**Complete amendment of rules**

Section 1 – About this form

Use this form to register a complete rule change for a society registered under the Friendly Societies Act 1974. A complete amendment means a whole new set of rules is registered in place of an existing rule book.

* + 1. To register a complete amendment of rules we need:
* this completed form
* one signed copy of the society’s rules (or two copies where not submitting electronically)
* a marked-up version of the rules tracking changes made to the model, if you are using a set of model rules
* a completed Statutory Declaration form.
	+ - 1. 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>.

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 |[ ]

**Please go to Section 3.**

Section 3– Table of Matters

|  |  |
| --- | --- |
| Matters to be provided for | Rule number |
| The name of the society |  |
| Place of the society’s registered office, to which all communications and notices may be addressed |  |
| The objects of the society |  |
| The mode of holding meetings and right of voting, and the manner of making, altering or rescinding rules |  |
| The appointment and removal of a committee of management (by whatever name), of a treasurer and other officers and trustee |  |
| The investment of the funds, the keeping of the accounts and the audit of the accounts at least once a year |  |
| Annual returns to the FCA relating to the affairs and numbers of members of the society |  |
| The inspection of the books of the society by every person having an interest in the funds of the society |  |
| The manner in which disputes shall be settled |  |
| In the case of dividing societies, a provision for meeting all claims upon the society existing at the time of division before any such division takes place |  |
| (Where the society has branches) the composition and powers of the central body and conditions under which a branch may secede from the society |  |
| (Where the society divides its funds) provision for meeting all claims upon the society existing at the time of division before any such division takes place |  |

|  |  |
| --- | --- |
| Complete this section if you are registered as a friendly society (e.g. suffix of F, FS, or FI). Do not complete this section if you are a working men’s club or benevolent society.  | Rule number |
| The keeping of proper accounts in accordance with section 29 of the Act and the keeping of a separate account of the expenses of management and of all contributions and other moneys which may be applied to those expenses. |  |
| Such periodic valuation or valuations (if any) of the assets and liabilities of the society as a whole, or of the assets and liabilities of the society in respect of any particular business or businesses conducted by the society, as may from time to time be required by law in the case of that society. |  |
| The voluntary dissolution of the society. |  |
| The right of one-fifth of the total number of members, or of 100 members in the case of a society of not less than 1,000 members and not more than 10,000 or of 500 members in the case of a society of more than 10,000 members, to apply to the Authority for an investigation of the affairs of the society or for winding it up. |  |
| Note: by virtue of paragraph 3(3) of schedule 2 to the Friendly Societies Act 1974 ‘nothing …shall prevent a registered friendly society from specifying in its rules the manner in which the conditions under which any member may become entitled to any benefit assured by the society are to be determined, instead of specifying the conditions themselves.’ If this is the case enter the appropriate rule number(s) in the column opposite. |  |

**Please go to Section 4.**

Section 4 – Completing this application

* + - 1. **4.1 Please confirm the rules have 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 signed paper copies of the rules |[ ]

4.3 Please confirm either:

|  |
| --- |
| Model rules have not been used.  |[ ]
| Model rules have been used without amendment |[ ]
| An amended set of model rules have been used, and a marked-up copy detailing the changes made to the model is included with the application. |[ ]

Section 5 – Statutory Declaration

5.1 Please complete this statutory declaration

An officer of the society must complete this section:

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

I do solemnly and sincerely declare that the amendment of the rules of the said society, a copy of which is attached marked 'X', complies with the Friendly Societies Act 1974 and has been duly made by the society 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

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