

Community Interest Company Application Checklist Online Applications



Using a checklist can significantly increase the likelihood of success on the first attempt, as it helps ensure that all necessary steps are followed and reduces the risk of overlooking important details.

PLEASE NOTE: THIS CHECKLIST IS NOT MANDATORY AND SHOULD NOT BE SUPPLIED AS PART OF YOUR APPLICATION.

Company Type

Ensure your company type is the same on both documents. When selecting your company type this automatically generates your Memorandum of Association. You do not need to upload one separately.

Articles of Association

Limited by Shares

☐

Limited by Guarantee

☐

Memorandum of Association

Limited by Shares

☐

Limited by Guarantee

☐

Company Name

Ensure your company name is the same on all of the following documents.

Articles of Association

☐

Memorandum of Association

☐

CIC36

☐

Articles of Association - Asset Lock

A CIC **cannot** nominate itself or its directors as a potential recipient of the company assets. You may choose not to specify an asset locked body at this stage.

Are you nominating an Asset Lock?

NO

Leave Clause 3.5
blank and move on to
next step

YES

Provide Asset Lock details in
Clause 3.5



CIC36 - Section A

Company name ends in **CIC, C.I.C**
or **Community Interest Company**?

☐

Clearly identified a **community** or
section of the community?

☐

If a community has been stated in
Clause 5, Objects, does this match
the Community stated here?

☐

CIC36 - Section B

Activities (left column)

Have specific activities of the CIC
been provided? Example, monthly
support group.

☐

Benefits (right column)

Have benefits to the community of the
activities chosen been provided?
Example, to improve communication skills.

☐

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CIC36 - Section B - Surplus

Donating to a Charity, CIC or non-nominated Asset Locked Body?

↓

Include wording **“with the consent of the CIC Regulator”**

Providing scholarships/grants?

↓

Include details of how funds will be allocated / monitored in **Section B.**

↓

CIC36 - Section C

This Section is a declaration in respect of which your application is made.

In respect of which this application is made **will not**

(c) *A political party* ☐

(b) *A political campaigning organisation* ☐

(a) *A subsidiary of a political party or political campaigning organisation.* ☐

↓

CIC36 - Section D

Has the form been signed? ☐

- Print the form and then manually sign it and then rescan it back into your system ready to upload.
- Take a photo of your signature and then send it to your device. Paste this on to Section D.
- Sign up and use an electronic signature service such as Docusign, including the timestamp.
- If you have a touchscreen you may also be able to use a pen/finger signature

Do the number of signatures on this document match the number of directors proposed on your application? ☐

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