

# Community Interest Company Application Checklist

## Conversion 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

The Companies Act **does not** legislate for companies limited by shares to re-register as companies limited by guarantee (or vice versa). The Company Type on your existing Articles should **remain the same** on your new Articles of Association.

#### Current Articles of Association

Limited by Shares

☐

Limited by Guarantee

☐

#### New CIC Articles 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

☐

CIC37

☐

### 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



### CIC37 - 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?

☐

### CIC37 - Section B

Activities (left column)

☐

Benefits (right column)

☐

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

☐

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

☐

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**CIC37 - 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.**

**CIC37 - Section C – Declaration 1**

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

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

(b) *Cannot be an incorporated charity and a community interest company.*

☐

(a) *If an existing incorporated charity, you have written consent from the Charity Commission or the Scottish Charity Regulator to the company's conversion to a community interest company.*

☐

**CIC37 - Section C – Declaration 2**

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

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

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

☐

(b) *A political campaigning organisation*

☐

(a) *A political party*

☐

**CIC36 - Section D**

Has the form been signed?

☐

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

☐

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### Special Resolution

A Special Resolution outlining the intention to convert to a CIC must be supplied as part of your conversion application.

Is the **Company name** on your Special Resolution the same as the **Company name** currently listed on the public register?

☐

Is the **Company number** on your Special Resolution the same as the **Company number** currently listed on the public register?

☐

Is the **Company type** on your Special Resolution the same as the **Company type** currently listed on the public register?

☐