



GOVERNMENT OF BERMUDA

CHARITIES ACT 2014

APPLICATION TO REGISTER OR RE-REGISTER AS A CHARITY

This information is being collected to determine the suitability of registered charities and associated persons for continued registration under the Charities Act 2014. Questions about this Form or the collection of the information can be directed to the Registrar General at the address below, via email at charityinfo@gov.bm or via telephone at 246-8949.

RETURN THIS FORM TO: The Registrar General
Government Administration Building, 1st Floor
30 Parliament Street
Hamilton HM 12 Email: charityinfo@gov.bm

Please specify type of application:

1. Name of Charity:

2. Phone Number:

3. Email Address:

4. Address of charity (street address):

5. Mailing address (if different from street address):

6. Registered Charity Number

7. Current Registration Expiry Date (if applicable):

8. Financial Year End:

9. If you are a registered company please provide your company registration number and details on your Shareholders:

10. If the charity has a trading subsidiary or subsidiaries please list them below or indicate N/A (a trading subsidiary is a company owned and controlled by the charity to trade on its behalf):

11. If the charity has a trade name please provide it below or indicate N/A:

12. Please select only one primary charitable purpose that best describes your charity and (if applicable) only one secondary charitable purpose (follow the link [HERE](#) for guidance):

	Primary	Secondary		Primary	Secondary
• The prevention of relief of poverty	<input type="checkbox"/>	<input type="checkbox"/>	• The advancement of sport	<input type="checkbox"/>	<input type="checkbox"/>
• The advancement of education	<input type="checkbox"/>	<input type="checkbox"/>	• The advancement of the arts, culture, heritage or science	<input type="checkbox"/>	<input type="checkbox"/>
• The advancement of religion	<input type="checkbox"/>	<input type="checkbox"/>	• The advancement of animal welfare	<input type="checkbox"/>	<input type="checkbox"/>
• The advancement of health or the saving of lives	<input type="checkbox"/>	<input type="checkbox"/>	• The relief of those in need because of youth, age, ill-health, disability, financial hardship or other disadvantage	<input type="checkbox"/>	<input type="checkbox"/>
• The advancement of citizenship or community development	<input type="checkbox"/>	<input type="checkbox"/>	• The advancement of environmental protection or improvement	<input type="checkbox"/>	<input type="checkbox"/>
• The advancement of human rights, conflict resolution or reconciliation, or the promotion of religious or racial harmony or equality and diversity	<input type="checkbox"/>	<input type="checkbox"/>	• The promotion of the efficiency of the armed forces of the Crown or of the efficiency of the police, fire and rescue services or ambulance services	<input type="checkbox"/>	<input type="checkbox"/>
• The provision of recreational or similar facilities in the interests of social welfare	<input type="checkbox"/>	<input type="checkbox"/>	• Recreational and similar facilities	<input type="checkbox"/>	<input type="checkbox"/>

13. GENERAL OBLIGATIONS**THIS SECTION IS FOR NEW REGISTRATIONS ONLY**

- a) Does the organization intend to work with persons who are considered vulnerable because of their age, physical or mental ability, or ill health?
- b) If you answered **Yes** to question a), are you in compliance with the Vulnerable Persons Policy Document that has been issued by the Registrar General and Charities Commissioners for charities? (Available at <https://www.gov.bm/sites/default/files/Vulnerable%20Persons%20Policy.pdf>)
- c) Are you familiar with the Anti-Money Laundering and Anti-Terrorist Financing obligations pertaining to charities under the Charities Act 2014 and the Charities (Anti-Money Laundering, Anti-Terrorist Financing and Reporting) Regulations 2014?
- d) Are you familiar with the reporting obligations of charities under the Charities Act 2014 and the Charities Regulations 2014? These include:
- Annual accounts within 6 months of the financial year end (Section 37)
 - Annual reports within 6 months of the financial year end (Section 38)
 - Notification of any changes to the charity's trustees, address, or other particulars within 30 days (Section 17)
 - Annual fees and other fees payable
- e) Have you included the following supporting documentation with your application?
- A copy of the charity's governing documents, which must include:
 - i. A dissolution clause stating that if the charity is wound up, its net assets will be transferred to another charity having similar purposes.
 - ii. A bank mandate requiring that financial transactions be approved by at least two independent trustees.
 - iii. Signed Trustee Declaration Forms for each trustee/board member.
 - iv. Vulnerable Persons Policy (only required if organization intends to work with persons who are considered vulnerable – children, elderly, disabled persons..)

14a. GENERAL OBLIGATIONS**THIS SECTION IS FOR RE-REGISTRATION ONLY**

- a) Does the charity work with persons who are considered vulnerable because of their age, physical or mental ability, or ill health?
- b) If you answered **YES** to question a), are you in compliance with your Vulnerable Persons Policy, and have you provided a copy to the Registry General?
- c) Is your charity in compliance with the Anti-Money Laundering and Anti-Terrorist Financing obligations for charities under the Charities Act 2014 and the Charities (Anti-Money Laundering, Anti-Terrorist Financing and Reporting) Regulations 2014?
- d) During the past year, did the charity notify the Registrar General of any changes to its trustees, address, or other particulars within 30 days? (Section 17 of the Charities Act 2014)
- e) Are the charity's financial statements for the year to which this Re-registration relates attached?
- f) Have the financial statements been signed by the Treasurer and one other officer or trustee?
- g) If the financial statements have been audited have they been signed by the auditor?
- h) If the charity's Bye-Laws and/or Constitution have not changed in the last 5 years have you confirmed this by including copies of them with your application?

14b. If your charity is not in compliance with any of the requirements of the Charities Act 2014 or the Charities Regulations 2014 stated above, please provide an explanation:

15. Please identify the primary objectives of your charity and its main beneficiaries:

16. Please identify the nature of any fundraising activities, projects and programmes that the charity intends to engage in:

17. Please state the purpose for which the proceeds of any fundraising activities are intended to be applied:

18. Please explain how the charity's objectives and aims are of benefit to the public. You may wish to refer to the "Guidance on Charitable Purposes and Public Benefit" document issued by the Registrar General and Charity Commissioners, which is available [HERE](#):

19. LIST ALL TRUSTEES, DIRECTORS AND OFFICERS OF THE CHARITY (attach a separate sheet if necessary)			
Official Title:			
Name:			
Street Address:			
Phone:	(C):	(H):	(Email:)
Official Title:			
Name:			
Street Address:			
Phone:	(C):	(H):	(Email:)
Official Title:			
Name:			
Street Address:			
Phone:	(C):	(H):	(Email:)
Official Title:			
Name:			
Street Address:			
Phone:	(C):	(H):	(Email:)
Official Title:			
Name:			
Street Address:			
Phone:	(C):	(H):	(Email:)
Official Title:			
Name:			
Street Address:			
Phone:	(C):	(H):	(Email:)
Official Title:			
Name:			
Street Address:			
Phone:	(C):	(H):	(Email:)
Official Title:			
Name:			
Street Address:			
Phone:	(C):	(H):	(Email:)
Official Title:			
Name:			
Street Address:			
Phone:	(C):	(H):	(Email:)
Official Title:			
Name:			
Street Address:			
Phone:	(C):	(H):	(Email:)
Official Title:			
Name:			
Street Address:			
Phone:	(C):	(H):	(Email:)

20. In the last 5 years, have any of the charity's trustees, directors, or officers, whether under the laws of Bermuda or any other jurisdiction:

- a) been charged or convicted of an offence (excluding traffic violations) under any criminal law or other law in force?
- b) been the subject of, or convicted in any regulator, civil, or other action or proceeding?
- c) been the subject of bankruptcy or receivership proceedings?
- d) been the subject of a court judgment or writ, or failed to satisfy a judgment or writ?
- e) had a business license or registration refused, suspended, or cancelled?

21. If the answer is YES to any of the questions above, please provided details (attach a separate sheet if necessary):

We, being two trustees of the applicant charity, hereby certify that the particulars contained in this application for registration under the Charities Act 2014 are true and correct to the best of our knowledge and belief.

Signature

Date

Print Name

Position in Charity

Signature

Date

Print Name

Position in Charity