
SCOTTISH STATUTORY INSTRUMENTS

2007 No. 203

CHARITIES

**The Charities References in Documents
(Scotland) Regulations 2007**

<i>Made</i>	- - - -	<i>6th March 2007</i>
<i>Laid before the Scottish Parliament</i>	- - - -	<i>8th March 2007</i>
<i>Coming into force</i>	- -	<i>1st April 2007</i>

The Scottish Ministers, in exercise of the powers conferred by section 15 and 103(2) of the Charities and Trustee Investment (Scotland) Act 2005⁽¹⁾ and of all other powers enabling them in that behalf, hereby make the following Regulations:

Citation and commencement

1. These Regulations may be cited as the Charities References in Documents (Scotland) Regulations 2007 and shall come into force on 1st April 2007.

Required information

- 2.—(1) A body entered in the Scottish Charity Register must state, in legible characters—
- (a) the registered number allocated to it by OSCR⁽²⁾ as part of the registration process;
 - (b) its name as entered in the Scottish Charity Register;
 - (c) any other name by which it is commonly known; and
 - (d) where the name entered in the Scottish Charity Register does not include “charity” or “charitable”, that it is a charity by using one of the terms referred to in section 13(1) or (2) of the Charities and Trustee Investment (Scotland) Act 2005,

on all documents listed in regulation 4 and which are issued or signed on behalf of the charity after 31st March 2008.

(2) Where a body is entered in the Scottish Charity Register after 30th September 2007, this regulation shall apply to documents listed in regulation 4 and which are issued or signed on behalf of the charity after the date which is 6 months after entry in the Register.

(1) 2005 asp 10.

(2) “OSCR” is defined in section 1 of the Charities and Trustee Investment (Scotland) Act 2005.

Language used

3. Where a document is wholly in a language other than English, the information required by regulation 2 may be in that other language.

Specified documents

4. The documents referred to in regulation 2 are—
- (a) business letters and e-mails;
 - (b) advertisements, notices and official publications;
 - (c) any document which solicits money or other property for the benefit of the charity;
 - (d) bills of exchange, promissory notes, endorsements and orders for money or goods;
 - (e) bills rendered;
 - (f) invoices, receipts and letters of credit;
 - (g) statements of account prepared in accordance with either regulation 8, 9 or 14 of the Charities Accounts (Scotland) Regulations 2006(3);
 - (h) educational or campaign documentation;
 - (i) conveyances which provide for the creation, transfer, variation or extinction of an interest in land;
 - (j) contractual documentation.

St Andrew's House,
Edinburgh
6th March 2007

RHONA BRANKIN
A member of the Scottish Executive

EXPLANATORY NOTE

(This note is not part of the Regulations)

These Regulations set out the information that charities must include on certain documents.

Regulation 2 sets out the information which a charity requires to include in documents issued after 31st March 2008. The relevant documents are listed in regulation 4. Where a charity is entered in the Scottish Charity Register after 30th September 2007, the information specified in regulation 2 shall be included in documents issued six months after the date the charity is registered.

Regulation 3 provides that the information referred to in regulation 2 may, where the document is wholly in a language other than English, be in that other language.