

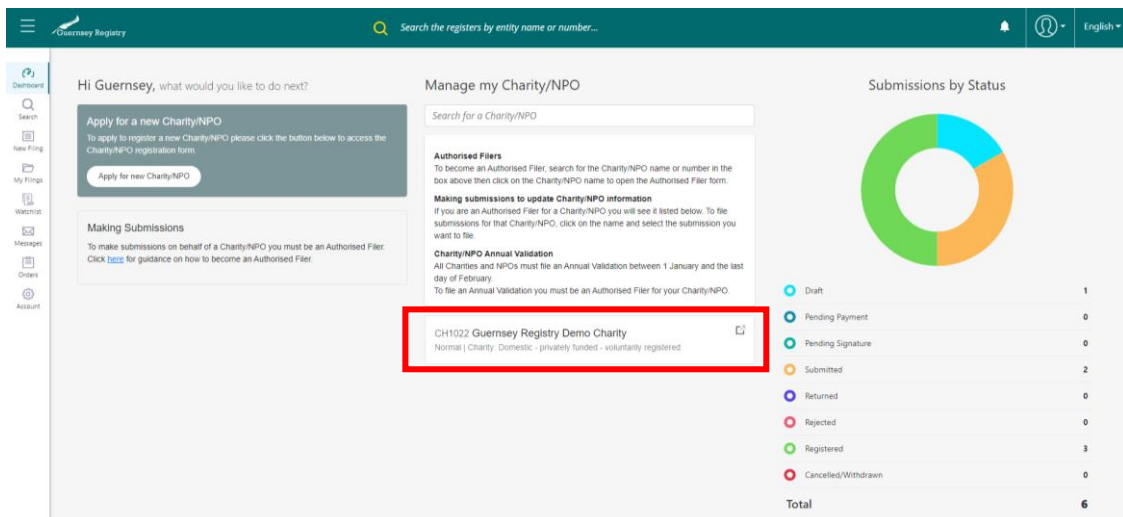
Charity & NPO Portal Guidance – Removal from Register

To file a removal from register submission, you will need to have an account for the Charity/NPO portal and be an authorised filer for your Charity/NPO. Please see our other guidance notes for information on how to do this.

Please note – all Charities/NPOs whose primary purpose includes international activities, or that have gross assets and funds of, or over £100,000 or gross annual income of, or over £20,000 must remain registered. Further details on registration requirements are available in our guidance notes – www.guernseyregistry.com/charityguidance.

Once logged in to the portal, to submit a removal from register for a Charity/NPO where you are an authorised filer:

Under “Manage my Charity/NPO”, click the Charity/NPO you want to remove from the register.



Hi Guernsey, what would you like to do next?

Apply for a new Charity/NPO
To apply to register a new Charity/NPO please click the button below to access the Charity/NPO registration form.

[Apply for new Charity/NPO](#)

Making Submissions
To make submissions on behalf of a Charity/NPO you must be an Authorised Filer. Click [here](#) for guidance on how to become an Authorised Filer.

Manage my Charity/NPO

Search for a Charity/NPO

Authorised Filers
To become an Authorised Filer, search for the Charity/NPO name or number in the box above then click on the Charity/NPO name to open the Authorised Filer form.

Making submissions to update Charity/NPO information
If you are an Authorised Filer for a Charity/NPO you will see it listed below. To file submissions for that Charity/NPO, click on the name and select the submission you want to file.

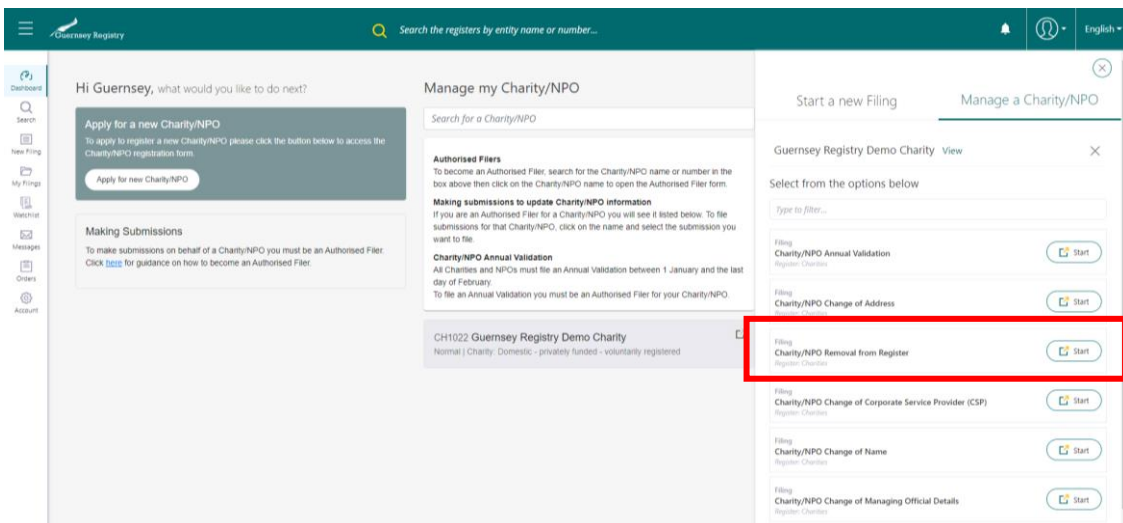
Charity/NPO Annual Validation
All Charities and NPOs must file an Annual Validation between 1 January and the last day of February.
To file an Annual Validation you must be an Authorised Filer for your Charity/NPO.

CH1022 Guernsey Registry Demo Charity
Normal | Charity - Domestic - privately funded - voluntarily registered

Submissions by Status

Status	Count
Draft	1
Pending Payment	0
Pending Signature	0
Submitted	2
Returned	0
Rejected	0
Registered	3
Cancelled/Withdrawn	0
Total	6

Select “Start” on the “Charity/NPO Removal from Register” option:



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Manage my Charity/NPO

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CH1022 Guernsey Registry Demo Charity
Normal | Charity - Domestic - privately funded - voluntarily registered

Start a new Filing | **Manage a Charity/NPO**

Guernsey Registry Demo Charity view

Select from the options below

Type to filter...

Filing
Charity/NPO Annual Validation
Register Charities [Start](#)

Filing
Charity/NPO Change of Address
Register Charities [Start](#)

**Filing
Charity/NPO Removal from Register
Register Charities [Start](#)**

Filing
Charity/NPO Change of Corporate Service Provider (CSP)
Register Charities [Start](#)

Filing
Charity/NPO Change of Name
Register Charities [Start](#)

Filing
Charity/NPO Change of Managing Official Details
Register Charities [Start](#)

This will take you to the Charity/NPO Removal from Register form.

The first tab shows the name and registration number of the Charity/NPO.

Enter the effective date of the removal from the register and click “Next”.

The screenshot shows the 'Charity/NPO Removal from Register' form in the 'Charity/NPO Details' tab. The form includes the following fields:

- Registration Number:** CH1022
- Charity/NPO name:** Guernsey Registry Demo Charity
- Effective Date of Removal:** 07/12/2022

On the right, there is a **Guidance Note:**

- ✓ This form should be used to remove a Charity/NPO from the register.
- ✓ Further guidance relating to charities/NPOs is available on our website [here](#).
- ✓ For further guidance and information please contact us at charities@guernseyregistry.com.

At the bottom, there are buttons for 'Save Draft (x)' and 'Next > (x)'.

This will take you to the Reason for Removal from the Register tab.

Please select the reason for removal from the register from the dropdown list and then provide further details regarding the reason for removal from the register by typing in the text box below.

The screenshot shows the 'Charity/NPO Removal from Register' form in the 'Reason for Removal from the Register' tab. The form includes the following fields:

- Reason for removal:** A dropdown menu with the selected option 'Dormant and/or no longer operational'.
- Further details:** A text box containing 'Charity wound up'.

On the right, there is a **Guidance Note:**

- ✓ All Charities/NPOs whose primary purpose includes international activities, or that have gross assets and funds of, or over GBP 100,000 or gross annual income of, or over GBP 20,000 must remain registered.

At the bottom, there are buttons for 'Save Draft (x)', '< Previous', and 'Next > (x)'.

When you have completed the required information, click “Next” to continue.

This will take you to the review page. Please check that the details on this page are correct, read and tick the declaration box then click "Submit" at the bottom of the page.

charities@guernseyregistry.com

Fax Number

Telephone Number

Contact Person

Reference Number

Declarations

☒ By ticking this box you are declaring: *

(i) That you are duly authorised and have all the necessary authority to file this submission

(ii) That you and the organisation have complied in all respects with the provisions of the Charities etc. (Guernsey and Alderney) Ordinance, 2021, and undertake to ensure ongoing compliance with the requirements at all times.

(iii) That none of the information that you have provided to the Registrar is false, deceptive or misleading in any material particular.

Please note that it is an offence to file a declaration that is false, deceptive or misleading in any material particular.

Where the Registrar knows, or suspects, that a person has filed false, deceptive or misleading information they will take the appropriate action including referring any relevant matters for investigation with the relevant authorities.

Save Draft (1) Preview (1) **Submit (1)**

You will then receive the following notification which will give you a filing reference number. You will also receive a confirmation email. By clicking "Download Filing Form" you can download a copy of the submission for your records.

Charity/NPO Removal from Register

Charity/NPO Details Reason for Removal from the Register Review

Filing Successfully Submitted

Charity/NPO Removal from Register was successfully submitted.

Filing Reference
SR1157

Download Filing Form

Start New Filing

Your submission will be checked by the Registry.

When it has been registered you will receive an email confirming that your Charity/NPO has been removed from the register.