

# Application for Consent to Amend the Constitution (as far as it relates to its purposes) of a Charity

## Section 16(2)(a) of the Charities and Trustee Investment (Scotland) Act 2005

Please read '**Making Changes to your Charity**' on the OSCR website at [www.oscr.org.uk](http://www.oscr.org.uk) before completing this application form. Some of the information you give in this form will become publicly available on the Scottish Charity Register. These sections are marked below with an asterisk (\*).

### Q1. Charity registration details

Charity name\*

Scottish Charity Number\*

### Q1a. Principal contact details\*

If the charity has a principal office, please state this address, along with the name of one of the charity trustees (for example, a member of the board of directors or management committee), or other relevant person (for example the manager) as the principal contact. If the charity does not have a principal office you MUST enter the name and address of one of the charity's trustees. If the charity trustee's name and address are given, the name and address will be shown on the Scottish Charity Register (the Register). This is required by the Charities and Trustee Investment (Scotland) Act 2005 ('the 2005 Act'), unless the charity considers that section 3(4) of the Act applies (see Q1d). If you are a Scottish Charitable Incorporated Organisation (SCIO) then your principal office address must be in Scotland.

#### Principal contact details\*

Title  First name

Last name

Position in the charity

Principal office or trustee's address

Address\*

|           |                      |
|-----------|----------------------|
|           |                      |
| Postcode* | <input type="text"/> |

Tel no.

Fax no.

Mobile no.

Email (we will contact you by email about your application unless you ask us not to)

Please enter P or T to identify if this is the principal office or charity trustee's address

**Q1b. Your organisation's website address (if you have one)\***

**Q1c. New principal contact details**

If the principal contact details (or the principal office if you are a SCIO) entered under question 1a are different from those in the Register, please confirm here and please state when this change took effect.

**Q1d. Withholding the principal contact or principal office details from the Scottish Charity Register**

Please state if you wish to withhold the principal contact or principal office details from the charity's entry on the Register. We can only exclude the principal office details from the Register if we believe that publishing this information would be likely to jeopardise the safety or security of any person or premises. Please refer to section 3(4) of the 2005 Act.

Continue on a separate sheet if necessary.

**Q2a. Applicant details and/or correspondence address for this application**

Please only enter details here if the applicant is not the same as the principal contact, or if correspondence for this application should be addressed to a different address from the principal contact address above.

|                                                                       |                      |            |                      |
|-----------------------------------------------------------------------|----------------------|------------|----------------------|
| Title                                                                 | <input type="text"/> | First name | <input type="text"/> |
|                                                                       |                      | Last name  | <input type="text"/> |
| Address                                                               | <input type="text"/> |            |                      |
|                                                                       | Postcode             |            | <input type="text"/> |
| Tel no.                                                               | <input type="text"/> |            |                      |
| Fax no.                                                               | <input type="text"/> |            |                      |
| Mobile no.                                                            | <input type="text"/> |            |                      |
| Email address (we will contact you by email unless you ask us not to) | <input type="text"/> |            |                      |

### Q3. Powers

Please state which clause in your current constitution will allow you to amend the constitution. If the constitution has no such explicit provision but the charity has the powers to make amendments by another means (e.g. under the Companies Act 2006) please provide details.

### Q4. Effective date of proposed amendment to the constitution

Please state when you intend the change to the constitution to take effect (for example, this may be when your next AGM takes place).

### Q5a. Changes to constitution

Please provide a statement explaining the proposed change(s) to your existing constitution. You **must** enclose a draft of the proposed amended constitution, and a copy of your current constitution.

Please also give details of any other changes which will be made to the constitution in addition to the proposed amendments to the purposes.

**Q5b. Please tell us whether any of the charity's activities are likely to change as a result of the changes to your constitution**

**Q6. Please let us know if there is any other information relevant to the application of which OSCR should be aware**

**Q7. Consent from other regulators**

Please list here any **other regulators or other bodies** from whom you require consent in relation to the proposed change. Please provide registration numbers (if applicable).

Please provide any other information you feel is relevant, for example, if you are amending your constitution in line with guidance from your parent body.

## Data protection statement

OSCR is a registered data controller in terms of the Data Protection Act 2018. Any information you give us will be held securely and in accordance with the rules on data protection. OSCR processes information only in accordance with its statutory regulatory functions under the Charities and Trustee Investment (Scotland) Act 2005, and to inform research into the charity sector in Scotland. Information may be shared with other regulatory bodies including HMRC, and selected information will appear on the Scottish Charity Register. Further information about data protection is available on the OSCR website.

## Declaration

**You may be committing an offence if you give an answer that you know is untrue or misleading.**

I certify that the information entered in this form is correct to the best of my knowledge.

I confirm that the information entered has been approved by the charity trustees and I am authorised to submit this information.

Signed by one of the trustees on behalf of all

Print name

Designation

Date

|   |   |   |   |   |   |   |   |
|---|---|---|---|---|---|---|---|
| D | D | M | M | Y | Y | Y | Y |
|---|---|---|---|---|---|---|---|

## Checklist

Have you:

- completed all the sections of the application form?
- included a copy of your current constitution?
- included a copy of the draft constitution?
- signed and dated the form?

|                          |
|--------------------------|
| <input type="checkbox"/> |
| <input type="checkbox"/> |
| <input type="checkbox"/> |
| <input type="checkbox"/> |

Please scan and email the completed documentation to [info@oscr.org.uk](mailto:info@oscr.org.uk) or post to:  
OSCR, 2nd Floor, Quadrant House, 9 Riverside Drive, Dundee, DD1 4NY.