

**A relevant entity is a charity or non profit organisation (NPO) that is established in or administered or controlled from or operates within Guernsey or Alderney.**

**It is an offence to fail to register:**

**A charity/NPO whose primary purpose includes international activities; or**

**The control of assets for a charitable purpose that have a tradable value of £100,000; or**

**Income for a charitable purpose was £20,000 or more in the preceding twelve-month period or is reasonably expected to be within the following twelve months.**

**Non-profit organisations are referred to as NPO. There is one register for both charities and NPOs.**

Please see end of form for definitions.

**Part 1 : Entity information:**

<p><b>1 Legal form of relevant entity:</b> <i>Only select one and provide a copy of the constitution documents with the application</i></p>	<p>Limited by Guarantee</p> <p>Foundation</p> <p>Trust</p> <p>Unincorporated (Association)</p>	<p><input type="checkbox"/> <i>registered with memorandum and articles of association</i></p> <p><input type="checkbox"/> <i>formed by one or more founders who provided initial capital</i></p> <p><input type="checkbox"/> <i>settled funds under a deed of trust</i></p> <p><input type="checkbox"/></p>
<p><b>2 Entity full name:</b> <i>without abbreviations and using the correct capitals and punctuation</i></p>		
<p><b>3 Name of corporate service provider (CSP):</b> <i>if applicable</i></p>		
<p><b>4 Registration address:</b> <i>If it is not the premises of the entity then it must be the CSP address or a residential address of one of the managing officers.</i></p> <p><i>It must include the post code</i></p>		
<p><b>5 Contact details:</b> Phone number</p> <p>Email address</p> <p>Website <i>(if applicable)</i></p>		

**Part 2 : Entity purpose:**

**6 Registered primary purpose (mission statement):**

The registered primary purpose should be a consistent mission statement. If the purpose of the entity includes charitable international activities part 3 of the application form must be completed.

**7 The primary purpose meets the following charitable purpose:**

Select one primary purpose from (a) to (p) of Schedule 4 of The Charities Etc. (Guernsey and Alderney) Ordinance, 2021 available to view here: <http://www.guernseyregistry.com/CharityNPOLegislationandRegulations> or state none.

**8 How will the public (or section of the public) benefit from the assets/activities of the entity?**

**Failure to provide satisfactory evidence of the public benefit may lead to your application being rejected. Attach additional pages if needed.**

**If the entity has membership include the terms and conditions of membership.**

**Please add additional pages and documents as necessary.**

**Part 4 must be completed if the beneficiaries are geographically located outside of British Isles, United Kingdom and Ireland.**

**Part 5 must be completed if the beneficiaries include named legal persons or entities**

**Part 2 : Entity purpose:**

**9 Value and details of assets/objects owned or controlled by the entity:**

*Please refer to the definition of assets at the end of this application form.*

**10 Expected value and how the entity has/will receive funds/income:**

*Please include whether the entity is privately funded, funded by members only, grant applications, States commissions, corporate sponsorship and/or donations. If the entity has/will receive funds/income from fundraising events and activities please provide details.*

*Please attach the business plan or budgets if the entity has them.*

*Note: If funds/income includes or may include public donations the entity's annual financial statements will be made public in due course.*

### Part 3 – Managing officers

Only the name and position of the managing officers will be shown on the Register for public inspection.  
See end of form for definitions.

<b>Pronoun:</b> (if natural person)	
<b>Full legal name:</b>	
<b>Legal form</b> e.g. company, foundation, trust (if legal person/legal arrangement)	
<b>Position, title or role:</b>	
<b>Person number:</b> (Where available)	
<b>Nationality/Nationalities</b> (if natural person) <b>or</b> <b>Jurisdiction of Registration:</b> (if legal person/legal arrangement)	
<b>Ordinary residential address</b> (if natural person) <b>or</b> <b>Registered address:</b> (if legal person/legal arrangement)  <i>It must include the post code</i>	
<b>Date of birth</b> (if natural person) <b>or</b> <b>Date 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 not a legal person/legal arrangement, 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>	

### Part 3 – Managing officers (continued)

Only the name and position of the managing officers will be shown on the Register for public inspection.  
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<b>Full legal name:</b>	
<b>Legal form</b> e.g. company, foundation, trust (if legal person/legal arrangement)	
<b>Position, title or role:</b>	
<b>Person number:</b> (Where available)	
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<b>Ordinary residential address</b> (if natural person) <b>or</b> <b>Registered address:</b> (if legal person/legal arrangement)  <i>It must include the post code</i>	
<b>Date of birth</b> (if natural person) <b>or</b> <b>Date 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>	
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**Note: If there are more managing officers, please attach further sheets to this form.**

## Part 4 : Description of International Activities

Only complete this section if the purpose of the entity includes international activities. Please note the four exemptions within the general guidance.

Where: Country and region where the international activities take place.

Who: Identification details for international contacts, associates, beneficiaries, representatives and partners etc

Relationship: Nature of association, informal or formal contract details and financial arrangements.

Where	Who
Relationship:	
Relationship:	
Relationship:	
Relationship:	

Please add more pages as needed.



**Part 5 : Named registered beneficiaries**

If the named beneficiaries are private individuals, then the entity is not eligible for the charity/NPO register.

<b>Full legal name:</b>	
<b>Registration number and location:</b>	
<b>Registration address:</b>	
<b>Charitable purpose:</b>	

<b>Full legal name:</b>	
<b>Registration number and location:</b>	
<b>Registration address:</b>	
<b>Charitable purpose:</b>	

<b>Full legal name:</b>	
<b>Registration number and location:</b>	
<b>Registration address:</b>	

**Note:** If there are more than three named registered beneficiaries, please attach further sheets to this form.

**Declaration:**

- (I) I the undersigned declare that all of the managing officers named in this application have reported to me that:
  - a. they have read and understood The Charities Etc. (Guernsey and Alderney) Ordinance, 2021 and The Charities Etc. (Amendments, Exemptions, Governance and Specified Amount) (Guernsey and Alderney) Regulations, 2022; and
  - b. they are sufficiently satisfied that the entity can legally and safely operate within the Ordinance and apply the Regulations; and
  - c. they are adequately informed and/or are sufficiently experienced or qualified to be responsibly expected to carry out their duties and obligations.
- (II) I am authorised to make this application.
- (III) I am one of the managing officers named and detailed in this application.
- (IV) The information given in this application is true, complete, and accurate to the best of my knowledge.
- (V) I am aware that, unless the entity is privately funded, items 1 to 7 and the name and position of the managing officers will be shown on the Register for public inspection.

**Signature**

**Name:**

**Date:**

**Email address**

**Phone number**


## **DEFINITIONS:**

**Assets** - anything that has a measurable future economic value. Assets are tradable and, for the purpose of compulsory registration, can reasonably be expected to maintain their value for more than one year.

**Beneficial owner** – as defined by the Criminal Justice (Proceeds of Crime) (Bailiwick of Guernsey) Law, 1999 Schedule 3 paragraph 22 <https://www.guernseylegalresources.gg/CHttpHandler.ashx?id=70902&p=0>

**International activities** – as defined in section 10 subsection (3)(b) of The Charities Etc. (Guernsey and Alderney) Ordinance, 2021 and as amended by section 1 of The Charities Etc. (Amendments, Exemptions, Governance and Specified Amount) (Guernsey and Alderney) Regulations, 2022.

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

**Privately funded** – no funds are requested, invited, solicited, or accepted from any third-party individual or organisation at any time.

**Unincorporated association** – an association which is not a legal person i.e. not a company or foundation

**Legal person** – examples = company and foundations

**Legal arrangement** – examples = Limited Partnerships, Trusts, Charity/NPO

**Person number** – Where an individual or entity is registered as a director, councillor, guardian or member with Guernsey Registry they are issued with a 6-digit person number.