**Partial amendment of rules**

Section 1 – About this form

Use this form to register a partial rule change for a society registered under the Friendly Societies Act 1974. Partial amendments change, add to, or delete some rules from the existing registered rules. If your rule amendment involves the renumbering of rules, please apply for a complete amendment instead.

* + 1. To register a partial amendment of rules we need:
* this completed form
* one signed copy of the proposed rule amendment (or two copies where not submitting electronically). The amendment should be worded as a direction to members, telling them exactly what they should do to make the necessary changes to their own copy of the rule book. Please see page 5 for an example.
* a marked-up version of the rules tracking changes made to your existing rules
* a completed Statutory Declaration form.
  + - 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 – Completing this application

* + - 1. **3.1 Please confirm the proposed rule amendment has been signed by 3 members and the secretary (4 signatures in total)**

|  |  |
| --- | --- |
| The rules contain the required signatures |  |

3.2 Please confirm which of the following you are submitting:

|  |  |
| --- | --- |
| One electronic, scanned signed copy of the rules |  |
| **Or** two signed paper copies of the rules |  |

3.3 Please confirm you have included a marked-up copy of the rules showing what changes the society is making to its existing rules.

|  |  |
| --- | --- |
| A marked-up copy of the rules is enclosed |  |

Please go to section 4.

Section 4 – Statutory Declaration

4.1 Please complete this statutory declaration

An officer of the society must complete this section:

|  |  |
| --- | --- |
| Name |  |
| Role |  |

I do solemnly and sincerely declare that the amendment of the rules of the said society, a copy of which is attached marked 'X', complies with the Friendly Societies Act 1974 and has been duly made by the society in the manner provided in its rules for the making, altering or rescinding of rules.

I make this solemn declaration conscientiously believing it to be true, and by the provisions of the Statutory Declarations Act 1835.

|  |  |
| --- | --- |
| Signature | |
| Date |  |

This was declared before me, a:

|  |  |
| --- | --- |
| Solicitor |  |
| Commissioner for oaths |  |
| Notary Public |  |
| Justice of the Peace |  |

|  |  |
| --- | --- |
| Name |  |
| Declared at: |  |
| Signature | |
| Date |  |

Section 5 – 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:

Mutual Societies

Financial Conduct Authority

12 Endeavour Square

London

E20 1JN

This form is available on the **Mutuals Society Portal**: <https://societyportal.fca.org.uk>

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Example partial amendment

**Partial amendment of rules of [Society Name]**

Register number:

**Rule 6**, line 8

Delete 'seven' and substitute 'eight'.

**Rule 7**, line 12

After 'member' insert 'who joined before 1 September 1972.'.

**Rule** 8

At the end, add the following new paragraph (4).

'(4) .....................................

**Rule** 10

Rescind the rule.

**Rule 12**, paragraph (1)

Delete the paragraph and substitute: ‘(1) .......................................

**Rule 15** ( as amended 1967, 1969,1972, 1974 )

Rescind the rule and substitute:

'Powers of Committee'

15. ...............................................

**Rule 23** ( as amended 1970 ), paragraph (2), line 3.

In line 2 of the wording introduced by the partial amendment of rules registered on 15 August 1970 delete '£60' and substitute '£75'.

Signatures of three members

Signature of the secretary