**Unit: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**District/division: \_\_Cramond/Inveralmond\_\_\_\_\_**

 **Key Information Template 2025**

**Bank Account details**

|  |  |
| --- | --- |
| Bank Name |   |
| Bank Branch |   |
| Bank Account Name |  |
| Bank Account Number |  |
| Bank Account Sort Code |  |
| Bank Account Signatories |  |
|  |
|  |
| 4) |

**OSCR registered Units: Yes**

|  |  |
| --- | --- |
| OSCR Charity Number |  |
| 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 *(person that is main contact and submits claims)* |   |
| HMRC Responsible Persons *(2 other leaders/commissioners)* | 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.**