



Unit: _____

District: _____

Division: _____

Key Information Template 2022

Bank Account details

Bank Name	
Bank Branch	
Bank Account Name	
Bank Account Number	
Bank Account Sort Code	
Bank Account Signatories	1) 2) 3) 4)

OSCR registered Units: Yes / No

OSCR Charity Number	SC0
OSCR Online Password	
OSCR Main Contact Name	
OSCR Trustees (Leaders)	1) 2) 3) 4)

HMRC registered Units (for Gift Aid): Yes / No

HMRC Charities Reference	
HMRC Government Gateway ID	
HMRC Government Gateway Password	





HMRC Government Gateway Security Answers	
HMRC Authorised Official (<i>person that is main contact and submits claims</i>)	
HMRC Responsible Persons (<i>2 other leaders/commissioners</i>)	1) 2)

This information will not be used by County of Edinburgh Guiding. It is held on behalf of your unit as information to be passed on to each unit team should any of the information be lost or mislaid.

