**Appointments & cessations form**

Section 1 – About this form

Section 29 of the Friendly Societies Act 1992 requires friendly societies to notify us of any appointment or cessation of chief executive, secretary or committee member.

Section 59 and 61 of the Building Societies Act 1986 require building societies to notify us of any appointment or cessation of director or chief executive.

Use this form to notify us of any of these changes. If you notify us correctly, we will record the changes and send you a formal acknowledgement.

This form should not be used by societies registered under the Co-operative and Community Benefit Societies Act 2014; the Co-operative and Community Benefit Societies Act (Northern Ireland) 1969, Friendly Societies Act 1974, Credit Unions Act 1979 or The Credit Unions (Northern Ireland) Order 1985.

* + - 1. This form, including any details provided on the form will be made available to the public through the Mutuals Public Register: <https://mutuals.fca.org.uk>.

Section 2 – About this application

|  |  |
| --- | --- |
| Society name |  |
| Register number |  |

* + - 1. **2.1 Who should we contact about this application?**

|  |  |
| --- | --- |
| **Name** |  |
| **Role** |  |
| **Email address** |  |
| **Phone number** |  |

Section 3 – Details of appointments

* + - 1. **3.1 Please include details of appointees below**

|  |  |
| --- | --- |
| Name |  |
| Position appointed to | [ ]  | Chief Executive |
| [ ]  | Secretary |
| [ ]  | Director/Committee member |
| Date of appointment  |  |

|  |  |
| --- | --- |
| Name |  |
| Position appointed to | [ ]  | Chief Executive |
| [ ]  | Secretary |
| [ ]  | Director/Committee member |
| Date of appointment  |  |

|  |  |
| --- | --- |
| Name |  |
| Position appointed to | [ ]  | Chief Executive |
| [ ]  | Secretary |
| [ ]  | Director/Committee member |
| Date of appointment  |  |

3.2 Please confirm you have included the address and date of birth of the appointees in a covering email/letter to this application.

|  |  |
| --- | --- |
| Address and date of birth details have been included alongside this application | [ ]  |

Section 4 – Details of cessation

* + - 1. **4.1 Please include details of those who have ceased holding office**

|  |  |
| --- | --- |
| Name |  |
| Position removed from | [ ]  | Chief Executive |
| [ ]  | Secretary |
| [ ]  | Director/Committee member |
| Date of removal  |  |

|  |  |
| --- | --- |
| Name |  |
| Position removed from | [ ]  | Chief Executive |
| [ ]  | Secretary |
| [ ]  | Director/Committee member |
| Date of removal  |  |

|  |  |
| --- | --- |
| Name |  |
| Position removed from | [ ]  | Chief Executive |
| [ ]  | Secretary |
| [ ]  | Director/Committee member |
| Date of removal  |  |

Section 5 – Declaration

The secretary of the society must complete this section.

|  |  |
| --- | --- |
| Name |  |
| My signature below confirms that the information in this form is accurate to the best of my knowledge |
| Signature  |
| Position |  |
| Date |  |

Section 6 – Submitting this form

* + - 1. Please submit a signed, scanned version of your application by email to: mutual.societies@fca.org.uk
			2. Or please submit by post to:
			3. Mutual Societies
			4. Financial Conduct Authority
			5. 12 Endeavour Square
			6. London

E20 1JN

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