

**Register of Trustees**

**Name of SCIO:**

**Charity Number:**

**Trustee Register- Natural Persons**

All SCIOs have a duty to keep a register of their charity trustees which must be updated within 28 days of any change being notified to the SCIO. The register must contain specific information about current charity trustees; where a charity trustee is a corporate body rather than a natural person, some additional information is required.

Additionally, the SCIO's register must also retain some information about former charity trustees for at least six years from the date the person ceased to be a charity trustee.

There is no set format for the register of charity trustees but it must contain the information summarised in the table below:

|  |                             |
|--|-----------------------------|
| Trustee 1  |                             |
| Name   |                             |
| Address  |                             |
| Date of appointment  |                             |
| Office the trustee holds in the SCIO                                 |                             |
| Was the trustee appointed by OSCR under Section 70A of the 2005 Act? | Y/N - delete as appropriate |
| Date on which he/she ceased to be a charity trustee                  |                             |

|                                      |  |
|--------------------------------------|--|
| Trustee 2                            |  |
| Name                                 |  |
| Address                              |  |
| Date of appointment                  |  |
| Office the trustee holds in the SCIO |  |

|  |                             |
|--|-----------------------------|
| Was the trustee appointed by OSCR under Section 70A of the 2005 Act? | Y/N - delete as appropriate |
| Date on which he/she ceased to be a charity trustee                  |                             |

|  |                             |
|--|-----------------------------|
| Trustee 3  |                             |
| Name   |                             |
| Address  |                             |
| Date of appointment  |                             |
| Office the trustee holds in the SCIO                                 |                             |
| Was the trustee appointed by OSCR under Section 70A of the 2005 Act? | Y/N - delete as appropriate |
| Date on which he/she ceased to be a charity trustee                  |                             |

|  |                             |
|--|-----------------------------|
| Trustee 4  |                             |
| Name   |                             |
| Address  |                             |
| Date of appointment  |                             |
| Office the trustee holds in the SCIO                                 |                             |
| Was the trustee appointed by OSCR under Section 70A of the 2005 Act? | Y/N - delete as appropriate |
| Date on which he/she ceased to be a charity trustee                  |                             |