

**An Rialálaí
Carthanas**
Charities
Regulator

User Guide – Post Primary Schools

INTRODUCTION

The **Charities Regulator** is Ireland's national statutory regulatory agency for charitable organisations. Under the Charities Act 2009, all Post Primary Schools in Ireland are required to apply for registration with the Charities Regulator.

The Charities Regulator, working in partnership with the Department of Education and Skills has streamlined the process for the registration of Post Primary Schools. This user guide will provide you with details of all of the information which is required from Post Primary Schools in order to complete the application for charitable status.

WHY DO POST PRIMARY SCHOOLS NEED TO REGISTER?

Post Primary Schools come within the terms of the Charities Act 2009, as they fall within the definition of an 'education body' in the Act and, as such, are legally required to apply for inclusion on the Register of Charities.

WHEN IS THE DEADLINE FOR APPLICATIONS?

The Charities Regulator encourages all schools to submit their application as soon as possible.

Contents

Some important information about using the website	4
Create a Charity Account.....	5
Create an account for your charitable organisation	5
Log into your Charity Account.....	6
Charity Details	7
Charitable Purpose	8
Address	9
Board of Management/Board of Governors/Board of Directors	10
Documents	11
Declaration.....	12
On-going Maintenance	13
Contact us	14

Some important information about using the website

Save **Check Completeness** **Submit Application...** **Open Print View**

Charity Details

- Charitable Purpose
- School Address
- Board of Management
- Documents
- Declaration

Application for Inclusion on the Register (Draft)

Welcome to the Charities Regulatory Authority application screens where you can complete and submit your application for inclusion on the public Register of Charities.

This first screen covers basic information about your school.

Required fields are denoted by an * and are in **red**.
Most fields have help text associated with them which can be seen by placing the cursor over the ? symbol.
The Eye symbol indicates that the field will appear in the public Register of Charities.

Roll Number: 71002B

Name: Uat Test Post-primary #2

Any other names: St. Patrick's College

Status: Draft

What type of organisation is your school? Board of Management (Post-Primary School)

Date School Established (DD/MM/YYYY): *

Does your school have a Parents' Association? * ☐ Yes ☐ No

Does your school have a School Council? * ☐ Yes ☐ No

End of Reporting Year (day and month): *



While application should be possible on all internet browsers, it is recommended to use Google Chrome to complete the process.

Red*

Any fields in **Red** with * are required to be completed.



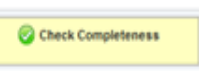
Move your mouse over any help symbols for further information.



The eye symbol indicates that information provided will appear on the public register of charities on the application has been approved by the Charities Regulator



The Save button allows you to save your progress and return at a later stage to complete.



Check Completeness will inform you of remaining required fields that must be completed before the application can be submitted.

Create a Charity Account

The first step in the process is to create a charity account.

An email was issued to the email address of all Post Primary Schools held by the Department of Education and Skills in April, 2016. This email contains a PIN Code necessary to create the charity account.

If you are a post primary school and did not receive an email from the Charities Regulator please submit a query through our website requesting a reissuance of the PIN email. Please include school roll number and email address for your school - www.charitiesregulatoryauthority.ie

Create an account for your charitable organisation

***To create an account you must have received an email from the Charities Regulator containing a PIN Code.**

****If you have already created a charity account please proceed to Page 6 – Log into your Charity Account.**

The screenshot shows the 'Create Your Charity Account' form. At the top left is the Charities Regulatory Authority logo. At the top right is contact information: St. Martin's House, Waterloo Road, Dublin 4, Phone: +353-1-633 1500, Email: info@charitiesregulatoryauthority.ie, Website: www.charitiesregulatoryauthority.ie. The main heading is 'Create Your Charity Account'. Below it, instructions state that a PIN code is required and provide links for further details. A note says 'Please note all fields marked with * must be completed.' The form has several sections: 'Security Information' with a PIN code field; 'Charity Login Details' with email address, password, and confirm password fields; 'Details of person completing this screen' with first and surname fields; 'Text Verification' with a captcha image showing '5g7ny' and a text input field; and 'Terms and Conditions' with a checkbox for agreement. A blue 'Submit' button is at the bottom left.

- On the www.charitiesregulatoryauthority.ie homepage click on “**Create Charity Account**”
- Enter the **Access PIN Code** provided in the PIN email from the Charities Regulator.
- Enter a **username** – ***your username must be a valid email address.**
- Enter a **password** – ***your password must be a minimum of 9 characters and include (1) a capital letter (2) a lower case letter (3) a number & (4) a special character.**
- Confirm your agreement to our terms and conditions ***please read our Terms and Conditions before agreeing & complete the Text Verification**
- Press the “**submit**” button to create your charity account

After you create your charity account you will receive an email from the Charities Regulator confirming the account creation and activation. This can take up to 24 hours. Once you receive this confirmation email you can proceed to login to your school’s account and complete the required information.

Log into your Charity Account



Charities Regulatory Authority
St. Martin's House
Waterloo Road, Dublin 4
Phone: +353-1-633 1500
Email: info@charitiesregulatoryauthority.ie
Website: www.charitiesregulatoryauthority.ie

Log into your Charity Account

If you don't have a Charity account login then you will need to apply for and create one.
Please go back to the main CRA website YOUR CHARITY tab to see how to do this.

Please note all fields marked with * must be completed.

Charity Login Details

Please enter your email address and password.

User name(email address)*:

Password*:

Terms and Conditions

Please accept these [terms and conditions](#). By accepting these [terms and conditions](#) you verify that you are legally entitled to represent the above charity and that all information given above is true and correct.

☐ I accept [these terms and conditions](#)

If you have recently reset your password you may not be able to login because the system hasn't completed updating our databases with your new password. The process can sometimes take several hours mainly due to the security included in the system so please be patient.

Log In

[Forgotten your charity password?](#) | [Forgotten your charity username?](#)








[Click here to change your charity password](#) | [Click here to unlock your charity account](#)

To log into your charity account, please click the **Log In** button on our homepage
www.charitiesregulatoryauthority.ie

- Enter your **username** – *your username must be the valid email address used to create your charity account.
- Enter your **password** – *your password must be the password used when creating your charity account. It must be a minimum of 9 characters and include (1) a capital letter (2) a lower case letter (3) a number & (4) a special character.
- Confirm your agreement to our terms and conditions *please read our **Terms and Conditions** before agreeing
- Click the “log in” button

*If you have forgotten your password, you can reset via the log in screen.

Charity Details

Charity Details	Application for Inclusion on the Register (Draft)	
Charitable Purpose	Welcome to the Charities Regulatory Authority application screens where you can complete and submit your application for inclusion on the public Register of Charities.	
School Address	This first screen covers basic information about your school.	
Board of Management	Required fields are denoted by an * and are in red . Most fields have help text associated with them which can be seen by placing the cursor over the ? symbol. The Eye symbol indicates that the field will appear in the public Register of Charities.	
Documents		
Declaration		
	Roll Number: ?	71002B 
	Name: ?	Uat Test Post-primary #2 
	Any other names: ?	<div>St. Patrick's College</div> 
	Status: ?	Draft 
	What type of organisation is your school? ?	Board of Management (Post-Primary School) 
	Date School Established (DD/MM/YYYY): * ?	<input type="text"/> 
	Does your school have a Parents' Association? * ?	<input type="radio"/> Yes <input type="radio"/> No
	Does your school have a School Council? * ?	<input type="radio"/> Yes <input type="radio"/> No
	End of Reporting Year (day and month): * ?	<input type="text"/> 

- Input any other **names** that your school uses or is known by.
- Confirm if your school has a Parents' Association.
- Confirm if your school has a School/Student Council.
- Confirm your schools Date of Establishment (you can type the date of establishment in the format DD/MM/YYYY)

Red = Required Fields

Black = Optional Fields

Charitable Purpose

Charity Details	<h3>Charitable Purpose and Objects</h3> <p>Your charity's purpose and objectives must be consistent with your governing document and you will have to report against those selected on an annual basis.</p> <p>If your charity was registered with the Revenue Commissioners (i.e. with a CHY number) on 16th October 2014 you must select the Charitable purpose as approved by the Revenue Commissioners.</p> <div><div>Charitable Purpose: * ?</div><div><input type="checkbox"/> Relief of poverty or economic hardship <input checked="" type="checkbox"/> Advancement of education <input type="checkbox"/> Advancement of religion <input type="checkbox"/> Other purpose that is of benefit to the community</div></div> <div><div>Charitable Objects: * ?</div><div><p>9. A recognised school shall provide education to students which is appropriate to their abilities and needs and, without prejudice to the generality of the foregoing, it shall use its available resources to—</p><p>(a) ensure that the educational needs of all students, including those with a disability or other special educational needs, are identified and provided for,</p><p>(b) ensure that the education provided by it meets the requirements of education policy as determined from time to time by the Minister including requirements as to the provision of a curriculum as prescribed by the Minister in accordance with section 30 .</p><p>(c) ensure that students have access to appropriate guidance to assist them in their educational and career choices,</p></div></div>
-----------------	--

- **Charitable Purpose**

You must select at least one charitable purpose, as defined by the Charities Act 2009. The charitable purpose “Advancement of education” has been pre populated by the Charities Regulator

1. Relief of poverty or economic hardship
2. Advancement of education
3. Advancement of religion
4. Other purpose that is of benefit to the community

- **Charitable Objectives**

For schools, in agreement with the Department of Education and Skills your charitable objectives have been pre-populated as per Section 9 of the Education Act, 1998.

Red = Required Fields

Black = Optional Fields

Address

Charity Details

Charitable Purpose

Address

Board of Management

Declaration

Address and Contact Details in Ireland

As well as a Principal address and a Correspondence address please provide the address of each premises in Ireland at which your charity operates or carries on its activities (Section 39 (5)).

Principal address - Your charity's principal office details must be in Ireland or another EEA state. This should be the address from which your operations are managed. If your charity does not have a principal address in Ireland, enter your principal address elsewhere. This cannot be a PO Box or similar, it must be a physical address. Only one (1) principal address is allowed.

Correspondence address - Please enter an address for correspondence; it can be the same as your principal address and it can be a PO Box or similar. This will be the address we use to send letters and documents not sent in emails or that can be found on our website. Only one (1) correspondence address is allowed.

All addresses will appear in the public register unless indicated otherwise.

To edit an address just click on it.

[Add an Address](#)

Previous 1 Next

Principal Address

Castlebar
NS
CO MAYO
Mayo
Ireland

Correspondence Address

Castlebar
NS
CO MAYO
Mayo
Ireland

- **Principal address (School Address)**

Please enter your school's physical address here. This must be a physical address and cannot be a PO Box address.

- **Correspondence address**

Please enter your correspondence address here. Your correspondence address can be the same or different to your school's address. This can be a PO Box or similar. This will be the address we use to send written correspondence to your school.

To add an address - click the “[+ Add an Address](#)” button

To change or delete an existing address click the box containing that address

Red = Required Fields

Black = Optional Fields

Board of Management/Board of Governors/Board of Directors

Charity Details
Charitable Purpose
School Address
Board of Management
Documents
Declaration

Board of Management

All members of the Board of Management must be entered here.

Please supply details of your school's current Board of Management / Board of Governors / Board of Directors

You must confirm that each member of the Board of Management / Board of Governors / Board of Directors is not disqualified, under Section 55 of the Charities Act 2009, from being a trustee of a charitable organisation.

Required fields are denoted by an * and are in **red**.
Most fields have help text associated with them which can be seen by placing the cursor over the ? symbol.

Note: Three pieces of information about each member of the Board of Management / Board of Governors / Board of Directors are made public in the Register of Charities: name, position type and start date. This information will usually appear on the public register after 24 hours.

Minimum: *

Maximum:

[+ Add Appointee](#)

Previous 1 Next

Annie, Anne Member of Management Board Since 01-Jan-2016 Trustee	Davidson, David Member of Management Board Since 08-Apr-2015 Trustee	Donaldson, Donny Member of Management Board Since 08-Apr-2015 Trustee
Norason, Nore Member of Management Board Since 22-Apr-2014 Trustee	Paulson, Paul Member of Management Board Since 01-Apr-2015 Trustee	Perry, Patricia Member of Management Board Since 01-Apr-2015 Trustee

- Select the (1) **minimum** and (2) **maximum** number of members of the Board of Management/Board of Governors/Board of Directors for your school. If there is no minimum requirement please leave this field pre-populated as "1".
- You must enter details of all of the current members of the Board of Management/Board of Governors/Board of Directors. To add a member - click the "**+ Add Appointee**" button and complete the required information (Name, position type, start date, home address).

Please note that all members of the Board of Management/Board of Governors/Board of Directors must not be disqualified, under Section 55 of the Charities Act 2009 from being a trustee of a charitable organisation. This includes;

- (a) is adjudicated bankrupt
- (b) makes a composition or arrangement with creditors
- (c) is convicted on indictment of an offence
- (d) is sentenced to a term of imprisonment by a court of competent jurisdiction
- (e) is the subject of an order under section 160 of the Companies Act 1990 or is prohibited, removed or suspended from being a trustee of a scheme under the Pensions Acts 1990 to 2008
- (f) has been removed from the position of charity trustee of a charitable organisation by an order of the High Court under *section 74*.

The **name, position type and start date** of members of the Board of Management/Board of Governors/Board of Directors are published on the Public Register of Charities.

Red = Required Fields

Black = Optional Fields

Documents

Charity Details	<h3>Accompanying Documents</h3> <p>In this section you should attach a copy of your school's governing document. This document sets out the objectives of the school and determines how the school is governed. This document can vary depending on the type of school that you are. Examples of governing documents for schools include but is not limited to, a Constitution, Articles of Management, Deed of Trust, Memorandum and Articles of Association etc.</p> <p>In order to upload your schools governing document the document need to be in PDF (Portable Document Format) Most computers allow you to print and/or save documents in PDF. See FAQs on our website for more details.</p> <p>Please note the maximum allowable size for a document for upload is 10mb. One way of reducing the size of a large document is to print it to another pdf file; this will reduce the file size. See FAQs on website for more details.</p> <p>Notice for Users of Firefox. The CRA has received reports that some versions of Firefox web browser are not allowing users to upload documents. If you encounter problems we would recommend that you try to complete the upload using a different internet browser.</p> <p>► Governing Documents</p> <p>Post-Primary School Governing Document *</p>
Charitable Purpose	
School Address	
Board of Management	
Documents	
Declaration	

In this section you are asked to upload a copy of your school's governing document. Your school's governing document will set out the objectives of the school and determines how the school is governed.

The type of governing document that your school uses will depend on the structure and ethos of the school and could include one of the following examples;

- Constitution
- Articles of Management
- Deed of Trust
- Memorandum and Articles of Association

In order to upload this document to your charity account please ensure the document is in PDF (Portable Document Format).

Please also note that the maximum file size acceptable by the online system is 10mb.

Declaration

Charity Details	<h3>Declaration</h3> <p>To submit your school's application for charitable status you must TICK the box below confirming that:</p> <ol style="list-style-type: none">1. You are authorised on behalf of the school to make this application.2. The schools information is up to date (board of management, addresses etc.).3. The information provided in the application is true and accurate.4. You have read and understood section 39(15) of the Charities Act 2009, which is as follows: "A person who, in purported compliance with this section, knowingly or recklessly provides information or a particular to the Authority that is false or misleading in a material respect, or who believes any such information or particular when provided by him or her, in purported compliance with that subsection, not to be true, shall be guilty of an offence." <p><input type="checkbox"/> I confirm my charity's details are correct and complete *</p>
Charitable Purpose	
School Address	
Board of Management	
Documents	
Declaration	

To complete your school's application you must complete the declaration. By ticking the box you are confirming;

1. You are authorised on behalf of the school to make the application.
2. The school's information is up to date (board of management / addresses etc.)
3. The information provided in the application is true and accurate.
4. You have read and understood section 39(15) of the Charities Act 2009.

"A person who, in purported compliance with this section, knowingly or recklessly provides information or a particular to the Authority that is false or misleading in a material respect, or who believes any such information or particular when provided by him or her, in purported compliance with that subsection, not to be true, shall be guilty of an offence."

- Once satisfied with 1-4 above please click on **"Submit Application"**.
- Following submission of your application it will be reviewed by the Charities Regulator.
- Once your application for charitable status is approved, you will receive a notification by email and your schools information will be displayed on the Public Register of Charities.

On-going Maintenance

Charity Details

Welcome to your charity's home/overview page.

It is from this page you should be able to view and maintain all your charity's details.

At the top of these page you will see your charity's number and name with an indication of where you are in the system. In this case the Overview or Home page.

In the **Charity Details** section you will see summary details of your charity below which there is a button for maintaining your charity's details, such as trustees, addresses, etc. Below this section there is the **Annual Reporting** section where you can see details of your charity's Annual Reports.

Name:	Primschool Uat #6
Status:	Registered - This charity is registered with the CRA.
Registered Charity Number (CRA Number):	20000387
Date Established:	1 Jan 1885
Country where your Charity was established:	
Governing Form:	Board of Management (Primary School)



Maintain Charity Details



View Full Details

Following Registration - The Charities Regulator allows schools to maintain some of their details on the online register. The editable information includes;

1. Address
2. Members of the Board of Management/Board of Governors/Board of Directors

From the Overview screen click on **"Maintain Charity Details"**.

Some of the information is not editable. If you wish to edit information in restricted fields, please submit a query through our website www.charitiesregulatoryauthority.ie

Contact us

Contacting the Charities Regulator

The Charities Regulator has a dedicated customer service team to support you in completing your school's application for charitable status. Our customer service team can be contacted by:

- Our online query system: www.charitiesregulatoryauthority.ie
- Email: info@charitiesregulatoryauthority.ie
- Helpline: 01-633 1500 (available Mon – Fri from 1pm – 5:30pm)