

Rules of the Postal Family Fund

(Registered under the Friendly Societies Act 1974, registered number 37BEN)

Patron: Her Royal Highness Princess Michael of Kent

Amended on 14.07.2022

ALL PREVIOUS RULES RESCINDED

1. NAME AND CONSTITUTION

The Postal Family Fund is a Benevolent Society. It shall be called the “Postal Family Fund” and was previously known as the “Post Office Orphans Benevolent Institution” until 2022, and is hereinafter referred to as “PFF” and/or “the Postal Family Fund”.

In these rules, “Postal Companies” means any body corporate or undertaking which satisfies all of the conditions below:

- (a) it is within the same group of companies as Royal Mail PLC (company number 08680755) or Post Office Limited (company number 02154540) or any body corporate or undertaking that is the successor to or the assignee of any of the rights or liabilities of any of the companies in the same group as Royal Mail PLC or Post Office Limited;
- (b) it is engaged in the provision of postal services falling within the universal service obligation within the meaning of Part 3 of the Postal Services Act 2011; and
- (c) it is delivering those postal services in the United Kingdom.

2. REGISTERED OFFICE

- 2.1 The Registered Office of the Postal Family Fund, to which all communications and notices may be addressed, shall be:

Postal Family Fund
Royal Mail
185 Farringdon Road
London
EC1A 1AA

- 2.2 The Registered Office shall not be changed, except by agreement of the Committee.
- 2.3 In the event of any change in the situation of the registered office, notice of such change shall be communicated to the members pursuant to rule 26.1 and sent to the Regulator in the form prescribed by the appropriate Regulator.

3. OBJECTS

The Postal Family Fund is established for the relief in cases of need, hardship, or distress of children (including legally adopted children) of persons permanently employed or formerly permanently employed by the Postal Companies and of persons permanently employed by British Telecom up to 9th December 1997 only, who, by reason of the death, disability, sickness, infirmity or absence of one or both of their parents, lack provision for care, maintenance,

education or advancement in life, by the provision of grants, loans and other forms of financial assistance for such children.

4. APPLICATION OF FUNDS

- 4.1 All money received on account of subscriptions, other donations, levies, grants or otherwise, and dividends, interest or capital drawdown from investments, shall be applied in carrying out the objects of the Postal Family Fund, in accordance with the rules.
- 4.2 An Officer is entitled to be reimbursed from the property of the Postal Family Fund or may pay out of such property reasonable expenses properly incurred by him or her when acting on behalf of the Postal Family Fund.
- 4.3 An Officer may benefit from trustee indemnity insurance cover purchased at the Postal Family Fund's expense in accordance with, and subject to the conditions in, section 189 of the Charities Act.
- 4.4 The Postal Family Fund shall indemnify every Officer against any liability incurred in successfully defending legal proceedings in that capacity, or in connection with any application in which relief is granted by the Court from liability for negligence, default, or breach of duty or breach of trust in relation to the Postal Family Fund. For the avoidance of doubt, the Postal Family Fund shall not indemnify any Officer against any liability incurred in respect of acting outside of his or her authority. In this rule an "Officer" means an Officer or former Officer of the Postal Family Fund.
- 4.5 Any Officer misapplying the funds shall repay the amount misapplied, without prejudice to his liability to prosecution for such misapplication.
- 4.6 The Committee shall ensure they have sufficient assets and liquidity to underpin obligations to beneficiaries.

5. INVESTMENT OF FUNDS

- 5.1. So much of the funds as may not be wanted for immediate use, or to meet the usual accruing liabilities, shall, with the consent of the Committee, or of a majority of the members present and entitled to vote in a general meeting, be invested by the Trustees in any investment in which trustees are for the time being by law authorised to invest trust funds. In determining how to invest such funds, the Committee shall take and consider advice from a person whom they reasonably believe to be suitably qualified to give it, unless they consider that it is unnecessary or inappropriate in the circumstances to seek advice.
- 5.2. Where considered appropriate, the Committee may delegate under a written agreement the day to day management of the investment to a professionally qualified third party(ies) who shall manage these funds on behalf of the Trustees and raise a suitable professional fee for so doing. The appropriateness and performance of all such delegated investments shall be reviewed on a regular basis by the Committee to ensure that the investment mandate provided by the Committee is being complied with.
- 5.3. The Committee shall maintain and make available to members on request a Statement of Investment Principles that sets out the approach to investment that the Postal Family Fund, or any professional to whom the management of investments is delegated pursuant to rule 5.2, above, agree to be bound by. This Statement shall also be published on the Postal Family Fund's website.

6. MEMBERSHIP

- 6.1. All current and former permanent employees of the Postal Companies shall be eligible for membership. The membership status and entitlement of British Telecom staff who were members before 9th December 1997 is unaffected.
- 6.2. When a member has been a subscriber for five (5) consecutive years and is retired from one of the aforesaid bodies, payments may, with the sanction of the Committee, cease and free membership be granted.
- 6.3. Application for membership must be made on the electronic or paper form available on request from the Postal Family Fund registered office or directly off the Postal Family Fund website.
- 6.4. All members must provide the Postal Family Fund with their contact details and keep the Postal Family Fund updated of any changes.
- 6.5. All members, by becoming and remaining members, agree to be bound by the rules, regulations and policies, including the Membership Subscription Policy, of the Postal Family Fund.
- 6.6. A member can terminate their membership by notifying the Postal Family Fund through the Postal Family Fund website and by email to the Secretary.
- 6.7. The Committee and Chair reserve the right to expel any member that in the view of the Committee is bringing the Postal Family Fund into disrepute.

7. SUBSCRIPTIONS

- 7.1 Every member of the Postal Family Fund shall pay to the Postal Family Fund a membership subscription. The minimum amount of the subscription, the frequency of payments and the manner in which the Postal Family Fund shall collect payments shall be as set out in a Membership Subscription Policy to be agreed by the Committee from time to time. The Committee shall ensure that the Subscription Policy is published on the Postal Family Fund's website, the address of which shall be notified to the member in writing. The Committee may, on a case by case basis, decide to waive the requirement to pay a membership subscription in respect of any person who has been a subscribing member for at least five years and who is no longer employed by the Postal Companies.
- 7.2 From the date of adoption of these rules, all subscribers wishing to register as a new member must complete and submit a member application form located on the Postal Family Fund's website. New members must also provide their contact details and give permission to be contacted through the means selected on the member application form. Members predating these changes are requested to provide their details.

8. BENEFITS

- 8.1. In the event of a member ceasing to be employed by the Postal Companies or in case of death the Committee shall at their discretion have power to assist in the maintenance and/or education of such children up to the age limit laid down in rule 10.
- 8.2. Enquiry shall be made into the circumstances of all candidates for admission to benefit and for that purpose all applications, stating age, name and place of abode together with the name of the parent(s) and the name and address of the relative, friend or legal guardian making the application should be sent as quickly as possible. Other details confirming employment or pensioner status and national insurance details may be required to confirm identity and taxation status, or as otherwise required by relevant legislation, or the need to prioritise the award of benefits. The Committee may reject any candidate who may appear to them from investigation to be ineligible, unsuitable, or unable to provide the confirmatory details required.

- 8.3. In the event of there being no formal application by the relatives, legal guardian or friends of a qualified child, the Committee shall retain the power to place such child on the funds of the Postal Family Fund.
- 8.4. The Committee shall determine the total number of children to be admitted to benefit.
- 8.5. Full contemporary eligibility criteria for benefits shall be published on the Postal Family Fund website.

9. NON-MEMBERS CHILDREN

The Committee shall also have the power to admit to the benefits of the Postal Family Fund the children of any persons within rule 6 provided always that the interests of children of members of the Postal Family Fund shall not suffer.

10. AGE LIMITS

Assistance will normally cease at the end of the quarter in which the child becomes eighteen years of age. If a child continues in full time education after the age of eighteen and/or if the child has a severe form of disability, the Committee shall have the power to continue assistance as they consider appropriate.

11. NATURE OF ASSISTANCE

- 11.1. The assistance given for the maintenance and/or education of any child shall broadly fall into four categories: regular support grants, further education bursaries, vocational training bursaries, and awards in respect of support for particular activities or equipment. The eligibility criteria for each type of assistance, the permitted uses to which such assistance may be applied and any further terms and conditions shall be as set out in a Grants, Bursaries and Awards Policy to be agreed by the Committee from time to time. The Committee shall ensure that the Grants, Bursaries and Awards Policy is published on the Postal Family Fund's website, the address of which shall be notified to the member in writing.
- 11.2. On occasion, the Committee may decide to provide other grants and/or assistance given specific circumstances of the child concerned and not covered by the above categories.
- 11.3. The Committee may decide to delegate to a third party under a written agreement the administration of all or part of the benefits of the Postal Family Fund, within parameters set by the Committee, subject at all times to the work being executed under the superintendence, control and direction of the Committee, who shall also retain the ability to undertake inspections and audits of the activities carried out on its behalf by the said third party.
- 11.4. For their services, the third party shall receive such payment as the Committee may determine.
- 11.5. In exceptional circumstances where in their view the circumstances of the child make it desirable the Committee shall have the power to place a child at a boarding school or with foster parents. When children are placed at boarding schools or with foster parents the arrangements shall be made in the names of the trustees either with carefully selected foster-parents as boarders, or with the master or mistress of a boarding school, who will furnish security for the proper discharge of their duties, viz to board, lodge, clothe and do all that is necessary for maintaining and educating such child or children as may be placed in their care by the Postal Family Fund for the term of years agreed upon, power being reserved to remove such child or children at any time should circumstances arise which render it desirable to do so, and such foster-parent or master or mistress of a school shall not relinquish the charge of any child or children under their care unless by special permission of the Committee. The food and clothing to be thoroughly good in quality and samples to be produced for the inspection of the

Committee when required. Each child shall be placed in the care of persons professing the same religion as that in which it had been taught previous to the death of its father; in the event of the father not professing any then that of the mother shall be adopted, and should both parents not profess any religion the Committee shall have power to place such child in charge of those whom they may deem best qualified to superintend its welfare, it being imperative that all children admitted to the benefits of the Postal Family Fund shall receive religious instruction. As this rule 11.5 contains the fundamental principle upon which the Postal Family Fund is founded it can only be amended, altered or rescinded by the consent of two-thirds of the whole of the members.

12. DISQUALIFICATION

- 12.1. All benefits from the Postal Family Fund are made at the discretion of the Committee, who shall not commit themselves to automatically repeat or renew any such benefit.
- 12.2. The Committee shall not provide or continue the provision of any benefit to anyone who has ceased to be eligible by reason of need, hardship or distress for benefit from the Postal Family Fund, or who is found to be no longer eligible in other ways.
- 12.3. Except in exceptional cases of need which are approved by the Committee, no beneficiary shall be eligible for benefit if his original nomination was not made in good faith.
- 12.4. Benefit shall cease if the child is removed from the United Kingdom.

13. MEETINGS

- 13.1 The annual general meeting is normally expected to be held in the month of April each year and convened by notice published on the Postal Family Fund website at least fourteen days before the date fixed for the meeting.
- 13.2 A special general meeting shall be held whenever the Committee thinks expedient, or whenever 100 members, each of whom shall have been members for not less than 6 months, so request in writing delivered to the Secretary.
- 13.3 Fourteen days' notice of any general meeting, stating the business to be transacted at such meeting, shall be given to every member by the publishing of a notice on the Postal Family Fund website.
- 13.4 All general meetings shall be held at the registered office unless the Committee (either generally or in a particular case) otherwise decide.
- 13.5 At all general meetings the Chairman, or if he is not present, the Vice Chairman, shall preside. Five members shall form a quorum.
- 13.6 All members shall have the right to propose and move resolutions at general meetings. Such resolutions must contain at least 10 members' signatures and be provided to the Secretary at least fourteen days in advance of the meeting. The presiding officer shall ensure that any and all members' representations are considered and given due weight prior to a vote on the resolution.
- 13.7 Every member present (and not disqualified by arrears or otherwise as mentioned in these rules) shall have one vote, and when the votes are equal the then presiding officer shall have an additional casting vote.
- 13.8 Should a members' poll be demanded on a resolution, this shall be facilitated and put in place by the Secretary within one month of the meeting which decided to call it.
- 13.9 The Committee shall also meet at other intervals during the year as required to ensure the Postal Family Fund's day to day business is conducted in a timely and efficient manner, as further set out in rule 18.

14. COMMITTEE MEMBERS

- 14.1. The Postal Family Fund shall be controlled, managed and governed by a Committee of Management (“the Committee”) which shall be made up of the following office-holders (“the Officers”):
- 14.1.1. a minimum of three Trustees, including:
 - 14.1.1.1. the Chairman of the Committee,
 - 14.1.1.2. the Vice Chairman of the Committee, and
 - 14.1.1.3. at least one other individual appointed as a Trustee pursuant to rule 15.3,
 - 14.1.2. a Treasurer,
 - 14.1.3. a Secretary,
 - 14.1.4. other officers appointed by the Committee.

An “Officer” means any member of the Committee.

“Trustees” means the Chairman, the Vice Chairman and any other individual appointed as a Trustee pursuant to rule 15.3.

- 14.2. Officers may, but need not, be employed by the Postal Companies and may, but need not, be members of the Postal Family Fund.
- 14.3. The Officers are the charity trustees of the Institution. No person may be appointed as an Officer if he or she is disqualified from acting as a charity trustee or trustee for a charity by virtue of sections 178-180 of the Charities Act.
- 14.4. The Postal Family Fund shall seek to ensure that the composition of the Committee reflects the diversity of employees within the Postal Companies and that the Committee possesses the skills and expertise required effectively to lead and manage the Postal Family Fund. To this end, the Committee shall regularly review the composition of the Committee and may make recommendations to the members of the Postal Family Fund for the election of new Officers to ensure diversity and inclusion within the Committee, including for the avoidance of doubt recommending the appointment of individuals who are not employees or former employees of the Postal Companies.
- 14.5. In addition, the Committee may from time to time invite individuals to attend Committee meetings, either on an ad hoc basis or for a term to be agreed, to provide their experience, advice or support. For the avoidance of doubt, these individuals are not Officers and shall not count towards the quorum for a Committee meeting and shall not have any voting rights at the meetings they attend. The Committee or the Chairman may disinvite these individuals from attending Committee meetings at any time.
- 14.6. The same person may not be Secretary or Treasurer and also a Trustee of the Postal Family Fund.
- 14.7. Officers are elected annually by a majority of the members present and entitled to vote at an annual general meeting.
- 14.8. A person elected to the Committee at an annual general meeting shall serve until the conclusion of the next annual general meeting, when they shall retire. Subject to rule 14.9, a retiring Officer shall be eligible for re-election.
- 14.9. A person shall not be eligible for re-election as an Officer at an annual general meeting if:
- 14.9.1. their re-election would result in them serving more than nine years on the Committee from the annual general meeting at which they were first elected; or
 - 14.9.2. it has been more than one year since they retired as an Officer.

In this rule a “year” means the period between one annual general meeting and the next. For the avoidance of doubt, time in office served by an Officer shall be counted from his or her original election date.

- 14.10. The Committee may vote to disapply rule 14.9 where it is in the best interests of the Postal Family Fund to do so, including for example where an Officer’s specific areas of experience and expertise need to be retained.
- 14.11. An Officer’s term of office automatically terminates if:
- 14.11.1. he or she dies;
 - 14.11.2. he or she is disqualified pursuant to rule 14.3;
 - 14.11.3. a registered medical practitioner who is treating that Officer gives a written opinion to the Postal Family Fund stating that he or she has become physically or mentally incapable of acting as an Officer and may remain so for three months;
 - 14.11.4. he or she is absent without permission of the Chairman from three consecutive Committee or general meetings;
 - 14.11.5. he or she resigns by written notice to the Committee (a Trustee shall only be able to resign if at least three Trustees will remain in office);
 - 14.11.6. he or she fails to comply with any reasonable training requirements decided by the Chairman in connection with the role, duties and responsibilities of a charity trustee and an Officer of the Postal Family Fund and the Chairman, acting reasonably, decides that his or her office should be vacated; or
 - 14.11.7. if he or she, in the Chairman’s opinion, is acting in breach of these rules or any regulations, policies or decisions made by the Committee from time to time, and is removed by a resolution passed by the other Officers at a meeting after the meeting has invited the views of the Officer concerned and considered the matter in the light of any such views.
- 14.12. Any Officer may also be removed by resolution of a special general meeting which may proceed to fill the vacancy.
- 14.13. In case any Officer (other than a Trustee) shall die, resign, be removed, or become unfit or incapable to act, the Committee may at any time appoint a person to fill the vacancy until the next annual general meeting, unless the vacancy is previously filled at a special general meeting.
- 14.14. In the event of any Trustee dying, resigning, or being removed from office, another shall be appointed by resolution of the majority of the members present and entitled to vote at the annual general meeting or at a special general meeting. On failure of such election, the Committee may at any time appoint a replacement who shall continue in office until the next annual general meeting.
- 14.15. The Committee may meet by suitable electronic means in which each participant may communicate with all the other participants and shall be enabled to allow members to vote by such secure electronic means and according to such procedure as the Committee shall decide to elect Officers or towards any matter required by these rules to be decided at a general meeting.
- 14.16. The Committee may from time to time make such reasonable and proper regulations, policies and decisions as it deems necessary for the proper conduct and management of the Postal Family Fund, including in connection with the process for elections to, the composition of, and eligibility for, election to the Committee, provided they are not inconsistent with these rules or the law. Officers, members, staff and volunteers of the Postal Family Fund shall be required to comply with any such regulations, policies and decisions made by the Committee.

15. TRUSTEES

- 15.1. All deeds, documents of title and securities for money shall be held by the Trustees or by a nominated third party on behalf of the Trustees, who shall take such measures for the safe custody and preservation thereof at the expense of the Postal Family Fund as they may think fit, and they shall be responsible for the safe custody of all such deeds, documents and securities as are placed in their hands or under their control, and shall produce them for inspection by the auditors when required by them, and whenever else required by a resolution of a general meeting or of the Committee.
- 15.2. The Trustees shall be the persons to sue and be sued on behalf of the Postal Family Fund.
- 15.3. The Chairman and Vice Chairman of the Committee, plus at least one other individual appointed as a Trustee at an annual general meeting, shall be the Trustees of the Postal Family Fund. Every resolution appointing a Trustee shall be entered on the minutes of the meeting at which he is appointed. A copy of such resolution, signed by such Trustee and the Secretary, shall be forwarded by the Secretary to the Registrar in the form prescribed by the appropriate Regulator.

16. TREASURER

The Treasurer is an Officer and shall take charge of the funds of the Postal Family Fund which are not invested and pay all demands when ordered to do so by the Postal Family Fund, or by the Committee or by the Chairman and Secretary for the time being. He shall not pay any money without written authority signed by the Chairman or the Secretary, or another Officer approved by the Committee in case of incapacity of the Chairman or the Secretary. He shall produce all books, documents, property and money of the Postal Family Fund in his possession and render a full and clear account at each audit and whenever required by resolution of the Postal Family Fund or of the Committee or by the Trustees. He shall also give up all books, documents, moneys and property of the Postal Family Fund in his possession when required so to do by a resolution of the Postal Family Fund, or of the Committee or by the Trustees. The Treasurer may claim and be paid for his expenses in attending Committee and general meetings.

17. SECRETARY

- 17.1. The Secretary is an Officer and shall attend all meetings of the Postal Family Fund and of the Committee; he shall record correctly the names of the Officers and Trustees there present, and the minutes of the proceedings which will be authenticated by the signature of the Chairman as the proceedings of the meeting and filed and copied to the other Officers thereafter; he shall receive proposals for admission to the Postal Family Fund; he shall forthwith hand over all moneys received by him to the Treasurer. He shall not pay any money without written authority signed by the Chairman or the Treasurer, or another Officer approved by the Committee in case of incapacity of the Chairman or the Treasurer. He shall produce all books, documents, property and money of the Postal Family Fund in his possession, and render a full and clear amount at each audit and whenever required by resolution of the Postal Family Fund or of the Committee or by the Trustees. He shall also pay over all moneys, and give up all books, documents and property belonging to the Postal Family Fund when ordered to do so by a resolution thereof or of the Committee or by the Trustees. He shall summon and give due notice of all meetings of the Postal Family Fund and of the Committee and keep secure the accounts, documents, data (including documents and data in electronic format) and paper of the Postal Family Fund in such manner and for such purposes as the Committee may appoint, and shall prepare all returns and

other documents required by legislation or the Regulator and duly forward them to the appropriate Regulator. The Secretary shall on all occasions, in the execution of his Office, act under the superintendence, control and direction of the Committee.

- 17.2. For his services the Secretary shall receive such salary as the Committee may determine. In addition, he shall be enrolled if eligible in the Government workplace pension scheme. Any rate of employer contribution at variance to the statutory minimum shall be decided by the Committee.

18. COMMITTEE OF MANAGEMENT

The Committee shall meet on at least three occasions per year. The Chairman, or if he be not present, the Vice Chairman, shall preside. Any five Officers/Trustees shall form a quorum. The Committee shall have full power to superintend and conduct the business of the Postal Family Fund according to the rules thereof, and shall in all things act for and in the name of the Postal Family Fund. Every decision shall be decided by a majority of votes, and if the votes are equal the Chairman or in his absence the Vice Chairman shall have a casting vote. Any three Officers may call a special meeting thereof, by giving seven clear days' notice in writing to the Secretary, but at such special meeting no other business than that specified in the notice shall be taken into consideration. Officers may claim and be paid for their expenses in attending Committee and general meetings.

19. ACCOUNTS

The Committee shall cause proper accounts of the Postal Family Fund to be kept by the Secretary in accordance with the requirements of section 29 of the Act. It shall be the duty of the Committee to keep a copy of the last annual balance sheet and of the report of the auditor on the balance sheet. These will be available for inspection at the Postal Family Fund's registered office and be published on the Postal Family Fund's website.

20. INSPECTION OF BOOKS

The Committee shall cause the books to be available for the inspection of any member or person having an interest in the funds of the Postal Family Fund, at the registered office or at any place where the books are kept, and it shall be the duty of the Secretary to produce them accordingly.

21. AUDIT

- 21.1 The Postal Family Fund shall in each year of account appoint an independent qualified financial auditor. For the purposes of this rule "qualified financial auditor" means a person who is a qualified auditor under section 36 of the Act.
- 21.2 Every appointment of a financial auditor shall be decided at a general meeting of the Postal Family Fund in accordance with section 33 of the Act, failing which the qualified auditor appointed to audit the accounts and balance sheet for the preceding year shall be automatically reappointed as auditor for the current year of account.
- 21.3 None of the following persons shall be appointed as financial auditor of the Postal Family Fund.
- 21.3.1 an Officer or servant of the Postal Family Fund
 - 21.3.2 a person who is a partner of, or in the employment of, or who employs an Officer or servant of the Postal Family Fund
- 21.4 The financial auditor shall in accordance with section 38 of the Act make a report to the Postal Family Fund on the accounts examined by him and on the revenue account or accounts and the

balance sheet of the Postal Family Fund for the year of account in respect of which he is appointed.

- 21.5 For his professional services, the financial auditor may raise suitable charges provided that at all times these are acceptable to the Committee.
- 21.6 The Committee may also utilise other experienced individual(s) to provide inspections of, or advice and guidance on, the Postal Family Fund's wider activities occurring between general meetings of the Postal Family Fund.

22. ANNUAL RETURN

- 22.1. Every year the Secretary of the Postal Family Fund shall send to the appropriate Regulator an annual return relating to its affairs for the period required to be included in the return. The return shall be made up for the period beginning with the 1 January of the year preceding the year in which the return is required to be sent and ending the 31 December then last inclusively. The return must be made in the form prescribed by the appropriate Regulator and contain such particulars as may from time to time be required. A copy of the report of the auditor on the accounts and balance sheet contained in the return must be sent with the annual return.
- 22.2. The Secretary shall make available to every member or person interested in the funds of the Postal Family Fund on his application either a copy of the last annual return or a balance sheet or other document duly audited containing the same particulars relating to the Postal Family Fund as are contained in the annual return together with a copy of the report of the auditor on the annual return or his report on the balance sheet or other document supplied in lieu of the annual return, and the same shall be published on the Postal Family Fund's website.

23. DISPUTES

- 23.1. If any dispute shall arise between a member or person claiming through a member or under the rules, or any person aggrieved who has ceased to be a member, or any person claiming through such person aggrieved, and the Postal Family Fund, or any Officer of the Postal Family Fund it shall be decided by a decision of the Committee. If necessary, and to enable such decisions, the Committee shall facilitate access to independent experienced individuals who are not interested in the funds of the Postal Family Fund or the dispute to examine the relevant case and provide advice and guidance to the Committee and persons involved in the dispute.
- 23.2. In this rule, "dispute" shall have the meaning set out in section 76(4) of the Act.

24. APPLICATIONS TO THE REGISTRAR

One-fifth of the total number of members, or if the number of members is 1000 or more, then such number of members as is prescribed by the Act, by an application in writing to the Chief Registrar, signed by them in the Forms respectively provided by the Treasury Regulations in that behalf, may apply:

- 24.1. For the appointment of one or more inspectors to examine into and report on the affairs of the Postal Family Fund.
- 24.2. For the calling of a special meeting of the Postal Family Fund.
- 24.3. For an investigation into the affairs of the Postal Family Fund with a view to the dissolution thereof where the funds are insufficient to meet the existing claims thereon, or the rates of subscription fixed in the rules are insufficient to cover the benefits assured.

25. VOLUNTARY DISSOLUTION

The Postal Family Fund may at any time be dissolved by the consent of three-fourths of the members, testified by their signatures to an instrument of dissolution in the form prescribed by the appropriate regulations. Any funds remaining after all debts and obligations have been met shall be transferred to such charitable institutions having objectives similar to those of the Postal Family Fund as the members shall decide at the relevant special general meeting.

26. NOTICES

- 26.1. All summonses and notices shall be deemed to have been duly served by the Postal Family Fund if published on the Postal Family Fund's website, the address of which shall be notified to the members in writing.

27. DATA PROTECTION

Postal Family Fund, and any third party(ies) to whom administration may be delegated, will at all times ensure that all personal data in respect of members, subscribers, donors and beneficiaries is treated with utmost care and in line with the contemporary legislation.

28. COPIES OF RULES

The Secretary shall deliver to every person on demand a copy of the rules on payment of £1 or free of charge to their nominated email address.

29. AMENDMENT OF RULES

These rules, may be altered, revoked or added to by resolution passed by a majority of members present at a general meeting of the Postal Family Fund of which due notice, specifying the intention to propose such alteration, revocation or addition, has been given provided that:

- 29.1. No such alteration, revocation or addition to the rule shall be varied if it would cause the Postal Family Fund to cease to be a charity;
- 29.2. No alteration, revocation or addition to the rules shall take effect until it has been registered with the appropriate Regulator;
- 29.3. If no members attend the duly notified meeting general meeting, the Committee shall be enabled on their behalf to make the notified alteration, revocation or amendment to the rules; and
- 29.4. Rule 11.5 shall not be amended, altered or rescinded except with the consent of two-thirds of the whole of the members.

30. INTERPRETATION

In these rules, unless the contrary intention appears:-

- 30.1. Words denoting the masculine gender shall be deemed to include the feminine.
- 30.2. Words in the singular shall include the plural and words in the plural shall include the singular.
- 30.3. "The Act" means the Friendly Societies Act 1974, and any Acts amending or substituted for it and for the time being in force.
- 30.4. "The Charities Act" means the Charities Act 2011.

ENDS