



# Declaration

CSD-1342C

Amendment to an Unincorporated Charity's Governing Document: Approval of the Charity Commission needed – Certification form

## Notes to the form

Before completing this form we recommend that you read our guidance note: **Amending Governing Documents: Unincorporated Charities (CSD-1342A)**.

The information provided in this form will enable us to consider giving the necessary approval that will allow the trustees to make the proposed amendments.

The trustees are responsible for the accuracy of the information they provide in this form and it is an offence to knowingly or recklessly provide false information to us.

We may need to make enquiries about any action the trustees have taken.

If the charity is not registered with us, the trustees should ensure that a certified copy of its governing document is enclosed with this form as this is not information we are required to hold.

If in doubt about how to complete this form, you should seek professional advice.

### How should this form be completed?

This form can be signed by:

- (a) one or more of the trustees; and/or
- (b) some other person having a full knowledge of the facts such as the trustees' clerk or secretary and signing on the trustees' behalf.

## Section 1

### Charity Details

Charity registration number (if applicable)

Charity name

Place (if applicable)

County (if applicable)

## Section 2

### Certification

#### I/WE CERTIFY as follows:

- (a) The trustees are satisfied that they have been properly appointed in accordance with requirements of the governing document of the charity.
- (b) The charity's governing document includes an amendment provision that requires the approval of the Charity Commission to the proposed amendment(s); and
- (c) The trustees request the Commission to give approval to make the following amendment(s):

Please enter the amendment(s) that is/are proposed to be made to the governing document (*use a separate sheet if necessary*)

**Section 2**

**Certification - continued**

Please make the changes clear, eg:

Clause A (which read ...) has been deleted.

Clause B (which reads ...) has been added.

Clause C (which read ...) has been amended to read ...

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

Name	<input type="text"/>		
Capacity	<input type="text"/>		
Signed	<input type="text"/>	Date	<input type="text"/>
Name	<input type="text"/>		
Capacity	<input type="text"/>		
Signed	<input type="text"/>	Date	<input type="text"/>
Name	<input type="text"/>		
Capacity	<input type="text"/>		
Signed	<input type="text"/>	Date	<input type="text"/>

**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

**Section 3**

**For Charity Commission use only**

The Commission is satisfied that the proposed changes to the governing document are in the interests of the charity and gives the trustees the authority to make them.

Signed	<input type="text"/>	Date	<input type="text"/>
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The trustees should retain a copy of this form for the charity's records and, if the charity is registered, **must** notify the Commission once the authorised amendments have been made by sending a copy of the minutes of the meeting or a certified copy of the revised governing document to the address given above.