

Model Checklist for Charity Secretaries in Companies Limited by Guarantee

Overall Purpose

This Guidance Note offers an outline to a charitable company limited by guarantee of the information that should be considered when dealing with the change of charity secretary; as such it is a generic document for charities to amend to suit their needs.

Change of Secretary

- Minute of resolution of appointment by board in place of the secretary who is resigning or being removed.
- Complete a Form 288a containing details of the new secretary's full name and residential address and the signature of the authorising officer and sign the consent to act as secretary.
NB: if the form is to be filed electronically at Companies House, then a separate form of consent to act should be signed by the secretary for the company's own records.
- Complete a Form 288b to record the resignation or removal of the outgoing secretary. Both forms should be filed at Companies House within 14 days.
- The register of secretaries should be amended.
- Inform, as appropriate:
 - the bankers,
 - payroll department,
 - insurers,
 - and any other interested parties of the changes.

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