

CHARITY FORMATION SERVICE TIME LINE

This time line is designed to give clients a rough idea of what to expect when the application is relatively straightforward and the client is able to return the documents quickly. However, where a charity has a number of trustees (or some living abroad), further time will be required.

DAY 1

Completed application arrive at Stewardship

DAY 2

Application to our legal team

WEEK 2

Client receives engagement letter from legal team

WEEK 3-4

Client completes required ID check by returning documents required by legal team

WEEK 4-5

Draft documents sent to client

WEEK 6-8

Trust Route
Originals sent to client for signatures

WEEK 6-8

Company route
Originals sent to clients for signature

WEEK 7-9

Originals sent to Companies House for Incorporation and receive company number

WEEK 9-11

Application sent to Charity Commission

WEEKS 16-25

RECEIVE CHARITY NUMBER

(This timetable can be affected by whether the charity will work with children or young adults or if there are unusual aspects that raise queries from the Charity Commission)

NB: This timetable is based on the prospective trustees completing and returning all required information promptly