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STATUTORY INSTRUMENTS

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**2012 No. 3012**

**The Charitable Incorporated  
Organisations (General) Regulations 2012**

**PART 8**

**SERVICE OF DOCUMENTS**

**Service of documents on CIO**

**47.** A document may be served on a CIO by leaving it at, or sending it by post to, the CIO's principal office as it appears on the register of charities.

**Service of documents on charity trustees etc**

**48.—(1)** A document may be served on a person to whom this regulation applies by leaving it at, or sending it by post to, the person's registered service address.

(2) This regulation applies to—

- (a) a charity trustee of the CIO; and
- (b) an interim manager for the CIO.

(3) This regulation is restricted to service for purposes—

- (a) arising out of or in connection with the appointment or position mentioned in paragraph (2); or
- (b) in connection with the CIO.

(4) Nothing in this regulation is to be regarded as preventing the Commission from serving a document on an individual at the individual's last address known to the Commission.

(5) For the purposes of this regulation—

- (a) "interim manager" means an interim manager appointed under section 76 of the 2011 Act;
- (b) "registered service address" means, in relation to a charity trustee or an interim manager of a CIO, the service address appearing in the entry for that person in the CIO's register of charity trustees.

(6) If a registered service address is changed after a person ("A") inspected, or obtained a copy of, the relevant entry in the relevant register, A may validly serve a document at the previous registered service address until the end of the period of 14 days starting with the day on which A inspected, or obtained a copy of, as the case may be, that entry.

(7) For the purposes of paragraph (6) "previous registered service address" means, in relation to a person, the service address which appeared in the entry relating to that person in the relevant register on the day on which A inspected, or obtained a copy of, that entry.