

# Mutual Societies Application Form

Registering a new Industrial and Provident Society; or

Re-registering a Friendly Society as an Industrial and Provident Society; or

Converting a Company into an Industrial and Provident Society

Form



## Full proposed name of society

The Digital IPS

### Important information you should read before completing this form

You must use this form if you are:

- applying to register a society as a new industrial and provident society;
- re-registering a particular type of friendly society as an industrial and provident society (please see notes for details); or
- converting a registered company into a registered industrial and provident society.

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

The notes that accompany this form will help you complete the questions.

Please be aware that 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.

### Terms in this form

'FSA', 'us' and 'we' refer to the Financial Services Authority.

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

'The 1965 Act' is the Industrial and Provident Societies Act 1965

'The 1974 Act' is the Friendly Societies Act 1974

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Converting a Company into an Industrial and Provident Society  
Form



## 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 have to 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 need to 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 Post this form and supporting documents to us at:

**Mutuals Societies Registration**  
**The Financial Services Authority**  
**25 The North Colonnade**  
**Canary Wharf**  
**LONDON**  
**E14 5HS**

## Details of Registration

### 1 What are you applying to do?

- |  |   |   |
|--|---|---|
| <input checked="" type="checkbox"/> Register a new industrial and provident society                      | Complete this form from question 3                        | <input checked="" type="checkbox"/> Completed   |
| <input type="checkbox"/> Re-register a friendly society as an industrial and provident society           | Complete this form from question 2<br>Complete Appendix 2 | <input type="checkbox"/> Completed<br><input type="checkbox"/> Completed and Attached |
| <input type="checkbox"/> Convert a registered company into a registered industrial and provident society | Complete this form from question 3<br>Complete Appendix 3 | <input type="checkbox"/> Completed<br><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 re-registering)	
Register number of society	

### 3 Contact details for communications about this application

Name	Christopher Mear
Position	Director
Full Address	1 High Street London N1 1AA
Contact Telephone	020 1234 5678
Email Address	chris@example.com

### 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 would like to be given 15 working days to examine each application.

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### 5 You must attach the following:

Two printed copies of the proposed society's rules, both of which are signed at the end by three members and by the Secretary of the society.

☒ Attached

**6 You must complete the following table indicating for the proposed society the appropriate rule number(s) in the column provided**

Any references to the '1965 Act' below refer to the Industrial and Provident Societies Act 1965.

<b>Matters to be provided for</b>	<b>Rule number(s)</b>
The name of the society.	1
The objects of the society.	5
The registered office of the society to which all communications and notices to the society may be addressed.	2
The terms of admission of the members, including any society or company investing funds in the society under the provision of the 1965 Act.	14–29
The mode of holding meetings, the scale and right of voting, and the mode of making, altering or rescinding rules.	44–90
The appointment and removal of a Committee of Management, (by the name of * ) and of managers or other officers, and their respective powers and remuneration.	91–111
The maximum amount of interest in the shares of the society which may be held by any member otherwise than by virtue of Section 6(1) (a) (b) or (c) of the 1965 Act.	35
Whether the society may contract loans or receive money on deposit subject to the provisions of the said Act from members or others; and, if so, under what conditions, under what security, and to what limits of amount.	10
Whether the shares or any of them shall be transferable, the form of transfer and registration of the shares, and the consent of the committee thereto; whether the shares or any of them shall be withdrawable, and the mode of withdrawal, and the payment of the balance due thereon on withdrawing from the society.	32, 36–41
The audit of accounts by one or more auditors appointed by the society in accordance with the requirements of the Friendly and Industrial and Provident Societies Act 1968.	147–151
Whether and, if so, how members may withdraw from the society, 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.	27–31
The mode of application of profits.	129
If the society is to have a common seal, provision for its custody and use.	137
Whether and, if so, by what authority, and in what manner, any part of the society's funds may be invested.	13

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

**7 Date of society's financial year end (dd/mm/yyyy)**

If the society proposes to use a date other than the last day of the month in which the anniversary of its registration falls as its financial year end please indicate this date below, otherwise leave blank.

3	1	/	0	8	/	2	0	1	3
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**8 Is membership of the new society required to obtain the benefits / facilities offered by it?**

- ☒ Yes  
☐ No

**9 Type of industrial and provident society**

- ☒ A bona fide co-operative society  
☐ A benefit of the community society

Please explain how this is demonstrated by referring to appropriate rules of the society (IPS type explanation)

If a bona fide co-operative society please continue to question 13.

**Benefit of the community societies**

**10 Explain fully below how the activities of the society will benefit the community**

Please specify below:

**a.) The community that the society will benefit**

**b.) What activities the society will undertake to benefit that community and please include an explanation of how the society's surplus will be applied**

**c.) How the activities of the society will benefit the community**

**11 How will the society fund the activities of the society?**

If the society proposes to issue withdrawable share capital, please state whether there will be any limit (apart from the statutory limit) on the subscription of individual members and state the limit that will be set.

**12 Will the society have charitable objects?**

- ☐ No ▶ Continue to question 13
- ☐ Yes ▶ Complete Appendix 1 ☐ Completed and Attached

**13 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.

(Close links)
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Please use separate sheets of paper if you need more space.

Please indicate how many separate sheets of paper you have used.

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**14 Have you used model rules provided by a sponsoring body?**

- ☐ No ▶ Continue to question 15
- ☒ Yes ▶ The sponsoring body must complete the boxes below.

The information given in this form is correct to the best of my knowledge and belief. If the society is applying to register as a benefit of the community society, the applicant has satisfied us that the special reasons entered in question 10 for wishing to register as a society for the benefit of the community under the Industrial and Provident Societies Act 1965 are genuinely applicable to the business they propose to undertake.

Name of the model being used	Co-operatives UK Multi-stakeholder Co-operative Model Rules
Name of sponsoring body	Co-operatives UK
Signature on behalf of sponsoring body	
Date	dd/mm/yy

**Registration fee****15 You must 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 re-registering as an industrial and provident 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 Services 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. Member and Secretary details

**16 You must arrange for three members and the Secretary of the society to complete the table below**

**Members**

<b>Name</b>	Christopher Mear
<b>Address</b>	1 High Street London N1 1AA
<b>Contact Number</b>	020 1234 5678
<b>Signature</b>	
<b>Date</b>	

<b>Name</b>	Jenny Carpenter
<b>Address</b>	56 Main Road London E1 1AA
<b>Contact Number</b>	020 8765 4321
<b>Signature</b>	
<b>Date</b>	

<b>Name</b>	Bob Baker
<b>Address</b>	23 Boulevard Avenue Manchester M60 1AA
<b>Contact Number</b>	0161 123 4567
<b>Signature</b>	
<b>Date</b>	

**Secretary**

<b>Name</b>	Sally Smith
<b>Address</b>	78 Forest Close London S1 1AA
<b>Contact Number</b>	020 1324 3546
<b>Signature</b>	
<b>Date</b>	



**Date of application**

**17 Date the application was submitted**

Date	dd/mm/yy
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**End of form**