



## Registering a Community Interest Company (CIC)

### Process overview

For an overview of the forms and guidance available, start at the home page for the [Office of the CIC Regulator](#)

Resources on this page include:

- [Registration: forms and step-by-step guides](#)
- [Guidance Chapters](#)
- [Guide to the most common mistakes](#)

There are different processes, which we deal with here in turn, for:

- registering a new CIC;
- converting an existing (non-charitable) company to a CIC.

### Key information required before starting

- A. Directors' personal details (full and former names, address, date of birth). The form appended can be used to gather this information
- B. Company's proposed address (which will be on the public record)
- C. The information needed for your Community Interest Statement:
  - A clear picture of the community you intend to serve
  - The activities you are going to do and how they will benefit the community
  - A declaration that you are not a political or campaigning organisation
  - NB Each person who will be a first director of the company must sign

### Two ways to register a new CIC

You can EITHER:

- [Register online](#) It costs £27 (card needed) and it takes about an hour to complete the application and 2 days to achieve registration. The process includes HMRC registration for Corporation Tax. You'll need to create a Government Gateway user ID and password for your company. *You cannot use your personal Government Gateway ID.*



OR

- [Register by post](#) It costs £35 and takes about 2 weeks to achieve registration. You will need to send signed forms [IN01](#) and [CIC36](#), plus your Memorandum and Articles.

[Online Registration starts here](#) **You will need to upload as pdfs:**

- Your Articles. NB You *don't* upload your Memorandum, but you'll need to have the names of your initial subscribers<sup>1</sup> at the ready
- A scanned version of Form CIC36, signed by all the first directors<sup>2</sup>

### The only way to register a CIC conversion

You will need to register the conversion by post. It costs £25 and takes about 2 weeks to achieve registration. You will need to send:

- Your new CIC articles
- [Form CIC37](#) (signed in black ink)
- [Form NM01](#) (signed in black ink)
- A copy of the [Special Resolution](#) (signed in black ink) evidencing the members' decision to convert
- A cheque for £25 payable to Companies House (The £25 includes the £10 name change fee)

### Charitable Company conversion

NB It is technically possible to convert a charitable company to a CIC using a slightly different process, but this action would be subject to complex legal restrictions which in many cases might defeat the object of the exercise. Essentially charitable assets would remain charitable assets. Legal advice would be highly recommended.

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<sup>1</sup> *Subscribers, guarantors, members* have the same meaning.

<sup>2</sup> As part of the CIC36 form, signatures are required by each person who is to be a first director of the company. Therefore, each application must contain such signatures and will be rejected if the field is left blank. These signatures are required by law, and will also need to be "natural signatures" – NOT TYPED SIGNATURES - which can be achieved by **printing off the CIC36, signing Section D of the form and then scanning it**, or even taking a photo of the signature and pasting the photograph within the signature field. These are both recognised forms of signatures which will be accepted. (You can also use DocuSign eSignature authentication – make sure the DocuSign logo identifier is also visible.)

The CIC36 form must be legible to allow the registrar of Companies to capture an electronic image of an acceptable quality. It must not be shaded and must use bold black lettering.