

**Guernsey Registry**

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

Renewal of Charity/Non Profit Organisation - 2019

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

Tel: +44 (0) 1481 743800

Email: enquiries@guernseyregistry.com

Web: www.guernseyregistry.com

You must complete all sections of this form

Note: If your charity/non profit organisation is also registered as a company (limited by guarantee/LBG) you must also complete a company annual validation submission between 1 January and the last day of February 2019 - more information can be found at www.guernseyregistry.com/annualvalidation.

Charity/Non Profit Organisation details:

1. Organisation type:

Charity:

☐

Non Profit Organisation (NPO):

☐

2. Registration number of charity/NPO:

3. Full name of charity/NPO:

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

Note: Business address means the address that the charity/NPO is situated at, e.g. the registered office.

5. Aim/purpose for which the charity/NPO was set up:
(this is shown on the public Register)

6. Have there been any changes to the organisation's purpose, or the manner in which the assets, funds and income of the organisation are applied/used?

Yes:

☐

No:

☐

(if yes, please state below)

Note: This should refer to how the charity uses its assets/funds to achieve the aims set out in section 5 and should include details of the geographical location/focus of the organisation's assets, funds and income.

7. Does the charity solicit or accept donations or other funds or contributions from the public? This includes, but is not limited to, public collections, door-to-door or street fundraising.

Yes:

☐

No:

☐

8. If the charity/NPO does not solicit or accept donations or other funds or contributions from the public it does not need to be on the public part of the Register. If you have answered 'No' above, do you wish the charity/NPO to be shown on the public part of the Register?

Yes:

☐

No:

☐

9. Does the gross annual income of the charity/NPO exceed £20,000 or does the charity/NPO holds funds or assets in excess of £100,000?

Yes:

☐

No:

☐

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

Yes:

☐

No:

☐

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

Yes:

☐

No:

☐

Contact details:

Note: The contact name and the contact address must be situated within the Bailiwick of Guernsey. The contact details supplied below will be used by the Registry for all correspondence relating to the organisation.

12. Contact name:

13. Contact address for
correspondence
(including postcode):

14. Contact telephone:

15. Contact email
address:

Charity/NPO principal details:

Note: Charity/NPO principals are the persons who own, direct or control the activities of the organisation including, but not limited to, the directors, management committee, officers and trustees.

16. Current principal details:

(Please note that only the name and position of the principals are shown on the public Register)

Name	Position	Residential address	Business address

Charity/NPO officer details continued:

Name	Position	Residential address	Business address

Note: If you need more space to record principal details, please attach further sheets to this form.

Declarations:

By ticking the boxes and signing the form below, you certify that you are a principal of the charity and that the information given in this renewal 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 have attached a copy of the latest accounts of the charity/NPO (unless you are exempt from this requirement - see below) ☐

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.

17. Name:

18. Official position:

19. Signature:

20. Date of signature:

21. Email address:

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