

GUIDANCE NOTES FOR FIRST TIME APPLICATION TO REGISTER AS A CHARITY BERMUDA REGISTRY GENERAL

First Time Application to Register as a Charity

This form is used for all first-time applications to Register as a Charity. Refer to our website at [Register a Charity | Government of Bermuda](#) for further details.

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

Box 7 – 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 8 – 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 9 – Trade Name: If your charity uses a different name for its operations provide it here. If not, put N/A.

Box 10 – Charitable Purposes: Tick a box for only one primary and (optionally) only one secondary purpose.

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 11 - 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) – Confirmation you are aware of your statutory obligations for reporting and fees:

Review the requirements for submitting annual reports, notifying the RG of changes, and annual fees and confirm your understanding here.

d) – Supporting Documentation:

You must confirm that you have included your charity's governing documents, such

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as a constitution or bye-laws, that have the following required elements:

- i. If your charity is wound up, it must have a clause that states any remaining funds will be paid to another charity with similar purposes. This ensures that funds donated to your charity will still be used for the same kinds of purposes that they were donated for in the event your charity ceases to exist.
- ii. Your charity must have a local bank account and approval for transactions in this account must require a minimum of two independent charity trustees. If you are not able to open a bank account until the charity has been approved, this can be addressed by including a section in your governing documents that requires this, or you can submit a copy of a minute where the charity trustees have authorised the opening of the bank account with the required signatories.
- iii. Trustee Declarations must be submitted for each charity trustee. These can be found on our website [here](#).
- iv. If you answered **YES** to question a) then you must provide a copy of your Vulnerable Persons Policy with this application.

Box 12: 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 13: 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 14: Proposed Activities: You must provide a detailed description of the activities your charity expects to engage in **during your initial years of operation**. These include fundraising, projects and programmes. A Business Plan that includes projected budgets is highly recommended.

Box 15: Application of Fundraising Activities: Give detail on how you will apply the funds that your charity will be raising.

Box 16: 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 complies with 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 17: 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 18.

Box 19: 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.