

**An Rialálaí
Carthanas**
**Charities
Regulator**

User Guide (S.39 - Simplified)

Apply for Registration

Introduction

The Charities Act 2009 requires all charitable organisations carrying out activities in the State to be registered with and to provide certain information relating to their organisation to the Charities Regulator.

This guide is only for charitable organisations who had previously declared an “Intent to Register” with the Charities Regulator and whose gross annual income is less than 10,000 EUR.

In order to meet your obligations as per the Charities Act 2009, it is necessary that you complete your charity’s information for the public register of charities.

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Some important information about using the website



While the application should be possible on all internet browsers, Google Chrome is recommended.

Red *

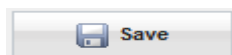
Any fields with a red asterisk ***** are required to be completed.



Move your mouse over any help symbols for further information.



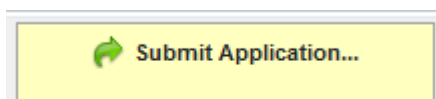
The eye symbol indicates that information provided will appear on the public register of charities



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.



This is the button that allows you submit your application once all the mandatory information has been supplied.

Registration

The first step in the process is to create a charity account. A letter was issued to your address with a PIN Code necessary to create a charity account.

Create an account for your charitable organisation

***To create an account you must have received a letter 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 on the Charities Regulatory Authority website. The form includes the following sections:

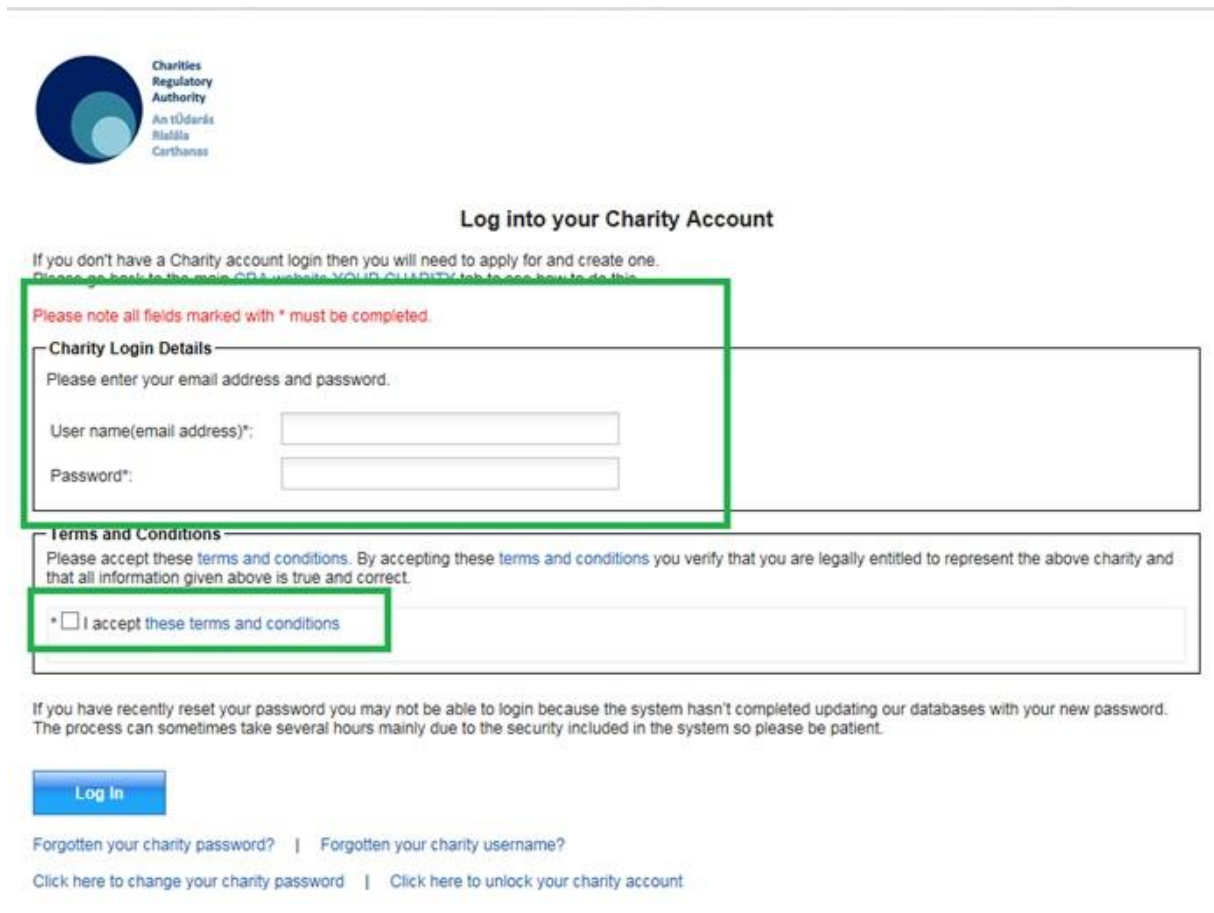
- Security Information:** A field for 'Please enter the PIN Code sent to your charity: *'.
- Charity Login Details:** Fields for 'Email Address: *', 'Confirm Email Address: *', 'Password: *', and 'Confirm Password: *'. A note specifies that the password must be at least 9 characters long and include one uppercase character, one lowercase character, one number, and one special character.
- Details of person completing this screen:** Fields for 'First Name: *' and 'Surname: *'.
- Text Verification:** A captcha image showing 'e5c5y' and a field for the user to enter the text.
- Terms and Conditions:** A checkbox for 'I accept these terms and conditions.' with a link to 'terms and conditions'.


A 'Submit' button is located at the bottom left of the form.

- On the www.charitiesregulatoryauthority.ie homepage click on “Create Charity Account”
- Enter the **Access PIN Code** provided in the PIN letter issued by 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 and Data Protection Statement 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 charity's account and complete the required information.

Log into your Charity Account



 Charities
Regulatory
Authority
An tÚdairís
Rialála
Carthanais

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
- 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 and Data Protection Statement before agreeing
- Click the “log in” button

***If you have forgotten your password, please reset your password on the log in screen.**

Charity Details Tab

Application for Inclusion on the Register (Draft)

Welcome to the Charity details maintenance screens where you can enter and update your charity's details. This first screen covers basic information about your charity.

Required fields are denoted by a red asterisk: *

Most fields have help text associated with them which can be seen by placing the cursor over the question mark symbol: ?

The "eye" symbol indicates that the field will appear in the public Register of Charities: 👁

NOTE: Designated data entered or updated by registered charities will usually appear on the public register the next day.

Name: * ?	<input type="text" value="The CRA"/>	👁
Any other names: ?	<input type="text"/>	👁
Contact Name: * ?	<input type="text"/>	
Contact Phone Number: * ?	<input type="text"/>	
Preferred communication: * ?	<input type="radio"/> As Gaeilge <input type="radio"/> In English	
Status: ?	Draft	👁
CHY Number: ?	<input type="text"/>	👁
What type of organisation is your charity? * ?	<input type="text" value="Association"/> ▼	👁
Registered Company Number: ?	<input type="text"/>	
Date Established (DD/MM/YYYY): * ?	<input type="text"/>	📅
Country where your Charity was established: * ?	<input type="text" value="Ireland, Republic of"/> ▼	👁
End of Financial Year (day and month): * ?	<input type="text" value="31 December"/>	📅
What is the size of your charity based on gross income? * ?	<input checked="" type="radio"/> Small - Gross income less than 10,000 <input type="radio"/> Medium - Gross income between 10,000 and 100,000 <input type="radio"/> Large - Gross income greater than 100,000	

- Input any other **names** that your organisation uses.
- Input the name and contact phone number for the person dealing with the charity account
- Indicate your preferred language for communication
- Enter your CHY number (if applicable)
- Confirm the **“type”** of organisation that your organisation is (e.g. Association, Ltd. Company, Trust)
- Input your organisation’s **Registered Company’s Number** (if applicable)
- Input the **Establishment Date** of your organisation
- Input the **Country** where your organisation was established
- Confirm your organisation’s **Financial End of Year (Date and Month only)**. ***This date is important as it will determine the annual reporting deadline for your organisation.**
- Confirm the **Size** of your organisation based on gross income in most recent financial year.

*** = Required Fields**

Charitable Purpose Tab

Charitable Purpose	
<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>	
Charitable Purpose as defined by the Charities Act 2009: * ?	<div><input type="checkbox"/> Relief of poverty or economic hardship</div> <div><input type="checkbox"/> Advancement of education</div> <div><input type="checkbox"/> Advancement of religion</div> <div><input type="checkbox"/> Other purpose that is of benefit to the community</div>
Charitable Purpose as per the objects clause of your governing document: * ?	
<p>The main objects clause in your governing document should make it clear what your organisation is set up to achieve, where it operates/will operate, who it helps/will help and how the goals are/will be achieved. Using the main objects clause of your governing document, please set out the 'what, how, who, where' of your organisation in response to the questions below.</p>	
What outcome is your organisation set up to achieve? * ?	
How will your organisation achieve this? * ?	

- Charitable Purpose**

You must select at least one charitable purpose, as defined by the Charities Act, 2009.

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

If you select "Other purpose" you are required to specify the nature of benefit to the community by selecting from the drop down list

***Please note that a purpose shall not be a charitable purpose unless it is of public benefit.**

- **Charitable Purpose as per the objects clause of your governing document**

Please insert your main object according to your governing document. Here you should use the text from your main object as it is exactly in your governing document. You should not include subsidiary objects.

If registered, the ‘Charitable Objects’ will be visible in the public register and will inform potential donors and the wider public of what your organisation does/plans to do. Therefore, it should be clear and precise. It should leave no doubt in the reader’s mind of what your organisation was set up to do.

Ideally, the charitable objects should make it clear **what** the charity is set up to achieve, **where** the charity operates, **who** the charity helps and **how** the charity’s goals will be achieved.

For example:

“The main object for which the body is established is the promotion of health, including the prevention or relief of sickness, disease or human suffering (**what**) in {location} and the surrounding area (**where**), for those that suffer cardiac arrest, stroke or other medical emergencies (**who**). This will be achieved through the activities of an on-call, CFR trained and accredited team of volunteers ready to respond to medical emergencies; the provision of low-cost or free CPR/AED/CFR training to interested members of the public; the provision and maintenance of publically accessible life-saving equipment, specifically AED(s) in {location} (**how**)”

Using the main objects clause of your governing document, please answer the questions:

- **What outcome is your organisation set up to achieve?**
- **How will your organisation achieve this?**
- **Who will benefit from the outcome?**
- **Where (geographically) will the benefit occur?**

*** = Required Fields**

Address Tab

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

Previous1Next

Principal Address
31 Joe Street
Joe Town
Dublin 2
Dublin
Ireland

Correspondence Address
31 Joe Street
Joe Town
Dublin 2
Dublin
Ireland

- Principal address**

Your charity's main or principal office must be in Ireland. 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.

- Correspondence address**

Please enter your correspondence address here. Your correspondence address can be the same or different to your principal address. This can be a PO Box or similar. This will be the address we use to send letters and documents not sent by email or to send you additional documents which cannot be found on our website.

To add an address - click the “ Add an Address” button

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

***Your charity's Principal Address will appear in the public register. If you do not wish for an address to appear on the public register please upload details of the address and reasons why it should not appear on the public register in the Documents Section**

*** = Required Fields**

Trustees Tab

Save Check Completeness Declare Complete... Open Print View

Trustees

The charity trustees are the people who have overall control of your organisation. For example, the people who make up your board of directors (if you are a company limited by guarantee) or your management committee or core group (if you are an unincorporated association) are most likely to be your trustees.

You must provide details of all of the charity's current Trustees.

A charity trustee includes (Charities Act 2009. S.2):
(a) in the case of a charitable organisation that is a company, the directors and other officers of the company, and
(b) in the case of a charitable organisation that is a body corporate (other than a company) or an unincorporated body of persons, any officer of the body or any person for the time being performing the functions of an officer of the body.

There must be a minimum of three charity trustees, who are not related and who are independent of each other.

You must confirm that each trustee is not disqualified, under Section 55 of the Charities Act, from being a trustee of a charitable organisation. For further details see FAQs or Charities Act Section 55 - Link on CRA website. Also see FAQs.

Required fields are denoted by a red *

+ Add Trustee

- You must enter details of all of the current trustees. To add a trustee - click the “+ Add Trustee” button and complete the required information.

A Charity trustee includes (as per Section 2 of the Charities Act 2009)

- (a) in the case of a charitable organisation that is a company, the directors and other officers of the company, and
- (b) in the case of a charitable organisation that is a body corporate (other than a company) or an unincorporated body of persons, any officer of the body or any person for the time being performing the functions of an officer of the body.

***You must confirm that each trustee is not disqualified, under Section 55 of the Charities Act 2009 from being a trustee of a charitable organisation.**

**** The name, position type and start date of trustees are made public in the Register of Charities.**

“Bank Accounts” Tab

* = Required Fields

Bank Accounts

Does your charity have any bank accounts? * ? ☒ Yes ☐ No

You are required to provide details of all of your organisation's bank accounts.

Please note that the signatures of two charity trustees are required on all bank accounts held by a charitable organisation.

+ Add Bank Account

Account Name	Number
000	0000

Bank Account Attachments

Should your organisation hold details of all bank accounts in spreadsheet format, you can upload same in PDF format under optional attachments below. In addition to uploading this document you are still required to provide details of your organisation's primary bank account under **Add Bank Account** above.

Bank Accounts +

- Please add details of all bank accounts operated by your organisation by clicking on the ‘Add Bank Account’ button.

“Further Information” Tab

Further Information

In this screen you are able to provide information not covered under other headings.

Section 1 - Specify the risk assessment procedures, safety checks and safeguards employed by the charitable organisation. This is requested particularly where its activities include working with vulnerable people (including older persons, children and young people, the sick and people with disabilities).

Section 2 - Please use this section to add any further information you haven't been able to provide elsewhere and feel will enhance the information already supplied or you would like taken into consideration if you are making a submission or application. This could include any additional information for questions answered elsewhere but for which there was inadequate space. If adding additional information to a question answered elsewhere in this document, please include the question / heading so it can be cross referenced.

Specify the risk assessment procedures, safety checks and safeguards employed by the charitable organisation where its activities include working with vulnerable people (including older persons, children and young people, the sick and people with disabilities).

This organisation is signed up to the code of governance.

This organisation has specific risk procedures in place for dealing with young persons who from time to time volunteer with the organisation. A copy of the risk procedures is attached in the documentation section.

Please use this section to add any further information that you think we should consider when evaluating your application, including any additional answers for questions answered elsewhere but for which there was inadequate space. If adding additional information to a question answered elsewhere in this document, please include the question number / heading so it can be cross referenced.

- Please use this section to add any additional information that you think we should consider when evaluating your application.

*** = Required Fields**

Documents

Accompanying Documents for Intent to Register

If making an application for registration it **MUST** be accompanied by copies of the reports and documents below.
If you are updating your charity's details you are also requested to provide these reports and documents to complete your record.

Documents need to be in PDF (Portable Document Format) to be uploaded. PDF is a file format used to present documents in a manner independent of application software, hardware, and operating systems. Most systems and computers these days allow you to print and/or save documents in PDF. See FAQs on website for more details.



No file to attach - If you are unable to attach a file because you haven't got one, it is combined with another one or is simply not required please tick "I am not attaching a file" in the popup box so the system will know not to expect one and add comment explaining why. If you are making an application this explanation will help us process your application so please be as comprehensive as possible.

If you have additional documents to upload please use the **Add Optional Attachment** facility at the bottom of this screen.


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 often reduces the size. See FAQs on website for more details.

Notice for Users of Firefox. The CRA has been getting reports that some versions of Firefox are not allowing users to upload documents. If


▶ **Governing Documents**

Constitution or other governing document *	
Most recent Annual Report *	

▶ **Financial Documents**

Bank statements for the last 6 months *	
---	---


▶ **Other Supporting Documents**

 **Add Optional Attachment**

If you are unable to provide any documents tell us which ones and explain why you are unable to provide them here. Otherwise, if you are making an application it may be rejected.

When you are updating your charity's details you are also requested to provide a copy of your charity's **Constitution or other governing document**.

Please note: The Charities Regulator has created model constitutions for incorporated and incorporated organisations and they can be found on the website.

In order to attach a file - click “ **Attach File**”

*All documents need to be in PDF (Portable Document Format) to be uploaded. The maximum allowable size for a document for upload is 10mb.

If you have additional documents to upload please use the **Add Optional Attachment facility at the bottom of this screen.

***At this stage, you are not required to provide any financial accounts to complete your charity's information.

Red * = Required Fields

Declaration


Declaration

S39 Declaration - To submit your application you must complete and attach a declaration, signed by all trustees, that the information is accurate.


The steps for this process are as follows:


1. Download the declaration form using the link below - click on the orange down arrow.
2. Enter your charity's name in the places indicated
3. Get all your trustees to sign the form
4. Scan the signed form (keep the original for your records) - PDF required
5. Upload the scanned pdf declaration via this page
6. If you have entered all your charity's data you can now confirm that your application/details are completed

Part of the declaration is that 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."

 Download

Declaration by Trustees (Section 39 that has declared Intent to Register) *







☐ I confirm my charity's details are correct and complete *


To submit your application you must complete and attach a declaration, signed by all trustees, that the information is accurate

The steps for this process are as follows:

1. To download the declaration – click “ Download”
2. Enter your organisation's name in the places indicated
3. Get all your trustees to sign the form
4. Scan the signed form to PDF (keep the original for your records)
5. To upload the scanned PDF declaration – click “ **Attach File**”

Part of the declaration is that 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.”

- No file to attach - If you are unable to attach a file because you haven't got one / it is combined with another one or is simply not required please click “ **Attach File**” then tick "I am not attaching a file" in the popup box and add a comment explaining why.
- All documents need to be in PDF (Portable Document Format) to be uploaded. The maximum allowable size for a document for upload is 10mb.
- If you have additional documents to upload please use the Add Optional Attachment facility at the bottom of this screen.

*please note once you confirm your charities details as complete, you will not be able to edit the information provided.

**please note that it is acceptable to (1) have all trustees sign one declaration, or (2) have individual trustees sign separate declarations.

Submission

When you have completed all the mandatory fields and are satisfied that the application is complete you hit the submit button at the top of the page.

You have now submitted your application

Your application will now be assessed by the Charities Regulator.

We may need to contact you during this process to seek clarification or additional information on your application.

Please note that the status of your application is "Applied" and that this status provides you with no specific approval or indication of future approval as a registered charitable organisation.

Contact the Charities Regulator

Our customer service team can be contacted by:

- Our online query system: www.charitiesregulator.ie
- Email: info@charitiesregulator.ie
- Telephone: 01-633-1500 (12.30pm – 5:00pm)
- Post: St. 3 Georges Dock, IFSC, Dublin 1 D01 X5X0

Appendix 1

Simplified Application Document Checklist

Please make sure that you have attached a copy of each of these documents (where applicable) with your application:

Constitution	Model constitution (template) can be found here : https://www.charitiesregulatoryauthority.ie/en/cra/pages/wp16000065 If you chose not to use the model constitution please assure that the Charities Regulator's three standard clauses are used.	
Trustee Declaration Form	A blank copy can be downloaded within the application form however a blank copy has been supplied in this information pack. All Trustees must sign this before submission.	
Financial Documents	Make sure you have attached income and expenditure account for the most recent financial year, if available.	
Bank Statements	If financial accounts are not available, please supply bank statements for the most recent 6 months	
Safeguarding	Risk assessment procedures and details of safety checks and safeguards (required when the organisation is working with children or other vulnerable groups)	

Appendix 2

Information Points for Applicants

Top 5 Things to Do before you submit your application for inclusion on the Register of Charities

- Make sure your main object is precise, concise and conforms to the what, where, who, how model
- Make sure that your governing document contains the 3 standard clauses – ‘income and property’, ‘winding up’ and ‘additions, alternations or amendments’
- Make sure the trustee declaration has been signed by all trustees and that the details of all trustees have been entered on the application form, including full residential addresses
- Make sure you have attached accounts for the most recent financial year, if available, or bank statements for the most recent 6 months. If your organisation does not have either of these yet, you must attach a business plan which includes financial projections

Top 5 things not to do when you are submitting an application for inclusion on the Register of Charities

- Don't submit an incomplete application – check that you have answered everything which is required and that you have uploaded the necessary documents before you submit
- Don't have differences in the trustees you have entered in the application, the trustees who have signed the declaration, and, if a company, the directors listed on CRO
- Don't select charitable purposes which are not relevant – you must be able to back up your selection with evidence/reasons if requested
- Don't be too brief when describing your activities or planned activities - to make an assessment we need to know what your organisation does/intends to do to further its purposes

Top 5 queries that we are issuing to applicants

- Governing document needs to be updated to include the 3 standard clauses
- Main objects needs amendment so that it is clear and specific and conforms to the what, where, who, how model
- Trustee details not complete/declaration not signed by all trustees
- No risk assessment procedures and details of safety checks and safeguards have been uploaded (required when the organisation is working with children or other vulnerable groups)