**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 (Northern Ireland) 1969 and credit unions registered under the Credit Unions (Northern Ireland) Order 1985.

* + - 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.

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 – Declaration

**4.1 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 |  |

Section 5 – 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. 25 The North Colonnade
      6. Canary Wharf
      7. London
      8. E14 5HS