



Shildon Railway Institute

Share Withdrawal Policy

and Application Form

Version 1.1 (Adopted)

10 Oct 2023

Last reviewed and revalidated 12 August 2024

1. Introduction

The Shildon Railway Institute (“SRI” or the “Society”) is a registered society under the Co-operative and Community Benefit Societies Act 2014 and owned by its members, the majority of whom are residents of the town of Shildon, County Durham. Shildon Railway Institute is the world’s first railway institute, having been founded in 1833 by notable members of the railway works at the time, its first president being the highly rated engineer Timothy Hackworth. SRI operates from a grade two listed building on Redworth Road, Shildon and was built by the London and North Eastern Railway works between 1911 and 1913. SRI operates mainly as a social club and community building whereby people can enjoy socialising with friends and hosting their events in a comfortable and friendly space. SRI is a socially responsible business committed to commercial success whilst upholding the highest standards with regards to business operations. This policy forms part of those standards of good practice.

2. General Policy Statement

As set out in SRI Rules (the “Rules”) share capital may be withdrawn without penalty at the discretion of the Management Committee (the “Committee”). The Rules also allow the Committee to specify a maximum total withdrawal for each financial year or to suspend withdrawals. This policy sets out the Society’s position on share withdrawal, reflecting the Rules and advice from the Financial Conduct Authority (“FCA”); the procedure; and the general principles of how withdrawal requests will be handled by the Committee.

3. Financial Conduct Authority

The FCA sets out a number of tests of whether a society is meeting its conditions for registration, which include that it should only allow the withdrawal of shares if:

- It has trading surpluses that match or exceed the value of shares involved; and
- The directors believes the society can afford to pay its debts, taking into account:
 - (1) all of its liabilities (including whether it will be able to pay its debts at the date of withdrawal and, for a year after that, any contingent or prospective liabilities); and
 - (2) the society’s situation at the date of the transaction.

4. Share Valuation

Under the Rules, shares will never be worth more than their nominal £1 face value.

5. Converting Shares to Donations

Noting that many members purchase shares in community organisations for non-financial reasons, with a view to realising a social rather than a financial return, some members may regard the monies paid to purchase their shares as a donation. In such circumstances, the Society provides an option to surrender some of the share value back to the Society, in which case those shares would be cancelled and their value becomes a donation. To retain membership of the Society, a minimum £1 share must be retained.

6. Share Withdrawal Procedure

The following procedure has been chosen to make the withdrawal process as fair and transparent as possible.

1. Members may request the withdrawal of shares at any time by completing the Share Withdrawal Form available on the RCS website or by requesting a copy from the Membership Secretary.

Completed forms must be returned, along with a copy of the share certificate(s), to the Membership Secretary.

2. Applications received will be considered within 30 days.

3. On 1st Jan each year (or as soon afterwards as is reasonably practicable) and following approval of the Society's annual accounts for the previous year the Share Withdrawal Policy Committee, after consultation with the Society's Accountants and Auditors, shall agree (subject to sufficient reserves being available) an amount of funds (the "Repayment Fund") to be set aside for the repayment of share monies. The amount, which will be determined by the Committee in its sole discretion, will be informed by:

- (1) the financial return from the previous year;
- (2) new share purchases;
- (3) the FCA tests as incorporated into the RCS rules; and
- (4) the total value of withdrawals requested.

4. Withdrawals will be made each year as soon as possible after the amount of the Repayment Fund has been agreed by the Committee.

5. It is recommended that Members retain at least one £1 share in order that they can have a say in how the Society is run. Those who withdraw all their shares will cease to be Members and will therefore not be able to vote in the election of Committee members or on other matters at Members' meetings.

6. On the death of a member, shares may be transferred to another party. However, if the wish is for those shares to be withdrawn, the Committee may deal with any request due to death of a member separately as a priority. Funds will be returned on receipt of original share certificates and sight of the deceased shareholder's will confirming that the shares can be transferred.

Please send the completed form, along with a copy of the share certificate(s), to:

Membership Secretary, Shildon Railway Institute, 78 Redworth Road, Shildon, County Durham, DL4 2JJ or email to: committee@shildonrailway.institute

Application to Withdraw Shares

The Shildon railway Institute (the "Society") is a registered society under the Co-operative and Community Benefit Societies Act 2014.

This form should be used in conjunction with the Society's Rules and Share Withdrawal Policy, both of which are

available from the Society's website, or on request from the Membership Secretary.

Reviewed Date: 25 Mar 2023

Next Review Due: 25 Mar 2024



APPLICATION TO WITHDRAW SHARES

Full Name	
Address	
Postcode	
Telephone Number	
Email address	
Share Certificate Number	
Number of shares requested for withdrawal	

Cheque – please provide details of payee

Payee Name

BACS – please provide bank account details

Name on Account

Account Number

Sort Code

Signature _____

Date _____

Please send the completed form, along with a copy of the share certificate(s), to:

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committee@shildonrailway.institute