

Memorandum & Articles of Association Helpful Hints

Before submitting your application:

- Does the Memorandum and Articles of Association contain the same company name and prescribed CIC designation as Forms 10 and 12
- Have the subscribers details and signatures been included in the Memorandum of Association

The screenshot shows a web browser window displaying a form from the UK Companies Registrar website. The form is titled "Memorandum of Association" and contains the following text:

We, the subscribers to this Memorandum, wish to form a Company pursuant to this Memorandum.

Names, Addresses and Signatures of Subscribers

1. Signature: _____ £1

Name: _____

Address: _____

Date: _____

Witness to the above signature:

Signature: _____

Name: _____

Address: _____

The form is displayed in a Microsoft Internet Explorer browser window. The address bar shows the URL: <http://www.cicregulator.gov.uk/articles/article1.pdf>. The browser window also shows a warning message: "You cannot save data typed into this form. Please print your completed form if you would like a copy for your records." The taskbar at the bottom shows several open applications, including "Novell GroupWise", "Forms Amendments", "Microsoft Word - H...", "Microsoft Word - D...", "Community Interest...", and "http://www.cicreg...".

- Have the subscribers details and signatures been included in the Articles of Association

The screenshot shows a web browser window with the address <http://www.ocregulator.gov.uk/articles/article1.pdf>. The page content is a form titled "Names, Addresses and Signatures of Subscribers" between two horizontal lines. The form contains two numbered sections for subscribers. The first section includes fields for "Signature:", "Name:", "Address:", and "Date:". Below these is a section for a "Witness to the above signature:" with fields for "Signature:", "Name:", and "Address:". The second section includes fields for "Signature:" and "Name:". A blue arrow points from the top of the page down to the "Signature:" field of the first subscriber.

Names, Addresses and Signatures of Subscribers

1. Signature:
Name:
Address:
Date:

Witness to the above signature:
Signature:
Name:
Address:
2. Signature:
Name:

Important Information

Please note that if you choose not to use any of the model Memorandum and Articles of Association please ensure that:

- The company name ends with the expression "CIC", "Community Interest Company", "Community Interest Public Limited Company", "Community Interest PLC", or if you have a registered office in Wales you can use the Welsh prescribed equivalents of 'cwmni buddiant cymunedol', 'c.b.c.', 'cwmni buddiant cymunedol cyhoeddus cyfyngedig' or 'cwmni buddiant cymunedol c.c.c.
- The memorandum states that the company is to be a community interest company.
- If you are a Company Limited by Guarantee without shares your Memorandum and Articles of Association must comply with schedule 1 from the Community Interest Company Regulations 2005, referring to the 'asset lock', membership, voting rights, and director's voting rights, appointment and removal.
- If you are a Company Limited by Guarantee with a share capital, or company limited by shares and will only pay dividends to asset-locked bodies, your Memorandum and Articles of Association must comply with schedule 2 from the Community Interest Company Regulations 2005, referring to the 'asset lock', transfer of shares, membership, and director's voting rights, appointment and removal.
- If you are a Company Limited by Guarantee with a share capital, or company limited by shares and will pay dividends to shareholders, your Memorandum and Articles of Association must comply with schedule 3 from the Community Interest Company Regulations 2005, referring to the 'asset lock', transfer of shares, voting rights, and director's voting rights, appointment and removal.