



## **Registered Societies (formerly known as Industrial and Provident Societies)**

Steps to be taken following incorporation

### **1. Display details of your new society**

You must put up a sign clearly showing your society's registered name, address and number at your society's registered office and at any other place where the club operates (e.g. the clubhouse, if different from the registered office).

You must also include your society's registered name, address and number on all hard copy and electronic business communications (e.g. letters, invoices and promotional materials) and on your club's website.

### **2. Register your new society with HMRC**

Contact HMRC as soon as possible after incorporation to register your new society for corporation tax (even if you don't think any will be payable).

### **3. Prepare and file your society's annual return and statutory accounts**

Once a year, you will need to file an annual return (Form AR30, available on the Financial Conduct Authority's website) with the Financial Conduct Authority, within 7 months of your society's accounting year end date. You (or your society's accountants) must also prepare your society's annual statutory accounts and enclose them with your annual return when you file it with the Financial Conduct Authority.

NB: the society's details are registered with the Financial Conduct Authority, not Companies House. Therefore they will not show up on the Companies House register. You may need to explain this in dealings with third parties such as banks who will often make checks on the Companies House register.

### **4. Prepare and file your society's tax return**

Again, at the end of your society's financial year, you (or your society's accountants) must prepare and file your society's tax return with HMRC. Don't forget to include a copy of the statutory accounts when you file the tax return. NB: If the statutory accounts and the tax return cover the same period, they can be filed with the Financial Conduct Authority and HMRC at the same time.

### **5. Keep your society's details up to date at the Financial Conduct Authority**

You must keep your society's details up to date at the Financial Conduct Authority, by reporting any changes (for example to your society's rules or registered office). NB: You do not need to report any changes to your society's directors, except in your annual return.