

Guidance Note: Formalities

Business Documents Used

Charities are required by company law to use certain documents which they use in the course of conducting their activities. Examples of such documents are: letterheads, compliments slips, websites, purchase orders, invoices, cheques, and vouchers. It is a criminal offence for charities not to comply with these requirements.

Use of the following examples of documents will enable charities to comply with those legal requirements. The examples are for use where the charity is a charitable company set up as a company limited by guarantee.

Company status to be indicated - Charities must use the word "Limited" as part of its full legal name when formed as a company. It is of no legal consequence whether it chooses to include "Limited" rather than exclude it. The examples show the word "Limited" either is or is not included in the name.

Charitable status to be indicated - Charities must either by including in its full legal name the word "charitable" or by using a statement complying with the requirements set out in the examples.

The actual wording required is shown in the examples in italics.

1. Business letterheads, faxes and websites

Note: use of compliments slips must include the same information on compliments slips as on letterheads.

(whether or not the charity is registered)

Add, at the foot of the letterhead:
Where name includes "Limited":
[Insert full registered name of charity]
Young People Charity Limited
[insert the Company's registration number]

OR

Where name includes "Limited":
[Insert full registered name of charity]
Young People Limited"] Registered in England
[insert the Company's registration number] and a registered charity (England & Wales)

OR

Charities must include certain information on various documents which they use in the course of conducting their activities. Examples of such documents are: letterheads, compliments slips, websites, purchase orders, invoices, cheques, and vouchers. It is a criminal offence for charities not to comply with these requirements.

Use of the following examples of documents will enable charities to comply with those legal requirements. The examples are for use where the charity is a charitable company set up as a company limited by guarantee.

Company status to be indicated - Charities must use the word "Limited" as part of its full legal name when formed as a company. It is of no legal consequence whether it chooses to include "Limited" rather than exclude it. The examples show the word "Limited" either is or is not included in the name.

Charitable status to be indicated - Charities must either by including in its full legal name the word "charitable" or by using a statement complying with the requirements set out in the examples.

The actual wording required is shown in the examples in italics.

Note: use of compliments slips must include the same information on compliments slips as on letterheads.

Insert logo, if any, of charity

(whether or not the charity is registered)

Please reply to:
[insert correspondence address]
(whether or not it is the same as the registered office address below)

Where name includes "Limited":
[Insert full registered name of charity]
Young People Charity Limited
[insert the Company's registration number]

Where name includes "Limited":
[Insert full registered name of charity]
Young People Limited"] Registered in England
[insert the Company's registration number] and a registered charity (England & Wales)

Where name does not include "Charitable":

[Insert full registered name of the company, for example: "The Action for Young People Charity"] is a company registered in England no: [insert the Company's registration number]

OR

Where name does not include "Charity" or "Charitable":

[Insert full registered name of the company, for example: "Action for Young People"] is a company registered in England no: [insert the Company's registration number] (England & Wales)

In all cases, then add the following:
Registered office: [insert the registered office address, as registered at Companies House].

[Inclusion of a VAT number is optional but if they are included, all VAT numbers must be included.]

[Inclusion of names of directors/trustees must be included.]

2. Outgoing emails

Dear X,

[Insert message content]

Kind regards,

Anthony N. Other

Treasurer, Action for Young People

Tel: 0200 123 4567

[Add A. N. Other's office address if it is a different address.]

Where name includes "Limited":

[Insert full registered name of the company, for example: "The Action for Young People Charity Limited"] is a company registered in England no: [insert the Company's registration number]

OR

Where name includes "Limited":

[Insert full registered name of the company, for example: "Action for Young People Limited"] is a company registered in England no: [insert the Company's registration number] and a registered charity no: [insert Charity Commission number] (England & Wales)

OR

Where name does not include "Charitable":

[Insert full registered name of the company, for example: "The Action for Young People Charity"] is a company registered in England no: [insert the Company's registration number]

OR

Where name does not include "Charity" or "Charitable":

[Insert full registered name of the company, for example: "Action for Young People"] is a company registered in England no: [insert the Company's registration number] (England & Wales)

In all cases, then add the following:
Registered office: [insert the registered office address, as registered at Companies House].

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Where name does not include either "Charity" or

"Charitable":
[Insert full registered name of the company, for example: "The Action for Young People Charity"] is a company registered in England no: [insert the Company's registration number]

Where name does not include "Charity" or "Charitable":

[Insert full registered name of the company, for example: "Action for Young People"] is a company registered in England no: [insert the Company's registration number] (England & Wales)

In all cases, then add the following:
Registered office: [insert the registered office address, as registered at Companies House].

[Inclusion of a VAT number is optional but if they are included, all VAT numbers must be included.]

[Inclusion of names of directors/trustees must be included.]

[Insert the registered office address (see below)]

Where name includes "Limited":

[Insert full registered name of the company, for example: "The Action for Young People Charity Limited"] is a company registered in England no: [insert the Company's registration number]

Where name includes "Limited":

[Insert full registered name of the company, for example: "Action for Young People Limited"] is a company registered in England no: [insert the Company's registration number] and a registered charity no: [insert Charity Commission number] (England & Wales)

Where name does not include either "Charity" or

"Charitable":
[Insert full registered name of the company, for example: "The Action for Young People Charity"] is a company registered in England no: [insert the Company's registration number]

Where name does not include "Charity" or "Charitable":

[Insert full registered name of the company, for example: "Action for Young People"] is a company registered in England no: [insert the Company's registration number] (England & Wales)

In all cases, then add the following:
Registered office: [insert the registered office address, as registered at Companies House].

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3. Purchase Order forms

Note: this wording can appear anywhere on the form as a header or footer on the face of the document

It is recommended that it be placed

Where name includes "Limited"
[Insert full registered name of the company, for example: "The Action for Young People Charity Limited" and a registered office address (England and Wales)]

or "Charitable":
[Insert full registered name of the charity, for example: "The Action for Young People Charity" and a registered office address (England and Wales)]

OR

Where name includes "Limited"
[Insert full registered name of the company, for example: "The Action for Young People Limited"] and a registered office address (England and Wales)

or "Charitable":
[Insert full registered name of the charity, for example: "Action for Young People" and a registered office address (England and Wales)]

OR

Where name does not include "Limited" or "Charitable":

Where name does not include either "Charity" or "Charitable":

[Insert full registered name of the company, for example: "The Action for Young People Charity"] is a company registered in England and Wales no: [insert the Company's registration number]

[Insert full registered name of the charity, for example: "The Action for Young People Charity" and a registered office address (England and Wales)] is a charity, registered in England no: [insert the Charity's registration number]

OR

Where name does not include "Limited" or "Charitable"
[Insert full registered name of the company, for example: "The Action for Young People"] is a company registered in England and Wales no: [insert the Company's registration number] and a registered office address (England and Wales) [insert the Company's registration Commission number] (England and Wales)

Charity" or "Charitable":
[Insert full registered name of the charity, for example: "Action for Young People" and a registered office address (England and Wales)] is a charity, registered in England no: [insert the Charity's registration number] and a registered office address (England and Wales) [insert the Charity's registration Commission number] (England and Wales)

In all cases, then add the following:
Registered office: [insert the registered office address (England and Wales)].

Registered office: [insert the registered office address (England and Wales)].

[Inclusion of a VAT number]

[Inclusion of a VAT number]

4. Website

Note: there is no requirement for the company name to appear on the website but it is recommended that it appears on the home page of the website

It is recommended that the company name appears on a particular place on the website, for example the home page of the website.

Where name includes "Limited"
[Insert full registered name of the company, for example: "The Action for Young People Charity Limited" and a registered office address (England and Wales)]

or "Charitable":
[Insert full registered name of the charity, for example: "The Action for Young People Charity" and a registered office address (England and Wales)]

OR

Where name includes "Limited"
[Insert full registered name of the company, for example: "The Action for Young People Limited"] and a registered office address (England and Wales)

or "Charitable":
[Insert full registered name of the charity, for example: "Action for Young People" and a registered office address (England and Wales)]

OR

Where name does not include "Limited" or "Charitable":

Where name does not include either "Charity" or "Charitable":

[Insert full registered name of the company, for example: "The Action for Young People Charity"] is a company registered in England and Wales no: [insert the Company's registration number]

[Insert full registered name of the charity, for example: "The Action for Young People Charity" and a registered office address (England and Wales)] is a charity, registered in England no: [insert the Charity's registration number]

OR

Where name does not include "Limited" or "Charitable"

Charity" or "Charitable":

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[Insert full registered name of the charity] is a company, registered in England no: [insert the Company's registration number] (England and Wales) or [insert the Charity Commission number] (England and Wales).
In all cases, then add the word "Limited" to the end of the name.
Registered office: [insert address]
[Insert address of the charity's principal office, as registered at Companies House].

of the charity, for example: "Action for Young People", registered in England no: [insert the Company's registration number] or [insert Charity Commission number].

ss, as registered at Companies

5. Invoices

Note (1): there is no requirement for the word "Charity" to appear in a particular place on the front page of invoices.

Note (2): The wording to be used in the full legal name of the charity. The word "Limited" is not part of its full legal name.

appear in a particular place on the front page of invoices.

The word "Charity" or "Charitable" is not part of the full legal name of the charity where the word "Limited" is not part of its full legal name.

Where name includes either "Charity" or "Charitable"
[Insert full registered name of the charity, for example: "The Action for Young People Charity Limited"]

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name, for example: "The Action for Young People Charity"]

OR
Where name does not include "Charity" or "Charitable"
[Insert full registered name of the charity, for example: "Action for Young People Limited" or "Action for Young People Charity Commission number"]

"Charitable":
al name, for example: "Action for Young People Limited". A registered charity no: [insert the charity's registration number]

6. Cheques

Note: the wording would normally appear in the space for signature of the cheque.

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Where name includes either "Charity" or "Charitable"
[Insert full registered name of the charity, for example: "The Action for Young People Charity Limited"]

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ame, for example: "The Action for Young People Charity"]

OR
Where name does not include "Charity" or "Charitable"
[Insert full registered name of the charity, for example: "Action for Young People Limited" or "Action for Young People Charity Commission number"]

"Charitable":
al name, for example: "Action for Young People Limited". A registered charity no: [insert the charity's registration number]

7. Various communications sold by the charity

Note: The wording below must appear on all advertisements, and other documents which a charity issues (or authorises) in its behalf) to solicit payment or donation of money or other property for the charity.

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ertisements, and other documents in its behalf) to solicit payment or donation of money or other property for the charity.

The following is a non-exhaustive list of such documents:

f such documents:

- Leaflet or email message
- Letter, email or website
- Any notice, leaflet or poster
- Where charity sells goods
- List of services charged for
- Recycling containers
- Poster or newspaper advertisement
- Article in a newsletter

- Sale of goods to a jumble sale
- Request for membership of the charity
- Request for a donation
- Request for the services
- Request for recycling materials from the public,
- Request for a donation
- Request for a donation
- Request for a donation
- Request for a donation

Where name includes either
[Insert full registered name
Young People Charity Limited]

OR

Where name does not include
[Insert full registered name
Young People Limited" or
Charity Commission number]

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al name, for example: "Action for
People Charity"].

Charitable":
al name, for example: "Action for
e"]. A registered charity no: [insert