TRUSTEE DETAILS : Information Required

Please print your details using BLOCK CAPITALS. Only the information in the box below will be shown on the register of Charities

Title _____ **All Christian or Personal Name(s)** _____

_____**Family Name or Surname** _____

Please provide any Honours or Qualifications you wish to have shown on the Register of Trustees? _____

Display (Preferred) Name _____

All of the following information will NOT be shown on the register of Charities.

Date of Birth : _____ / _____ / _____

If you have ever used any different names please give them here.

Name used at birth : Title _____ Christian or Personal Name(s) _____

_____ Family Name or Surname _____

Other name used : Title _____ Christian or Personal Name(s) _____

_____ Family Name or Surname _____

Current Address _____

_____

_____ **Postcode** _____

Telephone Number_____

You may optionally provide an e-mail address if you are willing for the Charity Commission to e-mail you with information and updates about trusteeship.

E-mail Address (optional)_____

If you feel that you have good reason NOT to have your name published on the public Register of charities, please explain why below. The Commission is not obliged to concur with a request for a waiver and will only normally do so in the interests of the safety of the individual concerned.

Please return this form to the person responsible for registering your PCC

TRUSTEE DETAILS : some notes for PCC members

You are being asked to complete this form as a member of a PCC which is required to register with the Charity Commission. As a PCC member you are a trustee of your PCC, and the Commission requires details of all trustees at registration.

Firstly, would you please read the paragraph in the box below, and check that you are eligible to become a trustee. If you are not eligible, please contact the person who is processing your registration with the Charity Commission.

Some people are disqualified by law from acting as charity trustees or nominees, including:
• anyone who has been convicted of an offence involving deception or dishonesty, unless the conviction is spent;
• anyone who is an undischarged bankrupt;
• anyone who has previously been removed from trusteeship of a charity by the Court or the Commissioners for misconduct or mismanagement; and
• anyone who is under a disqualification order under the Company Directors Disqualification Act 1986.

Please would you complete the form and return it to the person who is managing the registration process for your PCC.

NOTES :

The Commission requires a full set of details for each trustee (PCC member), which consists of:
• all of your personal names (also known as first or given names);
• all of your family names (also known as surnames);
• your date of birth; and
• your home address and postcode.
• your telephone number.

The Commission would also find it helpful if you can supply an email address, **although this is not a requirement**.

You may enter honours or qualifications that you would like to appear after your name, e.g. BA, PhD, OBE, etc.

You have the opportunity to enter a preferred name for the trustee, for example, Rob Clarkin instead of Mr Robert James Clarkin. This will be the name displayed on the Commission's website. If a preferred name is not given the title (if supplied), full name and honours and qualifications (if supplied) will be used in that order.

Please note that unless a dispensation is granted, the trustees' names will appear on the public register of charities, which can be viewed on the Commission's website. Trustees' addresses and other personal details will **not** be made public.

Other names
The Charity Commission need to know all previous and other current names that this person has or does use. This is required for the purposes of the cross checks the Commission makes on trustees. They will not keep a permanent record of 'other names' and they will not be displayed to the public.