**Partial amendment of rules**

Section 1 – About this form

Use this form to register a complete rule change for a credit union registered under the Credit Unions Act 1979 (the Act). Partial amendments change, add to, or delete some rules from the existing registered rules. If your rule amendment involves the renumbering of rules, please apply for a complete amendment instead.

* + 1. To register a partial amendment of rules we need:
* this completed form
* one signed copy of the proposed rule amendment (or two copies where not submitting electronically). The amendment should be worded as a direction to members, telling them exactly what they should do to make the necessary changes to their own copy of the rule book. Please see page 4 for an example.
* a marked up version of the rules tracking changes made to your existing rules.
* a completed Statutory Declaration form.
  + - 1. This form, including any details you provide the form, will be made available to the public through the Mutuals Public Register: <https://mutuals.fca.org.uk>.

Section 2 – About this application

|  |  |
| --- | --- |
| Society name |  |
| Register number |  |

* + - 1. **2.1 Who should we contact about this application?**

|  |  |
| --- | --- |
| Name |  |
| Role |  |
| Email address |  |
| Phone number |  |

2.2 If you have used a set of model rules please provide the name of the model and the name of sponsoring body.

|  |  |
| --- | --- |
| Sponsor |  |
| Model |  |

2.3 Please confirm you have the consent of the sponsoring body for use of their model rules.

|  |  |
| --- | --- |
| The sponsoring body has consented to our use of their model |  |

Section 3 – About the rule amendments

**3.1 Are you making any changes to your common bond?**

|  |  |
| --- | --- |
| Yes |  |
| No |  |

Section 4 – Completing this application

* + - 1. **4.1 Please confirm the proposed rule amendment has been signed by 3 members and the secretary (4 signatures in total)**

|  |  |
| --- | --- |
| The rules contain the required signatures |  |

4.2 Please confirm which of the following you are submitting:

|  |  |
| --- | --- |
| One electronic, scanned signed copy of the rules |  |
| **Or** two paper copies of the rules |  |

4.3 Please confirm you have included a marked-up copy of the rules showing what changes the society is making to its existing rules.

|  |  |
| --- | --- |
| A marked-up copy of the rules is enclosed |  |

Section 5 – Statutory Declaration

5.1 Please complete this statutory declaration

An officer of the credit union must complete this section:

|  |  |
| --- | --- |
| Name |  |
| Role |  |

I do solemnly and sincerely declare that the amendment of the rules of the said credit union, a copy of which is attached marked 'X', complies with the Credit Unions Act 1979 and has been duly made by the credit union in the manner provided in its rules for the making, altering or rescinding of rules.

I make this solemn declaration conscientiously believing it to be true, and by the provisions of the Statutory Declarations Act 1835.

|  |  |
| --- | --- |
| Signature | |
| Date |  |

This was declared before me, a:

|  |  |
| --- | --- |
| Solicitor |  |
| Commissioner for oaths |  |
| Notary Public |  |
| Justice of the Peace |  |

|  |  |
| --- | --- |
| Name |  |
| Declared at: |  |
| Signature | |
| 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:
      3. Mutual Societies
      4. Financial Conduct Authority
      5. 12 Endeavour Square
      6. London
      7. E20 1JN

Example partial amendment

**Partial amendment of rules of [Society Name]**

Register number:

**Rule 6**, line 8

Delete 'seven' and substitute 'eight'.

**Rule 7**, line 12

After 'member' insert 'who joined before 1 September 1972.'.

**Rule** 8

At the end, add the following new paragraph (4).

'(4) .....................................

**Rule** 10

Rescind the rule.

**Rule 12**, paragraph (1)

Delete the paragraph and substitute: ‘(1) .......................................

**Rule 15** ( as amended 1967, 1969,1972, 1974 )

Rescind the rule and substitute:

'Powers of Committee'

15. ...............................................

**Rule 23** ( as amended 1970 ), paragraph (2), line 3.

In line 2 of the wording introduced by the partial amendment of rules registered on 15 August 1970 delete '£60' and substitute '£75'.

Signatures of three members

Signature of the secretary

Registered as a Limited Company in England and Wales No. 1920623. Registered office as above.