STATUTORY INSTRUMENTS

1962 No. 2045

BUILDING SOCIETIES

The Building Societies (Forms and Fees) Regulations 1962

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

The Chief Registrar of Friendly Societies, with the consent of the Treasury, pursuant to the powers conferred upon him by section 67 (1) of the Building Societies Act 1960(a) and section 123 (1) 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", "unincorporated society certified under the Act of 1836" and "the Central Office", have the meanings assigned to them in sections 1 (4), 125 (5) and 129 (1) of the Building Societies Act 1962 respectively.

2. Every certificate issued under the Building Societies Act 1962, and every application, notice and other document made or sent to the Chief Registrar of Friendly Societies or the Central Office under or in pursuance of the said Act or the Building Societies Act 1939(c) or the Building Societies Act 1960 such as is referred to in the headings of the forms contained in Schedule 1 hereto shall contain the particulars set out in, and be in the form of, the appropriate form contained in the said schedule, which form may be varied as the circumstances require:

Provided that, in relation to Scotland, where the words "Central Office" or "Seal of the Central Office" occur in such form there shall be substituted the words "Assistant Registrar of Friendly Societies for Scotland" or "Signature of the Assistant Registrar of Friendly Societies for Scotland" respectively.

3. The fees set out in Schedule 2 hereto shall be payable in advance to the Central Office.

4. The Central Office may dispense with the fee for inspection and copies of documents in cases where they may consider it in the public interest to do so and may, if they think fit, reduce or dispense with the fee for an award on a dispute, or for a direction confirming the right to inspect the register of members of a building society or an unincorporated society certified under the Act of 1836.

5. The Building Societies (Forms and Fees) Regulations 1961(d) are hereby revoked.

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

(a) 8 & 9 Eliz. 2. c. 64. (b) 10 & 11 Eliz. 2. c. 37. (c) 2 & 3 Geo. 6. c. 55.
(d) S.I. 1961/36 (1961 I, p. 73). (e) 52 & 53 Vict. c. 63.

7. These regulations may be cited as the Building Societies (Forms and Fees) 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.

SCHEDULE 1

FORM A

BUILDING SOCIETIES ACT 1962

Application for a Certificate of Incorporation on the establishment of a building society pursuant to section 1 of the said Act

To the Central Office.

1. We, the undersigned, whose names and addresses are: —

	Name.	Address.
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

hereby apply for a certificate of incorporation to be granted in respect of a society intended to be established under the Building Societies Act 1962 to be called ..... Building Society, and herewith transmit two printed copies of the rules agreed upon by us for the government of the society, each copy of which is signed by us and by the intended secretary.

2. The matters required to be provided for in the rules of a building society by sub-sections (1) (2) and (3) of section 4 of the said Act are provided for in the rules transmitted herewith as follows: —

Matters required to be provided for	Number of Rule
(*a*) The name of the society and its chief office or place of meeting;	(*a*)
(*b*) The manner in which the stock or funds of the society is or are to be raised;	(*b*)
(*c*) The issue of paid-up shares in accordance with section 13 (1) of the Building Societies Act 1962;	(*c*)
(*d*) The terms on which unadvanced subscription shares are to be issued and the manner in which the contributions are to be paid to the society and withdrawn by the members;	(*d*)
(*e*) The terms on which paid-up shares, if any, are to be issued and withdrawn;	(*e*)
(*f*) If preferential shares are to be issued the issue and limits of issue thereof; or, if preferential shares are not to be issued, that they are not to be issued;	(*f*)
(*g*) The manner in which advances are to be made and repaid; the deductions, if any, for premiums, and the conditions on which a borrower can redeem the amount due from him before the end of the period for which the advance was made;	(*g*)
(*h*) The manner in which losses are to be ascertained and provided for;	(*h*)
(*i*) The manner in which membership is to cease;	(*i*)
(*j*) The power to borrow money, and the limits thereof;	(*j*)
(*k*) The purposes to which the funds of the society are to be applied;	(*k*)
(*l*) The manner of remunerating auditors and the manner of appointing, remunerating and removing the board of directors or committee of management and other officers;	(*l*)
(*m*) The calling and holding of meetings;	(*m*)
(*n*) The right of members to requisition meetings;	(*n*)
(*o*) The manner in which notice of any resolutions to be moved at meetings is to be given to members;	(*o*)
(*p*) The procedure to be observed at meetings;	(*p*)
(*q*) The form of notice for the convening of a meeting, and the manner of its service;	(*q*)
(*r*) The voting rights of members, the right to demand a poll and the manner in which a poll is to be taken;	(*r*)
(*s*) The settlement of disputes between the society and any of its members, or any person claiming by or through any member, or under the rules, whether by reference to the Court, or to the Central Office, or to arbitration;	(*s*)
(*t*) The device, custody and use of the seal of the society;	(*t*)
(*u*) The custody of the mortgage deeds and other securities belonging to the society;	(*u*)
(*v*) The powers and duties of the board of directors or committee of management and other officers;	(*v*)
(*w*) The fines and forfeitures to be imposed on members of the society; and	(*w*)
(*x*) The manner in which the society may be terminated or dissolved.	(*x*)

Signatures 1 .....

2 .....

3 .....

4 .....

5 .....

6 .....

7 .....

8 .....

9 .....

10 .....

Address for reply .....

Date

FORM B

BUILDING SOCIETIES ACT 1962

Certificate of Incorporation

Register No. .....B

The Central Office hereby certify that the Building Society is incorporated under the Building Societies Act 1962 this day of one thousand nine hundred and

[Seal of the Central Office.]

FORM C

BUILDING SOCIETIES ACT 1962

Certificate under Section 13 of the said Act

The Central Office hereby certify that evidence has been produced which satisfies them that ten of the members of the Building Society, Register No. B, who signed copies of the society's rules for transmission to the Central Office under section 1 of the Building Societies Act 1962 have each been issued with shares in the society to the value of five hundred pounds on terms which comply with the requirements of Schedule I to the Building Societies Act 1962, and have each paid to the society in cash for those shares a sum of five hundred pounds.

Date

[Seal of the Central Office.]

FORM D

BUILDING SOCIETIES ACT 1962

Application for Permission to commence Advertising under section 14 of the said Act

....., ... Building Society

Register No. .....B

To the Chief Registrar of Friendly Societies.

1. The above named society which was incorporated on the day of , 19 , hereby applies for permission to commence advertising.

2. At the end of the last financial year ending before the date of this application:—

(*a*) the total amount of outstanding advances made by the society on the security of freehold or leasehold estate, together with any arrears of interest thereon, was £ .

(*b*) the total amount of such advances made either to a body corporate or a person indebted to the society (taking into account any kind of debt, whether immediately repayable or not) in an amount exceeding £5,000, was £ .

(*c*) the value of the assets of the society, as taken into account in the balance sheet, was £ .

(*d*) the value of the liquid funds of the society, as defined in paragraph 3 (2) of Schedule 2 to the Building Societies Act 1962 as taken into account in the balance sheet, was £ .

3. *At the end of the last financial year preceding this application no advance, and no part of any advance, to an officer of the society or to a company in which he is interested, such as is referred to in section 89 (1) of the Building Societies Act 1962 was outstanding, *or*

* Delete as appropriate.

* The advance(s), such as is/are referred to in section 89 (1) of the Building Societies Act 1962 shown in Schedule No. 3 of the society's annual return(s) for the year(s) 19 , *[*or* in the auditors' report to the society dated , 19] has/have been wholly repaid, as stated in the statutory declaration in Form E, made by the manager/secretary of the society which accompanies this application.

4. The society is not at the date hereof in arrear with any interest due on its shares.

5. At the date hereof neither any director of the society nor its manager or secretary was a director or the manager or the secretary of a building society when an order was made against it under section 48 of the Building Societies Act 1962 or section 6 of the Building Societies Act 1960 or section 11 of the Prevention of Fraud (Investments) Act 1958 or section 11 of the Prevention of Fraud (Investments) Act 1939 within five years from the date of this application.

6. There accompany this application:—

(*a*) a report in Form F signed by the auditors of the society stating that in their opinion the balance of the revenue and appropriation account for the last financial year preceding this application represents a surplus after making any adjustments which in their opinion are necessary to provide for diminution in value of assets, or in respect of items of an exceptional or abnormal nature.

(*b*) a statutory declaration in Form G by the manager/secretary of the society stating that none of its directors holds office at the date hereof for a fixed term exceeding five years from appointment, or for a term which is not fixed.

Registered Chief Office (Seal of the Society.)

Date

FORM E

BUILDING SOCIETIES ACT 1962

Statutory Declaration to accompany Form D, if required

..... Building Society

Register No. .....B

I .....

of .....

the secretary/manager of the above named society, do solemnly and sincerely declare that the undermentioned advance(s) shown in Schedule No. 3 of the said society's annual return(s) for the year(s) 19 , *[*or* in the auditors' report to the said society dated , 19] has/have been wholly repaid.

* Delete as appropriate.

Advances to individuals

Roll Number. Amount of advance.

Advances to bodies corporate

Register Number of Company. Amount of advance.

And I make this solemn declaration conscientiously believing the same to be true, and by virtue of the provisions of the Statutory Declarations Act 1835.

Signature of Declarant .....

Declared at .....
.....
the ..... day of ....., one thousand nine hundred and ....., before me,

.....
A Commissioner for Oaths.*

* or Notary Public or Justice of the Peace.

FORM F

BUILDING SOCIETIES ACT 1962

Auditors' Report to accompany Form D

..... Building Society

Register No. .....B

I/We the undersigned, being the auditor(s) of the above named society, state that in my/our opinion the balance of the revenue and appropriation account for the year ended 19 , being the last financial year of the society ending before the date of its application for permission to commence advertising, represents a surplus after making any adjustments which in my/our opinion are necessary to provide for diminution in value of assets, or in respect of items of an exceptional or abnormal nature.

Signature(s)

Date

Address

FORM G

BUILDING SOCIETIES ACT 1962

Statutory Declaration to accompany Form D

..... Building Society

Register No. .....B

I .....

of .....

the secretary/manager of the above named society, do solemnly and sincerely declare that at the date of the application made by the said society for permission to commence advertising none of its directors held office for a fixed term exceeding five years from appointment, or for a term which was not fixed.

And I make this solemn declaration conscientiously believing the same to be true, and by virtue of the provisions of the Statutory Declarations Act 1835.

Signature of Declarant .....

Declared at .....
.....
the ..... day of ....., one thousand nine hundred and ....., before me,
.....
A Commissioner for Oaths.*

* or Notary Public or Justice of the Peace.

FORM H

BUILDING SOCIETIES ACT 1962

Notice of Change of Name pursuant to section 16 of the said Act

(Name already registered.) ..... Building Society

Register No. .....B

To the Central Office.

Notice is hereby given that by a special resolution, as defined in section 69 of the Building Societies Act 1962, passed at a meeting of the society held on the ..... day of ..... 19..., it was resolved that the name of the society be changed to ..... Building Society.

(Seal of the Society.)

Registered Chief Office

Date

FORM I

BUILDING SOCIETIES ACT 1962

Certificate of Registration of Change of Name under section 16 of the said Act

The Central Office hereby certify that the ..... Building Society, Register No. .....B, is from the date hereof registered in the name following:—

Dated the day of one thousand nine hundred and

[Seal of the Central Office.]

FORM J

BUILDING SOCIETIES ACT 1962

Application to Register an Alteration of Rules, being a substitution of an entire set of rules for the existing set of rules, pursuant to section 17 of the said Act

..... Building Society

Register No. .....B

To the Central Office.

1. Application is hereby made for the registration of an alteration of rules, being a substitution of an entire set of rules for the existing set of rules.

2. The matters required to be provided for in the rules of a building society by sub-sections (1) and (2) of section 4 of the Building Societies Act 1962 are provided for in the rules, application for registration of which is hereby made, as follows:—

Matters required to be provided for	Number of Rule
(*a*) The name of the society and its chief office or place of meeting;	(*a*)
(*b*) The manner in which the stock or funds of the society is or are to be raised;	(*b*)
(*c*) The issue of paid-up shares in accordance with section 13 (1) of the Building Societies Act 1962;	(*c*)
(*d*) The terms on which unadvanced subscription shares are to be issued and the manner in which the contributions are to be paid to the society and withdrawn by the members;	(*d*)
(*e*) The terms on which paid-up shares, if any, are to be issued and withdrawn;	(*e*)
(*f*) If preferential shares are to be issued, the issue and limits of issue thereof; or, if preferential shares are not to be issued, that they are not to be issued;	(*f*)
(*g*) The manner in which advances are to be made and repaid; the deductions, if any, for premiums, and the conditions on which a borrower can redeem the amount due from him before the end of the period for which the advance was made;	(*g*)
(*h*) The manner in which losses are to be ascertained and provided for;	(*h*)
(*i*) The manner in which membership is to cease;	(*i*)
(*j*) The power to borrow money, and the limits thereof;	(*j*)
(*k*) The purposes to which the funds of the society are to be applied;	(*k*)
(*l*) The manner of remunerating auditors and the manner of appointing, remunerating and removing the board of directors or committee of management, and other officers;	(*l*)
(*m*) The calling and holding of meetings;	(*m*)
(*n*) The right of members to requisition meetings;	(*n*)
(*o*) The manner in which notice of any resolutions to be moved at meetings is to be given to members;	(*o*)
(*p*) The procedure to be observed at meetings;	(*p*)
(*q*) The form of notice for the convening of a meeting and the manner of its service;	(*q*)
(*r*) The voting rights of members, the right to demand a poll and the manner in which a poll is to be taken;	(*r*)

FORM J—*continued*

Matters required to be provided for	Number of Rule
(*s*) The settlement of disputes between the society and any of its members, or any person claiming by or through any member, or under the rules, whether by reference to the Court, or to the Central Office, or to arbitration;	(*s*)
(*t*) The device, custody and use of the seal of the society;	(*t*)
(*u*) The custody of the mortgage deeds and other securities belonging to the society;	(*u*)
(*v*) The powers and duties of the board of directors or committee of management and other officers;	(*v*)
(*w*) The fines and forfeitures to be imposed on members of the society; and	(*w*)
(*x*) The manner in which the society may be terminated or dissolved.	(*x*)

3. There accompany this application:—

(*a*) two printed copies of the alteration of rules signed by three members and the secretary, marked "All previous rules rescinded." and marked to show the date of the passing of the special resolution by which the alteration was made;

(*b*) a printed copy of the existing set of rules;

(*c*) a statutory declaration of an officer of the society in Form L stating that the alteration of rules now submitted for registration was made on the day of 19 , by a special resolution as defined in section 69 of the said Act.

Registered Chief Office (Seal of the Society.)

Date

FORM K

BUILDING SOCIETIES ACT 1962

Application to Register an Alteration of Rules, not being a substitution of an entire set of rules for the existing set of rules, pursuant to section 17 of the said Act

..... Building Society

Register No. .....B

To the Central Office.

1. Application is hereby made for the registration of an alteration of rules, not being a substitution of an entire set of rules for the existing set of rules.

2. There accompany this application:—

(*a*) two printed copies of the alteration of rules signed by three members and the secretary, and stating the date of the passing of the special resolution by which the alteration was made;

(*b*) a printed copy of the existing set of rules, marked to show where and in what manner they have been altered;

(*c*) a statutory declaration of an officer of the society in Form L stating that the alteration of rules now submitted for registration was made on the day of 19 , by a special resolution as defined in section 69 of the Building Societies Act 1962.

(Seal of the Society.)

Registered Chief Office

Date

FORM L

BUILDING SOCIETIES ACT 1962

Statutory Declaration to accompany Application in Form J or Form K pursuant to section 17 of the said Act

..... Building Society

Register No. .....B

I, ...

of .....

an officer of the above named society do solemnly and sincerely declare that the alteration of the rules of the said society, the application for the registration of which is appended to this declaration, was made by a special resolution, as defined in section 69 of the Building Societies Act 1962, passed on the day of 19 .

And I make this solemn declaration conscientiously believing the same to be true, and by virtue of the provisions of the Statutory Declarations Act 1835.

Signature of Declarant .....

Declared at .....
.....
the ..... day of ....., one thousand nine hundred and ....., before me,

.....
A Commissioner for Oaths.*

* or Notary Public or Justice of the Peace.

FORM M

BUILDING SOCIETIES ACT 1962

Certificate of Registration of Alteration of Rules under section 17 of the said Act

The Central Office hereby certify that the alteration of the rules of the Building Society, Register No. B, to which this certificate is attached, is registered under the Building Societies Act 1962, this day of one thousand nine hundred and .

[Seal of the Central Office.]

FORM N

BUILDING SOCIETIES ACT 1962

Notice of Union of Societies pursuant to section 18 of the said Act

(A) ..... Building Society
Register No. ..... B

(B) ..... Building Society
Register No. ..... B

To the Central Office.

Notice is hereby given that at a meeting of the (A) ..... Building Society held on the day of 19 , a special resolution, as defined in section 69 of the Building Societies Act 1962, was passed which approved the union of the said society with the (B) .... Building Society in accordance with the terms of the instrument of union, a copy of which signed by the secretary of each society is annexed to this notice,

And that at a meeting of the said (B) ..... Building Society held on the day of 19 , a special resolution, as defined in section 69 of the Building Societies Act 1962, was passed which approved the union of the said (B) ..... Building Society with the said (A) ..... Building Society in accordance with the terms of the said instrument of union.

Omit where exemption from this requirement has been obtained.

In accordance with section 20 of the Building Societies Act 1962, a statement, the contents of which were approved by the Chief Registrar, has been sent to each member of the (A) ..... Building Society.

Omit where exemption from this requirement has been obtained.

In accordance with section 20 of the Building Societies Act 1962, a statement, the contents of which were approved by the Chief Registrar, has been sent to each member of the (B) ..... Building Society.

Omit where confirmation of union is sought without such concurrence.

The whole number of shares of the (A) ..... Building Society is and the concurrence in writing of the holders of not less than two-thirds of such shares is submitted with this notice.

Omit where confirmation of union is sought without such concurrence.

The whole number of shares of the (B) ..... Building Society is and the concurrence in writing of the holders of not less than two-thirds of such shares is submitted with this notice.

(Seal of the (A) ..... Building Society.)

(Seal of the (B) ..... Building Society.)

Name and address to which registered copy is to be sent } .....

Date

FORM O

BUILDING SOCIETIES ACT 1962

Notice of Transfer of Engagements pursuant to section 19 of the said Act

(A) ..... Building Society
Register No. ..... B

(B) ..... Building Society
Register No. ..... B

To the Central Office.

Notice is hereby given that at a meeting of the (A) ..... Building Society held on the day of 19 a special resolution, as defined in section 69 of the Building Societies Act 1962, was passed that the said society do transfer its engagements to the (B) .... Building Society, in accordance with the terms of the instrument of transfer a copy of which signed by the secretary of each society is annexed to this notice.

In accordance with section 20 of the Building Societies Act 1962, a statement, the contents of which were approved by the Chief Registrar, has been sent to each member of the (A) ..... Building Society.

Omit where exemption from this requirement has been obtained.

The whole number of shares of the (A) ..... Building Society is and the concurrence in writing of the holders of not less than two-thirds of such shares is submitted with this notice.

Omit where confirmation of transfer is sought without such concurrence.

The (B) ..... Building Society

*by special resolution as defined in section 69 of the Building Societies Act 1962

*with the consent of the Central Office by a resolution of a general meeting

*with the consent of the Central Office by a resolution of its Board of Directors *or* Committee of Management

* Delete as applicable.

has undertaken to fulfil the engagements of the (A) ..... Building Society in accordance with the terms of the said instrument of transfer.

In accordance with section 20 of the Building Societies Act 1962, a statement, the contents of which were approved by the Chief Registrar, has been sent to each member of the (B) ..... Building Society.

Omit where exemption from this requirement has been obtained.

The whole number of shares of the (B) .....Building Society is and the concurrence in writing of the holders of not less than two-thirds of such shares is submitted with this notice.

Omit where confirmation of transfer is sought without such concurrence.

(Seal of the (A) ..... Building Society.)

(Seal of the (B) ..... Building Society.)

Name and address to which registered copy is to be sent } .....

Date

FORM P

BUILDING SOCIETIES ACT 1962

Application for confirmation of Union or Transfer of Engagements under section 20 or 124 of the said Act

..... Building Society

Register No. .....B

To the Central Office.

The above named Society desires to unite with [*or* transfer its engagements to] [*or* accept a transfer of the engagements of] the ..... Building Society, Register No. .....B,

and hereby applies to the Central Office to confirm the union [*or* transfer] notwithstanding that the written concurrence of the holders of two-thirds of the whole number of its shares has not been obtained in the manner required by the Building Societies Act 1962.

(Seal of the Society making the application.)

Date

Note.—Notice of this application must be advertised in Form Q in the London and Edinburgh Gazettes, and, if the Central Office so require, in one or more newspapers, at least one calendar month before this application can be heard.

FORM Q

BUILDING SOCIETIES ACT 1962

Notice under section 20 or 124 of the said Act

Notice is hereby given that the ..... Building Society, No. .....B, whose registered chief office is at desires to unite with [*or* transfer its engagements to] [*or* accept a transfer of the engagements of] the..... Building Society, No. .....B, and that the first-named society has applied to the Central Office to confirm the union [transfer] notwithstanding that the written concurrence of the holders of two-thirds of the whole number of shares of the said society has not been obtained in the manner required by the Building Societies Act 1962.

The application will be heard on the day of 19

Any person wishing to be heard on such application should apply by letter to the Central Office of the Registry of Friendly Societies, 17 North Audley Street, London W.1, at least seven days before the date of the hearing.

FORM R

BUILDING SOCIETIES ACT 1962 [*or* 1960*]

Application for right to obtain names and addresses from a society's register of members under section 63 [or 27] of the said Act*

To the Chief Registrar of Friendly Societies.

I, of

being a member of the Building Society, Register No. B, hereby apply for the right to obtain names and addresses from the register of members of the said society.

I require the right for the purpose of communicating with members of the said society on a subject relating to the affairs of the said society, such subject being the following:—

Signature of Member .....

Date

* *Note.*—An application in respect of an incorporated society is made under section 63 of the Building Societies Act 1962, and in respect of an unincorporated society is made under section 27 of the Building Societies Act 1960.

FORM S

BUILDING SOCIETIES ACT 1962 [*or* 1960*]

Notice of change of directors, manager, or secretary of a society pursuant to section 75 [or 53] of the said Act*

..... Building Society

Register No. .....B

To the Central Office.

Notice is hereby given of:—

(*a*) the appointment to office of the undermentioned persons:—

Name (in full)	Address	Office to which appointed	Date of appointment

(*b*) the relinquishment of office of the undermentioned persons:—

Name (in full)	Address	Office relinquished	Date of relinquishment

(Seal of the Society.)

Date

* *Note.*—A notice in respect of an incorporated society is given under section 75 of the Building Societies Act 1962, and in respect of an unincorporated society is given under section 53 of the Building Societies Act 1960. In the latter case the notice should be signed by an officer of the society on its behalf.

FORM T

BUILDING SOCIETIES ACT 1962 [*or* 1939 *]

Return as to Sales of Properties and Transfers of Mortgages pursuant to section 90 [*or* 13 *] *of the said Act*

.....Building Society

Register No.....B

Return for the financial year ended 19

PROPERTIES SOLD

Roll number 1	If leasehold state term at date of advance 2	Valuation of property for purpose of advance 3	Date of Advance 4	Amount of Advance 5	Was the advance made under a continuing arrangement? 6	Date of completion of sale 7	Debt at date of completion of sale 8	Whether sale was by private treaty or by public auction 9	Sale price 10	Amount otherwise recovered 11	Source of recovery 12	Name and address of purchaser 13	Observations 14
	Years	£		£			£		£	£			

MORTGAGES TRANSFERRED

Roll number 1	If leasehold, state term at date of advance 2	Valuation of property for purpose of advance 3	Date of advance 4	Amount of advance 5	Was the advance made under a continuing arrangement? 6	Date of transfer 7	Debt at date of transfer 8	Consideration for transfer 9	Name and address of transferee 10	Observations 11
	Years	£		£			£	£		

Signature of Director.....

Signature of Director.....

Signature of Manager or Secretary..... Date.....

* *Note.*—A return by an incorporated society is made under section 90 of the Building Societies Act 1962, and by an unincorporated society is made under section 13 of the Building Societies Act 1939.

FORM U

BUILDING SOCIETIES ACT 1962

Submission of a Dispute under section 95 of the said Act

Dispute between .....
and the .....Building Society.

Register No. .....B

[The above-named parties agree to submit the dispute between them to the Central Office. — The part within brackets is not necessary where the rules direct disputes to be referred to the Central Office.

Signature of Claimant .....

(Seal of the Society.)]

The said ..... submits as follows:—

1. That he is a member of the said society [*or* claims by *or* through a member *or* under the rules, *as the case may be*].

2. That — Give particulars of the claim or contention.

3. That his case is proposed to be supported by the evidence of the following witnesses and by the production of the following documents:— Give list.

Signature .....

Address .....

Date .....

The said society submit as follows:—

1. That they dispute the claim [*or* contention] of the said .... on the following grounds:— State grounds of dispute.

2. That their case is proposed to be supported by the evidence of the following witnesses and the production of the following documents:— Give list.

(Seal of the Society.)

Date .....

FORM V

BUILDING SOCIETIES ACT 1962

Instrument of Dissolution pursuant to section 100 of the said Act

..... Building Society

Register No. .....B

Instrument of dissolution of the .....
Building Society, made the ..... day of ..... 19..., and signed by not less than three-fourths of the members holding not less than two-thirds of the number of shares in the said society.

FORM V—*continued*

It is agreed and declared as follows:—

1. The liabilities and assets of the society are the following:—

LIABILITIES	£	s.	d.	ASSETS	£	s.	d.

2. The number of members is ....., the number of shares is ....., and the amount standing to the credit of the members in the books of the society is £.....

3. The society owes to depositors the sum of £..... and to other creditors the sum of £..... and such sums shall be paid out of the first moneys which shall be received by the trustees hereby appointed [*or as the case may be*].

4. After payment of the claims of depositors and other creditors, the funds and property of the society shall be appropriated and divided among the members thereof in the proportion of the amount standing to each member's credit in the books of the society [*or as the case may be*].

5. The following persons are hereby appointed trustees for the purpose of the dissolution—

Full Name Address Description

6. The trustees shall be remunerated by the sum of [*or as the case may be*].

[7. *Any other provisions which the society desires to be made as to the dissolution*].

Number of shares held by members signing.

Signatures of members

Signatures of trustees

Seal of the Society

FORM W

BUILDING SOCIETIES ACT 1962

Certificate of Registration of Instrument of Dissolution under section 100 *of the said Act*

The Central Office hereby certify that the instrument of dissolution of the Building Society, Register No. ..... B, dated the day of one thousand nine hundred and is registered under the Building Societies Act 1962 this day of one thousand nine hundred and .

[Seal of the Central Office.]

FORM X

BUILDING SOCIETIES ACT 1962

Application for Award of Dissolution under section 101 *of the said Act*

..... Building Society

Register No. .....B

To the Central Office.

Application for an award of dissolution of the above named society is made by the members whose names are subscribed at the foot hereof.

1. The society consists of ..... members, one tenth of the whole number of whom (*or* 100 or more of whom *if the society has more than 1,000 members*) have signed this application.

2. The society is unable to meet the claims of its members, and it would be for their benefit that it should be dissolved.

3. The grounds upon which such inability is alleged are as follows:— (*state grounds*).

4. The Central Office is hereby requested to make, or cause to be made, an investigation into the affairs of the society, with a view to the dissolution thereof.

Signatures of members.

Registered Chief Office

Date

FORM Y

BUILDING SOCIETIES ACT 1962

Notice of Commencement of Dissolution (*where no Instrument of Dissolution is executed*) *pursuant to section* 105 *of the said Act*

..... Building Society

Register No. .....B

To the Central Office.

Notice is hereby given, that, in pursuance of the rules of the above named society, the dissolution of the society commenced on the ..... day of ....., 19....

(Seal of the Society.)

Name and address to which registered copy is to be sent } .....

Date

FORM Z

BUILDING SOCIETIES ACT 1962

Notice of Commencement of Winding Up pursuant to section 105 *of the said Act*

..... Building Society

Register No. .....B

To the Central Office.

Notice is hereby given that an order for the winding up by the court [*or* for the voluntary winding up subject to the supervision of the court] of the above named society was made on the ..... day of ....., 19.....

(Seal of the Society.)

Name and address to which registered copy is to be sent } .....

Date

FORM AA

BUILDING SOCIETIES ACT 1962

Notice of Termination of Dissolution pursuant to section 105 *of the said Act*

..... Building Society

Register No. .....B

To the Central Office.

Notice is hereby given that, pursuant to the instrument of dissolution [*or* rules] of the above-named society, the dissolution thereof terminated on the..... day of....., 19.....

.....
.....
.....
..... } The trustees for the purpose of the dissolution [*or* three members and the secretary *if the dissolution is not by instrument*].

Name and address to which registered copy is to be sent } .....

Date

FORM AB

BUILDING SOCIETIES ACT 1962

Notice of Termination of Winding up pursuant to section 105 *of the said Act*

..... Building Society

Register No. .....B

To the Central Office.

Notice is hereby given that the winding up by the court [*or* the voluntary winding up, subject to the supervision of the court] of the above-named society terminated on the ..... day of ....., 19.....

..... Liquidator.

Name and address to which registered copy is to be sent } .....

Date

FORM AC

BUILDING SOCIETIES ACT 1962

Notice of Change of Chief Office pursuant to section 108 *of the said Act*

..... Building Society

Register No. .....B

To the Central Office.

Notice is hereby given that the above-named society on the day of 19 changed its Chief Office from to

Signature of Secretary.

Date

FORM AD

BUILDING SOCIETIES ACT 1962

Certificate of Registration of Notice of Change of Chief Office under section 108 *of the said Act*

The Central Office hereby certify that the registered Chief Office of the Building Society is from the date hereof the following:—

Date

[Seal of the Central Office.]

FORM AE

BUILDING SOCIETIES ACT 1962

Application for Inspection or Special Meeting under section 110 *of the said Act*

..... Building Society

Register No. .....B

1. We, the undersigned, being members of the above named society, hereby apply to the Chief Registrar of Friendly Societies to appoint an inspector to inquire into and report on the affairs of the society [*or* to call a special meeting of the society].

2. The society has ..... members, and this application is signed by one-tenth of the members [*or* by 100 members *if the whole number exceeds 1,000*].

3. The grounds of the application are as follows:—

4. We are able to support the application by evidence which shows that we have good reason for making it, and are not actuated by malicious motives in doing so.

5. We are prepared, if required, to give security for costs to the extent of £.....

Signatures of Applicants.

Address to which communications are to be sent:—

Date

FORM AF

BUILDING SOCIETIES ACT 1962

Request to Cancel Registration under section 114 of the said Act

..... Building Society

Register No. .....B

To the Central Office.

1. The above-named society requests that its registration may be cancelled.
2. The request is made on the following grounds:—

(Seal of the Society.)

Registered Chief Office

Date

FORM AG

BUILDING SOCIETIES ACT 1962

Application for consent to a Transfer of Engagements to a building society in Northern Ireland under section 124 of the said Act

(A) ..... Building Society

Register No. ..... B

(B) ..... Building Society

Register No. in Northern Ireland No.

To the Central Office.

Whereas at a meeting of the (A) ..... Building Society held on the day of , 19 , a special resolution, as defined in section 69 of the Building Societies Act 1962, was passed that the said society do transfer its engagements to the (B) ..... Building Society in accordance with the terms of the instrument of transfer a copy of which signed by the secretary of each society is annexed to this notice;

Omit where exemption from this requirement has been obtained.

And whereas, in accordance with sections 20 and 124 (6) of the Building Societies Act 1962, a statement, the contents of which were approved by the Chief Registrar, has been sent to each member of the (A) ..... Building Society;

Omit where confirmation of transfer is sought without such concurrence.

And whereas the whole number of shares of the (A) ..... Building Society is and the concurrence in writing of the holders of not less than two-thirds of such shares is submitted with this notice;

State in what manner.

And whereas the (B) ..... Building Society by ..... has undertaken to fulfil the engagements of the (A) ..... Building Society;

Application is hereby made to the Central Office for consent to the said transfer.

(Seal of the (A) ..... Building Society.)

(Seal of the (B) ..... Building Society.)

Name and address to which registered copy is to be sent. } .....

Date

FORM AH

BUILDING SOCIETIES ACT 1962

Application for consent to a Transfer of Engagements from a building society in Northern Ireland under section 124 of the said Act

(A) ..... Building Society

Register No. ..... B

(B) ..... Building Society

Register No. in Northern Ireland No.

To the Central Office.

Whereas the (B) ..... Building Society has by ..... resolved to transfer its engagements to the (A) ..... Building Society, — State in what manner.

And whereas the (A) ..... Building Society

*by special resolution as defined in section 69 of the Building Societies Act 1962, — * Delete as applicable.

*with the consent of the Central Office by a resolution of a general meeting,

*with the consent of the Central Office by resolution of its Board of Directors *or* Committee of Management

has undertaken to fulfil the engagements of the (B) ..... Building Society;

And whereas, in accordance with sections 20 and 124 (6) of the Building Societies Act 1962, a statement approved by the Chief Registrar has been sent to each member of the (A) ..... Building Society; — Omit where exemption from this requirement has been obtained.

And whereas the whole number of shares of the (A) ..... Building Society is and the concurrence in writing of the holders of not less than two-thirds of such shares is submitted with this notice; — Omit where confirmation of transfer is sought without such concurrence.

Application is hereby made to the Central Office for consent to the said transfer.

(Seal of the (A) ..... Building Society.)

(Seal of the (B) ..... Building Society.)

Name and address to which registered copy is to be sent. } .....

Date

SCHEDULE 2

	£	s.	d.
For the certificate of incorporation of a building society	30	0	0
For the certificate as to evidence that the requisite minimum subscription has been paid by the founding members	5	0	0
For permission to commence advertising	5	0	0
For the certificate of registration of an alteration of rules being a substitution of an entire set of rules for the existing set of rules	10	0	0
For the certificate of registration of an alteration of rules not being a substitution of an entire set of rules for the existing set of rules	5	0	0
For cancellation of registration at the request of a society	3	0	0
For the certificate of registration of notice of a change of chief office		10	0
For the certificate of registration of a change of name	3	0	0

For the certificate of registration of an instrument of dissolution, or alteration therein, or for an award for dissolution, where the society has—			
(*a*) 1,000 members or less	5	0	0
(*b*) More than 1,000 members	10	0	0
For registration of notice of termination of a society or notice of the commencement or termination of a dissolution or winding up		10	0
For registration of a union, to be paid by each uniting society, where the society has			
(*a*) 1,000 members or less	5	0	0
(*b*) More than 1,000 members	10	0	0
For registration of a transfer of engagements, where the transferring society, whether or not registered, or deemed to be registered, in Northern Ireland, has			
(*a*) 1,000 members or less	5	0	0
(*b*) more than 1,000 members	10	0	0
For confirmation of a union or transfer of engagements	7	0	0
For every award by the Central Office on a dispute ... ... and, if more than one hearing, or an adjournment, becomes necessary, then £2 more for every hearing after the first, and for every adjournment.	5	0	0
For every order for discovery	2	0	0
For every permission exempting a building society or unincorporated society certified under the Act of 1836 from restrictions on special advances	5	0	0
For every approval of an arrangement for meeting of losses by investors	5	0	0
For the appointment of an inspector, or calling of a special meeting, by the Chief Registrar	5	0	0
For every direction conferring the right to inspect the register of members of a building society or unincorporated society certified under the Act of 1836	1	0	0
For every document (except as otherwise provided) required to be signed by the Chief Registrar or by the Central Office, or to bear the seal of the Central Office		10	0
For every inspection on the same day of documents (whether one or more) in the custody of the Central Office, relating to one and the same society		2	6
For a copy or extract of any document in the custody of the Central Office, not exceeding 216 words, 5s., and, if exceeding that number, 1s. per folio of 72 words, in addition to the fee, if any, for the signature of the Chief Registrar or Central Office, or for the seal of the Central Office.			
For any document certified as a true copy of a document in the custody of the Central Office, when the copy so certified is not made by the Central Office, 1s. 6d., for the examination of such copy, and if the copy exceeds 216 words, for every additional folio of 72 words, 6d. (in addition to the fee for the signature of the Chief Registrar or Central Office, or for the seal of the Central Office).			

EXPLANATORY NOTE

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

These regulations prescribe the forms of certificate to be issued by the Central Office of the Registry of Friendly Societies under the Building Societies Act 1962 and of applications, notices and other documents to be sent by building societies under that Act. They also prescribe the fees payable in connection with the functions of the Central Office and Chief Registrar under that Act.

These regulations replace the Building Societies (Forms and Fees) Regulations 1961 which are revoked. They only differ from those regulations to the extent that the consolidation of the Building Societies Acts 1874 to 1960 by the Building Societies Act 1962 has required reference to that Act and that there has been a small reduction in the number of prescribed forms.