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**Mutual Societies Application Form**

**New and Existing Model Rules**

**Important information you should read before completing this form**

You must use this form if you are applying for acceptance of a new set of model rules or an amendment of existing model rules under the Co-operative and Community Benefits Societies Act 2014.

Please keep a copy of the form and the supporting documents for future reference.

It is important you provide accurate and complete information and disclose all relevant information. If you do not, it may take us longer to assess your application.

**Terms in this form**

'FCA', ‘PRA’, 'us' and 'we' refer to the Financial Conduct Authority or Prudential Regulation Authority

'You' refers to the person signing the form on behalf of the society

‘The 2014 Act’ is the Co-operative and Community Benefit Societies Act 2014

**Filling in the form**

**1** If you are using your computer to complete the form:

* use the TAB key to move from question to question and press SHIFT TAB to move back to the previous question; and
* print out the completed form and arrange for it to be signed.

**2** If you are filling in the form by hand:

* use black ink;
* write clearly; and
* arrange for it to be signed.

**3** If you make a mistake, cross it out and initial the changes; do not use correction fluid.

**4 Email a scanned copy of the signed form and supporting documents to**

**mutual.societies@fca.org.uk**

or send it by post to:

Mutuals Team  
Financial Conduct Authority  
25 The North Colonnade  
Canary Wharf  
LONDON  
E14 5HS

1. **Name of sponsoring body:**

|  |
| --- |
|  |

1. **Contact details of sponsoring body:**

|  |  |
| --- | --- |
| Contact name |  |
| Contact telephone |  |
| Contact email |  |
| Contact address |  |
| Date | dd/mm/yy |

1. **Are you applying to register a new set of model rules or to replace an existing set of model rules?**

New ⏵continue to question 4

Replacement ⏵continue to question 5

1. **New model rules:**
   1. Name of new model rules:

|  |
| --- |
|  |

⏵continue to question 6

1. **Replacement of existing models rules:**
   1. Please state name of those models being replaced

|  |
| --- |
|  |

* 1. Name of replacement model rules:

|  |
| --- |
|  |

⏵continue to question 6

1. **This model is for a:**

Co-operative society; or

Community benefit society

1. **Section 14 of the 2014 Act requires that a society’s rulebook covers certain provisions. Please complete the table to show at what rule each provision is covered:**

|  |  |
| --- | --- |
| **Matters to be provided for** | **Rule number** |
| The society’s name |  |
| The objects of the society |  |
| The place of the society’s registered office, to which all communications and notice may be addressed |  |
| The terms of admission of the members, including any society or company investing funds in the society under the provision of the 2014 Act |  |
| The method of holding meetings, the scale and right of voting, and the method of making, altering or rescinding rules |  |
| The appointment and removal of a committee, (by the name of………..) and of managers or other officers, and their respective powers and remuneration |  |
| The maximum amount of interest in the shares of the society which may be held by any member otherwise than by virtue of section 24(2) 2014 Act |  |
| Whether the society may contract loans or receive moneys on deposit subject to he provisions of the 2014 Act from members or others; and ,if so, under what conditions, under what security, and to what limits of amount |  |
| Whether any or all shares are transferable, and provision of the form of transfer and registration of the shares, and for the consent of the committee to transfer or registration |  |
| Whether any or all shares are withdrawable, and provision for the method of withdrawal, and the payment of the balance de thereon on withdrawing from the society |  |
| Provision for the audit of accounts in accordance with Part 7 of the 2014 Act |  |
| Whether members may withdraw from the society, and if so, how, and provision for the claims of the representatives of deceased members or the trustees of the property of bankrupt members (or, in Scotland, members whose estate has been sequestrated) and for the payment of nominees |  |
| The way in which the society’s profits are to be applied |  |
| If the society is to have a common seal, provision for its custody and use |  |
| Whether any part of the society’s funds may be invested, and if so by what authority and in what way |  |

**8 Please complete the table providing details of those officers authorised to endorse the use of the model by a society.**

|  |  |
| --- | --- |
| Name of officer | Signature of officer |
|  |  |
|  |  |

**9 Registration fee**

* 1. Please tick the relevant box below to confirm the fee submitted with your application:

£950 ⏵registration of a new set of model rules

No fee ⏵amendment of an existing set of model rules

You must pay the registration fee by cheque. **It is not refundable**.

How to pay

1. Make the cheque payable to the Financial Conduct Authority. We cannot accept post-dated cheques.
2. Write the name of the sponsoring body on the back of the cheque.
3. Send the cheque with the application form.

**End of form**