

**THIS DOCUMENT IS IMPORTANT
PLEASE RETAIN IT FOR YOUR RECORDS
Please ensure all charity trustees are aware of this document**

Mr Donald Black
Stirling Citizens for Sanctuary
Family Life Centre
61 Murray Place
Stirling
FK8 1AP

Our ref: RS/STA/16-0033

15 March 2016

Dear Mr Black

Decision on your application for Incorporation as a Scottish Charitable Incorporated Organisation (SCIO)

I am pleased to tell you that your application for incorporation as a Scottish Charitable Incorporated Organisation (SCIO) has been successful. The Office of the Scottish Charity Regulator (OSCR) is satisfied that the organisation meets the charity test and the legal requirements for being a SCIO, and has entered it in the Scottish Charity Register. This means it is now is an incorporated body having charitable status under the Charities and Trustee Investment (Scotland) Act 2005.

The details of your charity's entry in the Register are set out below.
Please check these details and let us know of any errors.

Your SCIO's registered name is:	Stirling Citizens for Sanctuary
Your charity number is:	SC046404
Your SCIO was registered on:	10 March 2016
Your SCIO's 'known as' name is:	SCfS
Your principal contact address is:	Family Life Centre 61 Murray Place Stirling FK8 1AP



Your charitable purposes are:

**A - the prevention or relief of poverty
F - the advancement of citizenship or community development
N - the relief of those in need by reason of age, ill-health, disability, financial hardship or other disadvantage
P - any other purpose that may reasonably be regarded as analogous to any of the preceding purposes**

Your charitable objects are:

**The organisation's purposes are:
4.1 the relief of unemployment among refugees through (a) support towards employment, such as with job seeking, sourcing training, work placements etc., (b) support such as with language (Arabic speakers are among our volunteers), social and emotional support, mentoring and coaching within a Social Enterprise context.
4.2 the advancement of citizenship or community development through (a) social inclusion and awareness raising events & sponsored events within the communities where the refugees settle.(b) seeking opportunities for the refugees to contribute to their communities and (c) through successfully integrating into the local economy.
4.3 the relief of those in need by/through providing a befriending service and activities promoting inclusion and raising awareness.**

Your SCIO's accounting reference date is:

31/03

Charity trustees' duties and responsibilities

The charity trustees of **Stirling Citizens for Sanctuary** are jointly responsible for running the SCIO and managing its assets. The members of a SCIO also share some of the same duties of the charity trustees. Charity trustees and members should read our publication, [SCIOs: A Guide](#), for full details of their duties and responsibilities.

In summary, a SCIO must by law do certain things, including:

- **Publicise its status as a SCIO:** you must let people know that Stirling Citizens for Sanctuary is a SCIO by including its charity name and (if the name does not already say so) the fact that it is a SCIO on its literature, emails and webpages, and also on documents issued by a third party on the SCIO's behalf. As a matter of good practice, you should also state your charity number on these documents. You must comply immediately with the duty to publicise your organisation's status as a SCIO.
- **Provide information to the public:** you must supply a copy of your accounts and constitution to anyone who asks for them.
- **Provide information to OSCR:** every year you must provide information to us about the activities of your charity and by law we must monitor all charities on the Register. Your charity must fill in an Annual Return form and send this to us along with its accounts. You can find out more about preparing your accounts and reporting to us on our website www.oscr.org.uk.
- **Get consent:** you need to get our consent before taking certain actions, and must tell us about certain decisions you have taken. You can find out when and how to do this on the 'Making changes to your charity' section on our website and in our publication, [SCIOs: A Guide](#).
- **Keep registers of charity trustees and of members:** you must keep a register of your current and former charity trustees and, if applicable, a register of your current and former members. We have attached a template (Appendix 1) which can be used to maintain your register of trustees. In certain circumstances, you must also supply a copy of these registers if you are asked for them. You can find out more about the registers of charity trustees and members in our publication, [SCIOs: A Guide](#).

Next steps

Please distribute this letter and the enclosed introductory leaflet on 'Being a SCIO in Scotland' to all your charity trustees. You can contact us at info@oscr.org.uk or on 01382 220446 if you have any questions.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'Gillian Mackay', written in a cursive style.

Gillian Mackay
Registration Team Case Officer
Gillian.mackay@oscr.org.uk
01382 346885

Appendix 1- Register of Trustees

Name of SCIO:

Charity Number:

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. Please see 'SCIO's: A Guide' which can be downloaded from www.oscr.org.uk.**

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 where the trustees are natural persons, it must contain the information contained 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	