

## PRACTICE NOTE

January 2024

### **Requirements re stationery etc and publicity/fundraising materials for: A community interest company (CIC) limited by guarantee**

Pursuant to company law, CICs must include the following on all correspondence and official documents including letters, invoices, email footers, the company's website and on publicity and fundraising materials:

- the full registered name of the company (irrespective of whether or not the company operates under a "trading as" name);
- the fact that the company is a CIC: usually by setting out the company's full name which will include either "Community Interest Company" or "CIC" at the end of the name;
- the company's registered number;
- the fact that the company is a company limited by guarantee;
- where the company is registered; and
- its registered office address.

#### *Naming the directors*

If you want to include directors' names, you must list ALL of them.

#### *Example wording*

Please see below an example of how you might comply with the above requirements:

*[Insert full name of company] [Community Interest Company][CIC], a company limited by guarantee registered in England and Wales, company number [insert company number], whose registered office is at [insert address of registered office].*

### *Displaying the company name and status at its registered office*

The name and status of the company should also be displayed at its registered office; any other place where it carries on business; or where its statutory registers are available for inspection by the public (except where such address is residential/living accommodation).

### *Consequences of failure to comply with disclosure requirements*

A breach of any the requirements referred to in this note may have civil and criminal law consequences, including that the company and/or its directors may be liable on summary conviction to a fine.

### *Further disclosure*

Please note that as well as the above general rules, there may be other legislation and regulations applicable to the company which may require further disclosure.

## **Filanthropia Consulting**

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