



# Documents Storage Service

## Introduction

Church Growth Trust has taken on the Documents Storage Service from Stewardship, who has historically held in secure and fire-proof storage the property and charity deeds for churches and charities across the UK. Many property trustees and charities have lost their deeds through theft, fire or even forgetting where the deeds have been stored. It is helpful for all the property deeds and other documents, including accounts, minutes and building plans to be stored in one place where they are secure and catalogued. As many clients use Stewardship's and now Church Growth Trust's property and legal services (e.g. for drafting deeds of appointment for new trustees or registering the property ownership), it is also beneficial for them to keep their deeds in our storage.

## Unique features of our service

For the small annual cost of £25 plus VAT (payable by direct debit) we will store all your important property and charity documents, including consents, guarantees and searches, on the following basis:

- The documents will be catalogued with the original list being sent to you;
- Any new documents will be catalogued;
- We will keep records of any documents if they have to be sent to other parties;
- Documents will be kept in secure and fire-proof storage;

- Documents will be scanned and stored on-line and made available to you through a secure web site, allowing you to easily view and download any documents.
- Documents can be copied or originals sent to trustees, directors, solicitors or other parties or inspected in our office (please see notes below);
- Documents can also in some circumstances be scanned and e-mailed, although this may not be possible with large deeds or coloured plans (see notes below).

## Notes

- We reserve the right to charge for the cost of copying more than one document and for excessive postage when this is for a number of documents. (Most documents will be sent recorded delivery).
- In order to release documents for viewing in the office, copying or posting originals, we will need written authority from the current trustees or directors of the charity. A minute from a Trustees' or Directors' meeting or written instructions from at least two Trustees/Directors will normally be sufficient.
- Church Growth Trust will no longer be responsible for documents once they have left Church Growth Trust's offices.
- Our on-line document storage service assuming no more than 50 documents per client and we reserve the right to charge more for scanning larger numbers of documents.

## Further Information

If you require further information or wish to use our Documents Storage Service please contact:

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