

**Guernsey Registry**

Market Building, PO Box 451,
Fountain Street, St. Peter Port,
Guernsey, GY1 3GX

Application for registration as a Guernsey Registered Charity/Non Profit Organisation (NPO)

For more information, please see the charities section on the Guernsey Registry website - www.guernseyregistry.com/charities

Tel: +44 (0) 1481 743800

Email: enquiries@guernseyregistry.com

Web: www.guernseyregistry.com

Note: For Income Tax purposes it will be necessary for the Registry to pass certain information (organisation name, registered number, contact name and contact address) to the Guernsey Income Tax Department.

In addition please note: The Registrar will disclose information in pursuance of Schedule 1, section 13(2) of the Charities and Non Profit Organisations (Registration) (Guernsey) Law, 2008 where the appropriate circumstances apply.

You must complete all sections of this form

Charity/Non Profit Organisation details:

1. Organisation type (please tick):

Charity:

Non Profit Organisation (NPO):

Note: Further information regarding the type of organisation can be found on the charities section of the Guernsey Registry website: www.guernseyregistry.com/charities

2. Full name of charity/
NPO:

3. Business address of
charity/NPO
(including postcode):

4. Contact name:

5. Contact address for
correspondence
(including postcode):

6. Contact telephone no:

7. Contact email address:

8. Aim/purpose for which the charity/NPO was set up:

(this will be shown on the public Register)

9. Details of the manner in which the assets, funds and income of the organisation are to be applied/used. This includes details of the geographical location/focus of such assets, funds and income:

(this will not be shown on the public Register)

10. Does the charity solicit or accept donations or other funds or contributions from the public?

Yes:

No:

11. If the answer to 10. above is "No", do you wish the charity/NPO to be inscribed on the public part of the Register?

Yes:

No:

12. If the gross annual income of the charity/NPO exceeds £20,000 or the charity/NPO holds funds or assets in excess of £100,000, please tick:

13. Will funds be received from outside the Bailiwick of Guernsey?

Yes:

No:

14. Will funds be sent outside the Bailiwick of Guernsey?

Yes:

No:

Charity/NPO officer details:

15. List below the name, residential address, business address and position held of each person who is an officer of the charity/NPO (extra sheets may be attached):

(Please note that all fields are mandatory however only the name and position of the officers will be shown on the public Register)

Name	Date of Birth	Position	Residential address	Business address

Attachments:**You must attach the following documents to this application form:**

- A copy of the latest constitution under which the charity/NPO is run
- A copy of the latest accounts of the organisation

Requirement to file accounts:

Charities/NPOs are not required to file accounts if the assets, funds and income are applied or used exclusively within the Bailiwick.

If the assets, funds and income are sent outside of the Bailiwick the Charity/NPO will be required to file accounts if it meets one of the following:

- The Charity/NPO has gross funds and assets of £100,000 or more, or
- The gross annual income of the Charity/NPO is £20,000 or more.

Declarations:

By signing the form below, you certify that the information given in this application is true and correct to the best of your knowledge and belief.

- and -

- You are aware of the risks posed to charities and Non Profit Organisations from the abuse of those using this sector to carry out money laundering and the financing of terrorism
- You are aware of the requirement to make, keep and retain the appropriate records, as required by the Law
- You consent to the Registrar providing relevant and necessary information to the Guernsey Income Tax Office for income tax purposes
- You acknowledge the rights of disclosure of information as per schedule 1, section 13(2) of the Charities and Non Profit Organisations (Registration) (Guernsey) Law, 2008
- You are aware of how all assets, funds and income will be applied, including the geographical focus and locations, and for the need to make, keep and retain records of all financial transactions.

Note: Further information (including reports and tools dealing with how to safeguard your charity) can be found on the "Charities" section of the Guernsey Registry website - www.guernseyregistry.com/charities

16. Declarant name:

17. Official position:

18. Signature:

19. Date of signature:

20. Declarant email address: