



# Community Voluntary Service Information Sheet

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## Forming a CIC

First, check that the company name that you want to use is available:

<https://beta.companieshouse.gov.uk/company-name-availability>

In order to form a CIC, you will need to use the online system here:

<https://www.tax.service.gov.uk/register-your-company/setting-up-new-limited-company>

Before you start, you should complete and sign the articles and the CIC 36 Form – see instructions below. You will need to upload a PDF of each of these documents during the online registration process. There are detailed instructions to take you through the online system on the next pages (C).

- Filing fee for an online incorporation for a CIC is £115
- Postal applications can take up to 15 working days and cost £139 (paid by cheque or postal order made out to 'Companies House').

### A. Form CIC36: application to form a CIC

You can download a CIC36 form here:

<https://www.gov.uk/government/publications/form-cic36-application-to-form-a-community-interest-company>

If your CIC is to work with children or vulnerable adults, you must ensure that you have appropriate measures and safeguards in place to ensure protection of these individuals. This includes ensuring appropriate DBS checks are made on staff and volunteers that work with children or vulnerable adults.

### B. Articles of association

You can download model articles here:

<https://www.gov.uk/government/publications/community-interest-companies-constitutions>

You will need to fill in/edits areas. Please ensure that all mandatory clauses that apply to CICs are included in your articles of association. These clauses are highlighted in red in the model and can't be removed or altered.

### C. Detailed instructions to help you through the online registration system:

1	Will the company be a 'Community Interest Company'?	Select "Yes"
2	Will the company be 'limited by guarantee' or 'limited by shares'?	Select "Limited by guarantee"
3	What is the company name?	Type it in
4	What company name ending do you want to use?	choose 'CIC' or 'Community Interest Company'
5	What is the company's registered office address?	This can be a commercial or home address but it will appear on the public record and be available online.

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Community Voluntary Service is the operating name for Community Voluntary Service Bedfordshire.  
Registered Charity No: 1091423 Company Limited by Guarantee No: 4312967.

		Type in the property name or number and postcode and it will find the address for you
6	Where will the company be registered?	Select "England and Wales"
7	What is the company's 'principal place of business'?	This address will not go on the public record. If the company doesn't have a principal place of business yet, use the company's registered office address for now and tell HMRC when it changes.
8	When will the company start trading?	Most people choose "On the same date it gets set up" unless you would like to delay the date for any reason, such as making sure your accounts start on a particular chosen date. The company must keep financial records from this date (which is the start of its first accounting period for Corporation Tax).
9	In its first 3 months will the company do any of the following? <ul style="list-style-type: none"> <li>• pay interest on any non-bank loans, for example to a director who has loaned the company money</li> <li>• make royalty payments, for example for using someone else's patent</li> <li>• receive interest or dividend payments from overseas investments</li> </ul>	Select "No"
10	What will the company be doing?	Search for a business activity using keywords that best describe what your company does. Start typing a keyword to see a list of business activities. If you can't find an exact match then you should search for other keywords that relate to your business activities. You can check the list of trade descriptions (link opens in a new window), also known as Standard Industrial Classification codes, on the Companies House website to help you find a suitable business activity.
11	Has anyone on this application ever sent a Secure Register form to ask Companies House for protection?	This includes any company directors or people named as 'persons in significant control' (PSCs). Most people will select "No", but if you think anyone's information should be protected, check this guidance <a href="https://www.gov.uk/government/publications/restricting-the-disclosure-of-your-psc-information/restricting-the-disclosure-of-your-information">https://www.gov.uk/government/publications/restricting-the-disclosure-of-your-psc-information/restricting-the-disclosure-of-your-information</a>
12	Details should be given for each person that will be a director – you'll do these one at a time. Director's details will appear on the public record except for the full date of birth. You will be asked for: <ul style="list-style-type: none"> <li>• Title (optional)</li> <li>• First name (in full not just initials)</li> <li>• Middle name(s) (in full not just initials)</li> <li>• Last name</li> <li>• Has the director used a different name for business purposes in the last 20 years?</li> <li>• The country the director lives in</li> <li>• Nationality</li> </ul>	

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	<ul style="list-style-type: none"> <li>• Date of birth (For example, 31 3 1980)</li> <li>• Job title (Enter what the person works as. For example, carpenter.)</li> <li>• Correspondence address for that director (where you would like Companies House to send post to them. This can be a commercial or home address but it will appear on the public record and be available online You can select “same as the company's registered office” if that’s where you would like post to go to.)</li> <li>• Home address for that director (also known as the Usual Residential Address or URA – this will not appear on the public record, unless you want it to)</li> <li>• Email address (to receive filing reminders – again, this won’t go on the public record)</li> </ul> <p>You will be asked to check and confirm directors’ details and for each director you will have to state that “I confirm that the person named here agrees to become a director of the company”.</p> <p>The application will include the following legal statement “The subscribers confirm that the person named has consented to act as a director.”</p>
13	<p>Then you will have to add the details of the company's guarantors, which will basically be a repeat of the director’s information (they are usually also the guarantors in a company limited by guarantee) and you will have to state how much money they each agree to give the company if it can't pay its debts. (If you’ve used the CIC model governing document, then the amount is £1 each, as stated in article 7)</p> <p>You’ll then be asked to check and confirm guarantor details and each guarantor's name and address will appear on the public record and be available online.</p>
14	<p>And finally, you’ll be asked to give details about any ‘Persons with Significant Control’ over the company. A person with significant control (PSC) is an individual that has one or more of the following:</p> <ul style="list-style-type: none"> <li>• the right to share more than 25% of the company's profits</li> <li>• more than 25% of the company’s voting rights</li> <li>• the right to appoint or remove directors</li> <li>• the right to make decisions or influence decisions that affect the company</li> </ul> <p>If you have 4 or more directors, you can confirm that the company does not have a PSC. None of the directors will be distributed a share of the company's profit. Your answer to the question about how much of the voting rights each director owns will depend on the number of directors you have as follows:</p> <ul style="list-style-type: none"> <li>• If you have only one director, you should select “75% or more of voting rights”</li> <li>• If you have 2 or 3 directors, you should select “More than 25%, but not more than 50% of voting rights”</li> </ul> <p>You have to confirm that the persons you have named here are in control of your CIC and that they understand that their information will be listed in the public record. A legal statement will appear on this company application saying “On incorporation, there will be someone who will count as a registrable person with significant control in relation to the company. The subscribers confirm that each person named as a person with significant control in this application knows that their particulars are being supplied as part of this application.”</p>
15	<p>You then have to upload 2 documents, in pdf format:</p> <ul style="list-style-type: none"> <li>• CIC36 form</li> <li>• Articles of association</li> </ul>
16	<p>You will be asked to confirm that you agree to form the company, which will let the system generate a legal statement called a memorandum of association. You'll be sent the official version by email after you finish the registration process. To do this, electronic signatures will be created using information that you</p>

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	<p>provide about each director instead of a real signature and which are used to confirm that the application complies with the law. (The information itself won't be placed on the public record.)</p> <p>You'll need to choose 3 of the following pieces of personal information for each director:</p> <ul style="list-style-type: none"><li>• Town of birth</li><li>• Mother's maiden name</li><li>• Father's first name</li><li>• Telephone number</li><li>• National Insurance number</li><li>• Passport number</li></ul>
17	<p>You should then be asked to make a payment of £65 using a card or PayPal.</p> <p>The system will let you know that your application has been received and confirm incorporation as soon as it is completed, which is usually within two working days.</p>

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