



Declaration

CSD-1342B

Amendment to an Unincorporated Registered Charity's Governing Document – Certification Form

Notes to the form

What is this form for?

This form is to help charities to provide us with details of amendments which have been made to their governing document.

- (a) under the statutory power (section 74D Charities Act 1993 as amended);
- (b) under a power contained within the governing document;
- (c) following approval or authority given by us.

It should not be used in the following circumstances:

- (a) to notify us of amendments made where our authority is required and has not yet been obtained;
- (b) to notify us of additional amendments made beyond the authority that we have given (where relevant).

Warning to all signatories: It is an offence to knowingly or recklessly provide false information to the Charity Commission. If in doubt about completing this form, you should seek professional advice.

How should this form be completed?

- (a) Part 1: All parts of this form should be completed. If you have been in contact with us and authority has already been given to the amendments you are describing then please use the reference in our communication. This will ensure that we can update the registered details quickly.
- (b) Part 2: Certifies that the information given in this form and in the attachments is correct and it can be signed by:
 - (i) one of the trustees; or
 - (ii) some other person having a competent knowledge of the facts such as the clerk or secretary to the trustees and signing on the trustees behalf.

Part 1

Charity Details

Charity registration number

Charity Commission Reference¹

Charity name

Contact name

Contact telephone number

Contact e-mail

Part 2

Trustees' certification

Delete the version of statement (a) that does not apply

- (a) The charity has the power to make the amendments without the need to obtain the authority of the Commission; or
where the Commission's authority was required, this was obtained.

¹ The reference in any recent correspondence with us concerning these amendments.

Part 2**Certification - continued**

- (b) I have enclosed a revised copy of the governing document of the charity, incorporating the amendments made.
- (c) I have enclosed a copy of the special resolution or minutes of the meeting showing clearly that the amendments were passed and the date this was done.
- (d) Where the amendment concerns a change to the name of the charity or the purposes these changes are reproduced below:

New name

New purposes

Certificate signed by *(use a separate sheet if necessary)*

Signature

Position held

Date

Signature

Position held

Date

If you have e-mail access we can deal with your request more quickly. Please send the documents to:

enquiries@charitycommission.gov.uk

Or send this completed form and the associated documents to:

Charity Commission Direct
PO Box 1227
Liverpool
L69 3UG

Part 3**For Charity Commission use only**

The amendments detailed above have been considered and our records updated accordingly.

Signed

Date