

Trustee Update Form 2004

Registered Number

Main Charity Name

You should use this form to tell the Commission of changes to your charity's trustee body. The trustees are the people responsible under the charity's governing document for controlling the management and administration of the charity.

We have pre-printed the details of your charity's trustees according to our records under "Current Details" beginning on page 2. Please check that these details are correct. If amendments need to be made, please complete the changes under "Amended Details" adjacent to the relevant trustee.

Trustees may be individual people or a corporate body (e.g. a Parish Council or an NHS Trust). Further information on this can be found in your charity's governing document.

If the trustee is a corporate body - The details we hold will be printed in the appropriate box in Part A. Please ensure the organisation name, address and telephone/fax details are correct. If they are incorrect please enter a new set of details under "Amended Details". If this section is blank and your charity has a corporate body as trustee, please enter the organisation's details in full under "New Corporate Body as Trustee of the Charity".

If the trustees are individuals - The details that we hold about your charity's trustees will be printed in Part B. If any part of a name is incorrect or incomplete, please enter the correct name details in full (including the Title, Personal Name, Family Name & Date of Birth).

If any part of the address is incorrect or incomplete, please enter the correct address and postcode in full.

If an individual listed is no longer acting as a trustee, please check the box "No Longer a Trustee" and we will remove them from our records. New trustees (or trustees that have been acting for some time but are not listed) should be entered in the spaces provided in Part C.

Please ensure that we have a complete set of details for each trustee. Trustees without a complete set of details may not be recorded on our Register of Charities.

If your charity has more trustees than will fit in the spaces provided, or you need some help completing the form, please call our Contact Centre on 0870 333 0123 for advice. Lines are open 8:30 am - 6:00 pm Monday to Friday.

Notes on completing trustee information:

If the trustees are individual people please note that all of the following are now required:

- ▶ The trustee's title or titles (e.g. Mr, Mrs, Reverend)
- ▶ All of the trustee's personal names (also known as first or given names)
- ▶ All of the trustee's family names (also known as surnames)
- ▶ The trustee's date of birth (this will be used for identification purposes only and will not be made available to the public)
- ▶ Suffixes (honours the trustee expects to appear after his or her name, e.g. OBE)

If the trustee prefers to be known by some name other than that obtained by combining the title, personal names, family names and suffixes, a preferred name may also be entered.

Declaration

Those who give answers that they know or suspect are untrue or misleading may be committing an offence.

I certify that the information given in this form is correct to the best of my knowledge and **has been brought to the attention of all the charity trustees.**

Signed, by one of the **charity trustees** on behalf of all **charity trustees**

Date

Title (Please use BLOCK CAPITALS)

Full Name (Please use BLOCK CAPITALS)

Daytime telephone number

You may find it useful to keep a copy of your completed form.

The Charity Commission for England and Wales
PO Box 1095, LIVERPOOL L69 3UD

Contact Centre 0870-333-0123

Internet Address: www.charitycommission.gov.uk

Trustees Details Cont.

The Charity Commission is a Data Controller as defined by the Data Protection Act 1998 and holds personal data for the purposes of maintaining the Register of Charities and certain other statutory functions as assigned by Parliament. The Charity Commission complies with the Data Protection principles set out in the Data Protection Act 1998 in relation to personal data which is supplied to us via the Annual Return, the Trustee Update Form, our website and through the execution of its statutory role as a regulator of charities, to the extent that the Act requires it to do so. These principles restrict the powers of a data controller to disclose third parties personal data which it is processing.

Part A - Corporate Body as the Trustee of the Charity (see notes on page 1)

This part only will be pre-printed if we know that the charity has a corporate body as its trustee, e.g. a Parish Council or NHS Trust.

No Longer a Trustee



Amended Details

Corp Body	<input type="text"/>	Corp Body	<input type="text"/>
Tel No	<input type="text"/>	Tel No	<input type="text"/>
Fax No	<input type="text"/>	Fax No	<input type="text"/>
Address 1	<input type="text"/>	Address 1	<input type="text"/>
Address 2	<input type="text"/>	Address 2	<input type="text"/>
Address 3	<input type="text"/>	Address 3	<input type="text"/>
Address 4	<input type="text"/>	Address 4	<input type="text"/>
Address 5	<input type="text"/>	Address 5	<input type="text"/>
Postcode	<input type="text"/>	Postcode	<input type="text"/>

New Corporate Body as Trustee of the Charity

New Corporate Body as Trustee of the Charity

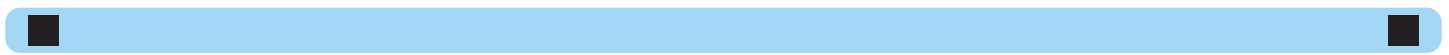
Only complete this box if the Charity has a corporate body as its Trustee, e.g. a parish council or NHS Trust


Corp Body	<input type="text"/>	Address 1	<input type="text"/>
Tel No	<input type="text"/>	Address 2	<input type="text"/>
Fax No	<input type="text"/>	Address 3	<input type="text"/>
		Address 4	<input type="text"/>
		Address 5	<input type="text"/>
		Postcode	<input type="text"/>

No Longer a Trustee 		Amended Details	
Title	<input type="text"/>	Title	<input type="text"/>
Personal Names	<input type="text"/>	Personal Names	<input type="text"/>
Family Names	<input type="text"/>	Family Names	<input type="text"/>
Suffixes	<input type="text"/>	Suffixes	<input type="text"/>
Preferred Name	<input type="text"/>	Preferred Name	<input type="text"/>
Date of Birth	<input type="text"/>	Date of Birth	<input type="text"/>
Tel No	<input type="text"/>	Tel No	<input type="text"/>
Fax No	<input type="text"/>	Fax No	<input type="text"/>
Address 1	<input type="text"/>	Address 1	<input type="text"/>
Address 2	<input type="text"/>	Address 2	<input type="text"/>
Address 3	<input type="text"/>	Address 3	<input type="text"/>
Address 4	<input type="text"/>	Address 4	<input type="text"/>
Address 5	<input type="text"/>	Address 5	<input type="text"/>
Postcode	<input type="text"/>	Postcode	<input type="text"/>


No Longer a Trustee 		Amended Details	
Title	<input type="text"/>	Title	<input type="text"/>
Personal Names	<input type="text"/>	Personal Names	<input type="text"/>
Family Names	<input type="text"/>	Family Names	<input type="text"/>
Suffixes	<input type="text"/>	Suffixes	<input type="text"/>
Preferred Name	<input type="text"/>	Preferred Name	<input type="text"/>
Date of Birth	<input type="text"/>	Date of Birth	<input type="text"/>
Tel No	<input type="text"/>	Tel No	<input type="text"/>
Fax No	<input type="text"/>	Fax No	<input type="text"/>
Address 1	<input type="text"/>	Address 1	<input type="text"/>
Address 2	<input type="text"/>	Address 2	<input type="text"/>
Address 3	<input type="text"/>	Address 3	<input type="text"/>
Address 4	<input type="text"/>	Address 4	<input type="text"/>
Address 5	<input type="text"/>	Address 5	<input type="text"/>
Postcode	<input type="text"/>	Postcode	<input type="text"/>

<input type="checkbox"/> No Longer a Trustee 		Amended Details	
Title	<input type="text"/>	Title	<input type="text"/>
Personal Names	<input type="text"/>	Personal Names	<input type="text"/>
Family Names	<input type="text"/>	Family Names	<input type="text"/>
Suffixes	<input type="text"/>	Suffixes	<input type="text"/>
Preferred Name	<input type="text"/>	Preferred Name	<input type="text"/>
Date of Birth	<input type="text"/>	Date of Birth	<input type="text"/>
Tel No	<input type="text"/>	Tel No	<input type="text"/>
Fax No	<input type="text"/>	Fax No	<input type="text"/>
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Address 5	<input type="text"/>	Address 5	<input type="text"/>
Postcode	<input type="text"/>	Postcode	<input type="text"/>



<input type="checkbox"/> No Longer a Trustee 		Amended Details	
Title	<input type="text"/>	Title	<input type="text"/>
Personal Names	<input type="text"/>	Personal Names	<input type="text"/>
Family Names	<input type="text"/>	Family Names	<input type="text"/>
Suffixes	<input type="text"/>	Suffixes	<input type="text"/>
Preferred Name	<input type="text"/>	Preferred Name	<input type="text"/>
Date of Birth	<input type="text"/>	Date of Birth	<input type="text"/>
Tel No	<input type="text"/>	Tel No	<input type="text"/>
Fax No	<input type="text"/>	Fax No	<input type="text"/>
Address 1	<input type="text"/>	Address 1	<input type="text"/>
Address 2	<input type="text"/>	Address 2	<input type="text"/>
Address 3	<input type="text"/>	Address 3	<input type="text"/>
Address 4	<input type="text"/>	Address 4	<input type="text"/>
Address 5	<input type="text"/>	Address 5	<input type="text"/>
Postcode	<input type="text"/>	Postcode	<input type="text"/>

<input type="checkbox"/> No Longer a Trustee 		Amended Details	
Title	<input type="text"/>	Title	<input type="text"/>
Personal Names	<input type="text"/>	Personal Names	<input type="text"/>
Family Names	<input type="text"/>	Family Names	<input type="text"/>
Suffixes	<input type="text"/>	Suffixes	<input type="text"/>
Preferred Name	<input type="text"/>	Preferred Name	<input type="text"/>
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Tel No	<input type="text"/>	Tel No	<input type="text"/>
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Address 5	<input type="text"/>	Address 5	<input type="text"/>
Postcode	<input type="text"/>	Postcode	<input type="text"/>

<input type="checkbox"/> No Longer a Trustee 		Amended Details	
Title	<input type="text"/>	Title	<input type="text"/>
Personal Names	<input type="text"/>	Personal Names	<input type="text"/>
Family Names	<input type="text"/>	Family Names	<input type="text"/>
Suffixes	<input type="text"/>	Suffixes	<input type="text"/>
Preferred Name	<input type="text"/>	Preferred Name	<input type="text"/>
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Address 3	<input type="text"/>	Address 3	<input type="text"/>
Address 4	<input type="text"/>	Address 4	<input type="text"/>
Address 5	<input type="text"/>	Address 5	<input type="text"/>
Postcode	<input type="text"/>	Postcode	<input type="text"/>

<input type="checkbox"/> No Longer a Trustee <input checked="" type="checkbox"/>		Amended Details	
Title	<input type="text"/>	Title	<input type="text"/>
Personal Names	<input type="text"/>	Personal Names	<input type="text"/>
Family Names	<input type="text"/>	Family Names	<input type="text"/>
Suffixes	<input type="text"/>	Suffixes	<input type="text"/>
Preferred Name	<input type="text"/>	Preferred Name	<input type="text"/>
Date of Birth	<input type="text"/>	Date of Birth	<input type="text"/>
Tel No	<input type="text"/>	Tel No	<input type="text"/>
Fax No	<input type="text"/>	Fax No	<input type="text"/>
Address 1	<input type="text"/>	Address 1	<input type="text"/>
Address 2	<input type="text"/>	Address 2	<input type="text"/>
Address 3	<input type="text"/>	Address 3	<input type="text"/>
Address 4	<input type="text"/>	Address 4	<input type="text"/>
Address 5	<input type="text"/>	Address 5	<input type="text"/>
Postcode	<input type="text"/>	Postcode	<input type="text"/>



<input type="checkbox"/> No Longer a Trustee <input checked="" type="checkbox"/>		Amended Details	
Title	<input type="text"/>	Title	<input type="text"/>
Personal Names	<input type="text"/>	Personal Names	<input type="text"/>
Family Names	<input type="text"/>	Family Names	<input type="text"/>
Suffixes	<input type="text"/>	Suffixes	<input type="text"/>
Preferred Name	<input type="text"/>	Preferred Name	<input type="text"/>
Date of Birth	<input type="text"/>	Date of Birth	<input type="text"/>
Tel No	<input type="text"/>	Tel No	<input type="text"/>
Fax No	<input type="text"/>	Fax No	<input type="text"/>
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Address 2	<input type="text"/>	Address 2	<input type="text"/>
Address 3	<input type="text"/>	Address 3	<input type="text"/>
Address 4	<input type="text"/>	Address 4	<input type="text"/>
Address 5	<input type="text"/>	Address 5	<input type="text"/>
Postcode	<input type="text"/>	Postcode	<input type="text"/>

New Individual who is a Trustee of the Charity

Title	<input type="text"/>
Personal Names	<input type="text" value="enter full name"/>
Family Names	<input type="text"/>
Suffixes	<input type="text"/>
Preferred Names	<input type="text"/>
Date of Birth	<input type="text" value="ensure you complete"/>
Tel No	<input type="text"/>
Fax No	<input type="text"/>
Address 1	<input type="text"/>
Address 2	<input type="text"/>
Address 3	<input type="text"/>
Address 4	<input type="text"/>
Address 5	<input type="text"/>
Postcode	<input type="text"/>

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Personal Names	<input type="text" value="enter full name"/>
Family Names	<input type="text"/>
Suffixes	<input type="text"/>
Preferred Names	<input type="text"/>
Date of Birth	<input type="text" value="ensure you complete"/>
Tel No	<input type="text"/>
Fax No	<input type="text"/>
Address 1	<input type="text"/>
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Family Names	<input type="text"/>
Suffixes	<input type="text"/>
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Address 3	<input type="text"/>
Address 4	<input type="text"/>
Address 5	<input type="text"/>
Postcode	<input type="text"/>

If your charity has more new trustees than can be entered on this form, please call our Contact Centre on 0870 333 0123 to obtain additional forms.