community Benefit Societies Act 2014 (including credit unions), the Co-operative and Community Benefit Societies Act (Northern Ireland) 1969, or the Credit Unions (Northern Ireland) Order 1985.

Before submitting this application please read our guidance on names, available here: <https://www.handbook.fca.org.uk/handbook/RFCCBS>.

* + - 1. Please note that this form, including any details provided on the form, will be made available to the public through the Mutuals Public Register: <https://mutuals.fca.org.uk>. Our privacy notice explains how and why we use personal data: <https://www.fca.org.uk/privacy>.

Section 2 – About this application

|  |  |
| --- | --- |
| Society’s current name |  |
| Register number |  |

Section 3 – Proposed new name

3.1 What is the proposed name of the society?

|  |  |
| --- | --- |
| Proposed name |  |

3.2 Please confirm you have checked to make sure this name is not currently in use by a company or other society (You can do this by searching the Companies House register at <https://beta.companieshouse.gov.uk/>).

|  |
| --- |
| The proposed name is available for use |[ ]

3.3 Does your name contain a word listed in Annex 1 of the guidance?

<https://www.handbook.fca.org.uk/handbook/RFCCBS>

|  |  |
| --- | --- |
| No |[ ]  Go to question 3.5 |
| Yes |[ ]  Go to question 3.4 |

3.4 Please confirm you have read and complied with the requirements in Annex 1.

|  |
| --- |
| The proposed name complies with the requirements in Annex 1 |[ ]

3.5 Does your name end in the word ‘Limited’ (or ‘cyfyngedig’ for Welsh societies)?

|  |  |
| --- | --- |
| Yes |[ ]  Go to Section 4 |
| No |[ ]  Go to question 3.6 |

**3.6 Please confirm the objects of the society are charitable or benevolent.** Only societies whose objects are wholly charitable or benevolent can omit the word ‘limited’ from the end of their name.

|  |
| --- |
| Our objects are charitable or benevolent |[ ]

Section 4 – Approval of name

Societies are required to pass a resolution at a properly convened general meeting to approve the name change.

4.1 Please provide the date of the general meeting where the resolution was passed

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |  |  |

4.2 What is the reason for the change of name?

Section 5 – Declaration

The secretary of the society must complete this section.

|  |  |
| --- | --- |
| Name |  |
| My signature below confirms that the information in this form is accurate to the best of my knowledge |
| Signature  |
| Position |  |
| Date |  |

Section 6 – Submitting this form

* + - 1. Please submit a signed, scanned version of your application by email to: mutual.societies@fca.org.uk
			2. Or please submit by post to:

Mutual Societies

Financial Conduct Authority

12 Endeavour Square

London

E20 1JN

This form is available on the **Mutuals Society Portal**: <https://societyportal.fca.org.uk>

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