**Change of registered office form**

Section 1 – About this form

Use this form to change your registered office address.

This form can be used by societies 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, The Credit Unions (Northern Ireland) Order 1985, Friendly Societies Act 1974 (including branches of friendly societies) or Friendly Societies Act 1992, or Building Societies Act 1986.

* + - 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 name |  |
| Register number |  |

Section 3 – New Address

**3.1 Please provide details of the new address below.**

Please note that you cannot use a PO Box address.

|  |  |
| --- | --- |
| Registered office address |  |
| Postcode |  |

**Section 4 – Friendly Societies**

4.1 Is the society registered under the Friendly Societies Act 1992?

|  |  |  |
| --- | --- | --- |
| No |  | Go to **Section 5** |
| Yes |  | Go to question **4.2** |

4.2 What date do you want the change of address to take effect?

|  |  |
| --- | --- |
| Date of registration by FCA |  |
| Future date specified below |  |

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

Section 5 – Declaration

**5.1 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 |  |

**5.2** **If you are a branch of a friendly society the Secretary of the Order must also sign and date below.** 'Branch' – Section 111(1) of the Friendly Societies Act 1974 defines a branch as 'any number of the members of a society, under the control of a central body, having a separate fund administered by themselves or by a committee or officers appointed by themselves, and bound to contribute to a fund under the control of the central body'.

|  |  |
| --- | --- |
| 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>