



**BEFORE  
YOU  
CHANGE...  
HAVE  
YOU  
CONTACTED  
OSCR?**

## HAVE YOU CONTACTED OSCR?

Charity trustees must **seek prior consent** from OSCR:

- before changing the name of the charity
- before winding-up the charity
- before amending the objects or purposes of the charity
- before amalgamating the charity with another body
- before changing the charity's legal form.

**Prior consent must be sought at least 42 days in advance of the proposed change taking effect.**

Charity trustees must **notify** OSCR:

- when the Principal Contact changes
- when the contact details for the existing Principal Contact change
- when the accounting year end date has changed
- when changes unrelated to purposes are made to the constitution
- when any change consented to by OSCR is implemented.

**OSCR must be notified no later than 3 months after the change has taken effect.**

## REMEMBER!

- Contact OSCR **as soon as** your Principal Contact details change.
- Make sure that your charity's annual accounts are returned to OSCR with your completed Annual Return **no later than 9 months after the charity's financial year end.**
- Notifications and Applications for Consent should be made **in writing** and sent to OSCR.
- **Application Forms** (for consent) and **Notification Forms** (for notification) can be downloaded from the OSCR website at [www.oscr.org.uk](http://www.oscr.org.uk). Hard copies are also available on request.
- You **do not** have to notify OSCR every time your charity trustees change. Your charity's accounts give this information.

## CONTACT

### In writing:

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### Email:

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### Telephone:

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