

**THIS DOCUMENT IS IMPORTANT
PLEASE RETAIN IT FOR YOUR RECORDS
Please ensure all charity trustees are aware of this document**

Mr Alan O'Neill
Angus Canoe Club
Mains of Pitforthie
Brechin
Angus
DD9 7PF

Our ref: RS/STA/16-0615

10 October 2016

Dear Mr O'Neill

Decision on your application for Incorporation as a Scottish Charitable Incorporated Organisation (SCIO)

I am pleased to tell you that your application for incorporation as a Scottish Charitable Incorporated Organisation (SCIO) has been successful. The Office of the Scottish Charity Regulator (OSCR) is satisfied that the organisation meets the charity test and the legal requirements for being a SCIO, and has entered it in the Scottish Charity Register. This means it is now is an incorporated body having charitable status under the Charities and Trustee Investment (Scotland) Act 2005.

The details of your charity's entry in the Register are set out below.
Please check these details and let us know of any errors.

Your SCIO's registered name is:	Angus Canoe Club
Your charity number is:	SC046888
Your SCIO was registered on:	11th October 2016
Your principal contact address is:	Mains of Pitforthie Brechin Angus DD9 7PF



Your charitable purposes are:	H - the advancement of public participation in sport
Your charitable objects are:	<p>The organisation's purposes are to advance public participation in the sport of canoeing by providing access to facilities and equipment to the local community by:</p> <p>4.1 providing relevant coaching and training for individuals with an interest in canoeing;</p> <p>4.2 fostering an interest in and participation in canoeing amongst younger people;</p> <p>4.3 encouraging a general awareness of canoeing in Angus and the surrounding area.</p>
Your SCIO's accounting reference date is:	31/10

Charity trustees' duties and responsibilities

The charity trustees of Angus Canoe Club are jointly responsible for running the SCIO and managing its assets. The members of a SCIO also share some of the same duties of the charity trustees. Charity trustees and members should read our publication, [SCIOs: A Guide](#), for full details of their duties and responsibilities.

In summary, a SCIO must by law do certain things, including:

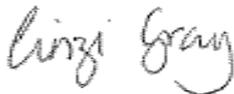
- **Publicise its status as a SCIO:** you must let people know that Angus Canoe Club is a SCIO by including its charity name and (if the name does not already say so) the fact that it is a SCIO on its literature, emails and webpage's (where applicable), and also on documents issued by a third party on the SCIO's behalf. As a matter of good practice, you should also state your charity number on these documents. You must comply immediately with the duty to publicise your organisation's status as a SCIO.
- **Provide information to the public:** you must supply a copy of your accounts and constitution to anyone who asks for them.

- **Provide information to OSCR:** every year you must provide information to us about the activities of your charity and by law we must monitor all charities on the Register. Your charity must fill in an Annual Return form and send this to us along with its accounts. You can find out more about preparing your accounts and reporting to us on our website www.oscr.org.uk.
- **Get consent:** you need to get our consent before taking certain actions, and must tell us about certain decisions you have taken. You can find out when and how to do this on the 'Making changes to your charity' section on our website and in our publication, [SCIOs: A Guide](#).
- **Keep registers of charity trustees and of members:** you must keep a register of your current and former charity trustees and, if applicable, a register of your current and former members. We have attached a template (Appendix 1) which can be used to maintain your register of trustees. In certain circumstances, you must also supply a copy of these registers if you are asked for them. You can find out more about the registers of charity trustees and members in our publication, [SCIOs: A Guide](#).

Next steps

Please distribute this letter and the enclosed introductory leaflet on 'Being a SCIO in Scotland' to all your charity trustees. You can contact us at info@oscr.org.uk or on 01382 220446 if you have any questions.

Yours sincerely



Linzi Gray
Registration Team Case Officer
01382 346881
Linzi.gray@oscr.org.uk

Appendix 1- Register of Trustees

Name of SCIO:

Charity Number:

All SCIOs have a duty to keep a register of their charity trustees which must be updated within 28 days of any change being notified to the SCIO. The register must contain specific information about current charity trustees; **where a charity trustee is a corporate body rather than a natural person, some additional information is required. Please see 'SCIO's: A Guide' which can be downloaded from www.oscr.org.uk.**

Additionally, the SCIO's register must also retain some information about former charity trustees for at least six years from the date the person ceased to be a charity trustee.

There is no set format for the register of charity trustees but where the trustees are natural persons, it must contain the information contained in the table below:

Trustee 1	
Name	
Address	
Date of appointment	
Office the trustee holds in the SCIO	
Was the trustee appointed by OSCR under Section 70A of the 2005 Act?	Y/N - delete as appropriate
Date on which he/she ceased to be a charity trustee	

Trustee 2	
Name	
Address	

Date of appointment	
Office the trustee holds in the SCIO	
Was the trustee appointed by OSCR under Section 70A of the 2005 Act?	Y/N - delete as appropriate
Date on which he/she ceased to be a charity trustee	

Trustee 3	
Name	
Address	
Date of appointment	
Office the trustee holds in the SCIO	
Was the trustee appointed by OSCR under Section 70A of the 2005 Act?	Y/N - delete as appropriate
Date on which he/she ceased to be a charity trustee	

Trustee 4	
Name	
Address	
Date of appointment	
Office the trustee holds in the SCIO	

Was the trustee appointed by OSCR under Section 70A of the 2005 Act?	Y/N - delete as appropriate
Date on which he/she ceased to be a charity trustee	