



# Return of Particulars of Councillors and Guardians, and of any change therein.

(Appointments, Changes and Terminations)

As required by Section 16 of the Private Foundations Act 2017 to be delivered to the Registrar within 21 days.

**Please only print the pages that you need**

You may use this combined form to file particulars of appointments, changes and/or terminations of both Councillors and Guardians falling within the same 21-day period. Alternatively, you may use the forms available on our website for the filing of an appointment, a termination and/or any change in the particulars of Councillors and/or Guardians separately.

When a return includes appointments, changes and/or terminations made on different dates, the registration of the return should be effected within 21 days of the first date.

Please use a separate form of return for appointments, changes and/or terminations that do not fall within the same 21 day period.

**Foundation Number**

\_\_\_\_\_

**Foundation Name**

\_\_\_\_\_

I <sup>1</sup> \_\_\_\_\_ am signing this Return on behalf of the Foundation.

Signature \_\_\_\_\_ Position held \_\_\_\_\_

Date \_\_\_\_\_

Presented by	Name
	Address
	Tel
	e-mail

<sup>1</sup> This form may be signed by a current Councillor of the Foundation

# Appointment of Individual Councillor

This Form must be accompanied by the Councillor's written consent to act as Councillor (FND08)

In accordance with Section 24 of the Private Foundations Act 2017

<b>Foundation Number</b>
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<b>Foundation Name In Full</b>
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Date of Councillor's Appointment	dd mm yyyy	
Title	Date of Birth	dd mm yyyy
Present Forename (s)	Any Former Forename (s)	
Present Surname	Any Former Surname (s)	
<b>Address</b>		
Building name/number	_____	
Street	_____	
Town	_____	
Region or State	_____	
Postcode	_____	
Country	_____	
Nationality	Nationality of Origin	
Business occupation (if any)		

I <sup>2</sup> \_\_\_\_\_ am signing this Return on behalf of the Foundation.

Signature \_\_\_\_\_ Position held \_\_\_\_\_

If you wish to appoint more than one Councillor, please use a separate 'Appointment of Individual Councillor' page.

<sup>2</sup> This form may be signed by a current Councillor of the Foundation

# Appointment of Corporate Councillor

In accordance with  
Section 24 of the  
Private Foundations  
Act 2017

This Form must be accompanied by the Councillor's written  
consent to act as Councillor (Form FND08)

**Foundation Number**

**Foundation Name  
In Full**

**Date of Corporate Councillor's Appointment** dd mm yyyy

**Corporate Name in full**

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<b>Registered or Principal Office Address</b>	
Building name/number	<hr/>
Street	<hr/>
Town	<hr/>
Region or State	<hr/>
Postcode	<hr/>
Country	<hr/>

I <sup>3</sup> \_\_\_\_\_ am signing this Return on behalf of the Foundation.

Signature \_\_\_\_\_ Position held \_\_\_\_\_

If you wish to appoint more than one corporate Councillor, please use a separate 'Appointment of Corporate Councillor' page.

<sup>3</sup> This form may be signed by a current Councillor of the Foundation

# Appointment of Individual Guardian

In accordance with  
Section 28 of the  
Private Foundations  
Act 2017

<b>Foundation Number</b>
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<b>Foundation Name In Full</b>
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Date of Guardian's Appointment	dd mm yyyy	
Title	Date of Birth	dd mm yyyy
Present Forename (s)	Any Former Forename (s)	
Present Surname	Any Former Surname (s)	
<b>Address</b>		
Building name/number	_____	
Street	_____	
Town	_____	
Region or State	_____	
Postcode	_____	
Country	_____	
Nationality	Nationality of Origin	
Occupation (if any)		

I <sup>4</sup> \_\_\_\_\_ am signing this Return on behalf of the Foundation.

Signature \_\_\_\_\_ Position held \_\_\_\_\_

If you wish to appoint more than one Guardian, please use a separate 'Appointment of Individual Guardian' page.

<sup>4</sup> This form may be signed by the Founder or any current Councillor of the Foundation

# Appointment of Corporate Guardian

In accordance with  
Section 28 of the  
Private Foundations  
Act 2017

**Foundation Number**

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**Foundation Name  
In Full**

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**Date of Corporate  
Guardian's Appointment** dd mm yyyy

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**Corporate Name in full**

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<b>Registered or Principal Office Address</b>	
Building name/number	<hr/>
Street	<hr/>
Town	<hr/>
Region or State	<hr/>
Postcode	<hr/>
Country	<hr/>

I <sup>5</sup> \_\_\_\_\_ am signing this Return on behalf of the Foundation.

Signature \_\_\_\_\_ Position held \_\_\_\_\_

If you wish to appoint more than one corporate Guardian, please use a separate 'Appointment of Corporate Guardian' page.

<sup>5</sup> This form may be signed by the Founder or any current Councillor of the Foundation

## Change of Councillor's Details

In accordance with  
Section 16 of the  
Private Foundations  
Act 2017

<b>Foundation Number</b>
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<b>Foundation Name In Full</b>
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### Councillor's **current** details on the Register

Title	Date of Birth <b>dd mm yyyy</b>
Full forename (s)	Surname

<b>Date of Change of Details</b>	<b>dd mm yyyy</b>
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Please complete the appropriate sections to indicate which of your details have changed

### Change of Name details

Title	Name	Surname
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### Change of Address

Building name/number	_____
Street	_____
Town	_____
Region or State	_____
Postcode	_____
Country	_____

### Change of other details

Change of nationality	
Change of business occupation	

I <sup>6</sup> \_\_\_\_\_ am signing this Return on behalf of the Foundation.

Signature \_\_\_\_\_ Position held \_\_\_\_\_

If you wish to change more than one Councillor's details, please use a separate 'Change of Councillor's Details' page.

<sup>6</sup> This form may be signed by a current Councillor of the Foundation

# Change of Corporate Councillor's Details

In accordance with  
Section 16 of the  
Private Foundations  
Act 2017

**Foundation Number**

**Foundation Name  
In Full**

**Corporate Councillor's **current** details on the Register**

**Corporate Name in full**

<b>Date of Change of Details</b>	dd mm yyyy
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Please complete the appropriate sections to indicate which of your details have changed

**Change of Name details – Please state your new corporate name in full**

**Change of Registered or Principal Office Address**

Building name/number	_____
Street	_____
Town	_____
Region or State	_____
Postcode	_____
Country	_____

I <sup>7</sup> \_\_\_\_\_ am signing this Return on behalf of the Foundation.

Signature \_\_\_\_\_ Position held \_\_\_\_\_

If you wish to change more than one corporate Councillor's details, please use a separate 'Change of Corporate Councillor's Details' page.

<sup>7</sup> This form may be signed by a current Councillor of the Foundation

# Change of Guardian's Details

In accordance with  
Section 16 of the  
Private Foundations  
Act 2017

<b>Foundation Number</b>
--------------------------

<b>Foundation Name In Full</b>
------------------------------------

## Guardian's **current** details on the Register

Title	Date of Birth <b>dd mm yyyy</b>
Full forename (s)	Surname

<b>Date of Change of Details</b>	<b>dd mm yyyy</b>
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Please complete the appropriate sections to indicate which of your details have changed

### Change of Name details

Title	Name	Surname
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### Change of Address

Building name/number	_____
Street	_____
Town	_____
Region or State	_____
Postcode	_____
Country	_____

### Change of other details

Change of nationality	
Change of business occupation	

I <sup>8</sup> \_\_\_\_\_ am signing this Return on behalf of the Foundation.

Signature \_\_\_\_\_ Position held \_\_\_\_\_

If you wish to change more than one Guardian's details, please use a separate 'Change of Guardian's Details' page.

<sup>8</sup> This form may be signed by a current Councillor of the Foundation



# Change of Corporate Guardian's Details

In accordance with  
Section 16 of the  
Private Foundations  
Act 2017

**Foundation Number**

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**Foundation Name  
In Full**

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**Corporate Guardian's **current** details on the Register**

**Corporate Name in full**

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<b>Date of Change of Details</b>	dd mm yyyy
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Please complete the appropriate sections to indicate which of your details have changed

**Change of Name details – Please state your new corporate name in full**

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**Change of Registered or Principal Office Address**

Building name/number	<hr/>
Street	<hr/>
Town	<hr/>
Region or State	<hr/>
Postcode	<hr/>
Country	<hr/>

I <sup>9</sup> \_\_\_\_\_ am signing this Return on behalf of the Foundation.

Signature \_\_\_\_\_ Position held \_\_\_\_\_

If you wish to change more than one corporate Guardian's details, please a separate 'Change of Corporate Guardian's Details' page.

<sup>9</sup> This form may be signed by a current Councillor of the Foundation

# Termination of Appointment of Councillor

This Form must be accompanied by the Councillor's Notice to cease acting as Councillor (Form FND06)

In accordance with Section 24 and Section 16 of the Private Foundations Act 2017

<b>Foundation Number</b>
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<b>Foundation Name In Full</b>
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<b>Date of Termination of Appointment</b> <sup>10</sup>	dd mm yyyy
<b>Title</b>	<b>Date of Birth</b> dd mm yyyy
<b>Present Forename (s)</b>	<b>Any Former Forename (s)</b>
<b>Present Surname</b>	<b>Any Former Surname (s)</b>
<b>Nationality</b>	<b>Nationality of Origin</b>
<b>Corporate Name in full</b>	
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I<sup>11</sup> \_\_\_\_\_ am signing this Return on behalf of the company.

Signature \_\_\_\_\_ Position held \_\_\_\_\_

If you wish to terminate more than one Councillor's appointment, please use a separate 'Termination of Appointment of Councillor' page.

<sup>10</sup> Only one Councillor appointment can be terminated per form  
<sup>11</sup> This form may be signed by a current Councillor of the Foundation

# Termination of Appointment of Guardian

In accordance with  
Section 16 of the  
Private Foundations  
Act 2017

<b>Foundation Number</b>
--------------------------

<b>Foundation Name In Full</b>
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<b>Date of Termination of Appointment</b> <sup>12</sup>	dd mm yyyy
<b>Title</b>	<b>Date of Birth</b> dd mm yyyy
<b>Present Forename (s)</b>	<b>Any Former Forename (s)</b>
<b>Present Surname</b>	<b>Any Former Surname (s)</b>
<b>Nationality</b>	<b>Nationality of Origin</b>
<b>Corporate Name in full</b>	
_____	

I <sup>13</sup> \_\_\_\_\_ am signing this Return on behalf of the Foundation.

Signature \_\_\_\_\_ Position held \_\_\_\_\_

If you wish to terminate more than one Guardian’s appointment, please use a separate ‘Termination of Appointment of Guardian’ page.

<sup>12</sup> Only one Guardian appointment can be terminated per form  
<sup>13</sup> This form may be signed by a current Councillor of the Foundation