

Application to Re-Register as a Charity

This form must be used to **Re-register** your charity only. If you are applying to register your charity for the first time, please use the form “First Time Application to Register as a Charity.”

This form is due no later than one month before the expiration of your charity’s registration (e.g. if your registration expires on 25 June this form should be submitted by 25 May). Refer to your registration certificate for the expiration date or check the current list of registered charitable organizations in the Resources section on our website [HERE](#).

Guidance on form fields

Box 1 – Name of Charity: The name of your charity as set out in your constitutional documents.

Box 2 – Phone Number: The primary contact number you wish to use for your charity.

Box 3 – Email address: The email you want to use as the primary contact for your charity. This will also be the address we will use to send you official email notifications.

Box 4 – Address: The premises of your charity, or if there is no formal premises then the main address from where the charity is managed. This will also be the address we will use to send official letters, unless specified otherwise in Box 5.

Box 5 – Mailing Address: If there is a different mailing address, such as a P.O. Box, list it here. Otherwise leave blank.

Box 6 – Registered Charity Number: This can be found on your Registration Certificate.

Box 7 – Current Registration Expiry Date: This can be found on your Registration Certificate. If your registration has lapsed and you are completing this form to bring your charity back into compliance, list the date at which your last registration expired.

Box 8 – Financial Year End: Provide the day and month that has been identified in your constitutional documents as the financial year end.

Box 9 – Company Information: If your charity is also a registered company, provide details on your registration number and your Members. If not, put N/A.

Box 10 – Trading Subsidiary: If your charity owns a company which it uses to trade on its behalf provide the details here. If there is none, put N/A.

Box 11 – Trade Name: If your charity uses a different name for its operations provide it here. If not, put N/A.

Box 12 – Charitable Purposes: Tick a box for only one primary and (optionally)

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only one secondary purpose. These must be the same selections that were made when the charity was first registered unless changes have been approved.

Any changes to charitable purposes after you have been approved for registration must have prior consent from the Registrar General (RG) per regulation 7(4) of the Charities Regulations 2014.

Box 13 - General Obligations:

a) and b) – Vulnerable Persons:

If your charity deals with vulnerable persons you must have a policy in place and you must confirm that you have complied with the RG's Vulnerable Persons Policy (refer [here](#)) which includes establishing your own internal policy.

c) – Financial Crime Risk Management:

Regulations 14A-14E of the [Charities Regulations 2014](#) set out the requirements charities have for financial crime prevention and risk management. Here you must confirm that your charity has taken steps to establish systems and controls to detect and prevent financial crime, proportional to your charity's risk. You can refer to Parts B and C of our [Guidance Notes on the Charities Regulations 2014](#) for more details.

d) – Changes to Charity Details:

You must state whether any changes were made to your charity during the reporting period and whether the Registry General was advised of those changes within 30 days. These include changes to the charity trustees (retirements or appointments), the

registered address, your constitutional documents (e.g. bye-laws, constitution, etc.)

If any changes were made that were not reported to the Registry General, select 'No' for this question and provide details of the changes in Box 14. Include details of what was changed as well as copies of any amended documents.

Please note penalties may apply for failure to notify the Registry General of these changes (see section 47A(1) of the [Charities Act 2014](#))

e) to h) – Financial Statements:

These questions deal with the most recent financial statements for your charity. If the due date for the annual report connected most recent financial year end has not yet passed, you may submit a copy of the financial statements for your most recent annual report and answer the questions accordingly.

i) Annual Fees

Annual fees are due with your charity's annual report. Indicate here if your annual fees are up to date as of your most recent annual report.

j) Re-confirmation of Current Constitutional Documents:

Each charity is asked to resend the current copy of their constitutional documents a minimum of every 5 years, so the Registry General can ensure their files are up-to-date. If you have provided these to the Registry General within the last 5 years, answer 'N/A'. Otherwise include a copy of your constitutional documents with this application.

If applicable, provide further information in Box 14 if you are not in compliance with any of the above questions.

Box 15: Primary Objectives and Main Beneficiaries: The primary objectives

should match the charitable purposes set out in your constitutional documents and should provide an overview of why your charity was established and what it is meant to accomplish. You must also identify the main beneficiaries, such as classes of individuals (e.g. children, animals, the poor) or institutions that your charity supports.

Box 16: Current Activities: You must provide a detailed description of the activities your charity is currently engaged in. These include fundraising, projects, programmes and any other activities currently being undertaken.

Box 17: Application of Fundraising Activities: Give detail on how you will apply the funds that your charity will be raising.

Box 18: Public Benefit: Section 5 of the [Charities Act 2014](#) requires that charities meet the public benefit requirement to be classified as a charity. You must set out here how your charity meets this requirement. The RG has issued further guidelines on this in their “Guidance on Charitable Purposes and Public Benefit” which can be accessed [here](#).

Box 19: List of Trustees, Directors and principal Officers: This is a list of the names and titles of all charity trustees or directors as well as any principal officers (e.g. executive director, etc.) that are involved in the management of the charity.

Box 20: Due Diligence on Trustees, Directors and Principal Officers: These questions assess the ongoing suitability of the individuals who manage the charity.

Depending on how you answered these questions, you may be required to provide further details in Box 21.

Box 22: Contact Details for Trustees, Directors and Principal Officers: This section provides the RG with the addresses, phone numbers and emails of the charity trustees and any other officers that deal with the management of your charity.

This page will be separated from the rest of the annual report and kept on the RG’s internal file that is not subject to public inspection to protect personal data.