

Newly registered society

This document gives information that may be useful to you as a newly registered co-operative society or community benefit society.

Action you can take now:

1. Register on the Mutuels Society Portal

We recommend having a few people (up to 5) register on the Mutuels Society Portal (<https://societyportal.fca.org.uk>) and associate with your society. You can use this Portal to make applications and send in your annual returns and accounts. We will also use it to send you email reminders about annual return submission deadlines.

2. Set a reminder to submit annual returns and accounts to us within 7 months of the end of your financial year.

It is a legal requirement to send the annual return (AR30) and accounts to us within 7 months of the end of your financial year. You can submit this through the Mutuels Society Portal, or by downloading the form (www.fca.org.uk/firms/mutual-societies-forms).

3. Visit the mutuels pages on our website and save the link

From the mutuels pages (www.fca.org.uk/mutuels) you can link to forms and other information that may answer any questions you have.

4. Familiarise yourself with our guidance

Our guidance for co-operative and community benefit societies is at <https://handbook.fca.org.uk/handbook/RFCCBS>. It explains our policy and approach to our role as registering authority for societies like yours. It also explains your legal obligations and the relevant legal processes.

5. View your listing on the Mutuels Public Register

The Mutuels Public Register (<https://mutuels.fca.org.uk>) is where your society details and public documents (including your rules and annual return) appear.

6. Save the link to our forms page

You will find any application form that you need on this page (www.fca.org.uk/firms/mutual-societies-forms).

Other information

Companies House Register

You are a society, rather than a company. But your society's name and a reference number will appear on the Companies House register (www.gov.uk/get-information-about-a-company). This register is an index of names of different types of corporate bodies. The Companies House register will only show the name and reference number of a society.

Companies House take the mutuals registration number we give you and adapt it into their format. Some organisations ask you to provide your registration number in that format.

You do not need to take any action to appear on the Companies House register as we tell them that you are registered. You also do not need to send any returns or other information to Companies House.

HM Revenue and Customs

HM Revenue and Customs (HMRC) will usually give your society a Unique Tax Reference (UTR) once you are registered for corporation tax. This is not automatic for societies. HMRC advise you to wait 28 days from your registration with us, and then phone 0300 200 3410 to obtain your UTR.

Setting up a bank account

This information note may be helpful to give to your bank when you come to set up an account (www.fca.org.uk/publication/finalised-guidance/industrial-provident-societies-guidance-note.pdf). You may also find it helpful in liaising with other organisations.

Your obligations and what you need to do

Chapter 8 of our guidance summarises obligations and processes now that you are registered. These include:

- continue to meet the conditions for registration (see below)
- have at least 3 members (or 2 members who are societies)
- maintain a registered office in Great Britain or the Channel Islands (or Northern Ireland, for societies registered there), and tell us of any change to the registered office address
- maintain a register of members
- maintain accounts
- submit an annual return and accounts to us within 7 months of their financial year end
- notify us of any change to the financial year-end date
- register any rule changes with us

We will generally only send communications to your registered office address. This means it is important you keep this up to date on the Mutuals Society Portal. We will send users registered on the Portal reminders on annual return and account submissions.

You do not need to notify us when you appoint or remove a director. You report this in your annual return submission.

Conditions for registration

You are registered as *either* a **co-operative society** or a **community benefit society**. These are 2 different types of legal entity. Chapters 4 and 5 of our guidance give further details of each. It is a condition for registration that you continue to be either a co-operative society or conduct your business for the benefit of the community.

Your registration certificate, and the Mutuals Public Register, confirms whether you are registered as a co-operative society or community benefit society. It is important to keep this distinction in mind when completing any of our application forms or your annual return.

Contact information

Website: www.fca.org.uk/mutuals

Mutuals Society Portal: societyportal.fca.org.uk

Mutuals Public Register: mutuals.fca.org.uk

Guidance: <https://handbook.fca.org.uk/handbook/RFCCBS>

Email: mutual.societies@fca.org.uk

Phone: 0300 500 0597

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