

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

Artificial Intelligence can be a useful tool to support your CIC incorporation, however, Articles of Association must contain all of the statutory clauses (shown in our Model Articles of Association) and the CIC36 must contain Sections A to D of the template CIC36. Where these are missing, applications will be rejected and incorporation fees refunded. We would advise reviewing any AI-generated documentation to ensure it meets the requirements of the CIC Regulator's Office prior to an application being submitted.

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	Memorandum of Association
Limited by Shares <input type="checkbox"/>	Limited by Shares <input type="checkbox"/>
Limited by Guarantee <input type="checkbox"/>	Limited by Guarantee <input type="checkbox"/>



Company Name

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

Articles of Association	Memorandum of Association	CIC36
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



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?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



CIC36 - Section B

Activities (left column)	Benefits (right column)
Have specific activities of the CIC been provided? Example, monthly support group. <input type="checkbox"/>	Have benefits to the community of the activities chosen been provided? Example, to improve communication skills. <input type="checkbox"/>

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