

ANNEX D

EXAMPLES OF COMPLETED FORMS

- ❖ MODEL FORM CIC36 COMMUNITY INTEREST STATEMENTS - FOR GUIDANCE
- ❖ MODEL FORM CIC37 COMMUNITY INTEREST STATEMENTS - FOR GUIDANCE
- ❖ MODEL FORM CIC34 COMMUNITY INTEREST COMPANY REPORT (SIMPLE) –
–
FOR GUIDANCE
- ❖ MODEL FORM CIC34 COMMUNITY INTEREST COMPANY REPORT (COMPLEX) – FOR GUIDANCE – **NOT AVAILABLE**

CIC 36

Declarations on Formation of a Community Interest Company

*Please
complete in
typescript,
or in bold
black
capitals.*

Company Name in full

The Village Shop

Community Interest Company

SECTION A: COMMUNITY INTEREST STATEMENT – beneficiaries

1. We/I, the undersigned, declare that the company will carry on its activities for the benefit of the community, or a section of the community¹. [Insert a short description of the community, or section of the community, which it is intended that the company will benefit in the space provided below]²

The company's activities will provide benefit to ...

In particular, the company's activities will be carried on for the benefit of residents of The Village and small-scale producers of food and beverages in the surrounding area.

COMPANY NAME

The Village Shop Community Interest Company

SECTION B: Community Interest Statement – Activities & Related Benefit

Please indicate how it is proposed that the company’s activities will benefit the community, or a section of the community. Please provide as much detail as possible to enable the CIC Regulator to make an informed decision about whether your proposed company is eligible to become a community interest company. It would be useful if you were to explain how you think your company will be different from a commercial company providing similar services or products for individual or personal gain.

| Activities (Tell us here what the company is being set up to do) | How will the activity benefit the community? <i>(The community will benefit by...)</i> |
|---|--|
| General: running a village shop with a strong community focus and providing services to local residents and holidaymakers | The Village currently has no shop, but it has a substantial population, who would benefit from access to a local grocer and general store (particularly the elderly and those without cars). The company will provide a number of new full-time and part-time jobs, enhance the opportunities for local food producers and help to strengthen community spirit. |
| Retailing locally produced food (including eggs, vegetables, fruit, cakes, pies, bread and preserves) and beverages. Home delivery (telephone orders) to local residents, especially the elderly and others with impaired mobility | The shop will provide a distribution channel for locally based producers who operate on too small a scale to supply larger wholesalers and retailers. We hope that the availability of local produce will be a selling point for both local residents and tourists. Local distribution will also help to reduce “food miles”. We would also like to establish links with other networks of smallscale producers and retailers to develop ways of improving local and small-scale food distribution networks. The Village has no shop and is not well served by public transport. The nearest supermarket is at least 20 minutes away by car. We believe that many residents and visitors would like to shop locally for some of their household needs. Many residents do not have access either to cars or to the internet (which would enable them to benefit from major supermarket’s home delivery services), and would benefit from home delivery. Offering home delivery “with a human face” by a local person will increase the shop’s value to the community. |
| If the company makes any surplus it will be used for... We hope to generate a surplus from trading. In the short term, we expect that this will all be reinvested in the business as set out below. In the longer term, dividends may be paid to shareholders (who include some of the shop’s local food suppliers), subject to the restrictions in the Act and the Regulations. | |

(Please continue on separate continuation sheet if necessary.)

COMPANY NAME

The Village Shop Community Interest Company

SECTION C:

1. We/I, the undersigned, declare that the company in respect of which this application is made will not be:

- (a) a political party;
- (b) a political campaigning organisation; or
- (c) a subsidiary of a political party or of a political campaigning organisation.³

SECTION D: SIGNATORIES

Each person who will be a first director of the company must sign the declarations.

| | | | |
|--------|--------------|------|------------|
| Signed | J.E. Bennett | Date | 1-Sep-2006 |
| Signed | M. Parker | Date | 1-Sep-2006 |
| Signed | A. Turner | Date | 1-Sep-2006 |
| Signed | | Date | |
| Signed | | Date | |

(Please continue on separate continuation sheet if necessary.)

CHECKLIST

This form must be accompanied by the following documents:

- (a) Memorandum of Association.
- (b) Articles of Association, which comply with requirements imposed by section 32 of the Act and Part 3 of the Regulations or which are otherwise appropriate in connection with becoming a community interest company.
- (c) Form IN01 – you need to indicate on this form that the proposed company is adopting bespoke articles.
- (d) Any completed continuation sheets.
- (e) A cheque for £35 made payable to Companies House.

You do not have to give any contact information in the box opposite but if you do, it will help the Registrar of Companies to contact you if there is a query on the form. The contact information that you give will be visible to searchers of the public record.

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| Tel |
| DX Number DX Exchange |

When you have completed and signed the form, please send it to the Registrar of Companies at:

For companies registered in England and Wales: Companies House, Crown Way, Cardiff, CF14 3UZ
DX 33050 Cardiff

For companies registered in Scotland: Companies House, 4th Floor, Edinburgh Quay 2, 139
Fountainbridge, Edinburgh EH3 9FF DX 235 Edinburgh

For companies registered in Northern Ireland: Companies House, 1st Floor, Waterfront Plaza, 8
Laganbank Road Belfast BT1 3BS

NOTES

¹ The community interest test is referred to in section 35 of the Companies (Audit, Investigations and Community Enterprise) Act 2004 and is expanded upon in regulations 3, 4 & 5 of the Regulations.

² E.g. "the residents of Oldtown" or "those suffering from XYZ disease".

³ A company is not eligible to be formed as a community interest company if it will be an "excluded company". If you are not sure whether the company which you wish to form falls into any of these categories, you should refer to the definitions of the terms "political party", "political campaigning organisation" and "subsidiary" (and of the related terms "election", "governmental authority", "public authority" and "referendum") in Regulation 2 of the Regulations before completing this form.

CIC 37

Declarations on Conversion to a Community Interest Companyⁱ

*Please
complete in
typescript,
or in bold
black
capitals.*

Company Number

03805858

Company Name in full

South London Transport p.l.c.

Proposed Company
Name in full

South London Transport community interest p.l.c.

SECTION A: COMMUNITY INTEREST STATEMENT – beneficiaries

1. We/I, the undersigned, declare that the company will carry on its activities for the benefit of the community, or a section of the communityⁱⁱ. [Insert a short description of the community, or section of the community, which it is intended that the company will benefit in the space provided below]ⁱⁱⁱ

The company's activities will provide benefit to ...

In particular, the company's activities will be carried on for the benefit of individual residents and community groups in South London.

COMPANY NUMBER

03805858

SECTION B: Community Interest Statement – Activities & Related Benefit

Please indicate how it is proposed that the company's activities will benefit the community, or a section of the community. Please provide as much detail as possible to enable the CIC Regulator to make an informed decision about whether your company is eligible to become a community interest company. It would be useful if you were to explain how you think your company will be different from a commercial company providing similar services or products for individual or personal gain.

| Activities (Tell us here what the company is being set up to do) | How will the activity benefit the community? <i>(The community will benefit by...)</i> |
|--|--|
| Providing bus services to individuals and community groups in South London, with particular emphasis on increasing the mobility of those with young families, the elderly and those with special needs. | The community benefits by receiving a regular, reliable and inexpensive transport service, often operating where there are gaps in regular services. Our buses have more space for pushchairs and wheelchairs than conventional vehicles and our routes are tailored to the needs of key passenger groups. On average, we carry 20,000 people per week, the majority of whom are under 18 or over 65. |
| Providing service, repair and modification facilities for vehicles owned by local schools, clubs, charities or public sector Organisations. Training drivers (including community group volunteers who wish to hire our vehicles) to handle buses of various sizes and preparing them to take the IAM Minibus Driving Test, qualify for a PCV licence, or study for S/NVQ Level 2 in Road Passenger Transport. | Because we service our own fleet of buses, we are able to provide maintenance facilities for local community organisations' vehicles which are both more specialised and cheaper than they would be able to get from most local garages. Many organisations want to be able to organise their own transport but cannot justify the expense of purchasing their own buses or hiring a bus with a driver. By training volunteers from such organisations to drive buses we provide them with a cost effective solution to their transport problems. We also train our own drivers for our scheduled and special services. |
| If the company makes any surplus it will be used for... Surpluses are mainly devoted to expanding the business, in particular by investment in the fleet and other equipment, as well as reducing the company's borrowings and financing our educational activities. From time to time dividends are paid to local charities and others who hold shares in the company (subject, where appropriate, to the capping rules in the Act and the Regulations). | |

(Please continue on separate continuation sheet if necessary.)

COMPANY NUMBER

03805858

SECTION C: Declarations on conversion to a community interest company

Please delete either DECLARATION 1A or DECLARATION 1B below.^{iv}

Declaration 1A.

We/I further declare that:

(i) the company is not a charity (as defined in the Charities Act 1993) or a Scottish charity^v or a Northern Ireland charity^{vi}. (as defined in section 63(1) of the Companies (Audit, Investigations and Community Enterprise) Act 2004 ("the Act").

Declaration 1B.

We/I further declare that:

~~(i) the Charity Commission or the Scottish Charity Regulator has given the company written consent to become a community interest company^{vii}~~

Declaration 2

We/I, the undersigned, declare that the company in respect of which this application is made will not be:

- (a) a political party;
- (b) a political campaigning organisation; or
- (c) a subsidiary of a political party or of a political campaigning organisation.^{viii}

SECTION C: SIGNATORIES

Each person who is a director of the company must sign the declarations.

Signed

J Meyers

Date

01 July 2005

Signed

D Reynolds

Date

01 July 2005

Signed

Date

Signed

Date

Signed

Date

(Please continue on separate continuation sheet if necessary.)

CHECKLIST

This form must be accompanied by the following documents:

- (a) Special resolution stating the company should become a community interest company.
- (b) Special resolution to alter the company's articles to state that it is to be a community interest company
- (c) Special resolution to make such alterations of the company's articles as the company considers necessary to comply with requirements imposed by section 32 of the Act and Part 3 of the Regulations or which are otherwise appropriate in connection with becoming a community interest company
- (d) Special resolution to change the company's name to comply with section 33 of the Act
- (e) A printed copy of the articles of the company, as altered by the special resolutions.
- (f) Any completed continuation sheets
- (g) A cheque for £25 made payable to Companies House

You do not have to give any contact information in the box opposite but if you do, it will help the Registrar of Companies to contact you if there is a query on the form. The contact information that you give will be visible to searchers of the public record.

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| DX Number | DX Exchange |

When you have completed and signed the form please send it to the Registrar of Companies at:

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DX 33050 Cardiff

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Fountainbridge, Edinburgh, EH3 9FF DX 235 Edinburgh or LP – 4 Edinburgh 2

For companies registered in Northern Ireland: Companies House, 1st Floor, Waterfront Plaza, 8
Laganbank Road Belfast BT1 3BS

NOTES

ⁱ This form will be placed on the public record. Any information relevant to the application that you do not wish to appear on the public record, should be described in a separate letter addressed to the CIC Regulator and delivered to the Registrar of Companies with the other documents.

ⁱⁱ The community interest test is referred to in section 35 of the Companies (Audit, Investigations and Community Enterprise) Act 2004 and is expanded upon in regulations 3, 4 & 5 of the Regulations.

ⁱⁱⁱ E.g. "the residents of Oldtown" or "those suffering from XYZ disease".

^{iv} A community interest company cannot benefit from charitable status. An existing company which wishes to become a community interest company must either not have charitable status (in which case delete declaration 1B) or must satisfy the criteria set out in paragraph 2B (in which case delete declaration 1A).

^v A Scottish charitable company is a company, which is a Scottish charity. A Scottish charity is a body entered in the Scottish Charity register, kept by the Office of the Scottish Charity Regulator under the Charities and Trustee Investment (Scotland) Act 2005.

^{vi} Northern Ireland charity is a company, which is a Northern Ireland charity. A Northern Ireland charity is a body that has applied to the Inland Revenue and been granted charitable status for tax purposes.

^{vii} Scottish charities and Northern Ireland charities may not at present become community interest companies (although this is expected to change). The permission of the Charity Commission is required before a charitable company, which is a charity under the law of England, and Wales can change its name to become a community interest company.

^{viii} A company is not eligible to be formed as a community interest company if it will be an "excluded company". If you are not sure whether the company which you wish to form falls into any of these categories, you should refer to the definitions of the terms "political party", "political campaigning organisation" and "subsidiary" (and of the related terms "election", "governmental authority", "public authority" and "referendum") in Regulation 2 of the Regulations before completing this form.

CIC 34

Community Interest Company Report

For official use
(Please leave blank)

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Please complete in typescript, or in bold black capitals.

Company Name in full

THE VILLAGE SHOP CIC

Company Number

04639164

Year Ending

2004-2005

This template illustrates what the Regulator of Community Interest Companies considers to be best practice for completing a simplified community interest company report. All such reports must be delivered in accordance with section 34 of the Companies (Audit, Investigations and Community Enterprise) Act 2004 and contain the information required by Part 7 of the Community Interest Company Regulations 2005. For further guidance see chapter 8 of the Regulator's guidance notes and the alternate example provided for a more complex company with more detailed notes.

PART 1 - GENERAL DESCRIPTION OF THE COMPANY'S ACTIVITIES

In the space provided below, please insert a general account of the company's activities in the financial year to which the report relates, including a fair and accurate description of how they have benefited the community, or section of the community, which the company is intended to serve.

The company runs The Village Shop, a general store in The Village with a particular emphasis on selling locally produced food. The shop opened for business in August 2005. During the financial year 2005-2006, the shop's activities have benefited the community in the following ways:

- local residents (particularly those without access to cars and those with impaired mobility) have been able to buy their groceries more conveniently, either by visiting the shop or by using its telephone order home delivery service;
- the number of "food miles" generated by producers and consumers of food in The Village has been reduced by about 15 per cent;
- the shop has provided full-time or part-time employment for 5 local residents;
- 8 small-scale local producers of various food and drink products, who were either dissatisfied with or unable to supply larger wholesalers or retailers have been able to sell their products through the shop; and
- 40 households have been supplied with regular or occasional domestic services through the shop's job-matching service.

(If applicable, please just state "A social audit report covering these points is attached").

(Please continue on separate continuation sheet if necessary.)

PART 2 – CONSULTATION WITH STAKEHOLDERS – Please indicate who the company’s stakeholders are; how the stakeholders have been consulted and what action, if any, has the company taken in response to feedback from its consultations? If there has been no consultation, this should be made clear.

The company’s stakeholders are residents of and visitors to The Village, and local producers of food and drink products in the surrounding area. The directors of the company have lived in The Village for a number of years and developed the business model for the shop based on their experience of talking to other residents.

We ask everyone using the shop for the first time to fill in a short questionnaire about their shopping habits. This has helped us to build up a profile of local consumers’ needs and what we can do to meet them more effectively. Our research has enabled us to identify that there are about 120 households in the village without access to cars or where residents have impaired mobility, and a further 200 or so households who now use the shop for at least 40 per cent of their grocery shopping. We encourage those working in the shop to pick up ideas for the business when talking to customers and we keep a “suggestions box” for customers to provide details of products which they would like to see stocked in the shop.

(If applicable, please just state “A social audit report covering these points is attached”).

PART 3 – DIRECTORS’ REMUNERATION – if you have provided full details in your accounts you need not reproduce it here. Please clearly identify the information within the accounts and confirm that, “There were no other transactions or arrangements in connection with the remuneration of directors, or compensation for director’s loss of office, which require to be disclosed” (See example with full notes). If no remuneration was received you must state that “no remuneration was received” below.

The aggregate amount of emoluments paid to or receivable by directors in respect of qualifying services was £10,000.

There were no other transactions or arrangements in connection with the remuneration of directors, or compensation for director’s loss of office, which require to be disclosed

PART 4 – TRANSFERS OF ASSETS OTHER THAN FOR FULL CONSIDERATION – Please insert full details of any transfers of assets other than for full consideration e.g. Donations to outside bodies. If this does not apply you must state that “no transfer of assets other than for full consideration has been made” below.

No transfer of assets other than for full consideration has been made

(Please continue on separate continuation sheet if necessary.)

(N.B. Please enclose a cheque for £15 payable to Companies House)

PART 5 – SIGNATORY

The original report must be signed by a director or secretary of the company

Signed

Date

Office held (delete as appropriate) ~~Director~~/Secretary

You do not have to give any contact information in the box opposite but if you do, it will help the Registrar of Companies to contact you if there is a query on the form. The contact information that you give will be visible to searchers of the public record.

| | |
|-----------------|-------------|
| Miss S. Ramirez | |
| 8 Atlanta Road | |
| The Village | |
| Little County | Tel |
| DX Number | DX Exchange |

When you have completed and signed the form, please send it to the Registrar of Companies at:

For companies registered in England and Wales: Companies House, Crown Way, Cardiff, CF14 3UZ
DX 33050 Cardiff

For companies registered in Scotland: Companies House, 4th Floor, Edinburgh Quay 2, 139
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