

REGISTRATION FOR A CHARITABLE COMPANY/TRUST WITH CHARITY COMMISSION - 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 arrives at Stewardship	DAY 2-4 Application to our solicitors	WEEK 2 Client receives engagement letter from solicitors plus ID requirements	WEEK 2-4 Client returning documents required by solicitors	WEEK 3-5 Draft documents sent to client
WEEK 5-7 Client comments and returns draft documents	WEEK 5-8 Originals and draft Charity Commission Application sent to clients for comment and signature	WEEK 7-10 Originals and draft Charity Commission Application returned	WEEK 10-11 <u><i>Company Route</i></u> Originals sent to Companies House for Incorporation and receive company number	WEEK 10-12 Application sent to Charity Commission
WEEKS 13-20 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				