#### STATUTORY INSTRUMENTS

# 1975 No. 205

#### FRIENDLY SOCIETIES

## The Friendly Societies Regulations 1975

Made -20th February 1975 5th March 1975 Laid before Parliament 1st April 1975 Coming into Operation

The Treasury, in exercise of the powers conferred upon them by sections 104(1) and 109(1) of the Friendly Societies Act 1974(a) and by article 2 of the Friendly Societies (Fees) Order 1971(b), and of all other powers enabling them in that behalf, hereby make the following Regulations:-

- 1.—(1) These Regulations may be cited as the Friendly Societies Regulations 1975, and shall come into operation on 1st April 1975.
- (2) The Interpretation Act 1889(c) shall apply to the interpretation of these Regulations as it applies to the interpretation of an Act of Parliament.

#### Forms and Procedure

- 2.—(1) The forms contained in Schedule 1 to these Regulations shall be used for the appropriate matters to which the forms relate, and may be varied by the authority of the Chief Registrar as the circumstances of a particular case may in his view require.
- (2) There shall be substituted for the words "Central Office" and "Seal of the Central Office" in any form contained in the said Schedule the words "Assistant Registrar of Friendly Societies for Scotland" or "Signature of the Assistant Registrar of Friendly Societies for Scotland" where the circumstances require.
- (3) Every application, notice or other document sent before 1st October 1975, to the Chief Registrar, the Central Office or the Assistant Registrar for Scotland in a form prescribed by any regulations revoked by these Regulations shall be deemed for the purposes of these Regulations to be in the form prescribed by these Regulations.
- 3. The seal of the Central Office shall bear the Royal Arms, with the words "Registry of Friendly Societies" around or above, and the words "Central Office" below.
- 4. Every application in Form D to record rules or amendments of rules shall be accompanied by two copies of the rules or amendments of rules under the seal of the Central Office, or, where the rules or amendments were registered in Scotland, under the signature of the Assistant Registrar for Scotland.

<sup>(</sup>a) 1974 c. 46. (c) 1889 c. 63.

- 5. Every application in Form H or Form I to register an amendment of the rules of a society shall be accompanied by a statutory declaration in Form J.
- 6. Subject to regulation 7, every application in Form K or Form L to register an amendment of rules of a branch shall be accompanied by a statutory declaration in Form M, which declaration, where the application has been made by the secretary of the branch, shall be made by an officer of the Order and, where the application has been made by an officer of the Order, shall be made by the secretary of the branch.
- 7. Where the Chief Registrar, or any Assistant Registrar, so requires, an application in Form K or Form L shall be accompanied by information in Form N, in lieu of a statutory declaration in Form M.
- 8. Every application in Form U to register a special resolution for the amalgamation of societies shall be made by each of the societies in duplicate and shall be sent to the Central Office accompanied by statutory declarations from officers of each society in Form V. No acknowledgment of registration shall be given to any amalgamating society until special resolutions in like terms have been submitted for registration by the other society or societies.
- 9. Every application in Form W to register a special resolution for the transfer of the engagements of a society to another society shall be made in duplicate and shall be sent to the Central Office accompanied by a statutory declaration in Form V and, where appropriate, by a statutory declaration in Form X.
- 10. Every application in Form Y to register a special resolution undertaking to fulfil the engagements of another society shall be made in duplicate and shall be sent to the Central Office accompanied by a statutory declaration in Form V.
- 11. Every application in Form Z to register a special resolution for converting a society into a company shall be made in triplicate and shall be sent to the Central Office accompanied by a statutory declaration in Form V.
- 12. Every application to register a special resolution for the transfer of the engagements of a society to a company shall be made in duplicate in Form W, with necessary modifications to suit the facts, and shall be sent to the Central Office accompanied by a statutory declaration in Form V and by a statutory declaration of an officer of the company in Form AA.
- 13. Every request in Form AD to cancel the registration of a society shall be accompanied by a sum of money sufficient to defray the expense of publishing, as required by section 91(6) of the Friendly Societies Act 1974, notices of cancellation in a newspaper and in the London or Edinburgh Gazette.
- 14. Every instrument of dissolution in Form AI or Form AIb shall be submitted in duplicate and be accompanied by a statutory declaration in Form AJ and by a sum of money sufficient to defray the expense of publishing, as required by section 94(7) of the Friendly Societies Act 1974, notice of the dissolution in a newspaper and in the London or Edinburgh Gazette.
- 15. Where a document is appended to a statutory declaration submitted in accordance with these Regulations, the statutory declaration shall identify with a distinguishing mark or letter the document so appended.

#### Fees

16. The fees set out in Schedule 2 hereto shall be payable in advance to the Central Office or, in Scotland, to the Assistant Registrar for Scotland in respect of the matters mentioned in that Schedule.

#### Revocations

17. The Regulations specified in Schedule 3 hereto are hereby revoked.

Donald R. Coleman, James A. Dunn, Two of the Lords Commissioners of Her Majesty's Treasury.

Date 20th February 1975.

# SCHEDULE 1

#### Regulation 2

#### FORM A

#### FRIENDLY SOCIETIES ACT 1974

Application to register a Society, pursuant to Section 8 of the said Act
Name of Society
To the Central Office
1. We the undersigned being seven members and the secretary of a society bereby

1. We, the undersigned, being seven members and the secretary of a society hereby apply for the registration of the society as a Friendly Society [Cattle Insurance Society, Benevolent Society, Working Men's Club, Old People's Home Society, or Specially Authorised Society, as the case may be] under the name......

and herewith send two printed copies of its rules, both of which are signed at the end thereof by each of us, together with a list of the names of the secretary and of every trustee or other officer intended to be authorised to sue and be sued on behalf of the society.

2. The rules contain provisions in respect of the matters mentioned in Schedule 2 to the said Act as follows:—

	Matters provided for	Number of Rule
(a)	The name of the society.	(a)
(b)	The place which is to be the registered office of the society, to which all communications and notices may be addressed.	(b)
(c)	The whole of the objects for which the society is to be established, and the purposes for which the funds thereof shall be applicable.	(c)
(d)	which any member may become entitled to any benefit assured by the society, and the fines and forfeitures to be imposed on any member and the consequences of non-payment of any subscription or fine.	(d)
(e)	The mode of holding meetings and right of voting, and the manner of making, altering or rescinding rules.	(e)
(f)	The appointment and removal of a committee of management, of a treasurer and other officers and of trustees.	(f)
(g)	The investment of the funds, the keeping of the accounts and the audit of the accounts at least once a year.	(g)
(h)	The sending to the Central Office before the 1st June in every year of an annual return relating to the affairs and number of members of the society.	(h)
(i)	The inspection of the books of the society by every person having an interest in the funds of the society.	( <i>i</i> )
(j)	The manner in which disputes shall be settled.  Where the society has branches	(j)
( <i>k</i> )	The composition and powers of the central body of the society and the conditions under which a branch may secede from the society.  Where the society divides its funds	( <i>k</i> )
(I)	Provision for meeting all claims upon the society existing at the time of division before any such division takes place.  Where the society is a Friendly Society or  Cattle Insurance Society.	(1)

Matters provided for		Number of Rule	
oi ra tr	he keeping of proper accounts in accordance with section 29 f the Friendly Societies Act 1974 and the keeping of a sepatre account of the expenses of management and of all conibutions and other moneys which may be applied to those openses.	(m)	
*(n) Si ai lia	ach periodic valuation or valuations (if any) of the assets and liabilities of the society as a whole, or of the assets and abilities of the society in respect of any particular business businesses conducted by the society, as may from time to me be required by law in the case of the society.	(n)	
(o) $T$	he voluntary dissolution of the society by consent of three-	(o)	
(p) T 10 m ca C de R	he right of one-fifth of the total number of members, or of 00 members in the case of a society of not less than 1,000 members and not more than 10,000, or of 500 members in the use of a society of more than 10,000 members, to apply to the hief Registrar or, in the case of societies registered and oling business exclusively in Scotland, to the Assistant egistrar for Scotland, for an investigation of the affairs of the points or for winding it up.	<i>(p)</i>	
(q) T th w	ables relating to long-term business within the meaning of the Insurance Companies Act 1974, certified by	<i>(q)</i>	
*Delet	e where the society is a Cattle Insurance Society.		
	1 Member 5	Member	
	2 , 6		
Signat	ures		
	4	,,	
	4, ,,	Secretary	
Regist	ered Office		
Date:			
	Form B		
	Friendly Societies Act 1974		
	Acknowledgment of Registration of Society		
Regis	ter No		
[Nam	e of Society]		
as a [	Friendly Society, Cattle Insurance Society, Benevolent Societ or Old People's Home Society] under the Friendly Societies Ac	y, Working Men's	
Date:	[Seal of	the Central Office]	

# FORM C

# FRIENDLY SOCIETIES ACT 1974

Acknowledgment of Registration of Specially Authorised Society

[Name of Society] as a Specially Authorised Society under the	is this day registered e Friendly Societies Act 1974.
Provisions of the Act which are extended to the Society	Provisions of the Act which are not extended to the Society
Date:	[Seal of the Central Office]
For	м D
FRIENDLY SOCI	ETIES ACT 1974
Application to record Rules or to section 10 o	Amendments of Rules pursuant of the said Act
Name of Society	
Register No	
To the Assistant Registrar for Scotland (	or the Central Office, as the case may be).
1. Application is hereby made to record of [Name of Society]	the rules (or, an amendment of the rules)
2. With this application are sent two the registered amendment of rules) of the so Central Office (or, under the signature of	printed copies of the registered rules (or, sciety, such copies being under the seal of the he Assistant Registrar for Scotland).
	Signed on behalf of the Society
	Secretary
Registered Office	
Date:	

### FORM E

# FRIENDLY SOCIETIES ACT 1974

Notice of Establishment of Branch and Application for Registration pursuant to section 12 of the said Act

Nam	e of Order	•••••
1.	he Central Office  A branch of the above-named Order has been established at	
name and	We, the undersigned, apply for the registration of the said e	e signed at the end
	The matters required to be provided for in branch rules as ws:—	re provided for as
	Matters provided for	Number of Rule
(b)	The name of the branch.  The place which is to be the registered office of the branch to	(a) (b)
(c)	which all communications and notices may be addressed. The whole of the objects for which the branch is to be established, and the purposes for which the funds thereof shall be applicable.	(c)
( <i>d</i> )	which any member may become entitled to any benefit assured by the branch, and the fines and forfeitures to be imposed on any member and the consequences of non-payment of any subscription or fine.	(d)
(e)	The mode of holding meetings and right of voting, and the manner of making, altering or rescinding rules.	(e)
(f)	The appointment and removal of a committee of management, of a treasurer and other officers and of trustees.	(f)
(g)	The contribution to a fund under the control of the central body, the control of the central body over the branch, and the conditions under which the branch may secede from the Order.	(g)
( <i>h</i> )	The investment of the funds, the keeping of the accounts and the audit of the accounts at least once a year.	(h)
(i)	The sending to the Central Office through the Order before the 1st June in every year of an annual return relating to the affairs and number of members of the branch.	( <i>i</i> )
( <i>j</i> )	The inspection of the books of the branch by every person having an interest in the funds of the branch.	(j)
(k) (l)	The manner in which disputes shall be settled.  The keeping of proper accounts in accordance with section 29 of the Friendly Societies Act 1974 and the keeping of a separate account of the expenses of management and of all contributions and other moneys which may be applied to those expenses.	(k) (l)
(m)	Such periodic valuation or valuations (if any) of the assets and liabilities of the branch as a whole, or of the assets and liabilities of the branch in respect of any particular business or businesses conducted by the branch, as may from time to time be required by law in the case of the branch.	( <i>m</i> )

	Matters provided for		Number of Rule
(n) The voluntary dissolution of the branch by consent of the central body of the Order and of three-quarters in number of the members of the branch.		(n)	
(o) Tables relating to long-term business within the meaning of the Insurance Companies Act 1974, certified by			(0)
	Friendly Societies Act 1974.	C1	
(p) Provision	here the Order allows division of branch for for meeting all claims upon the branch division before any such division takes	existing at the	( <i>p</i> )
	1	Member of B	ranch
	2	Memoer of B	ranon
C:		" "	**
Signatures	3	" "	,,
	4	Secretary of I	Branch
	5	Secretary of (	Order.
Registered C	Office of Order		
_			
Date:			
	FORM F		
	FRIENDLY SOCIETIES ACT	1974	
	Acknowledgment of Registratio	n of Branch	
of [Name of	ranch]is f Order]the Friendly Societies Act 1974.	this day regis [and of [Name	stered as a branch of Branch] of the
Date:		(Seal of	the Central Office)
	Form G		
	FRIENDLY SOCIETIES ACT	1974	
	Certificate under section 13 of the Secession or Expulsion of		
Name of C	Order		
I hereby cer	number (if any) of Branchtify that the above-named branch has who ove-named Order.		
		Signed	••••••
		Chie othe	ef Secretary or [if er principal officer,
Date:			what officer] of Order.

#### FORM H

# FRIENDLY SOCIETIES ACT 1974

Application to register a Complete Amendment of Rules of a Society pursuant to section 18 of the said Act

Name of Society	٠.
Register No	
To the Central Office	

- 1. Application is hereby made for the registration of an amendment of rules, being a substitution of an entire set of rules for the existing set of rules.
- 2. The rules contain provisions in respect of the matters mentioned in Schedule 2 to the said Act as follows:—

	Matters provided for	Number of Rule
a)	The name of the society.	(a)
b)	The place which is to be the registered office of the society, to which all communications and notices may be addressed.	(b)
c)	The whole of the objects for which the society is to be established, and the purposes for which the funds thereof shall be applicable.	(c)
d)	The terms of admission of members, the conditions under which any member may become entitled to any benefit assured by the society, and the fines and forfeitures to be imposed on any member and the consequences of non-payment of any subscription or fine.	(d)
e)	The mode of holding meetings and right of voting, and the manner of making, altering or rescinding rules.	(e)
f)	The appointment and removal of a committee of management, of a treasurer and other officers and of trustees.	(f)
g)	The investment of the funds, the keeping of the accounts and the audit of the accounts at least once a year.	(g)
h)	The sending to the Central Office before the 1st June in every year of an annual return relating to the affairs and number of members of the society.	(h)
i)	The inspection of the books of the society by every person having an interest in the funds of the society.	<i>(i)</i>
j)	The manner in which disputes shall be settled.  Where the society has branches	<i>(j)</i>
k)	The composition and powers of the central body of the society and the conditions under which a branch may secede from the society.  Where the society divides its funds	(k)
()	Provision for meeting all claims upon the society existing at the time of division before any such division takes place.  Where the society is a Friendly Society or  Cattle Insurance Society	(1)
m)	The keeping of proper accounts in accordance with section 29 of the Friendly Societies Act 1974 and the keeping of a separate account of the expenses of management and of all contributions and other moneys which may be applied to those expenses.	( <i>m</i> )

Matters provided for	Number of Rule
*(n) Such periodic valuation or valuations (if any) of the assets and liabilities of the society as a whole, or of the assets and liabilities of the society in respect of any particular business or businesses conducted by the society, as may from time to time be required by law in the case of the society.	(n)
(o) The voluntary dissolution of the society by consent of three- quarters in number of the members.	(o)
(p) The right of one-fifth of the total number of members, or of 100 members in the case of a society of not less than 1,000 members and not more than 10,000, or of 500 members in the case of a society of more than 10,000 members, to apply to the Chief Registrar or, in the case of societies registered and doing business exclusively in Scotland, to the Assistant Registrar for Scotland, for an investigation of the affairs of the society or for winding it up.	( <i>p</i> )
(q) Tables relating to long-term business within the meaning of the Insurance Companies Act 1974, certified by	(q)

<sup>\*</sup>Delete where the society is a Cattle Insurance Society.

- 3. There accompany this application:—

  - (b) a statutory declaration of an officer of the society that the amendment now submitted for registration has been duly made by the society.

	Signed on behalf of the Society
	Secretary
ite:	

Date:

#### Form I

# FRIENDLY SOCIETIES ACT 1974

Application to Register a Partial Amendment of Rules of a Society pursuant to section 18 of the said Act

Name of Society
Register No

#### To the Central Office

- 1. Application is hereby made for the registration of an amendment of rules, not being a substitution of an entire set of rules for the existing set of rules.
  - 2. There accompany this application:—
    - (a) two copies of the amendment of rules, one marked....., and each signed at the end by three members and the secretary of the society;
    - (b) a printed copy of the existing set of rules marked to show where the amendments occur and what they are;

(c) a statutory declaration of an officer of the society that the amendment now submitted for registration has been duly made by the society.

Signed on behalf of the Society
Secretary
Date:
Form J
FRIENDLY SOCIETIES ACT 1974
Declaration in support of an Amendment of Rules of a Society pursuant to regulation 5 of the Friendly Societies Regulations 1975
Name of Society
Register No
l of
an officer of the above-named society, do solemnly and sincerely declare that the amendment of the rules of the said society, a copy of which is appended hereto marked, has been duly made by the society in the manner provided in the rules of the society for the making, altering and rescinding of rules.
And I make this solemn declaration conscientiously believing the same to be true and by virtue of the provisions of the Statutory Declarations Act 1835.
Signature of Declarant
Declared at
theday of
one thousand nine hundred and
, before me,
A Solicitor*
*or Commissioner for Oaths or Notary Public or Justice of the Peace
FORM K
FRIENDLY SOCIETIES ACT 1974
Application to register a Complete Amendment of Rules of a Branch pursuant to section 18 of the said Act
Name of Order
Name and number (if any) of Branch
To the Central Office

1. Application is hereby made for the registration of an amendment of rules, being a substitution of an entire set of rules for the existing set of rules.

2. The matters required to be provided for in branch rules are provided for as follows:—

	Matters provided for	Number of Rule
(a)	The name of the branch.	(a)
(b)	The place which is to be the registered office of the branch to	(b)
	which all communications and notices may be addressed.	
(c)	The whole of the objects for which the branch is to be estab-	(c)
	lished, and the purposes for which the funds thereof shall be	
	applicable.	
(d)	The terms of admission of members, the conditions under	(d)
	which any member may become entitled to any benefit ass-	
	ured by the branch, and the fines and forfeitures to be imposed	
	on any member and the consequences of non-payment of any	
(a)	subscription or fine.  The mode of holding meetings and right of voting, and the	(a)
( <i>e</i> )	manner of making, altering or rescinding rules.	(e)
(f)	The appointment and removal of a committee of management.	(f)
())	of a treasurer and other officers and of trustees.	())
(g)	The contribution to a fund under the control of the central	(g)
(87	body, the control of the central body over the branch, and the	(8)
	conditions under which the branch may secede from the	
	Order.	
( <i>h</i> )	The investment of the funds, the keeping of the accounts and	(h)
	audit of the accounts at least once a year.	
(i)	The sending to the Central Office through the Order before	(i)
	the 1st June in every year of an annual return relating to the	
	affairs and number of members of the branch.	
(j)	The inspection of the books of the branch by every person	$\mid (j) \mid$
(1)	having an interest in the funds of the branch.	(1)
(k)	The manner in which disputes shall be settled.	(k)
(l)	The keeping of proper accounts in accordance with section 29 of the Friendly Societies Act 1974 and the keeping of a sep-	(l)
	arate account of the expenses of management and of all con-	
	tributions and other moneys which may be applied to those	
	expenses.	
(m)	Such periodic valuation or valuations (if any) of the assets and	( <i>m</i> )
(••••)	liabilities of the branch as a whole, or of the assets and liabil-	()
	ities of the branch in respect of any particular business or	
	businesses conducted by the branch, as may from time to time	
	be required by law in the case of the branch.	
(n)	The voluntary dissolution of the branch by consent of the	(n)
	central body of the Order and of three-quarters in number of	
	the members of the branch.	
( <i>o</i> )	Tables relating to long-term business within the meaning of	( <i>o</i> )
	the Insurance Companies Act 1974, certified by	
	who is a qualified actuary within the meaning of section 9(3)	
	of the Friendly Societies Act 1974.	
(n)	Where the Order allows division of branch funds  Provision for meeting all claims upon the branch evicting at	(n)
( <i>p</i> )	Provision for meeting all claims upon the branch existing at the time of division before any such division takes place.	( <i>p</i> )
	the time of division before any such division taxes place.	

3. There accompany this application:
(a) two printed copies of the amendment of rules, one marked, and each headed "All previous rules rescinded" and signed at the end by the secretary and three members of the branch, and by the secretary, or authorised officer, of the Order;
(b) a statutory declaration [or, information] that the amendment now submitted for registration has been duly made by the branch.
Signed  Secretary of the Branch [or, Officer of the Order]
Registered Office of the Order
Date:
FORM L
Friendly Societies Act 1974
Application to register a Partial Amendment of Rules of a Branch pursuant to section 18 of the said Act
Name of Order
Name and number (if any) of Branch
To the Central Office
1. Application is hereby made for the registration of an amendment of rules, no being a substitution of an entire set of rules for the existing set of rules.
2. There accompany this application:—
(a) two copies of the amendment of rules, one marked
(b) a statutory declaration (or, information) that the amendment now submitted for registration has been duly made by the branch.
SignedSecretary of the Branch [or, Officer of the Order
Registered Office of the Order
Date:
FORM M
Friendly Societies Act 1974
Declaration in support of an Amendment of Rules of a Branch pursuant to regulation 6 of the Friendly Societies Regulations 1975
Name of Order
Name and number (if any) of Branch
I, of
an officer of the above-named Order [or, the secretary of the above-named branch

do solemnly and sincerely declare that the amendment of the rules of the said branch, a copy of which is appended hereto marked....., has been duly made by the branch in the manner provided in the rules of the Order and branch for making, altering or rescinding rules of the branch. And I make this solemn declaration conscientiously believing the same to be true, and by virtue of the provisions of the Statutory Declarations Act 1835. Signature of Declarant..... Declared at..... the.....day of..... one thousand nine hundred and..... ....., before me, A Solicitor\* \*or Commissioner for Oaths or Notary Public or Justice of the Peace FORM N FRIENDLY SOCIETIES ACT 1974 Information to obtain Registration of an Amendment of Rules of a Branch pursuant to regulation 7 of the Friendly Societies Regulations 1975 Name of Order.... Name and number (if any) of Branch. l ......of ..... secretary of the above-named branch, hereby inform the Central Office, as required by the Chief Registrar for the purposes of the Friendly Societies Act 1974, that the amendment of the rules of the said branch, a copy of which is appended hereto marked....., has been duly made by the branch in the manner provided in the rules of the Order and branch for making, altering or rescinding rules of the branch. And I.....of...... .....the [district] secretary of the Order, Signed..... Secretary of the Branch Signed..... Secretary of the Order FORM O FRIENDLY SOCIETIES ACT 1974 Acknowledgment of Registration of Amendment of Rules The amendment of the rules of [Name of Society or Branch].....

[Seal of the Central Office]

Date:

Where the amendment of rules changes the name of a society, add:— The change of name of
tois hereby approve
Chief Registrar (or Assistant Registrar for Scotland
FORM P
FRIENDLY SOCIETIES ACT 1974
Notice of Change in Situation of Registered Office of Society pursuant to section 18 of the said Act
Name of Society
Register No
To the Central Office
Notice is hereby given that the above-named society on
to
Signed on behalf of the Socie
Sagratawy
Date:
F 0
FORM Q
FRIENDLY SOCIETIES ACT 1974
Notice of Change in Situation of Registered Office of Branch pursuant to section 18 of the said Act
Name of Order
Name and number (if any) of Branch
To the Central Office
Notice is hereby given that the above-named branch on
SignedAn Officer of the Or
Date: Secretary of the Branch
FORM R
Friendly Societies Act 1974
Acknowledgment of Registration of Change in Situation of Registered Office
The change in the situation of the registered office of [Name of Society or Bran
of rules of the said society/branch under the Friendly Societies Act 1974.
Date: [Seal of the Central Off

### FORM S

# FRIENDLY SOCIETIES ACT 1974

Copy of Resolution appointing Trustees of \*Society/Branch pursuant to section 24 of the said Act

NI C.O I	
Register No	
· · · · · · · · · · · · · · · · · · ·	of Branch
At a meeting of the above day ofpresent and entitled to vote	e-named *society/branch, held the
Full name	*(Re-appointed)
Address	
Occupation	
Full name	*(Re-appointed)
Address	
Occupation	
Full name	*(Re-appointed)
Address	
Occupation	
	the *society/branch, in place of*(Deceased or (Resigned or (Removed from Office
Full name	*(Deceased or (Resigned or (Removed from Office
Full name	*(Deceased or (Resigned or (Removed from Office
Signatures of appointed or re-appointed Trustees	or
Signature of Secretary of *Society/Branch	
*Delete the words that do	not apply
[Where branch trusted	es have been appointed]
Signature of the Secretary of the Society	or ly

# FORM T

# FRIENDLY SOCIETIES ACT 1974

Reference of a Dispute to the Chief Registrar or Assistant Registrar pursuant to section 77 of the said Act

and (	
Register No. of S	ociety
The above-named Registrar (or to the	d parties, by consent, refer the dispute between them to the Chief he Assistant Registrar for Scotland).
Signatures	(Claimant)  (Trustees)
The said	states as follows:-
1. That he is a society.	member (or claims through a member, or under the rules) of the said
2. That he clai	ms to be entitled as follows:—
3. That the clawitnesses and by	tim is proposed to be supported by the evidence of the following the production of the following books and documents:—
Signature	
Address	
Date:	
	said society state as follows:—
1. That the soc	ciety disputes the claim of the saidon the following grounds:—
following witness	se of the society is proposed to be supported by the evidence of the es and by the production of the following books and documents:—
Signatures of Tru	istees {
Registered Office	
Date:	

# FORM U

### FRIENDLY SOCIETIES ACT 1974

Application for Registration of a Special Resolution for Amalgamation of Societies pursuant to section 82 of the said Act

(To be sent in duplicate by each Society, accompanied by Form V)
Name of Society
Register No
Name of Society
Register No
(and so on, if more than two societies are amalgamating).
To the Central Office
1. Application for registration of a special resolution for the amalgamation of the above-named societies is made by [Name of Society]
2. The following is a copy of a resolution passed
(a) at a general meeting of the applicant society, held on
(b) by not less than three-quarters of those members of the society for the time being entitled under the society's rules to vote who voted either in person or by proxy at the meeting:—
[Where the meeting was of delegates, substitute for paragraph (b) "by not less than three-quarters of the delegates who voted at the meeting:—"]
[Omit where exemption In accordance with section $82(4)(a)$ of the said Act from this requirement has a notice in terms approved by the Chief Registrar has been obtained.]
Signature of Chairman of Applicant Society
Secretary of Applicant Society
Date:
F V
FORM V FRIENDLY SOCIETIES ACT 1974
Statutory Declaration to accompany Application for Registration of a
Special Resolution pursuant to the Friendly Societies Regulations 1975
Name of Society
Register No
l of
an officer of the above-named society, do solemnly and sincerely declare that in passing the special resolution, application for registration of which is appended to this declaration marked

And I make this solemn declaration conscientiously believing the same to be true, and by virtue of the provisions of the Statutory Declarations Act 1835.
Signature of Declarant
Declared at
theday ofone thousand nine hundred and
before me,
A Solicitor*
*or Commissioner for Oaths or Notary Public or Justice of the Peace
FORM W
FRIENDLY SOCIETIES ACT 1974
Application for Registration of a Special Resolution for Transfer of Engagements of one Society to another Society pursuant to section 82 of the said Act
(To be sent in duplicate accompanied by Form V and, where appropriate, Form X)
Name of Transferor Society
Register No
Name of Transferee Society
Register No
To the Central Office
1. Application for registration of a special resolution for transfer of engagements is made by [Name of Transferor Society].
2. The following is a copy of a resolution passed

- given in accordance with the society's rules, and
- (b) by not less than three-quarters of those members of the society for the time being entitled under the society's rules to vote either in person or by proxy at the meeting:-

[Where the meeting was of delegates, substitute for paragraph (b) "by not less than three-quarters of the delegates who voted at the meeting:—"]

[Omit where exemption from this requirement has been obtained.]

In accordance with section 82(4)(a) of the said Act a notice in terms approved by the Chief Registrar has been sent to each member of the applicant society.

3. [Name of Transferee Society] has [sta undertaken to fulfil the said engagements a of the society hereto and by his statutory of	ate in what manner]  as testified by the signature of the secretary declaration submitted herewith.		
Registered Office of Transferor Society	Signature of Chairman of Transferor Society		
	Signature of Secretary of Transferor Society		
Date:	Secretary of Transferee Society		
Date.			
For	M X		
FRIENDLY SOCI	етіеs Аст 1974		
Statutory Declaration by Officer of Soc pursuant to regulation 9 of the Fi	ciety accepting Transfer of Engagements riendly Societies Regulations 1975		
Name of Society			
Register No			
I			
and by virtue of the provisions of the Sta Signature of I	Declarant		
Declared at			
theday of			
one thousand nine hundred and			
before me,			
A Solicitor*			
*or Commissioner for Oaths or Notar	ry Public or Justice of the Peace		
For	RM Y		
FRIENDLY SOC	CIETIES ACT 1974		
Application for Registration of a S the Engagements of another Society p	pecial Resolution undertaking to fulfil ursuant to section 82 of the said Act		
(To be sent in duplicate,	, accompanied by Form V)		
Name of Society			
Register No			

To	the	Central	Office

<ol> <li>Appli</li> </ol>	ication is m	ade by	he at	ove-named	society	for	regist	tration	of a	special
resolution	undertaking	to fulf	1 the	engagemen	ts of []	Name	of 7	<b>Fransfe</b> i	or S	ociety].

- 2. The following is a copy of a resolution passed
  - specifying the intention to propose that resolution, was duly given in accordance with the society's rules, and
- (b) by not less than three-quarters of those members of the society for the time

being entitled to vote who	o voted either in person or by proxy at the meeting:—
[Where the meeting was of delthree-quarters of the delegates v	egates, substitute for paragraph (b) "by not less than who voted at the meeting:—"]
	Signature of Chairman of Society
Date:	Signature of Secretary of Society
	Form Z
Frie	ENDLY SOCIETIES ACT 1974
	f a Special Resolution for Conversion into a Company nt to section 84 of the said Act
(To be sent in	triplicate, accompanied by Form V)
Name of Society	
Register No	
To the Central Office	
1. Application for registration named society into a company	on of a special resolution for conversion of the above- is made by the said society.

2. The following is a copy of a resolution passed

Date:

- specifying the intention to propose that resolution, was duly given in accordance with the society's rules, and
- (b) by not less than three-quarters of those members of the society for the time being entitled to vote who voted either in person or by proxy at the meeting:— [Where the meeting was of delegates, substitute for paragraph (b) "by not less than three-quarters of the delegates who voted at the meeting:—"]

Signature of Chairman of Society
Signature of Secretary of Society

### FORM AA

### FRIENDLY SOCIETIES ACT 1974

Statutory Declaration by Officer of Company accepting Transfer of Engagements pursuant to regulation 12 of the Friendly Societies Regulations 1975

Name of Company.....

I
And I make this solemn declaration conscientiously believing the same to be true, and by virtue of the provisions of the Statutory Declarations Act 1835.
Signature of Declarant
Declared at
theday of
one thousand nine hundred and
before me,
A Solicitor*
*or Commissioner for Oaths or Notary Public or Justice of the Peace
FORM AB
Friendly Societies Act 1974
Acknowledgment of Registration of copy of a Special Resolution
Name of Society
Register No
The copy of the special resolution appended hereto is this day registered under the Friendly Societies Act 1974.
Date: [Seal of the Central Office]
FORM AC
Friendly Societies Act 1974
Application for Inspection or Special Meeting pursuant to section 90 of the said Act
Name of Society
Register No
To the Chief Registrar (or, the Assistant Registrar for Scotland)
1. We the undersigned, being members of the above-named society, hereby apply for the appointment of an inspector to examine into and report on the affairs of the society [or, for the calling of a special meeting of the society].
2. The society hasmembers and this application is signed by one-fifth of the members [or by 100 members (if the number of members is not less than 1,000 nor more than 10,000) or, by 500 members (if the number of members is more than 10,000].

3. The grounds of the application are as follows:—

4. We are able to support reason for making it, and as	the application by evidence which shows that we have good re not actuated by malicious motives in doing so.	1
5. We are prepared, if rec	quired, to give security for costs to the extent of £	i
	Signatures of Applicants	
	cations to the applicants are to be sent:—	
Date:		
	FORM AD	
]	Friendly Societies Act 1974	
Request to cancel 1	Registration pursuant to section 91 of the said Act	
Name of Society		
Register No		
To the Chief Registrar (or, the Assistant Registra	ar for Scotland)	
the following resolution was	of the society*	ing, state
Registrar for Scotland) to ca	ancel the registration of the Society."	the request has been d
2. This request is made a	ccordingly, the grounds of the request being as follows:—	upon.
	e of the cancellation be published in [name the newspaper]which circulates in the locality of the society's	
_	Signed on behalf of the Society	
Date:	Secretary	
	FORM AE	
I	Friendly Societies Act 1974	
	e Cancellation or Suspension of Registration suant to section 91 of the said Act	
Name of Society		
Register No		
Registrar (or, the Assistant R to cancel for to suspend for	e above-named society that it is the intention of the Chief Legistrar for Scotland) to proceed on	
The ground of such propose	ed cancellation [or suspension] is as follows:—	
Date:	Chief Registrar (or Assistant Registrar for Scotland)	

# FORM AF

# FRIENDLY SOCIETIES ACT 1974 Cancellation of Registration pursuant to section 91 of the said Act

Name of Society				
Register No				
The Registration of the above-named society is hereby cancel the case may be].	led at its request [or as			
Date: Chi (or Assistant	ef Registrar Registrar for Scotland)			
FORM AG				
Friendly Societies Act 1974				
Suspension or Renewal of Suspension of Registration to section 91 of the said Act	on pursuant			
Name of Society				
Register No				
The registration of the above-named society is hereby [further] months from this date on the ground that				
	•••••			
Date: Chi (or Assistant	ief Registrar Registrar for Scotland)			
FORM AH				
FRIENDLY SOCIETIES ACT 1974				
Notice of Cancellation [or Suspension] of Regi- pursuant to section 91 of the said Act	stration			
Notice is hereby given that the Chief Registrar (or Assistant has this day cancelled [or suspended formo (Name and Register No. of Society)	nths] the registration ofthe registered office of			
[Here state the ground of cancellation [or susp	pension]]			
The Society ceases to be entitled to [during such suspension] stered society, but without prejudice to any liability incurred may be enforced against it as if such cancellation [or suspension]	d by the society, which			
Date: (or Assistant	Chief Registrar Registrar for Scotland)			
Form AI				
FRIENDLY SOCIETIES ACT 1974				
Instrument of Dissolution				
(To be signed in duplicate and accompanied by	Form AJ)			
Name of Society				
Register No				

It is declared and agreed as follows:-

- 1. This instrument is signed by three-fourths of the members.
- 2. The liabilities and assets of the society are the following:—
- 3. The number of members is..., and the nature of their interests in the society is as follows:—....
- 4. The society has no creditors [or, if there are creditors, state the amount due to them and the provision to be made for their payment].
- 5. The funds and property of the society shall be appropriated and divided in the following manner [or, in such manner as the Chief Registrar may award].
- 6. It is desired that this instrument be advertised in the [state some newspaper in general circulation in the neighbourhood of the registered office of the society], as well as the London [Edinburgh] Gazette, and the cost of such advertisements is herewith transmitted.

[Here insert any other provisions the society desires to make as to the dissolution]

Signatures of members.

#### **SCHEDULE**

List of members who have not signed the foregoing instrument—

#### FORM Alb

#### FRIENDLY SOCIETIES ACT 1974

Instrument of Dissolution of Branch

(To be signed in duplicate and accompanied by Form AJ)

Name of Society	
Register No	
Name and number (if any) of Branch	
Instrument of dissolution of the above-named branch made theday of	

It is declared and agreed as follows:—

- 1. This instrument is signed by three-fourths of the members of the branch.
- 2. The liabilities and assets of the branch are the following:—
- 3. The number of members is....., and the nature of their interests in the branch is as follows.....
- 4. The branch has no creditors [or, if there are creditors, state the amount due to them and the provision to be made for their payment].
- 5. The funds and property of the branch shall be appropriated and divided in the following manner [or, in such manner as the Chief Registrar may award].

6. It is desired that this instrument be advertised in the [state some newspaper in general circulation in the neighbourhood of the registered office of the branch] as well as the London [Edinburgh] Gazette, and the cost of such advertisements is herewith transmitted.

[Here insert any other provisions the branch desires to make as to the dissolution]

Signatures of members of branch.

#### **SCHEDULE**

List of members of branch who have not signed the foregoing instrument-

The consent of the central body of the society has been given to the dissolution.
Date:  Signature of the Secretary of the Society
Form AJ
FRIENDLY SOCIETIES ACT 1974
Declaration to accompany Instrument of Dissolution pursuant to section 94 of the said Act
Name of Society[and Name and number, if any, of Branch]
Register No. of Society
Iof one of the trustees [or we,
three members and the secretary] of the above-named society [or branch] do solemnly and sincerely declare that in making the Instrument of Dissolution appended to this declaration and marked
true, and by virtue of the provisions of the Statutory Declarations Act 1835.
Signature of Declarant(s)
Declared at
theday ofone thousand nine hundred and
before me,
· · · · · · · · · · · · · · · · · · ·
A Solicitor*

<sup>\*</sup>or Commissioner for Oaths or Notary Public or Justice of the Peace

#### FORM AK

# FRIENDLY SOCIETIES ACT 1974 Acknowledgment of Registration of Instrument of Dissolution

3	
Name of Society	
Register No. of Society [and Name a	nd number, if any, of Branch]
The foregoing Instrument of Disso Societies Act 1974.	plution is this day registered under the Friendly
Date:	[Seal of the Central Office]
	Form AL
Friendly	Societies Act 1974
Notice of Dissolution by Instrume	ent pursuant to section 94 of the said Act
the registered office of which is at	ent of dissolution of [Name of Society or Branch]
Within three months from the date of proceedings to set aside the dissolut	was registered on
Date:	Chief Registrar (or Assistant Registrar for Scotland)
	FORM AM
Friendly	SOCIETIES ACT 1974
	or Award of Dissolution of Society or Branch section 95 of the said Act
Name of Society	
Register No	
To the Chief Registrar	
	mbers of the above-named society [or branch] the affairs of the society [or branch] with a view

3. The funds of the society [or branch] are insufficient to meet the existing claims thereon [or, the rates of contributions fixed in the rules are insufficient to cover the benefits assured].

2. The society [or branch] has.....members and this application is signed by one-fifth of the members [or, by 100 members (if the number of members is not less than 1,000 nor more than 10,000) or, by 500 members (if the number of members

is more than 10,000].

- 4. The grounds upon which such insufficiency is alleged are as follows.....
- 5. It is desired that notice of the award of dissolution be advertised in the [state some newspaper in general circulation in the neighbourhood of the registered office

of the society [or, branch]] as well as in the London [Edinburgh] Gazette, and of such advertisements is hereby transmitted.	the cost
Signatures of Applicants	
Address to which communications to the applicants are to be sent	
Date:	•••••
Form AN	
FRIENDLY SOCIETIES ACT 1974	
Award of Dissolution	
Name of Society	· • • • • • • • • • • • • • • • • • • •
Register No	
[Name and number, if any, of Branch]	
Pursuant to section 95 of the Friendly Societies Act 1974 I hereby award above-named society [or, branch] shall be dissolved and its affairs wound up	as from
Date: Chief Registra	ır
FORM AO	
FRIENDLY SOCIETIES ACT 1974	
Notice of Dissolution by Award pursuant to section 95 of the said Act	
Notice is hereby given that on	appears
Date: Chief Regis	strar
FORM AP	
FRIENDLY SOCIETIES ACT 1974	

Notice of Proceedings to set aside Dissolution pursuant to section 97 of the said Act

Name of Society or Branch	
Register No	

To the Central Office [or, where the society or branch is registered in Scotland, the Assistant Registrar for Scotland]

Whereas on  the instrument of dissolution of the the Chief Registrar made an award the I hereby give you notice that on in the	e above-named society nat the above-named soc 19, I o County Court [or Sh	iety/brar	nch be d	dissolved ceedings	Delete as necessary.
	Signature				
	Address				
Date:		•••••	•••••	•••••	
1	Form AQ				
Notice of Order to set aside Disso Name of Society or Branch					
Register No					
To the Central Office [or, where the Assistant I	he society or branch is Registrar for Scotland]	register	ed in S	cotland,	
The above-named society/branch heCounty Court	for Sheriff Court, as t	he case	may b	el dated	
	Signed on beha	lf of the	society	//branch	
Date:		•••••	S	Secretary	
SC	HEDULE 2		Regul	ation 16	
Fees payable for regist	tration and sundry other	matters			
1. For the acknowledgment of regis	stration of a society			£ 18·75	
	•	•••	•••	10.12	
2. For the acknowledgment of regis	stration of a branch	•••	•••	6.25	
3. For registration of an annual retroncerned has by written notice sent Registrar for Scotland irrevocably elect 4 of this Schedule)—	to the Central Office of	r the A	ssistant		
where it relates to a society where it relates to a branch		•••		3.12	
4. The fees specified in this paragra or branch concerned has by notice electrical designs of the second se	aph shall be payable wh		 society	1.25	
(a) For the acknowledgment of r			f mulas		
(and including approval of name	e in the case of an amen	dment et	fecting		
(and including approval of name a change of name of a society of if the amendment substitutes set of rules	e in the case of an amen or branch)—	dment ef	fecting		
(and including approval of name a change of name of a society of if the amendment substitutes	e in the case of an amen or branch)—	dment ef	fecting		
(and including approval of name a change of name of a society of if the amendment substitutes set of rules  where made by a society	e in the case of an amen or branch)—  s an entire set of rules f	dment effor the e	fecting existing 	15:00	

(b) For the acknow situation of the r	vledgme egistere	ent of 1 ed offic	registra e	ition o	f a not	ice of	change	e in the	
of a society of a branch			•••		•••	•••		•••	2·50 1·25
(c) For a receipt is or trustees—	sued in	respec	t of a	notice	of app	ointme	nt of	trustee	
of a society		•••				•••			2.50
of a branch	•••	•••	•••	•••	•••	•••	•••	•••	1.25
5. For the registration	n of a	special	resolu	tion—					
(1) where the speci of engagements and t	ial reso the soci	lution : iety pas	relates ssing it	to an a	amalga	mation	or a	transfer	
(a) 100 members	or less	s			•••		•••	•••	5.00
(b) more than 10	00 mem	bers b	ut not	more t	han 50	0	•••	•••	7.50
(c) more than 50	00 mem	bers b	ut not	more t	han 1,0	000	•••	•••	10.00
(d) more than 1,	,000 me	embers	•••	•••	•••	•••	•••	•••	12.50
(2) where the spec	ial reso	lution	relates	to a co	onversi	on		•••	12.50
C Fandha ann sinte	4 6 -	· •	4	11!					
6. For the appointme Registrar under section							meeti	ng by a	12.50
Registrar ander section	70 01	the I in	cildly s	Jocietie	S MCC	1717	•••	•••	12 30
7. For registration owhere a society or bran			ent of	dissol	ution (	or altei	ration	therein	
(a) 100 members	or les	s	•••		•••	•••		•••	5.00
(b) more than 10	00 men	nbers b	ut not	more t	han 50	0		•••	7.50
(c) more than 50	00 mem	bers b	ut not	more t	han 1,0	000		•••	10.00
(d) more than 1,	,000 me	embers		•••	•••			•••	12.50
8. For the reference	of a dis	spute to	o the F	Registra	ır				1.25
9. For the determina	tion of	a Reo	istrar (	on a di	spute c	or for t	he awa	ard of a	
Registrar for dissolution	on whe	re the	matte						
upon one hearing with	out an	adjouri	nment	,	•••	•••	•••	•••	6.25
10. Where on a dispersion one than one hearing									
the same fee as	-				_	-			
adjournment and	d in ad								
every adjournme	ent	•••	•••	•••	•••	•••	•••	•••	6.25
11. For an award of division of the assets of									
where the value where the value	of the	e assets	is les £300	s than	£300, e, £18·	6½% 6 75 with	of tha	t value.	
£1.25 for every $z$	£100 or	part t	hereof	in exce	ss of £	300.			
12. Where application society or branch with Registrar may, if he that the payment of such further pay	a view inks fit irther f	to an , at an ee as h	awaro y time e may	l of dis before deem	ssolutio makir reason	on there ng his a able no	eof, th ward,	e Chief require	
where the numb								d 250	37·50 56·25
where the numb									75·00

where the number of members exceeds 350 but does not exceed 300 where the number of members exceeds 500 but does not exceed 700 where the number of members exceeds 700 but does not exceed 1,000	93·75 150·00 206·25
where the number of members exceeds 1,000 but does not exceed 2,500, £206·25 for the first 1,000 members, and £31·25 for every 500 members, or part thereof, exceeding 1,000 members.	
Where the number of members exceeds 2,500 a special fee may be determined by the Chief Registrar.	
13. For every inspection on the same day of documents in the custody of the Registrar relating to one and the same society or branch	0.12
14. For every document (except as otherwise provided) required to be signed by a Registrar, or to bear the seal of the Central Office, not chargeable with any other fee to the Registrar	1.25

provided that such fee shall not be paid by a society or branch which has not by notice elected as in paragraph 4 of this Schedule. 15. For a copy or extract of any document in the custody of the Registrar, not exceeding 216 words, 62p, and if exceeding that number, 12p per folio of 72 words, in addition to the fee for the signature of a Registrar, or for the

- seal of the Central Office; provided that where a photocopy is supplied the fee charged therefor may be of an amount less than the fee payable on the basis of word content.
- 16. For any document certified as a true copy of a document in the custody of the Registrar, where the copy so certified is not made by the Registrar, 31p for the examination of such copy, and if the copy exceeds 216 words, for every additional folio of 72 words, 6p (in addition to the fee for the signature of a Registrar, or the seal of the Central Office).

The Chief Registrar may, at his discretion, reduce or waive the fee for an award on a dispute.

No fee shall be payable in respect of the examination or authentication of copies of rules or amendments of rules to be used for recording under section 10 of the Friendly Societies Act 1974.

# Regulation 17

# SCHEDULE 3 REVOCATIONS

Regulations revoked	References
The Friendly Societies Regulations 1897	S.R. & O. 1897/6 (Rev. VIII, p.815; 1897, p. 181).
Regulations 1897	S.R. & O. 1897/428
The Twice die Coniction (Amondment)	(Rev. VIII, p. 815; 1897, p. 231). S.I. 1971/461 (1971 I, p.1376).
The Friendly Societies (Amendment) Regulations 1971	5.1. 1971/401 (1971 1, p.1370).
The Friendly Societies (Forms and Fees) Regulations 1971	S.I. 1971/1956 (1971 III, p. 5284).
The Friendly Societies (Fees) Regulations 1974	S.I. 1974/1300 (1974 II, p. 4972).
The Friendly Societies (Amendment) (No. 2) Regulations 1974	S.I. 1974/2066 (1974 III, p. 8045).

### **EXPLANATORY NOTE**

(This Note is not part of the Regulations.)

These Regulations prescribe the forms of acknowledgment of registration to be issued by the Registrar of Friendly Societies under the Friendly Societies Act 1974. They also prescribe the forms of applications, notices and other documents which have to be sent by registered societies and branches under that Act, the fees payable, and the procedure to be followed under that Act.

The Regulations supersede the regulations which previously governed those matters. No change has been made in the fees payable, but the consolidation of the Friendly Societies Acts 1896 to 1971 by the Friendly Societies Act 1974 has necessitated changes in the forms, which have been simplified and reduced in number.

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