



Converting your legal structure
to a charity incorporated
organisation (CIO)

As the CIO will 'replace' your charity, its purposes must be the same as your charity's purposes. Having the same purposes will give you the legal power to transfer your charity's assets to the CIO. If you are unsure whether the change is suited to your organisation you can use the government's 7 decision-making principles to support you [7 decision-making principles](#).

Converting from a Charitable Company to a CIO.

This conversion will involve keeping the same legal entity, with the organisation's charity name and number unchanged. As such you do not need to re-register with Ofsted and existing bank accounts and contracts should not need changing. The process of converting is through an online application form to be found at [Charity Structure CIO - Charity Commission for England and Wales](#)

Although you are not re-registering with Ofsted you will need to inform them and Provider Portal at Suffolk County Council of the change.
provider.portal@suffolk.gov.uk.

You will need to complete Joining the LoP paperwork and update bank details if there is a change. [How to join & leave the Suffolk LoP – Suffolk Learning](#)

If there are new trustees within the CIO, EY2 application forms must be completed. Further guidance on this can be found here [Who needs to submit an EY2 form, and tips for completing it – Ofsted: early years](#)

Converting an Unincorporated Organisation to a CIO

1. A new constitution must be adopted.
2. The new constitution must be formally adopted at an Extraordinary General Meeting (EGM). Further guidance for this can be found at:
[How to write your charity's governing document \(CC22b\) - GOV.UK](#)
[Setting up a charity: model governing documents - GOV.UK](#)
3. Register with the Charity Commission.
4. Gain approval from all trustees, recorded on a [Trustee Declaration Form](#).
5. Inform Ofsted of this change, this will also involve a new registration. Existing trustee members will not have to complete new EY2 forms. You will be re-inspected under the new Ofsted registration.
6. Inform Provider portal at Suffolk County Council of the change
provider.portal@suffolk.gov.uk.
7. Complete Joining the LoP paperwork and update bank details if there is a change.
[How to join & leave the Suffolk LoP – Suffolk Learning](#)