

In accordance with section 19 of the Charities Etc (Guernsey and Alderney) Ordinance, 2021 all registered organisations must notify the Registrar of any change within 21 days of the change occurring.

**Managing officer** – individuals who own, direct or control the activities of the relevant entity including (without limitation) its directors, officers or trustees.

**Please use this form to notify the Registry of any managing officer appointments or resignations or changes to the managing officers' details. Please complete and sign one form per managing officer that has changed.**

**Please be aware that this form will only update the details on the one charity/NPO listed below, you will need to submit the correct form for each entity you are associated with.**

<b>Charity/NPO registered name:</b>	
<b>Charity/NPO Registration number:</b>	
<b>Date of change:</b>	
<b>Please tick the relevant change type:</b> New appointment - please refer to the regulations' guidance <input type="checkbox"/> Resignation / Removal <input type="checkbox"/> Change of details / status <input type="checkbox"/> Notification of a criminal charge or conviction <input type="checkbox"/>	

**Managing Officers details to be updated:**

<b>Officers Full legal name:</b>	
<b>Pronoun:</b> (if natural person/individual)	
<b>Person/Entity number:</b> (Where available)	
<b>Legal form:</b> e.g. company, foundation, trust (if legal person/legal arrangement)	

<b>Position/title/role:</b>	
<b>Principal residential address</b> (if natural person/individual) <b>or</b> <b>Principal place of business:</b> (if legal person/legal arrangement)  <i>It must include the post code</i>	
<b>Nationality/Nationalities:</b> (if natural person/individual) <b>or</b> <b>Jurisdiction of Registration:</b> (if legal person/legal arrangement)	
<b>If a natural person, what is your relationship to the other managing officers:</b> (e.g. family member, friend, work colleague)	
<b>Details of any criminal convictions:</b>	
<b>If the managing officer is a legal person/legal arrangement not incorporated or registered within the Bailiwick of Guernsey &amp; Alderney, you will be required to provide the Guernsey Registry with details about the directors, officers or trustees and details about the beneficial owners. Please contact the Guernsey Registry.</b>	

**Declaration:**

- (I) The records of the Charity/NPO have been updated and internal due process has taken place for the approval of these changes.
- (II) I am authorised to submit this change of particulars form.
- (III) I am one of the managing officers and will be following the change.
- (IV) The information given in this form is true, complete, and accurate to the best of my knowledge.

<b>Name:</b>	
<b>Position/title/role:</b>	
<b>Contact email/phone number:</b>	
<b>Signature:</b>	
<b>Date:</b>	