



FACTSHEET 29


Change Name

A Step by step guide to changing the name of a registered Charity

1. Check your managing document to see if there are any restrictions about changing the name
2. The organization needs to call and extraordinary meeting to discuss and approve the change of name
3. The organization needs to send copies of the minutes at which this was done to the charity commission for approval
4. After approval by the Charity Commission if the organization is a company limited by guarantee they must complete a form NC19 and return to Companies house informing them of the change of name (forms available from Dudley CVS) a payment of £10 has to be sent with the Form NC19

FURTHER HELP

Dudley Council for Voluntary Service
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