



Declaration

CSD-1077

on behalf of the trustees of a medium-sized registered charity that has dissolved or wound up

Notes to the form

1. Before completing this form we recommend that you read our guidance note: Dissolution, Winding up and Removal from the Register for Medium-sized Charities (CSD-1077A).
2. This form should be used by the trustees of a charity that is:
 - a company that has wound up and has an annual income of less than £5 million and assets worth less than £100 million; or
 - an unincorporated charity that has dissolved, has an annual income of more than £20,000 and less than £5 million, and has assets worth less than £100 million.
3. Unincorporated charities with an annual income of £20,000 or less should use our form CSD-1344B.
4. Charities with an annual income of more than £5 million or assets worth more than £100 million should contact our Large Charities Unit.
5. In this form:
 - **Trustees** means charity trustees. You are a charity trustee if you are:
 - the trustee of a charitable trust (charitable trusts can be created by a formal legal document such as a declaration of trust or someone's will);
 - the director of a charitable company (a charity that is a company with a memorandum and articles of association which set out how the charity is to be run); or
 - a member of the committee which is responsible for running a charitable group such as a community association or a parent teacher association.
 - **Permanent endowment** means property (eg land, buildings, investments, or cash) which may not be spent by the trustees as if it were income.
6. The information you give on this form will enable us to remove the charity from our Register as required by section 3(4) of the Charities Act 1993. Please ensure you complete the form accurately because as a trustee you remain responsible for the decisions you have made after the charity has dissolved, and we may need to make enquiries about any action you have taken. If you have any queries about how to complete the form, please telephone our Contact Centre on 0845 300 0218 (minicom 0845 300 0219).
7. You should enclose with the form any recent annual accounts and completed annual return forms that have not already been sent to us.
8. How the form should be signed:
 - if the charity's gross annual income in its last full accounting period was more than £20,000 and less than £250,000, the form can be signed by two or more of the trustees.
 - if the charity's gross income in its last full accounting period was more than £250,000, the form should be signed by a majority of the trustees.
 - if there are no properly appointed trustees, please contact us for further advice.
9. Charitable companies should ensure that they have been removed from the Companies House Register before sending us the form. This is one of the checks we will make.

Section 1

Charity Details

Charity registration number

Charity name

Place (if applicable)

County (if applicable)

Section 2**Certification**

Warning to all signatories: It is an offence to knowingly or recklessly provide false information to the Charity Commission. If in doubt about completing this form, you should seek professional advice.

I/WE CERTIFY as follows:

Delete whichever version of statement (b) does not apply to the charity

(a) The Trustees are satisfied that they have been properly appointed in accordance with the governing document of the charity.

(b) The charity has no property that is permanent endowment.

(b) The charity has no property that is permanent endowment and has disposed of its interests in land in accordance with the directions of its governing document and section 36 of the Charities Act 1993.

(c) No assets have been sold or otherwise disposed of for less than market value to a recipient that is not a proper beneficiary of the charity.

* Delete the word that does not apply

(d) The gross income of the charity in its last full accounting period was less/more* than £250,000.

Delete whichever version of statement (e) does not apply to the charity

(e) After settling all liabilities, the charity's assets were applied in accordance with the directions for winding up or dissolution in the governing document.

(e) There are no directions for winding up or dissolution in the governing document. All the charity's assets have been applied for the purposes of the charity.

(f) Arrangements have been made for the charity's accounting records to be preserved as required by the Charities Act 1993 (for an unincorporated charity, six financial years from the accounting period they cover; for a charitable company, three years). They will be held by:

Please enter the name and address of the person or organisation that will hold the accounting records

(g) All the charity's bank and building society accounts have been closed. The account details are as follows:

Please enter the name of the bank or building society, the name of the branch and the account number(s)

(h) Grants or donations the charity has received for use for a specific purpose have been returned to the grantors or donors, or else the grantors or donors have agreed to the way the assets have been applied on dissolution or winding up.

(i) The trustees are aware that they remain responsible for decisions made during the period they held office.

(j) Any future correspondence or enquiries about the charity should be addressed to:

Please enter the name, address and telephone number of the person we should contact

Certificate signed by (use a separate sheet if necessary)

Name of trustee	<input type="text"/>		
Signed	<input type="text"/>	Date	<input type="text"/>
Name of trustee	<input type="text"/>		
Signed	<input type="text"/>	Date	<input type="text"/>
Name of trustee	<input type="text"/>		
Signed	<input type="text"/>	Date	<input type="text"/>
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Name of trustee	<input type="text"/>		
Signed	<input type="text"/>	Date	<input type="text"/>

Now send this completed form and all necessary associated documents to:

Charity Commission Direct
PO Box 1227
Liverpool
L69 3UG

