



How to set up a Community Benefit Society

2 August 2023

This document is based on how DDCE incorporated into a Bencom.

Register with the Financial Conduct Authority

We used Co-operatives UK to carry out the registration work for us, as it is simply too complex to do it ourselves. They did all the legal work for us, including creating the legal documentation.

Their website is <https://www.uk.coop>. They have a step-by-step guide as to how to set up a co-operative, and an online form to complete for the registration with the FCA.

We are a CBS (Community Benefit Society) which is a version of a Cooperative. There are several different legal forms of Cooperatives. Co-operatives UK supports them all, and this is why we used them to help with our incorporation.

They charged us £150 back in 2021 when we started the process of registration.

You need to have:

- a constitution (which basically says what the group has been set up to do); and
- a group of founding directors, who will act as Chair, Treasurer and Company Secretary.

We started the registration process on 8 December 2021 and we received confirmation of registration from the FCA on 13 January 2022.

Set up a Bank Account

Once you are registered with the FCA then you can set up a bank account.

We use the Community Direct Account provided by the Co-operative Bank. As this provided free banking to small cooperatives.

Purchase Directors Liability Insurance

We used the broker Specialist Risk Group this year. Their website is <https://specialistrisk.com/>.

We paid £140.40 this year for Directors Liability Insurance.