

## Co-operative CIC model rules – Registration Package

Co-operatives<sup>UK</sup> provides a registration service for organisations interested in establishing co-operatives. We have a range of model rules for different types of co-operatives covering the variety of legal forms available. Please contact the legal office at Co-operatives<sup>UK</sup> for further details.

When registering as a Community Interest Company it is important that people fully understand the nature of CICs and particularly the implications of the asset lock. The CIC regulator has a very helpful website which includes detailed guidance, which we would recommend you visit before making a final decision - [www.cicregulator.gov.uk](http://www.cicregulator.gov.uk)

### Fee and package details

The fee Co-operatives<sup>UK</sup> charges for registering a Co-operative CIC using this model is £400.

This includes:

- statutory fees, and VAT;
- processing the paperwork with Companies House and the CIC regulator;
- a company register and nameplate (required by law); and
- a year's free membership of Co-operatives<sup>UK</sup>, which in turn gives access to
  - legal advice via our legal surgery
  - free banking with the Co-operative Bank,
  - competitive insurance deals from CIS,
  - up to 6% discount with the Phone Co-op
  - free starter website
  - discounted accountancy and payroll services
  - discounts on all events organised by Co-operatives<sup>UK</sup>
  - monthly membership and business information update briefings
  - information and access to regional networking opportunities

### Next Steps

If you would to register a Co-operative CIC using our model rules you will need to supply the following:

- A letter requesting that you wish Co-operatives<sup>UK</sup> to register your organisation using the Co-operative CIC model;
- Information on the proposed name for your new CIC so that we can carry out a name check on your behalf (please note

all names must end in 'CIC' or 'Community Interest Company' or the welsh equivalent if appropriate);

- Money Laundering identification item – please see separate information sheet;
- a cheque for the fee made payable to Co-operatives<sup>UK</sup>;
- information on the proposed activities of the CIC so that we can draft the Community Interest Statement required on application to become a CIC. This can be in the form of leaflets or other promotional material; it should however accurately reflect how the proposed CIC intends to meet the community interest test. (see example of CIC36 form)
- Details of the asset locked body that would be a potential recipient of the Co-operative's assets (see page 12 of the model rules) contact us if you are unsure about what bodies would qualify.

### Please send the above to:

Co-operatives<sup>UK</sup>, Legal Services, Holyoake House, Hanover Street, Manchester M60 0AS

Once all the above has been received we can then prepare the registration paperwork which will be sent to you for completion, this should take approximately 1 week.

When the papers have been checked, signed by the founding members and returned to us registration should take approximately 3-4 weeks, but please do bear in mind this can take more or less time depending on each case.

# CIC 36

## Declarations on Formation of a Community Interest Company

**For official use**  
(Please leave blank)

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*Please  
complete in  
typescript, or  
in bold black  
capitals.*

**Company Name in  
full**

The Village Shop Community Interest Company

The Village Shop Community Interest Company

### SECTION A: DECLARATIONS ON FORMATION OF A COMMUNITY INTEREST COMPANY

1. We/I, the undersigned, declare that the company whose proposed name appears above will not be:

- (a) a political party;
- (b) a political campaigning organisation; or
- (c) a subsidiary of a political party or of a political campaigning organisation.

(as defined in regulation 2 of the Community Interest Company Regulations 2005 (“**the Regulations**”)). (See note 1)

2. We/I further declare that the company will carry on its activities for the benefit of the community, or a section of the community, (as defined in section 35 of the Companies (Audit, Investigations and Community Enterprise) Act 2004 (“**the Act**”) and the Regulations. Please insert a short description of the community, or section of the community, which it is intended that the company will benefit, in the space provided below (See note 2):

In particular, the company's activities will be carried on for the benefit of residents of The Village and small-scale producers of food and beverages in the surrounding area.

**Declarations on Formation of a  
Community Interest Company**

**COMPANY NAME**

The Village Shop Community Interest Company
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**SECTION B: COMPANY ACTIVITIES**

Please indicate how it is proposed that the company's activities will benefit the community (or a section of the community). Please provide as much detail as possible to enable the Regulator to make a properly informed decision about whether your company is eligible to be a community interest company (See note 3). Please indicate whether you expect the company to make a profit or surplus, and, if so, how that profit or surplus will be used to benefit the community.

<b>Activity</b>	<b>How will the activity benefit the community?</b>
General: running a village shop with a strong community focus and providing services to local residents and holidaymakers	The Village currently has no shop, but it has a substantial population, who would benefit from access to a local grocer and general store (particularly the elderly and those without cars). The company will provide a number of new full-time and part-time jobs, enhance the opportunities for local food producers and help to strengthen community spirit. We hope to generate a surplus from trading. In the short term, we expect that this will all be re-invested in the business as set out below. In the longer term, dividends may be paid to shareholders (who include some of the shop's local food suppliers), subject to the restrictions in the Act and the Regulations.
Retailing locally produced food (including eggs, vegetables, fruit, cakes, pies, bread and preserves) and beverages	The shop will provide a distribution channel for locally based producers who operate on too small a scale to supply larger wholesalers and retailers. We hope that the availability of local produce will be a selling point for both local residents and tourists. Local distribution will also help to reduce "food miles". If the shop makes a profit, we would like to invest in facilities that will help to grow this side of the business, in particular: (i) environmentally friendly packaging equipment; (ii) better storage facilities (e.g. larger refrigerators to enable us to store locally produced meat, milk and other dairy products); and (iii) local butchering facilities (which we hope to re-establish). We would also like to establish links with other networks of small-scale producers and retailers to develop ways of improving local and small-scale food distribution networks.
Retailing other groceries and household goods, as well as gifts, stamps and stationery	The Village has no shop and is not well served by public transport. The nearest supermarket is at least 20 minutes away by car. We believe that many residents and visitors would like to shop locally for some of their household needs.
Home delivery (telephone orders) to local residents, especially the elderly and others with impaired mobility	Many residents do not have access either to cars or to the internet (which would enable them to benefit from major supermarket's home delivery services), and would benefit from home delivery. Offering home delivery "with a human face" by a local person will increase the shop's value to the community.

(Please continue on separate continuation sheet if necessary.)

**Declarations on Formation of a  
Community Interest Company**

**COMPANY NAME**

The Village Shop Community Interest Company

**SECTION C: SIGNATORIES**

**Each person  
who will be a  
first director  
of the  
company  
must sign the  
declarations.**

Signed	J.E. Bennett	Date	1 July 2005
Signed	M. Parker	Date	1 July 2005
Signed	A. Turner	Date	1 July 2005
Signed		Date	
Signed		Date	

(Please continue on separate continuation sheet if necessary.)

**CHECKLIST**

***These declarations must be accompanied by the following documents under section 10 of the Companies Act 1985 – have you included them with your application?***

- (a) Memorandum and articles of association, which comply with requirements imposed by section 32 of the Act and Part 3 of the Regulations or which are otherwise appropriate in connection with becoming a community interest company
- (b) Form 10 - First directors and secretary and intended situation of registered office
- (c) Form 12 - Declaration on application for registration
- (d) Any completed continuation sheets

**NOTES**

1. A company is not eligible to be formed as a community interest company if it will be an “excluded company”. If you are not sure whether the company which you wish to form falls into any of these categories, you should refer to the definitions of the terms “political party”, “political campaigning organisation” and “subsidiary” (and of the related terms “election”, “governmental authority”, “public authority” and “referendum”) in Regulation 2 of the Regulations before completing this form.
2. Insert a short description of the community or section of the community which it is intended that the company will benefit (e.g. “the residents of Oldtown” or “those suffering from XYZ disease”).
3. This form will be placed on the public records at Companies House. **Any information relevant to the application that you do not wish to appear on the public record, should be described in a separate letter addressed to the CIC Regulator and delivered to Companies House with the other formation documents.**

## MONEY LAUNDERING - IMPORTANT INFORMATION - PLEASE READ

The Proceeds of Crime Act 2002 and the Money Laundering Regulations 2003 requires anyone involved in what is deemed to be 'relevant business' to introduce an anti-money laundering procedure.

Part of this procedure is a requirement to check and confirm the identity of the people with whom you do business. One of the activities deemed to be 'relevant business' is company and charity formation. As is the case with everyone who offers this type of service, Co-operatives<sup>UK</sup> have to abide by these regulations and as such we are required to ask the individuals involved to confirm their identity.

If you wish Co-operatives<sup>UK</sup> to carry out either co-operative, company, society or charity registration, we will need to request evidence of the names and addresses of **two** of the individuals intending to become the founder directors of the proposed organisation we are establishing for you. If the registration fee is to be paid by someone other than these two persons we will also require identification for them. **We will not be able to proceed with any work until this process has been completed.**

Below is a list of the documents which are considered acceptable as evidence. Accordingly when you instruct us to undertake any work, can you **either**:

- (A) Forward the **original** of **one** document from **both** List 1 and List 2 below. We will make a copy and return the original document to you.

If you wish the documents to be returned by Special Delivery please include a cheque for £4.00 to cover the cost of this process. This fee includes the purchase of the Royal Mail Standard Compensation for up to £50 if the package is lost or damaged whilst in their care. If we do not receive this fee all identification will be returned to our correspondent by standard mail delivery.

OR

- (B) Take the **original** of **one** document from **both** List 1 and List 2 below to a firm of solicitors (ensure they are regulated by The Law Society). The solicitor can then take a photocopy of the original documents and certify them as true copies of the original, they may charge a small fee for doing so. If you wish to use this option please contact the Legal Office for the additional form, which must be completed by the solicitor.

PLEASE NOTE that the same document cannot be chosen from both List 1 and List 2.

### List 1 Individuals: evidence of full name (no initials)

Please provide one original item from the following:

- Current Full Signed Passport
- Resident Permit issued to EU nationals by Home Office
- Current UK/EU Photo Driving Licence (counterpart paper licence must also be presented).
- Current Full UK Driving Licence (Old Style)
- State Pension or Benefits Book/notification Letter
- Birth and/or Marriage Certificate
- Sub-contractors Certificate
- Inland Revenue tax notification (will not be accepted if only the initials of the addressee are shown).

### List 2 Individuals: evidence of address

Please provide one original item from the following, ensuring that the evidence is no more than three months old:

- Most Recent Mortgage Statement
- Solicitor letter confirming completion of house purchase or land registration
- Current Local Authority tax bill
- Local Authority rent card or tenancy agreement
- Bank/building society/credit union statement or passbook
- Utility bill (not mobile phone)
- Current UK/EU Photo Driving Licence
- Current Full UK Driving Licence (old style)
- State Pension or Benefits Book/notification letter

If any individuals are unable to provide the above information please contact the Legal Office for advice.

We do realise this is an inconvenience for you, as it is for us, nevertheless as from the 1<sup>st</sup> March 2004 it has been a legal requirement, and something we cannot avoid. It is in your interests to supply identity information promptly. Failure to do so will lead to delays in our ability to process registrations for you, as we cannot proceed until identities have been confirmed.

