STATUTORY INSTRUMENTS

1962 No. 2043

BUILDING SOCIETIES

The Building Societies (Annual Return etc.) Regulations 1962

Made - - - -	*17th September* 1962
Laid before Parliament	*24th September* 1962
Coming into Operation	*1st October* 1962

The Chief Registrar of Friendly Societies, with the consent of the Treasury, pursuant to the powers conferred upon him by sections 50 (3) and 51 (2) of the Building Societies Act 1960(a) and sections 88 (3) and 91 (2) of the Building Societies Act 1962(b), and to all other powers him enabling, hereby makes the following regulations:—

1. In these regulations, except in so far as the context otherwise requires, the expressions "building society" and "unincorporated society certified under the Act of 1836" have the meanings assigned to them in sections 1 (4) and 125 (5) of the Building Societies Act 1962 respectively.

2. The annual return required to be made by every building society under section 88 (1) of the Building Societies Act 1962 and by every unincorporated society certified under the Act of 1836 under section 50 (1) of the Building Societies Act 1960 shall, subject to the provisions of the next following regulation, contain the information and be in the form (hereinafter called "the prescribed form") set out in the schedule hereto:

Provided that where such annual return is made by an unincorporated society certified under the Act of 1836 the prescribed form shall be varied by the substitution, for references to the Building Societies Act 1962 and to provisions thereof, of references to the Building Societies Act 1960 and to the corresponding provisions thereof.

3. Any annual return made up to a date prior to 30th September 1963 is not required to contain in Schedule No. 1 of the prescribed form information against the heading "Instalment Mortgages" if that information cannot be obtained without unreasonable expense or delay, in which case—

(i) advances which, but for this regulation, would have fallen to be included against such heading shall, except that they shall not be included in the numbers of mortgages shown in Column 1 of the said Schedule, be treated as advances on new mortgages, and

(ii) a statement shall be appended to the said Schedule to the effect that such advances have been so treated.

4. Where appropriate, the word "Nil" shall be inserted against any heading contained in any Schedule to the prescribed form, or against the whole of any such Schedule, as the case may require.

5. There shall, if it is not otherwise shown, be stated by way of note to the Revenue and Appropriation Account in the prescribed form every material respect in which any items shown therein are affected:—

(*a*) by transactions of an exceptional or non-recurrent nature; or

(*b*) by any change in the basis of accounting.

(a) 8 & 9 Eliz. 2. c. 64. (b) 10 & 11 Eliz. 2. c. 37.

6. The following matters shall be stated by way of note to the Balance Sheet in the prescribed form, or in a statement or report annexed thereto, if not otherwise shown:—

(*a*) particulars of any moneys owing by the society in respect of deposits, loans and overdrafts which are wholly or partially secured;

(*b*) the general nature of any contingent liability not provided for, and, where practicable, the estimated amount of that contingent liability, if it is material;

(*c*) where practicable, the aggregate amount or estimated amount, if it is material, of contracts for capital expenditure, so far as not provided for;

(*d*) where the amounts of the separate reserves or provisions as compared with the amounts at the end of the immediately preceding financial year show any increases or decreases, the sources from which the increases have been derived and how the amounts of any decreases have been applied;

(*e*) the method of arriving at the amount at which any office premises are shown;

(*f*) the basis on which any item of income tax has been computed.

7. The annual return and every statement or report annexed thereto shall be made on sheets of paper of the size 13 inches by 8 inches.

8. The auditors of a building society or unincorporated society certified under the Act of 1836 shall not be required to deal in their report on any annual return with the following matters contained therein:—

(*a*) the information contained in the annual return up to and excluding the Shares Account;

(*b*) the information contained in—

(i) Schedule No. 1;

(ii) Section "B" and Section "C" of Schedule No. 2;

(iii) Schedule No. 5.

9. The Building Societies (Annual Return and Auditors' Report) Regulations 1960(**a**) are hereby revoked.

10. The Interpretation Act 1889(**b**) shall apply to these regulations as it applies to the interpretation of an Act of Parliament.

11. These regulations may be cited as the Building Societies (Annual Return etc.) Regulations 1962, and shall come into operation on 1st October 1962.

Dated 17th September 1962.

Cecil Crabbe,
Chief Registrar of Friendly Societies.

We consent to these regulations.

Dated 17th September 1962.

M. A. Hamilton,
Francis F. Pearson,
Two of the Lords Commissioners of Her Majesty's Treasury.

(a) S.I. 1960/1827 (1960 I, p. 442). (b) 52 & 53 Vict. c. 63.

SCHEDULE

To be submitted in duplicate

BUILDING SOCIETIES ACT 1962

ANNUAL RETURN FOR YEAR ENDED.....

Name of Society.....Building Society

Register Number.....B

Registered Chief Office.....

Date of Incorporation .....

Total Membership of Society at end of year.....

Number of Investing Shareholders at end of year.....

Number of Creditors for Deposits and Loans at end of year.....

Number of Borrowers at end of year.....

Names and Addresses of Directors, etc. at the date up to which the Annual Return is made:

	Name	Address
Directors or Committee of Management		
Manager ...		
Secretary ...		

Names of Banks in which society's funds were held on current and deposit accounts at date of the balance sheet:—

.....

.....

.....

1. Shares Account

	£		£
Withdrawals (including £..... Interest, Dividend and Bonus paid out)		Subscriptions	
		Interest, Dividend and Bonus	
Other Debits:—		Other Credits:—	
.....		.....	
.....		.....	
.....		.....	
Due to Shareholders at end of year		Due to Shareholders at beginning of year	
Shares ... £		Shares ... £	
Interest ... £		Interest ... £	

2 (*a*). H.M. Government Advances Account

	£		£
Repayments including Interest		Advances received	
.....		Interest on Advances ...	
.....		.....	
.....		.....	
Due to H.M. Government at end of year		Due to H.M. Government at beginning of year ...	

2 (*b*). Other Deposits and Loans Account

	£		£
Withdrawals, including Interest		Receipts from Depositors ...	
		Interest on Deposits ...	
Other Debits:—		Other Credits:—	
.....		.....	
.....		.....	
Due to Creditors for Deposits and Loans (excluding banks) at end of year ...		Due to Creditors for Deposits and Loans (excluding banks) at beginning of year	
Loans from Bank repaid, including Interest (or reduction in Overdrafts) ...		Loans from Bank (or increase in Overdrafts) ...	
		Interest on Bank Loans ...	
Due to Bank on Loans and Overdrafts at end of year...		Due to Bank on Loans and Overdrafts at beginning of year	

3. Mortgages Account

	£		£
Advanced on Mortgages (classified in Schedule No. 1) ...		Repayments of Advances and Interest	
Interest		Insurance Premiums	
Insurance Premiums		Losses on Mortgages... ...	
Other Debits:—		Other Credits:—	
.....		.....	
.....		.....	
.....		.....	
.....		.....	
.....		.....	
.....		.....	
Due on Mortgages at beginning of year		Due on Mortgages at end of year	

4. Investments Account

	£		£
Investments made (classified in Schedule No. 4, Section "A"):—		Investments realised (classified in Schedule No. 4, Section "B"):—	
£		£	
Quoted		Quoted... ...	
Unquoted ...		Unquoted ...	
Profits on realisation of Investments		Losses on realisation of Investments	
		Depreciation of Investments...	
Interest and Dividends ...		Interest and Dividends received (gross)	
Book Value of Investments and Interest Accrued at beginning of year		Book Value of Investments and Interest Accrued at end of year	

5. Revenue and Appropriation Account

	£		£
Management Expenses:—		Interest on Mortgages ...	
Directors' Fees		Other amounts paid by Borrowers as consideration for Advances	
Remuneration and Travelling Expenses of Staff and Auditors		Interest and Dividends from Investments	
Office Accommodation and Expenses		Bank Interest	
Advertising		Rents and other income from letting Office Premises ...	
Commission and Agency Fees		Valuation Fees and Expenses	
Contributions under arrangements for meeting losses by investors		Other Fees, Fines, Rules and Pass Books	
Other Expenses:—		Commission (Fire, Life etc., Insurance)	
.....		Other Income:—	
.....		.....	
Total Management Expenses ...		.....	
Valuation Fees and Expenses payable to Directors ...		.....	
Other Valuation Fees and Expenses		.....	
Interest on Deposits and Loans (not being Loans from Bank)		.....	
Interest on Loans and Overdrafts from Bank			
Losses on Mortgages			
Depreciation:— (£)			
Office Premises ...			
Other Assets ...			
Other Expenditure:—			
.....			
.....			
Income Tax for the year(s) of assessment 19.../19... (the Society's assessment is based on the accounts for the current/preceding year) ...			
Profits Tax for period ended			
Interest, Dividend and Bonus to Shareholders for period ended			
Proposed Interest, Dividend and Bonus to Shareholders for period ended			
Balance carried down			
		Balance brought down ...	
Other Debits and Appropriations:—		Balance brought forward from last year	
.....		Other Credits and Appropriations:—	
.....		.....	
Balance carried forward ...		.....	

6. BALANCE SHEET AS AT.....

	£		£
Due to Investing Shareholders (classified in Schedule No. 6, Section "A") (*as per Account No. 1*)...		Balance due or outstanding on Mortgages, excluding prospective interest (classified in Schedule No. 7) (*as per Account No. 3*):—	
Advances from H.M. Government (*as per Account No. 2 (a)*)		From bodies corporate ...	
Deposits and Loans, not being Loans from Bank, (classified in Schedule No. 6, Section "B") (*as per Account No. 2 (b)*)		From persons other than bodies corporate where total indebtedness exceeds £5,000	
Loans and Overdrafts from Bank (*as per Account No. 2 (b)*)		Others	
Other Liabilities:—		Total	
£		Less provision for anticipated losses on Mortgages	
Income Tax ...		Mortgage Assets	
Profits Tax for period ended		Investments (classified in Schedule No. 8) (*as per Account No. 4*):—	
.....		£	
.....		Quoted:—	
.....		Final redemption date in not more than 5 years ...	
Proposed Interest, Dividend and Bonus for period ended		Others (Market Value £.....) ...	
Provisions:—		Unquoted:—	
.....		Repayable in not more than 6 months ...	
.....		Repayable in more than 6 months ...	
Amount set aside for future taxation		Interest Accrued	
Special Reserves:—		Total Investments ...	
.....Reserve		Cash on Deposit and Current Accounts at Banks... ...	
.....Reserve		Cash in Hand	
General Reserve and Balance carried forward:—		Office Premises (including £... in respect of leasehold premises with less than 50 years to run)	
£		Other Assets:—	
General Reserve		.....	
Balance carried forward (*as per Account No. 5*)		.....	
		Balance (Loss) carried forward (*as per Account No. 5*) ...	

SCHEDULE No. 1

Analysis of amounts advanced on mortgage during the financial year

1	Type of property on which advance is secured and, to the best of the Society's knowledge and belief, its intended use						Total
	Dwellings (including sites for such dwellings and buildings under construction)				Business and Other Properties		
	Wholly to be occupied by borrower	Partly to be occupied by borrower	Wholly to be let by borrower	Under construction and to be put up for sale by borrower	Including some dwelling accommodation to be occupied by borrower	Other	
	2	3	4	5	6	7	8
*New Mortgages	£	£	£	£	£	£	£
On.....Mortgages where advance agreed to will not exceed £3,000							
(*a*) to bodies corporate							
(*b*) to persons...							
On.....Mortgages where advance agreed to will exceed £3,000 but will not exceed £5,000							
(*a*) to bodies corporate							
(*b*) to persons...							
On.....Mortgages where advance agreed to will exceed £5,000 but will not exceed £10,000 ...							
(*a*) to bodies corporate							
(*b*) to persons...							
On.....Mortgages where advance agreed to will exceed £10,000 but will not exceed £25,000 ...							
(*a*) to bodies corporate							
(*b*) to persons...							
On.....Mortgages where advance agreed to will exceed £25,000							
(*a*) to bodies corporate							
(*b*) to persons...							
Instalment Mortgages							
Second or subsequent advances on.....Mortgages where the first advance was made before commencement of the financial year							
†Existing Mortgages other than Instalment Mortgages							
On.....Mortgages							
Total... ...							

* Excluding
† Including
} further advances in respect of property already mortgaged to the society.

SCHEDULE No. 2

Special Advances

SECTION "A"

Analysis of Special Advances made during the financial year

	No. of Advances	Total Amount
		£
1. Special Advances to persons other than bodies corporate (excluding special advances by virtue of Section 21 (7) of the 1962 Act)		
(*a*) of more than £5,000 (classified in Section "B" of this Schedule)		
To persons who as a result were indebted by not more than £10,000		
To persons who as a result were indebted by more than £10,000 but not more than £25,000		
To persons who as a result were indebted by more than £25,000		
Total		
(*b*) of not more than £5,000		
To persons who as a result were indebted by not more than £10,000		
To persons who as a result were indebted by more than £10,000 but not more than £25,000		
To persons who as a result were indebted by more than £25,000		
Total		
2. Special Advances to bodies corporate (excluding special advances by virtue of Section 21 (7) of the 1962 Act) (classified in Section "C" of this Schedule)		
Total		
3. Transfers of mortgages, where no new advance is made but which rank as special advances by virtue of Section 21 (7) of the 1962 Act		
Total		

SECTION "B"

Particulars to be set forth in the case of every "special advance" (excluding special advances by virtue of Section 21 (7) of the 1962 Act) of a sum exceeding £5,000, made during the financial year to a person other than a body corporate.

Roll Number 1	Type of Property 2	Tenure 3	Unexpired Term of Lease 4	Valuation of Property 5	Amount of Advance 6	Observations 7
				£	£	
			Total ...			

SECTION "C"

Particulars to be set forth in the case of every "special advance" (excluding special advances by virtue of Section 21 (7) of the 1962 Act) made during the financial year to a body corporate.

Register Number of Company 1	Type of Property 2	Tenure 3	Unexpired Term of Lease 4	Valuation of Property 5	Amount of Advance 6	Observations 7
				£	£	
			Total ...			

SCHEDULE No. 3

SECTION "A"

Particulars to be set forth, pursuant to Section 89 (1) (*a*) and (*b*) of the 1962 Act, in respect of advances made during the financial year covered by the annual return to any director or the manager or secretary of the society or to any person who, after the making of the advance, became a director or the manager or secretary of the society in that year.

Roll Number 1	Type of Property 2	Valuation of Property 3	Amount of Advance 4	Observations 5
		£	£	
	Total ...			

SECTION "B"

Particulars to be set forth, pursuant to Section 89 (1) (*c*) and (*d*) of the 1962 Act, in respect of advances made during the financial year covered by the annual return to (i) a company or other body corporate in which, when the advance was made, or at any later time in the said financial year, a director or the manager or secretary of the society held, either directly or through a nominee, shares the nominal value of which exceeded two and a half per cent. of the total paid up share capital of the company or other body corporate, or (ii) a company or other body corporate of which, when the advance was made, or at any later time in the said financial year, a director or the manager or secretary of the building society was a director, general manager, secretary or other similar officer.

Register Number of Company	Type of Property	Valuation of Property	Amount of Advance	Particulars of each Officer's Shareholdings which exceed two and a half per cent. of Total Paid up Share Capital		Observations
				Officer's Shareholdings in Company or other body corporate	Percentage of Officer's Shareholdings to Total Paid up Share Capital	
1	2	3	4	5	6	7
		£	£			
	Total ...					

SCHEDULE No. 4

SECTION "A"

Particulars to be set forth in respect of Investments made by the Society during the financial year.

QUOTED SECURITIES

	Latest date of redemption WITHIN 5 YEARS from date of purchase 1	Latest date of redemption AFTER 5 YEARS but WITHIN 15 YEARS from date of purchase 2	Latest date of redemption AFTER 15 YEARS but WITHIN 25 YEARS from date of purchase 3	Total 4
	Purchase Price	Purchase Price	Purchase Price	Purchase Price
	£	£	£	£
British Government and British Government Guaranteed Securities...				
Commonwealth Securities				
Local Authority Securities				
Other Quoted Securities ...				
Total ...				

UNQUOTED SECURITIES

	Purchase Price
	£
Tax Reserve Certificates	
Defence Bonds	
Treasury Bills	
Northern Ireland Government Bills	
Local Authority unsecured Deposits at not more than 7 days notice	
Local Authority Loans secured by way of mortgage:—	
Repayable at not more than 6 months notice	
Repayable not more than 2 years from date of investment	
Repayable not more than 5 years from date of investment	
Total	

SECTION "B"

Particulars to be set forth in respect of Investments realised by the Society during the financial year.

QUOTED SECURITIES

	Latest date of redemption WITHIN 5 YEARS from date of realisation	Latest date of redemption AFTER 5 YEARS but WITHIN 15 YEARS from date of realisation	Latest date of redemption AFTER 15 YEARS but WITHIN 25 YEARS from date of realisation	Latest date of redemption AFTER 25 YEARS from date of realisation, redeemable only at option of issuer or with no fixed date of redemption	Total
	1	2	3	4	5
	Proceeds of Realisation	Proceeds of Realisation	Proceeds of Realisation	Proceeds of Realisation	Proceeds of Realisation
	£	£	£	£	£
British Government and British Government Guaranteed Securities					
Commonwealth Securities					
Local Authority Securities					
Other Quoted Securities					
Total... ...					

UNQUOTED SECURITIES

	Proceeds of Realisation
	£
Tax Reserve Certificates	
Defence Bonds	
Treasury Bills	
Northern Ireland Government Bills	
Local Authority unsecured Deposits at not more than 7 days notice	
Local Authority Loans secured by way of mortgage:—	
Repayable at not more than 6 months notice	
Repayable not more than 2 years from date of realisation	
Repayable not more than 5 years from date of realisation	
Other Unquoted Securities	
Total	

SCHEDULE No. 5

SECTION "A"

The normal interest rates of the society for shares, deposits and mortgages, in categories, classified according to the various rates:—

	As at the end of the financial year	Changes made during the year
Shares:—		
.....		
.....		
.....		
Deposits:—		
.....		
.....		
.....		
Mortgages:—		
.....		
.....		
.....		

The maximum interest rate charged on any mortgage during the financial year was:—

Particulars of any charges made to borrowers as consideration for advances in addition to the normal interest charge:—

SECTION "B"

Advanced on Mortgages during the financial year

Initial mortgage term of 26 years or more	Initial mortgage term 5 years or more but less than 26 years	Initial mortgage term less than 5 years	Total
£	£	£	£

SCHEDULE No. 6

SECTION "A"

Classification of amount due to Investing Shareholders as at end of financial year:—

	£
(*a*) Classes of Shares:—	
.....	
.....	
.....	
.....	
(*b*) Interest not credited to Share Capital	
Total	

SECTION "B"

Classification according to notice required of amount due to Creditors for Deposits and Loans (not being Loans from Bank) as at end of financial year:—

	£
.....	
.....	
.....	
.....	
.....	
.....	
.....	
Total	

SECTION "C"

Particulars of holdings exceeding £5,000:—

	Number of holdings	Total
		£
Shares		
Deposits and Loans (excluding advances from H.M. Government)		

SCHEDULE No. 7

Classification of Balances due or outstanding on Mortgages, not including prospective interest, as at end of financial year:—

	£
On ..... Mortgages where the debt does not exceed £3,000 ...	
On ..... Mortgages where the debt exceeds £3,000 and does not exceed £5,000	
On ..... Mortgages where the debt exceeds £5,000 and does not exceed £10,000	
On ..... Mortgages where the debt exceeds £10,000 and does not exceed £25,000	
On ..... Mortgages where the debt exceeds £25,000	
Total On ..... Mortgages	

Balances due or outstanding on Mortgages, not including prospective interest, as at end of financial year include:—

£..... on ..... Mortgages on Property of which the society has been upwards of 12 months in possession.

£..... on ..... Mortgages where the payments are upwards of 12 months in arrear, and the Property has not been upwards of 12 months in possession of the society.

£..... on ..... Mortgages on Property for which Receivers or Managers have acted for upwards of 12 months.

£..... in respect of (*a*) advances to bodies corporate and (*b*) advances to a person indebted in a total amount exceeding £5,000, representing ..... per cent. of the total balance due or outstanding on Mortgages.

SCHEDULE No. 8

Particulars to be set forth in respect of Investments held by the society as at end of financial year.

QUOTED	Final redemption date IN NOT MORE THAN 5 YEARS from date of Balance Sheet			Final redemption date AFTER 5 YEARS but WITHIN 15 YEARS from date of Balance Sheet			Final redemption date AFTER 15 YEARS but WITHIN 25 YEARS from date of Balance Sheet			Final redemption date MORE THAN 25 YEARS from date of Balance Sheet (including undated)			Amounts included in Balance Sheet	
	Nominal Value	*Market Value	Book Value	Nominal Value	*Market Value	Book Value	Nominal Value	*Market Value	Book Value	Nominal Value	*Market Value	Book Value	*Market Value	Book Value
	£	£	£	£	£	£	£	£	£	£	£	£	£	£
British Government and British Government Guaranteed Securities ...														
Commonwealth Securities ...														
Local Authority Securities ...														
Other Quoted Securities ...														
TOTAL														

UNQUOTED	Repayable in not more than 6 months	Repayable after 6 months but within 2 years from date of Balance Sheet	Repayable after 2 years but within 5 years from date of Balance Sheet	Repayable after 5 years from date of Balance Sheet but at some fixed date	Repay-able only at option of borrower	Amounts included in Balance Sheet
	£	£	£	£	£	£
Tax Reserve Certificates						
Defence Bonds						
Treasury Bills...						
Northern Ireland Government Bills						
Local Authority, unsecured Deposits (not more than 7 days notice)						
Local Authority Loans secured by way of mortgage						
Other Unquoted Securities						
TOTAL						

* At mid-market prices adjusted for net accrued interest where necessary.

Signature of Director.....

Signature of Director.....

Signature of Manager or Secretary.....

Total Quoted and Unquoted Interest Accrued ... ...

Total ...

EXPLANATORY NOTE

(This note is not part of the regulations, but is intended to indicate their general purport.)

These regulations prescribe the form of, and the particulars to be contained in, the annual returns as to their affairs in the previous financial year which building societies are required to make to the Chief Registrar of Friendly Societies.

The regulations also provide that the auditors, in their report on an annual return, need not deal with certain specified matters.

They do not differ materially from the regulations which they revoke except for omitting certain provisions now spent.