

Temporary instructions regarding governing document questions - for URC charities applying to register

At the point in the application form where you are asked about your governing document you will need to

- 1) Select 'other' when asked "Select the organisation's governing document type":

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GOV.UK Apply to register a charity : Governing doc

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Governing document

A governing document sets out a charity's rules; it's the key legal document that says what it is and how it will be run. Different charities have different governing documents.

What is a governing document?

Select the organisation's governing document type:

- CIO Foundation Constitution
- CIO Association Constitution
- Constitution
- Memorandum and Articles
- Trust Deed or Declaration of Trust
- Scheme
- Will
- Royal Charter
- Other

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- 2) You will then need to attach a PDF copy of the approved statement of the trusts of the local church working funds either the elders model or the non-elders model as appropriate:

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Trustee details Regulators Finance Connections Risks Declaration

- Constitution
- Memorandum and Articles
- Trust Deed or Declaration of Trust
- Scheme
- Will
- Royal Charter
- Other

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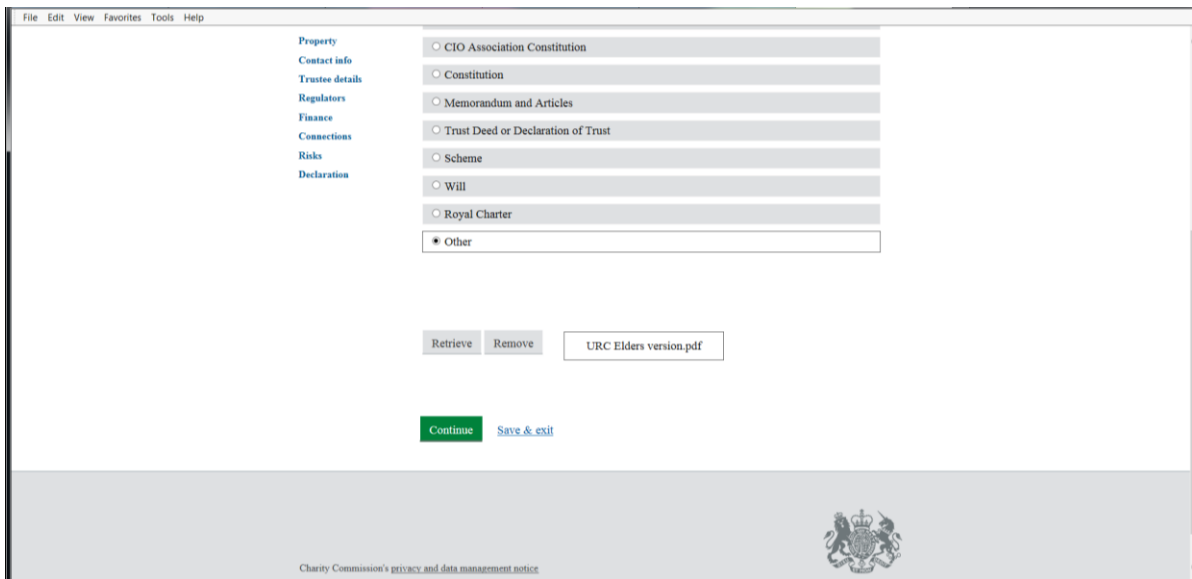
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Attach Please attach the governing document:

Continue Save & exit

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- 3) then click continue



- 4) You will then be asked questions about the organisation's name, complete these as normal until you get to the following screen on structure and purposes:

When asked "What is the organisation's governing document?" copy and paste the following text into the form:

TRUSTS DISTILLED FROM THE UNITED REFORMED CHURCH ACTS (1972 AND 1981) AND SCHEME OF UNION (1972)



- 5) Then enter the date the organisation's governing document come into effect – this will be individual to your organisation – it is the date the document was adopted.

- 6) The next question asks you to enter the organisation's purposes (also known as objects) as they are written in the governing document. Please copy and paste the following text in to the form:

The object of the Charity is the advancement of the Christian faith for the benefit of the public in accordance with the Scheme of Union of the United Reformed Church

The screenshot shows a web form with a menu on the left: Contact info, Trustee details, Regulators, Finance, Connections, Risks, Declaration. The main content area has two sections:

1. "Enter the date the organisation's governing document came into effect (dd/mm/yyyy)." with a "PUBLIC" button and a note "This information will be made publicly available on the Charity Register." Below are input fields for Day, Month, and Year.

2. "Enter the organisation's purposes (also known as 'objects') exactly as they are written in its governing document." with a "PUBLIC" button and a note "This information will be made publicly available on the Charity Register." Below is a text input field containing the text: "The object of the Charity is the advancement of the Christian faith for the benefit of the public in accordance with the Scheme of Union of the United Reformed Church". A yellow arrow points from a box with the number "6" to this text field.

At the bottom, there are "Continue" and "Save & exit" buttons. The Royal Coat of Arms is visible in the footer.

7) You can then proceed to complete the remainder of the form as normal