



Mutual Societies Application Form

New registrations and conversions:
co-operative societies and community benefit societies

Full proposed name of society:

Important information you should read before completing this form

You must use this form if you are:

- applying to register a new co-operative society
- applying to register a new community benefit society
- converting a particular type of friendly society into a co-operative society or community benefit society (please see notes for details); or
- converting a registered company into a co-operative society or community benefit society.

Please note:

- we have an information note that may assist you in completing this application.
- any personal details you give on the form will be placed on the society's file.
- it is important you give accurate and complete information and disclose all relevant information. If you do not, it may take us longer to assess your application and possibly lead to the application being rejected.

Please keep a copy of the form and the supporting documents for future reference.

Terms in this form

'FCA', 'PRA', 'us' and 'we' refer to the Financial Conduct Authority or Prudential Regulation Authority.

'You' refers to the person signing the form on behalf of the society.

'The 2014 Act' is the Co-operative and Community Benefit Societies Act 2014

'The 1974 Act' is the Friendly Societies Act 1974



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Filling in the form

1 If you are using your computer to complete the form:

- use the TAB key to move from question to question and press SHIFT TAB to move back to the previous question; and
- print out the completed form and arrange for it to be signed by all relevant individuals.

2 If you are filling in the form by hand:

- use black ink;
- write clearly; and
- arrange for it to be signed and dated by all relevant individuals.

3 If you make a mistake, cross it out and initial the changes; do not use correction fluid.

4 If you:

- leave a question blank;
- do not get the form signed; or
- do not attach the required supporting information

without telling us why, we will treat the application as incomplete. This will increase the time taken to assess your application.

5 If there is not enough space on the form, you may use separate sheets of paper. Clearly mark each separate sheet of paper with the relevant question number. Any separate sheets should be signed by the signatories to the form.

6 Email a scanned copy of the signed form and supporting documents to

mutual.societies@fca.org.uk

or

send it by post to:

Mutuals Team
Financial Conduct Authority
25 The North Colonnade
Canary Wharf
LONDON
E14 5HS

Details of Registration

1 What are you applying to do?

- | | | |
|--|---|---|
| <input type="checkbox"/> Register a new co-operative society | Complete this form from question 3 | <input type="checkbox"/> Completed |
| <input type="checkbox"/> Register a new community benefit society | Complete this form from question 3 | <input type="checkbox"/> Completed |
| <input type="checkbox"/> Convert a friendly society into a co-operative society or community benefit society | Complete this form from question 2
Complete Appendix 2 | <input type="checkbox"/> Completed
<input type="checkbox"/> Completed and Attached |
| <input type="checkbox"/> Convert a registered company into a co-operative society or community benefit society | Complete this form from question 3
Complete Appendix 3 | <input type="checkbox"/> Completed
<input type="checkbox"/> Completed and Attached |

2 Details of the society that is currently registered under the Friendly Societies Act 1974

Name of current society (if converting)	
Register number of society	

3 Contact details for communications about this application

Name	
Position	
Full Address	
Contact Telephone	
Email Address	

4 Does the society have any timing factors that it would like us to consider?

If the society wishes to be registered by a specific date, we will try to meet it. Please bear in mind we usually take 15 working days to examine each application.

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5 You must attach the following:

Two copies of the proposed society's rules (or one copy if submitted electronically), signed at the end by 3 members and by the society Secretary.

☐ Attached

6 What is the full proposed name of the society?

7 What business, industry or trade does the society intend to carry out?

8 How will the society fund its activities?

If the society proposes to issue withdrawable share capital please state whether the society intends to pay interest on the share capital and, if so, how the society will determine the rate of interest to be offered.

9 What date does the society want to end its financial year on?

If you want a specific financial year end date please specify below. If left blank the society will be registered with a financial year ending on the last day of the month it was registered.

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To register a **co-operative society** go to question 10

To register a **community benefit society** go to question 15

Co-operative society

10 How will members benefit from the business industry or trade of the society?

11 Is membership of the society required to obtain the benefits offered by it?

- ☐ Yes
☐ No

12 In what way will members participate in an ongoing basis in the society's primary business?

13 How will members democratically control the society?

14 How will the society use any surplus/profit?

If the society intends to distribute the surplus/profit to members please explain how this is to be done.

Continue to question 20

Community benefit society

10 Who are the community the society intends to benefit?

16 How will the society benefit that community?

17 How will the society use any surplus/profit?

18 Are the society's objects charitable?

- ☐ No ▶ Continue to question 20
 ☐ Yes ▶ Complete Appendix 1
 ☐ Completed and Attached

19 Does the society intend to have a statutory asset lock?

- ☐ No
☐ Yes

Continue to question 20

20 Please complete the table below

Matters to be provided for	Rule number(s)
The society's name	
The objects of the society	
The place of the society's registered office, to which all communications and notices may be addressed	
The terms of admission of the members, including any society or company investing funds in the society under the provision of the 2014 Act.	
The method of holding meetings, the scale and right of voting, and the method of making, altering or rescinding rules.	
The appointment and removal of a committee, (by the name of *) and of managers or other officers, and their respective powers and remuneration.	
The maximum amount of interest in the shares of the society which may be held by any member otherwise than by virtue of section 24(2) 2014 Act.	
Whether the society may contract loans or receive moneys on deposit subject to the provisions of the 2014 Act from members or others; and, if so, under what conditions, under what security, and to what limits of amount.	
Whether any or all shares are transferable, and provision for the form of transfer and registration of the shares, and for the consent of the committee to transfer or registration. Whether any or all shares are withdrawable, and provision for the method of withdrawal, and the payment of the balance due thereon on withdrawing from the society.	
Provision for the audit of accounts in accordance with Part 7 of the 2014 Act.	
Whether members may withdraw from the society, and if so, how, and provision for the claims of the 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.	
The way in which the society's profits are to be applied.	
If the society is to have a common seal, provision for its custody and use.	
Whether any part of the society's funds may be invested, and if so by what authority and in what way.	

*please add the name of the Committee of Management – e.g. 'The Board'

Continue to 21

21 Please provide details of any close links which the society or any member of its committee has, or intends to have, with any society, company or authority

The following are regarded as evidence of a close link with another society, company or other entity:

- any material contract or arrangement which it is anticipated that the society will enter into in order to undertake its business; and
- any other directorships or senior positions held by members of the committee.

If there are no close links to report write 'None' in the box below. Do not just leave the box blank.

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Please use separate sheets of paper if you need more space and indicated below how many separate sheets you have used:

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22 Are any members of the society's committee disqualified as directors under the Company Director Disqualification Act 1986?

- ☐ No
☐ Yes

23 Does the society intend to carry out any regulated activity?

By 'regulated' we refer to activities regulated by the Financial Services and Markets Act 2000.

- ☐ No
☐ Yes

24 Have you used model rules provided by a sponsoring body?

- ☐ No ▶ Continue to question 25
☐ Yes ▶ The sponsoring body must complete the boxes below.

Name of the model being used	
Name of sponsoring body	
Signature on behalf of sponsoring body	
Date	

Registration fee

25 Please tick the relevant box below to confirm the fee submitted with your application

- ☐ £40 ▶ The society is using model rules with no changes
- ☐ £120 ▶ The society is using model rules with 1-6 changes
- ☐ £350 ▶ The society is using model rules with 7-10 changes
- ☐ £950 ▶ The society is using model rules with 11 or more changes
- ☐ £950 ▶ The society is not using model rules
- ☐ No fee ▶ This only applies to a friendly society converting to a co-operative or community benefit society.

You must pay the registration fee by cheque. **It is not refundable** (even if the society decides to withdraw its application).

How to pay

- a. Make the cheque payable to the Financial Conduct Authority. We cannot accept post-dated cheques.
- b. Write the name of the society on the back of the cheque.
- c. Send the cheque with the application form.

Continue to 26

Member and secretary details

- 26 You must arrange for three members and the Secretary of the society to complete the table below

Member 1

Name	
Address	
Contact Number	
Signature	
Date	

Member 2

Name	
Address	
Contact Number	
Signature	
Date	

Member 3

Name	
Address	
Contact Number	
Signature	
Date	

Secretary

Name	
Address	
Contact Number	
Signature	
Date	

Date of application

- 27 Date the application was submitted

Date	
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End of form