



**CIRCULAR**

---

# Registry information requirements

---

Revised June 2007

**06/03**

## This Circular is for the attention of:

- All Registered Social Landlords
- Co-ownership Societies
- Co-ownership Equity Sharing Societies
- Almshouse Charities
- Abbeyfield Societies
- Co-operatives

## Relevant legislation:

Housing Act 1996

Companies Act 1985

Charities Act 1993

## Regulation and/or policy requirements:

Housing Corporation Regulatory Code 2.1 and 2.6

Housing Corporation Circular 06/07 – Amendments to Governing Documents

## This Circular updates Circular number:

06/03: Registry Information Requirements issued in July 2003.

Note: 'Housing association' is used as a generic term for registered social landlords.

'Corporation' means Housing Corporation.

## Summary

This Circular advises all housing associations of the requirements for updating the Corporation of any pertinent changes in their circumstances, along with the methods by which associations can provide this information to the Corporation's Registry. This Circular was updated in June 2007 to advise associations of a change of address of the Housing Corporation Registry. Housing associations should send letters informing the Corporation of pertinent changes to this new address.

### 1 Definitions:

Not applicable

### 2 Corporation expectations

Under Part 1, Section 1 of the Housing Act 1996, the Corporation is required to maintain a Public Register of Social Landlords which is available to the public for inspection.

Housing associations are therefore required to provide information to the Corporation as their circumstances change.

The Corporation's information requirements fall into three categories:

- changes in circumstance which do not require Corporation consent (section 2.1);
- changes which require Corporation consent (section 2.2); and
- changes that cannot be made without prior discussion with the Corporation and other regulators (Charity Commission, Financial Services Authority and Companies House) [section 2.3]

### 2.1 Changes in circumstance which do not require Corporation consent

The Corporation needs to know about any changes that affect an association's day-to-day running. Even if consent to make those changes is not required, housing associations are required to notify the Corporation of such changes formally.

They include the following:

- correspondence address;
- solicitor's details;
- auditor's details;
- website address;

- details of associated, registered or unregistered subsidiary organisations;
- partnership arrangements;
- any changes to the Officers of the governing body;
- number of members (if applicable); and
- any changes to senior staff.

This information is used by Regulation Account Managers as part of their on-going regulation of housing associations. It is also used to maintain and update the Corporation's mailing list.

## 2.2 Changes in circumstance which require Corporation consent

Housing associations planning to make changes which result in amendments to their governing instruments must do so in accordance with Circular 06/07 Amendments to Governing Documents. Such amendments are likely to require Corporation consent, or evidence that the relevant regulatory authorities (Companies House, Financial Services Authority, Charity Commission) have accepted and registered the change.

Examples of these changes include the following:

- any changes to governing documents;
- adopting charitable status; and
- becoming a subsidiary.

This information is held on the Public Register which is available to the public for inspection and is used by a number of stakeholders including local authorities. The Public Register will be accessible via the Corporation's external website in the near future.

### How to inform the Corporation of changes:

When changes occur, housing associations must formally notify the Corporation via the Registry. Failure to do so may result in an association's incorrect details being held on the Public Register and provided to the general public along with other stakeholders. There are three methods by which the Registry will accept information from housing associations:

- by letter;
- by e-mail; or
- via the Registry online website, [www.housingcorp-online.org](http://www.housingcorp-online.org)

These three methods provide flexibility and whilst e-mails and letters are a simple method by which to keep details up to date, particularly for those organisations that do not rely heavily on technology, there are advantages to using the website. Housing associations are able to view their details online and change them instantly.

#### By letter and e-mail:

Letters informing the Corporation of changes to a housing association's details should be addressed to:

The Registry  
Housing Corporation  
Attenborough House  
109-119 Charles Street  
Leicester LE1 1FQ

E-mails should be sent to:

[public.register@housingcorp.gsx.gov.uk](mailto:public.register@housingcorp.gsx.gov.uk)  
Registry staff will then inform Regulation staff and various internal stakeholders of any changes.

Letters and e-mails should be signed by the Chief Executive, Company Secretary or equivalent, or a member of senior staff named in the Registry Senior Staff section.

Upon receipt, Registry staff will update the systems manually. Periodically, Registry staff may contact housing associations to validate submissions to ensure the integrity of the information being recorded.

#### Via Registry Online website

The Registry Online website can be accessed via [www.housingcorp-online.org](http://www.housingcorp-online.org). The website has a dual use, and many associations will be familiar with using it to bid for funding, but the site can also be used to update Public Register information.

Housing associations can log on and see the information that is held and update that information as changes occur. The website offers a secure and simple way to ensure that information is kept up to date. Only nominated individuals from housing associations are able to make changes to the information and it is checked by Registry staff who validate information from time to time to ensure that the integrity of the data received is maintained.

Associations that wish to register to use Registry Online can obtain the registration pack by following the instructions on the "new user" section of:  
[www.housingcorp-online.org](http://www.housingcorp-online.org).

## 2.3 Changes that cannot be made without prior discussion with the Corporation and other regulators (Charity Commission, Financial Services Authority and Companies House)

The following information cannot simply be changed by housing associations:

- registered name;
- registered address;
- Corporation registered number;
- constitutional status (company, industrial & provident society, charity); and
- registered numbers and dates (Companies House, Financial Services Agency and Charity Commission).

Changes to this information may require new registration and sealed consent not only from the Corporation but also from other relevant regulators. Where changes are envisaged, housing associations must contact the Registry in the first instance. Failure to obtain the relevant consents from the Corporation and other regulators has serious implications and may result in the Corporation taking supervisory action.

## Assessing compliance

Validation of information will be undertaken in conjunction with housing associations and other regulators (Companies House, Charity Commission, and Financial Services Agency).

## 3 Enquiries about this Circular should be directed to:

The Registry  
Housing Corporation  
Attenborough House  
109-119 Charles Street  
Leicester LE1 1FQ  
Tel 0845 230 7000  
e-mail: [registry@housingcorp.gsx.gov.uk](mailto:registry@housingcorp.gsx.gov.uk)

# Our offices

Maple House  
149 Tottenham Court Road  
London W1T 7BN

For enquiries, contact us at:

Tel: 0845 230 7000

Fax: 0113 233 7101

E-mail: [enquiries@housingcorp.gsx.gov.uk](mailto:enquiries@housingcorp.gsx.gov.uk)

Internet: [www.housingcorp.gov.uk](http://www.housingcorp.gov.uk)

## **CENTRAL**

Attenborough House  
109/119 Charles Street  
Leicester LE1 1FQ

31 Waterloo Road  
Wolverhampton WV1 4DJ

Westbrook Centre  
Block 1 Suite 1  
Milton Road  
Cambridge CB4 1YG

## **LONDON**

Maple House  
149 Tottenham Court Road  
London W1T 7BN

For further confirmation about this publication please call 0845 230 7000 or e-mail [enquiries@housingcorp.gsx.gov.uk](mailto:enquiries@housingcorp.gsx.gov.uk)

We can provide copies in large print, Braille and audio cassette, on request. Other language versions may also be available.

## **NORTH**

Fourth Floor  
One Piccadilly Gardens  
Manchester M1 1RG

1 Park Lane  
Leeds LS3 1EP

St. George's House  
Team Valley  
Kingsway Trading Estate  
Gateshead NE11 0NA

## **SOUTH EAST**

Leon House  
High Street  
Croydon CR9 1UH

## **SOUTH WEST**

Beaufort House  
51 New North Road  
Exeter EX4 4EP

