



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

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Charity trustees must seek prior consent from OSCR:

- before changing the name of the charity
- before amending the objects or purposes of the charity
- before amalgamating the charity with another body
- before winding-up the charity or dissolving a SCIO
- before converting a Company or Community Benefit Society to a SCIO
- before applying to the court to change purposes, amalgamate, or wind-up.

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

OSCR must be notified no later than 3 months after the following changes have taken effect:

- as soon as 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.

**Please notify us of these changes by updating your charity's details using our OSCR Online Service found via www.oscr.org.uk*

You must also notify us no later than one month of the following changes taking effect:

- any administration order or an order for winding-up a charity made by the court
- the appointment of a receiver.

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. This can be done by email.
- Application Forms (for consent) and Notification Forms (for notification) can be downloaded from the OSCR website at www.oscr.org.uk. Hard copies are also available on request.
- You do not have to notify OSCR every time your charity trustees change unless the change is your Principal Contact.

CONTACT

OSCR as follows:

in writing:

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Quadrant House
9 Riverside Drive
Dundee DD1 4NY

e: info@oscr.org.uk

t: 01382 220446

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Find us on social media

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