



BANK OF ENGLAND  
PRUDENTIAL REGULATION  
AUTHORITY



## Mutual Societies Application Form

### Instrument of a Dissolution of a Society or Branch registered under the Friendly Societies Act 1974

#### Notes

#### Full name of society or branch:

Bus Employees' Friendly Society

#### Important information you should read before completing this form

**This form must be completed in duplicate as you will need to send us two copies when you apply to register the instrument of dissolution.**

You must use this form only if your society is registered under the Friendly Societies Act 1974 or is a branch of a society registered under the Friendly Societies Act 1974.

Please keep a copy of the completed form for future reference.

The notes that accompany the form will help you answer the questions. Please be aware that any personal details you give on the form will be placed on the society's or branch's public file.

It is important you give accurate and complete information and disclose all relevant information. If you do not, it may take us longer to register the dissolution.

#### Terms in this form

'FCA', 'PRA', 'us' and 'we' refer to the Financial Conduct Authority or Prudential Regulation Authority.

'You' refers to the person completing the application on behalf of the society or branch.

'The 1974 Act' refers to the Friendly Societies Act 1974.

'Branch' – Section 111(1) of the Friendly Societies Act 1974 defines a branch as 'any number of the members of a society, under the control of a central body, having a separate fund administered by themselves or by a committee or officers appointed by themselves, and bound to contribute to a fund under the control of the central body'.

'Registered friendly society' – means a society registered as a 'friendly society' under section 7(1)(a) of the 1974 Act. Typically, registered friendly societies provide insurance to their members for events such as sickness, death or unemployment. Many working men's clubs and all benevolent societies and specially authorised societies are registered under the 1974 Act. But they are not registered under section 7(1)(a) of the 1974 Act so they are not defined as registered friendly societies for the purposes of this form.



BANK OF ENGLAND  
PRUDENTIAL REGULATION  
AUTHORITY



## Filling in the form

**1** If you are using your computer to complete the form:

- use the TAB key to move from question to question and press SHIFT TAB to move back to the previous question; and
- print out the completed form and arrange for it to be signed in sections 1 and 2.

**2** If you are filling in the form by hand:

- use black ink;
- write clearly; and
- arrange for it to be signed in sections 1 and 2.

**3** If you make a mistake, cross it out and initial the changes; do not use correction fluid.

**4** If you:

- leave a question blank;
- do not get the form signed; or
- do not attach the required supporting information

without telling us why, we will have to treat the application as incomplete. This will increase the time taken to assess your application.

**5** If there is not enough space on the form, you may need to use separate sheets of paper. Clearly mark each separate sheet of paper with the relevant question number. Any separate sheets should be signed by the signatory to the form.

**6** Post this form and supporting documents to us at:

**Mutuals Team**  
**Financial Conduct Authority**  
**25 The North Colonnade**  
**Canary Wharf**  
**LONDON**  
**E14 5HS**

# 1

## Details of dissolution

### Society or branch details

#### 1.1 Society or branch details

Register number	1132F
Name of order (if a branch)	
Register number of order (if a branch)	

#### 1.2 Name and address to which communications are to be sent

Name	Rachel Webb
Address	c/o First Floor, 80 Coombe Road, New Malden, Surrey
Postcode	KT3 4QS

#### 1.3 You must confirm that the instrument of dissolution has been approved by a special resolution

☒ Yes

### Assets and liabilities

#### 1.4 You must enter below the liabilities and assets of the society or branch

Liabilities	£	Assets	£
Actuarial value of provident policies	[65,370]	Investments	TBC
Actuarial value of retirement savings policies	[3,200]	Bank accounts	TBC
Claims in payment	TBC	Miscellaneous debtors	TBC
Consultancy fees	TBC		
Employees	TBC		
HMRC	TBC		

<b>Total liabilities</b>		<b>Total assets</b>	

## Creditors

**1.5 Does the society or branch have any creditors other than those shown in 1.4?**

☒ Yes ▶ Continue to question 1.6

☐ No ▶ Continue to question 1.7

**1.6 What provision has the society or branch made for the payment of creditors?**

The society has sufficient assets to meet its liabilities: all essential creditors (including expenses incurred in the dissolution) will be paid in full during the dissolution process as payments fall due. Any other creditors will be paid simultaneously with the distribution of the society's surplus to members as set out in section 1.7 below

Any members who had claims for sickness benefit in payment on 19 September 2025 will have become entitled on that date under rule 6.2 of the Society's rules to a payment of 7.7 times their weekly rate of benefit in substitution for the remainder of their claim. To the extent that any such members have not been paid their entitlement in full by the date on which the Society is dissolved, the trustees shall pay it to such members as essential creditors of the Society.

**1.7 How will the funds and property of the society or branch be distributed after the payment of all debts and expenses?**

Members holding Provident and Retirement Savings Policies will be paid the discounted value of future benefits less the discounted value of future premiums.

Members holding Term Assurance Policies will be paid the value of one year's premiums (equal to £52)

Members holding Sickness Policies will each receive an equal share of the remaining net assets of the Society

If any member suffers particular hardship as a result of the dissolution of the Society, the trustees may make at their discretion an additional payment to that member out of the balance of the Hardship Fund established under the Society's Rule 6.3.. Any such payments shall reduce the amount available for distribution in equal shares to members holding Sickness Policies, but shall not affect the distribution to members holding Provident, Retirement Savings or Term Assurance Policies

If any payment to a member remains unclaimed for more than three months after being sent to the member entitled to it, the amount of that payment will be donated to Transport Benevolent Fund CIO (registered charity no. 1160901)

## Member details

**1.8 Number of members**

TBC

**1.9 What is the nature of the members' interest in the society or branch?**

All members are insured by the society and are entitled on dissolution to a just and equitable share of any surplus (as determined by the committee of management on the advice of the appropriate actuary)

**Signature** (only to be signed below if the dissolution is of a branch)

- 1.10** For the dissolution of a branch, the Secretary of the order must sign and date below to confirm that the central body has consented to the dissolution of the branch.

Signature	
Date	dd/mm/yy

# 2

## Special resolution

### 2.1 Are you a registered friendly society?

For a definition of a 'registered friendly society' please see the front page of the form.

- ☐ No    ▶ You must continue to question 2.2  
☒ Yes    ▶ You must continue to question 2.5

### 2.2 Date of the general meeting at which the special resolution was passed (dd/mm/yyyy)

			/				/					
--	--	--	---	--	--	--	---	--	--	--	--	--

### 2.3 You must confirm that, in accordance with the society's or branch's rules, notice was given of the meeting and of the intention to propose the special resolution

☐ Yes

### 2.4 How was the resolution passed?

- ☐ By at least three-quarters of those members of the society or branch for the time being entitled under the society's or branch's rules to vote and voting either in person or by proxy at the meeting.  
☐ By at least three-quarters of the delegates who voted at the meeting.

Continue to question 2.8

## Registered friendly society

### 2.5 In what way was the resolution passed?

- ☒ At a general meeting  
☐ By a postal ballot

### 2.6 You must confirm the following:

- At least 14 days' notice (or any longer period that the society's rules require) was given, expiring with the final date for the receipt of instruments appointing proxies to vote at the meeting (or the date of meeting where proxy voting does not apply), or in the case of a postal ballot, expiring with the final date for the receipt of completed ballot papers.
- The notice of the meeting (or in the case of a postal ballot, the ballot papers) included a statement that the resolution would not be effective unless it was passed as a special resolution.

☒ Yes

### 2.7 How was the resolution passed?

- ☒ By at least three-quarters of those members of the society entitled to vote on it and voting in person or by proxy at the meeting.  
☐ By at least three-quarters of the delegates entitled to vote on it and voting at the meeting.  
☐ By at least three-quarters of those members of the society entitled to vote on it and voting in a postal ballot.

**2.8 Enter below the exact wording of the special resolution that was passed**

THAT the Society be dissolved with the surplus remaining after payment in full of the Society's creditors to be distributed among members as proposed in the report by the Society's Appropriate Actuary dated [       ] 2025 and produced to the meeting; and

THAT, subject to any amendments to section 1.4 of the Instrument of Dissolution produced to the meeting, which the Committee of Management consider necessary accurately to record the Society's liabilities and assets immediately prior to its submission for registration, such Instrument of Dissolution be approved and the Secretary, any Trustee and any three Members of the Society be authorised to sign it and register it with the Financial Conduct Authority with the request to advertise the dissolution of the Society in accordance with section 94(7) of the Friendly Societies Act 1974 on or around 19 November 2025

**Signatures****2.9 The Secretary of the society or branch must sign below**

Signature	
-----------	--

**2.10 The Chairman of the meeting at which the special resolution was passed must sign below**

Signature	
-----------	--

**2.11 Date of application**

Date	idd/mm/yy
------	-----------



# 3

## Statutory declaration

All applicants must complete this section.

### Declaration

**3.1 One of the trustees of the society or branch or three members and the Secretary of the society or branch must sign below in front of a solicitor, a commissioner for oaths, a notary public or a justice of the peace**

I (one of the trustees)/we (three members and the secretary) solemnly and sincerely declare that in making this instrument of dissolution the Friendly Societies Act 1974 has been complied with.

And I/we make this solemn declaration conscientiously believing the same to be true, and by virtue of the provisions of the Statutory Declarations Act 1835.

**A trustee of the society or branch**

Name	
Signature	
Date	dd/mm/yy

or

**Three members of the society or branch**

Name	
Signature	
Date	dd/mm/yy

Name	
Signature	
Date	dd/mm/yy

Name	
Signature	
Date	dd/mm/yy

**Secretary of the society or branch**

Name	
Signature	
Date	dd/mm/yy

**Declared before me:**

- ☐ a solicitor;  
☐ a commissioner for oaths;  
☐ a notary public; or  
☐ a justice of the peace.

Name	
Declared at	
Signature	
Date	dd/mm/yy