

The information below is an overview of requirements and for further more detailed information, support and guidance plus associated templates etc please contact the BVA Group Development Team via telephone 01256 423816 or email [admin@bvaction.org.uk](mailto:admin@bvaction.org.uk) (please quote "BVA Group Assistance" on title). [www.bvaction.org.uk](http://www.bvaction.org.uk)

The Charity Commission announced a phased timetable in November 2017 beginning in January 2018 allowing charitable companies to convert to charitable incorporated organisations (CIOs). The [new legislation](#) also means that all charitable incorporated organisations (CIOs) will be listed on the Business names index, held by Companies House.

Checkout the Charity Commission website for all the latest information on Charities and their management etc – [www.gov.uk](http://www.gov.uk)

**So, you are a voluntary group of people, who came together for a common purpose and who have some agreed rules for how you operate together.**

Additionally

- ✓ You are set up for charitable, social, educational, philanthropic, religious, political or similar purposes
- ✓ You will use any profit or surplus only for the organization's purposes, and
- ✓ You are not part of any government department, local authority or health authority or other statutory body

**Before you set it up, you need to decide on:**

- A) LEGAL STRUCTURE** (Unincorporated association, trust, company limited by guarantee, etc)
- B) CHARITABLE STATUS** (Charity or non-charity)

If your organisation is set up as a charity, you will need to comply with both with the legal setup requirements (e.g. from Companies' House) **AND** with the Charity Commission's requirements – [www.gov.uk](http://www.gov.uk)

