(Version 03/05)

Declaration by Charity Trustees

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This form asks for the full name (including previous or alternative names), address, occupation, date of birth and signature of **every** person who is, or it is known will be, a charity trustee. We ask for this information so that we can identify those persons who are, or will be, the charity trustees and can contact them if necessary. Where, in exceptional circumstances and with prior agreement, we have agreed to consider a draft governing document we want all those who expect to be the first trustees to sign this declaration.

We will check this information against various databases (for example, those of Companies House and the Insolvency Service) to satisfy ourselves that the individuals actually exist and are not disqualified from acting as trustees. If any of the trustees have moved home in recent months we may not be able to verify the address. If this affects any of the trustees please attach evidence of their current address (eg the top of a utility bill)

Fields marked with an * must be completed. If any information marked * is not included we will return the form for completion. This may delay your application.

We ask for details of occupation as it is useful when considering an organisation for registration, to establish the relevant qualifications of trustees who act in connection with certain types of charity, for example charities offering medical treatment.

We require the date of birth of each trustee for two reasons. We need to ensure that each trustee is over the age of 18, persons under the age of 18 cannot be held legally responsible for their acts and decisions as a trustee, and do not usually have any voting rights (except where the organisation is a company). We also need to be able to distinguish between trustees who have the same name and address. The **name** of every trustee will appear on the Public Register of Charities, but addresses and dates of birth will only be recorded on our internal database and not on the Public Register.

The signatories are also asked to confirm whether they have read guidance contained in our publication CC3 Responsibilities of Charity Trustees. The reason for this is that we consider it of great importance that trustees are made aware of the duties and responsibilities of their position at the outset. We therefore ask each of the trustees to sign the declaration.

We will not refuse to register an organisation simply on the grounds that this form has not been signed, but we will enquire why the trustees feel unable to do so. The people listed on this form will be sent information about trusteeship on registration, it is therefore important you let us know if the trustees change.

Further copies of the declaration form can be obtained from our website or from us on request if necessary, or you may photocopy additional pages if you prefer.

Providing us with information which you know or suspect to be false may be a criminal offence under section 11 of the Charities Act 1993. It is an offence to act as a trustee whilst disqualified (section 73 of the Charities Act 1993 and sections 35 and 36 of the Criminal Justice and Court Services Act 2000).

PLEASE COMPLETE IN BLACK INK AND CAPITAL LETTERS (forms which are not legible or are not completed in BLACK may be returned)

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We, the undersigned, declare that:

- We are willing to act as charity trustees in respect of the above named organisation and are fully aware of the organisation's purpose as set out in form APP 1 (Application for Registration as a Charity).
- We are not disqualified from acting as a charity trustee, for example, because of unspent convictions for dishonesty offences (see CC3).
- We understand the responsibilities involved in running a charity and will run the charity in accordance with the guidelines set out in publication CC3.

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Signature PLEASE USE BLOCK CAPITALS AND BLACK INK Title *Personal name(s) *Family name Suffix (eg OBE) FULL PRIVATE ADDRESS: *Number and street *Street (continued) *Town/city *County *Postcode *Date of birth Occupation *Other names - Please list all previous and other current names by which you are, or have been, known (eg name before marriage) 2 PLEASE USE BLOCK CAPITALS AND BLACK INK **Signature** Title *Personal name(s) *Family name Suffix (eg OBE) **FULL PRIVATE ADDRESS: *Number and street** *Street (continued) *Town/city *County *Date of birth *Postcode Occupation *Other names - Please list all previous and other current names by which you are, or have been, known (eg name before marriage)

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