**Complete 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). 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 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 |  |

**Please go to Section 4**

Section 4 – Table of matters

|  |  |  |  |
| --- | --- | --- | --- |
| Provision required by Schedule 1 of the Act | Number of the rule(s) covering this E.g. ‘2.3-2.7’ | | |
| The name of the credit union. | |  |
| The objects of the credit union. | |  |
| The place which is to be the registered office of the credit union to which all communications and notices to the credit union may be addressed. | |  |
| The qualifications for admission to membership of the credit union, including one or more common bonds appropriate to a credit union. | |  |
| The terms of admission to membership of the society, including any special provision for the insurance of members in relation to their shares. | |  |
| The mode of holding meetings, including provision as to the quorum necessary for the transaction of any description of business, and the mode of making, altering or rescinding rules. | |  |
| The appointment and removal of a committee by whatever name, and of managers or other officers and their respective powers and remuneration. | |  |
| Determination (subject to any applicable rules made by the FCA or the PRA under the Financial Services and Markets Act 2000) of the maximum amount of the interest in the shares of the credit union which may be held by any member. | |  |
| Provision for the mode of withdrawal of shares and for payment of the balance due thereon on withdrawing from the credit union. | |  |
| The mode and circumstances in which loans to members are to be made and repaid, including any special provision for the insurance of members in relation to loans made to them. | |  |
| Provision for the custody and use of the credit union’s seal. | |  |
| Provision for the audit of accounts in accordance with Part 7 of the Co-operative and Community Benefit Societies Act 2014. | |  |
| Provision for the withdrawal of members from the credit union, and for the claims of 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. | |  |
| Provision for (a) terminating the membership of corporate members in order to comply with the limit on the number of corporate members; and (b) the repayment of the shares held by a corporate member in any case where (i) the membership is terminated to comply with the limit on the number of corporate members, or (ii) the shares must be repaid in order to comply with the limit on shares allotted to corporate members. | |  |
| If the issue of interest-bearing shares is permitted, provision for converting such shares into shares which are not interest-bearing to comply with subsection (3) of section 7A of the Credit Unions Act. | |  |
| Provision for the dissolution of the credit union, including provision requiring any assets remaining after the payment of debts, repayment of share capital and discharge of other liabilities- (a) to be transferred to another credit union; or (b) if not so transferred, to be applied for charitable purposes. | |  |

**Please go to Section 5**

Section 5 – Completing this application

* + - 1. **5.1 Please confirm the rules have been signed by 3 members and the secretary (4 signatures in total)**

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

5.2 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 |  |

5.3 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 6 – Statutory Declaration

6.1 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 7 – 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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