



# Co-operative and Community Benefit Societies Act 2014

## 2014 CHAPTER 14

### PART 3

#### MEMBERS AND OFFICERS

##### *Register of members and officers*

#### **30 Register of members and officers**

- (1) A registered society must keep a register of members and officers (“the register”) at its registered office.
- (2) The following information must be entered on the register in relation to each member—
  - (a) the member’s name and postal address;
  - (b) where the member has notified the society of an electronic address for the purposes of receiving notices or documents under this Act, the electronic address and the purposes for which it has been notified;
  - (c) the number of shares held by the member and the amount paid or agreed to be considered as paid on the shares;
  - (d) a statement of other property in the society held by the member (whether in loans, deposits or otherwise);
  - (e) the date the person was entered on the register as a member;
  - (f) (where applicable) the date the person ceased to be a member.
- (3) The following information must be entered on the register in relation to each officer—
  - (a) the officer’s name and postal address;
  - (b) where the officer has notified the society of an electronic address for the purposes of receiving notices or documents under this Act, the electronic address and the purposes for which it has been notified;

---

*Status: This is the original version (as it was originally enacted).*

---

- (c) the office held;
  - (d) the date the person took office.
- (4) Where it appears to the society that an electronic address shown on the register pursuant to subsection (2)(b) or (3)(b) is no longer current, the society may remove that address from the register.
- (5) The register may be kept by—
  - (a) making entries in bound books, or
  - (b) recording the matters in question in any other way.
- (6) Where the register is kept otherwise than by making entries in a bound book, the society must take adequate precautions for—
  - (a) guarding against falsification, and
  - (b) facilitating its discovery.
- (7) A registered society must—
  - (a) keep a duplicate register at its registered office, containing the information in the register except information about members' shares and other property in the society, or
  - (b) construct the register in such a way that it is possible to open to inspection so much of the information in it as would be contained in a duplicate register without exposing information recorded in it about members' shares and other property in the society.
- (8) A person authorised for the purpose by the FCA may at all reasonable hours, on producing evidence of the authorisation, inspect any entry in a register or duplicate register kept under this section.
- (9) A registered society's register or duplicate register kept under this section, or any other register or list of members or shares kept by the society, is prima facie evidence of any of the following information entered in it—
  - (a) the name, postal address, electronic address and occupation of a member;
  - (b) the number of shares held by a member, the shares' distinguishing numbers (if any), and the amount paid or agreed to be considered as paid on any of those shares;
  - (c) the date a person's name was entered on the register or list as a member;
  - (d) the date any person ceased to be a member.