

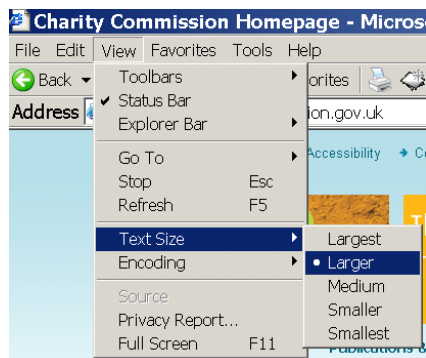


GUIDANCE FOR THE COMPLETION OF THE ON LINE  
REGISTRATION APPLICATION FOR CHARITABLE  
STATUS FOR LOCAL ECUMENICAL PROJECTS

## Getting Started

### Increasing the size of text on your screen

Some people find it easier to read screen text by increasing the size of the text displayed. This can be done when you enter the application by selecting the "View" option from the toolbar at the top of the page and selecting "text size" from the drop-down menu. You can then choose the text size you require.



### Changing the look of the on-screen display

Removing the background colours or changing colours of the text can be helpful for some people. This can be done by selecting the "Tools" option from the toolbar at the top of the page and selecting "Internet Options". From there you need to select "Accessibility" button followed by "Ignore colours specified on Web pages". This will take out the background colours leaving the text clearly visible.

## Cookies

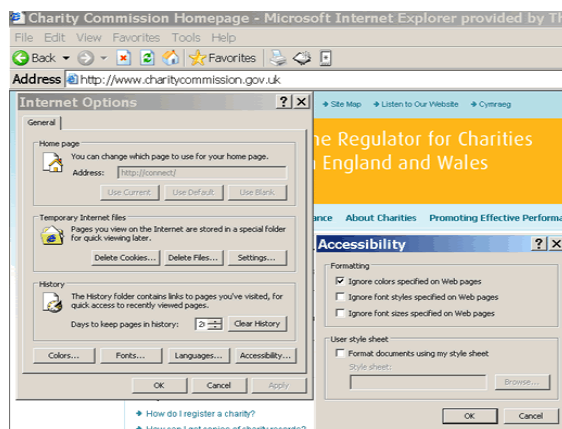
Some web sites store information in a small text file on your computer. This is called a cookie. When you visit our website cookies will record your preferences for viewing documents and logon information. This information is used to save you time and repetition of information. Only our website can read the information contained in that particular cookie.

The cookies can be disabled but this will restrict your ability to move between different forms without having to log on again. It will also result in the loss of your own particular settings for viewing text; these would need to be reset as you go into different screens in the application form.

### Sending documents to us in Portable Document Format (PDF)

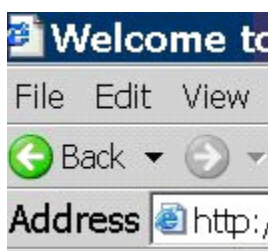
If you wish to send us your governing document electronically they will only be accepted as a PDF file. A PDF file will enable you to send your governing document to us in a form that looks the same as the original document.

Please note that we can only accept files that are less than 12MB.



You will only be able to produce PDF files on your computer if it has PDF writing software. Such software enables you to prepare PDF files and can convert other formats to PDF. It can also create them in conjunction with a scanner. If you are unsure about his type of software you will need to take advice on whether different products are compatible with your computer.

If you wish to open and read PDF files on your computer you will need specific software to do this. Adobe Systems Incorporated who created the PDF file format produce this software (Adobe Acrobat Reader) and make it freely available on the internet. Adobe provides online advice about use of their products on *Adobe*



### Using internet browser buttons

If you use the internet browser buttons to go back and forward within the application form you may lose your place inside the form. We recommend that you use 'Previous' and 'Next' buttons on each screen or the menu on the left hand side to move around within the application form.

## Completing the online application form

### Are you ready to complete your application?

Our publication *Registering as a charity* tells you about the nature of charitable status and what you need to know when applying to register your organisation as a charity.

Before completing your online application you will need to have a clear idea of what your organisation does and the way it operates. We will also require the names and addresses and dates of birth of all the trustees.

### What we do with the information

All the information we ask for is needed to assess your application. If we accept your application and decide to register your organisation as a charity, the information you supply will be held on our database. Please be assured that only those fields that have been clearly marked with a white P in a [blue circle](#) will be publicly available.

The following information is made available on the public Register of Charities:

- Organisation name (including acronyms)
- Contact person details (including address and phone number)
- Website address
- Publicly available email address
- Objects clause in your governing document
- Governing document details
- Activities
- Gross annual income
- Financial year end date
- Classifications
- Where you work
- Names of trustees

Please note that the information supplied for the public Register of Charities will be held by us for at least 5 years. It may be released to other regulators (such as the police) where there is a legal obligation to provide it. It may also be released to third parties under the Freedom of Information Act 2000.

### Why does the Charity Commission need this information?

For an organisation to operate as a charity we need to be sure that it fulfils its charitable obligations under the law. Once registered, the organisation can take full advantage of the benefits of charitable status whilst carrying out its work. We ask for information to:

- understand why the organisation has been set up
- consider its purpose to ensure that it is charitable in law and
- ensure that the organisation is run for the public benefit and not private advantage

The information you provide helps to build a picture of the organisation.

### What will speed up an application?

You can speed up your application by making sure that you have supplied all of the information requested in the online application form and you send the relevant supporting documents to us quickly so that we can begin the assessment of your application.

Your organisation cannot be assessed for registration until you have provided the signed trustee declaration form, a copy of your governing document (unless sent electronically) and any other information we have requested. Please don't send anything other than what we've requested at this stage. If we need more information we'll contact you and ask for it.

### Entering numbers

Where we are asking for numbers, please do not use signs or commas between digits. Monetary amounts should be in pounds and do not include pence.

## Applications in Welsh

We are unable to offer a Welsh version at this time. If you wish to apply in Welsh please use our manual form available as a download from this link [Welsh registration pack](#)

## Sections of the form

### Initial - setting up section

Initially you will need to answer a number of questions which determine whether or not you are able to continue with your online application. We ask you about your organisation's name, eligibility to apply, your approved governing document and who we can contact about your application. If you fail to answer any questions in this section of the application **you will not be able to continue with your application online**. You may be directed to our manual application form which can be downloaded from our website.

Once you have completed this initial information you will be asked to fill in a number of screens grouped into three main categories:

Your organisation  
What you do  
Who is involved

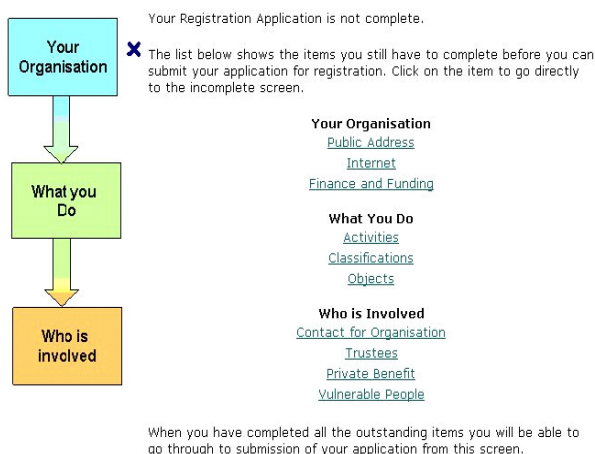


We recommend that you move through different sections of the application by following the 'Next' and 'Previous' buttons. You can also use the left hand menu tree or the relevant section headings at the top of the page to find your way around.

If you click on the plus sign to the left of each item in the list you will be able to expand the tree and see the subsections under each section of the form.

## Progress screen

At the end of each section you will reach a progress screen which indicates the status of your application and lets you know the information left to be entered.



### Organisation names

Main Name :

Working Name :

### Public address

### Internet

Email for public display:

Email for Commission Use:

Organisation Web site:

### Finance and funding

Gross Income (from last accounts)

Next Financial Year End Date

## Summary Screen

At the end of each section you will also see a summary screen which will allow you to check the information you have entered and edit it if necessary.

## Inserting information into the forms

### Yes/No answers

Some parts of the application require a Yes/No answer. In these instances you will be required to check a box or select a radio button to indicate your answer, for example:

Please confirm your organisation is required to register for all the following reasons:

a) it has a gross annual income of more than £5,000 a year

☒ Yes

☐ No



### Drop Down lists

You may be required to select an option from a drop-down list, for example:

Click on the arrow button and select the answer you require.

Title:

If 'OTHER' please specify title:

Personal Name(s):

Family Name:

Honours and Qualifications:

[Title] ▼  
[Title]  
MR  
MRS  
MISS  
MS  
DR  
REV  
OTHER



### Addresses

Addresses are displayed in the following way

If you live in the UK please type in your **full** postcode and click the 'Select address' button.

You will then be presented with a list of addresses for that postcode. Choose the correct address and the address fields will be entered automatically.

If the correct address does not appear you can type in the postcode and manually enter the address line by line. Please note that lines 1 and 2 must be completed.

If you do not live in the UK please click on the 'Non-UK address' button. You will be asked to fill in a correct address line by line. Please make sure that you enter the full correct address including the country. Please note that lines 1 and 2 must be completed.

Click here if the contact address is not in the UK:

Non-UK Address

Post Code:



Select Address



Address Line 1:



Address Line 2:



Address Line 3:

Address Line 4:

Address Line 5:

Post Code:



EC4Y8DP

Select Address



Car Park, 11-12 Bouverie Street, LONDON, EC4Y 8DP

The Charity Commission, Harmsworth House, 13-15 Bouverie Street  
, LONDON, EC4Y 8DP

The Patent Office, Harmsworth House, 13-15 Bouverie Street  
, LONDON, EC4Y 8DP

Post Code: P   \*

Address Line 1:  \*

Address Line 2:  \*

Address Line 3:

Address Line 4:

Address Line 5:

## Dates

Dates are displayed in the following way

Click on the arrow button and select the answer you require on the day, month and year.

Date governing document came into effect:    \*

## Free text boxes

Boxes are also available for you to type in answers in your own words. Please be aware that some of these boxes have a limit to the number of characters that can be entered. You will not be able to enter any more information in some of these boxes once you have reached the limit. Please try to be concise. The scroll bar on the right hand side will activate depending on how much is entered in the box.

## The organisation's activities? i P \*

What activities do you intend to carry out to further your charitable purpose(s)?  
If you are setting up a company to take over the activities of an existing charity please also indicate which activities, if any, will be new.

(max. 400 characters)

Where we are asking for numbers please do not use pound signs or commas between digits. Monetary amounts should be in pounds and do not need to include pence.

## How to get help

When you see a white I in a [blue circle](#) means that help is provided for the information relevant to the screen you are in.

Further assistance can be obtained from Charity Commission Direct. You can phone us between 08.00 - 20.00 on weekdays and 09.00 - 13.00 on Saturdays. The telephone number is 0845 300 0197.

Please note – for Methodist Charities please contact the Resourcing Mission Office – Jean Haynes, tel 0161 236 5194, email [haynesj@property.methodist.org.uk](mailto:haynesj@property.methodist.org.uk)

You can refer to our knowledge base by clicking on the 'Contact us' button from the registration application home page or you can email us on [registration@charitycommission.gsi.gov.uk](mailto:registration@charitycommission.gsi.gov.uk)

## Navigating round

You will be able to access all areas of the form that are relevant to you at any time, regardless of whether you have completed the section that you are working on or not, but you will need to complete all sections of the form before you are able to submit it.

To navigate through the form you can use the links at the top of the page, and the buttons towards the bottom of the page. The links and buttons will have the following actions:

**Using this System:** This link will take you to basic guidance on using the Online application for charity registration.

**Registration Home:** This button will return you to the home page where you can log out of the application. You can also come here to give us feedback on the service or refer to our website.

**Submit/Check:** This link takes you to a page that will allow you to check your progress on completing your application.

**Print Draft:** This link allows you to print a draft of the form, before or at any time during completion, to pass to other trustees as required.

**Your organisation:** This link takes you to the page that contains the information that we ask for in the first section of the application.

**What You Do:** This link takes you to the information that we require in the middle section of the application.

**Who is Involved:** This link takes you to the information that we require in the last section of the application.

**Log Out:** The log out button immediately logs you out of the online application for charity registration having saved what you have entered.

## What the Symbols Mean

Throughout the form you will see the following symbols. Their meanings and uses are explained here.

When a white **I** in a **blue circle** appears next to a question you can click on it to obtain more detailed guidance on what is required for that particular question. The guidance will open in a new window.

When a white **P** in a **blue circle** appears next to a question it indicates that the information given is public information. This means that if we decide to register your organisation the answers supplied will be displayed on our website as part of your organisation's entry on the register of charities.

\*This symbol means that the question is mandatory and an answer must be supplied for any question against which it appears.

**!** This symbol means there is an error on the page, either because a field is incomplete or has been completed incorrectly.

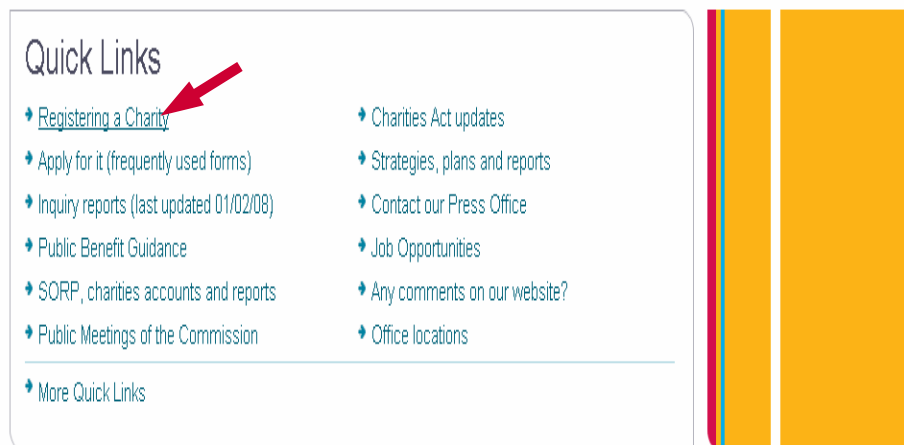




# Online application for charity registration (OLAR)

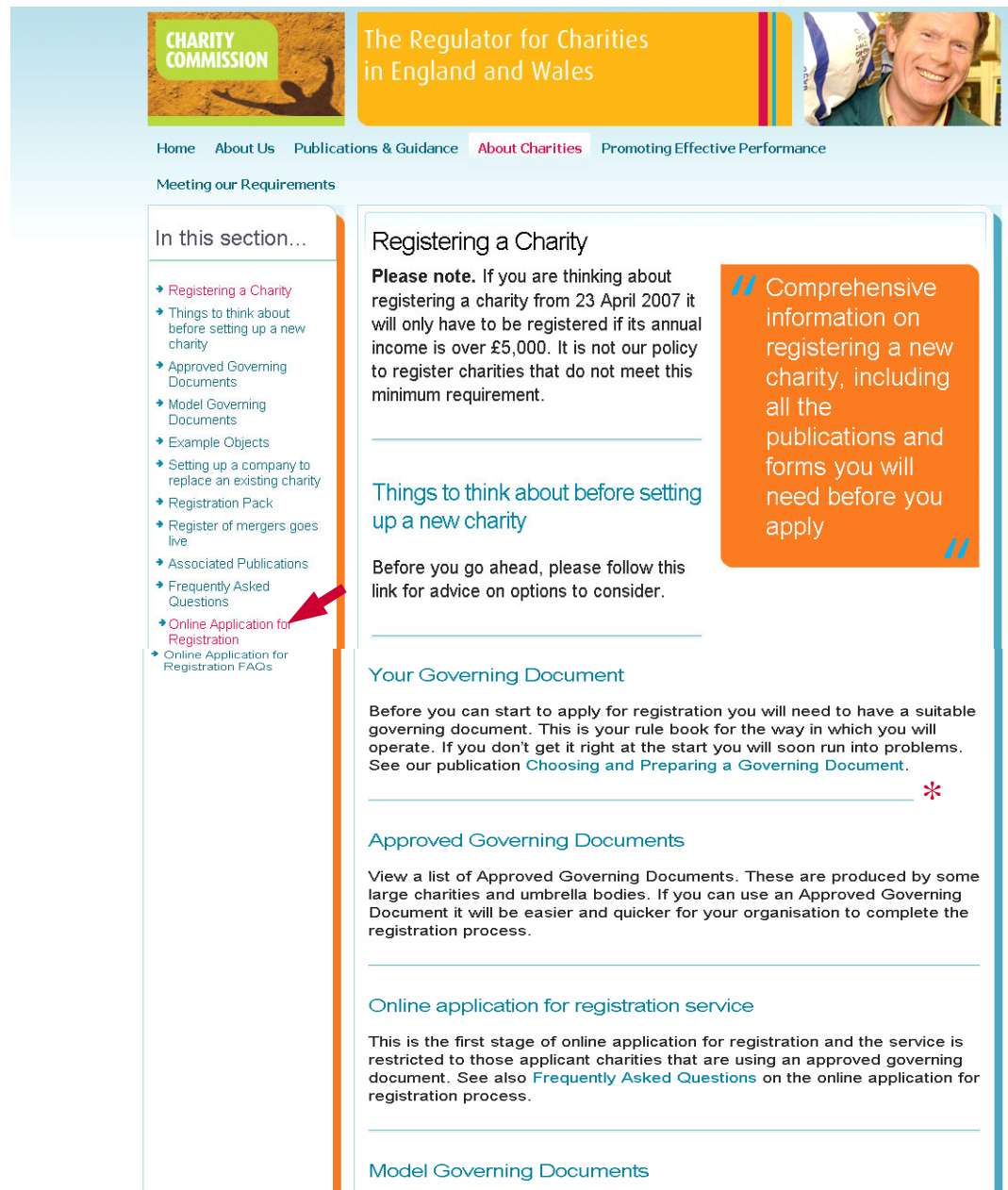
To find our service go to the **Charity Commission home page** and scroll down to the bottom to find **Quick Links – Registering a Charity**

Charity Commission website: [www.charitycommission.gov.uk](http://www.charitycommission.gov.uk)



**Note: By completing this application form you are acting as a representative of the charity trustees**

If you click on the menu bar on the left of this page at 'Online application for registration' you will see the following screen.



**CHARITY COMMISSION**

The Regulator for Charities in England and Wales

Home About Us Publications & Guidance **About Charities** Promoting Effective Performance

Meeting our Requirements

In this section...

- ♦ **Registering a Charity**
- ♦ Things to think about before setting up a new charity
- ♦ Approved Governing Documents
- ♦ Model Governing Documents
- ♦ Example Objects
- ♦ Setting up a company to replace an existing charity
- ♦ Registration Pack
- ♦ Register of mergers goes live
- ♦ Associated Publications
- ♦ Frequently Asked Questions
- ♦ **Online Application for Registration**
- ♦ Online Application for Registration FAQs

**Registering a Charity**

**Please note.** If you are thinking about registering a charity from 23 April 2007 it will only have to be registered if its annual income is over £5,000. It is not our policy to register charities that do not meet this minimum requirement.

**Things to think about before setting up a new charity**

Before you go ahead, please follow this link for advice on options to consider.

**Your Governing Document**

Before you can start to apply for registration you will need to have a suitable governing document. This is your rule book for the way in which you will operate. If you don't get it right at the start you will soon run into problems. See our publication [Choosing and Preparing a Governing Document](#).

**Approved Governing Documents**

View a list of Approved Governing Documents. These are produced by some large charities and umbrella bodies. If you can use an Approved Governing Document it will be easier and quicker for your organisation to complete the registration process.

**Online application for registration service**

This is the first stage of online application for registration and the service is restricted to those applicant charities that are using an approved governing document. See also [Frequently Asked Questions](#) on the online application for registration process.

**Model Governing Documents**

**Comprehensive information on registering a new charity, including all the publications and forms you will need before you apply**

To enter the application form click on the link at the **bottom** of the page.

### Meeting our Requirements

#### In this section...

- Registering a Charity
- Things to think about before setting up a new charity
- Approved Governing Documents
- Model Governing Documents
- Example Objects
- Setting up a company to replace an existing charity
- Registration Pack
- Register of mergers goes live
- Associated Publications
- Frequently Asked Questions
- Online Application for Registration**
- Online Application for Registration FAQs

## Online Application for Registration

Welcome to the Commission's on-line application for registration service. It provides a quick and easy means of getting the registration application form and governing document to the Commission. The user-friendly system will provide you with online guidance throughout completion of the form and allows you to save the form at any time and come back to it another time if you wish.

This is the first stage of online application for registration and the service is restricted to those applicant charities that are using an approved governing document. Approved governing documents are produced by some large charities and umbrella bodies.

View a full list of [approved governing documents](#) accepted by the Commission and a list of [FAQs on the online Application for Registration](#) process.

Using the online application system will reduce the time it takes to assess your application and complete charity registration.

Before you begin the online registration application process we recommend you read the [information about using online application for registration](#). This provides help about using the system and details of the information you will need to complete the application.

**In order to**  
Complete and submit your online registration application [here](#)

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Guidance on Approved Governing Documents follows later

You will now need to apply for an account to be able to use the online application service. Click on the right hand side of the screen on the 'Enter the service' button.

## Online application for charity registration

### Online Application

Apply to register a new charity

Continue with an application you have started

Amend contacts for application

### Other Services

[Contact us](#)

[Back to Main Website](#)

### Welcome to Online application for charity registration

From here you can apply to register a new charity online.

Currently you can only use this online service if your organisation:

- has an [approved governing document](#) which contains agreed objects and administrative provisions;
- has a gross income of more than £5,000 per year;
- is governed by the laws of England and Wales;
- is not an [exempt or excepted body](#).

You must have access to a current Email address to use Online Application for Charity Registration. If you have not already opened an account you may open a new account by clicking the "Enter this service" button on the right of this screen and clicking on the "Apply for an account" button on the next screen. Once you have done this, your secure password will be sent directly to your Email address.

Please read our guidance [Things to think about before setting up a charity](#) before completing an application.

[For information about using this service, click here.](#)

[Charity Commission - Online application for charity registration questionnaire](#)

Click here to open a user account or log on to one you have opened already.

[Enter this service](#)

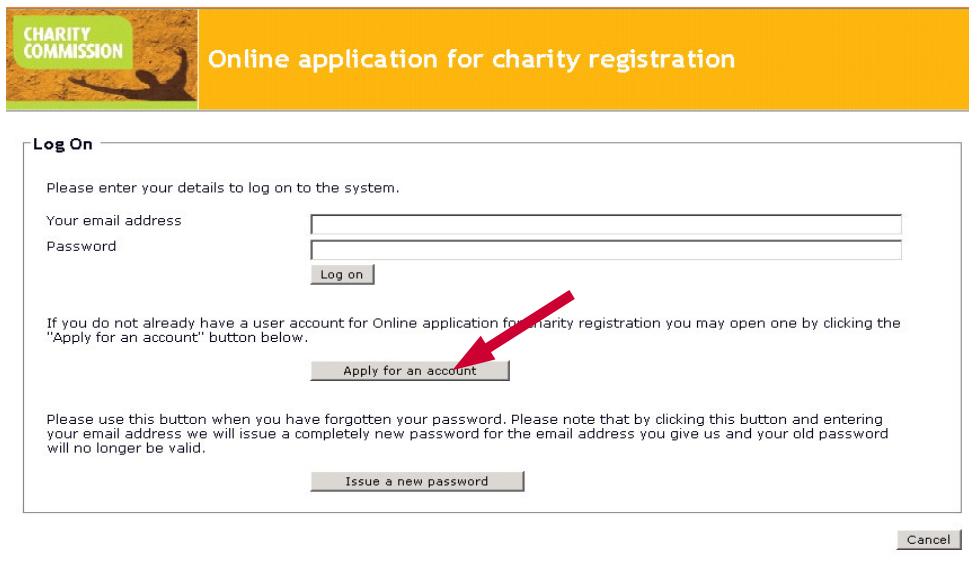
Currently not logged on

\* If your income exceeds £100,000 you fulfill these criteria

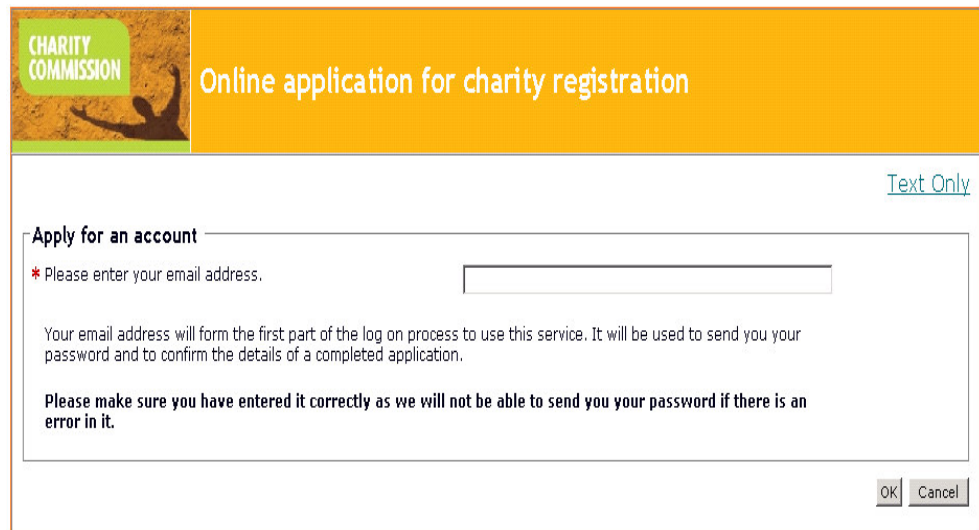
Ignore reference to £5,000 threshold.

Approved Governing Documents – no action required here – guidance provided later

If you have not used the service before please click on the **apply for an account** button in order to obtain a password



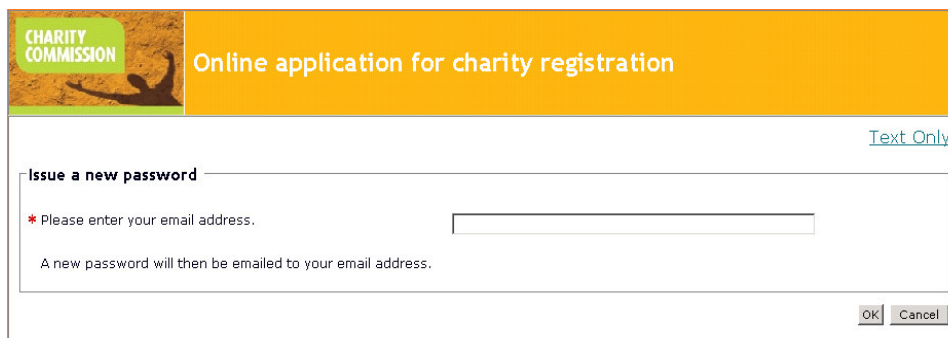
Open new account – obtain secure password



Your password will be emailed to the address you give us.

When you receive your password return to the log on page enter **your email address** and **password** in the top two boxes.

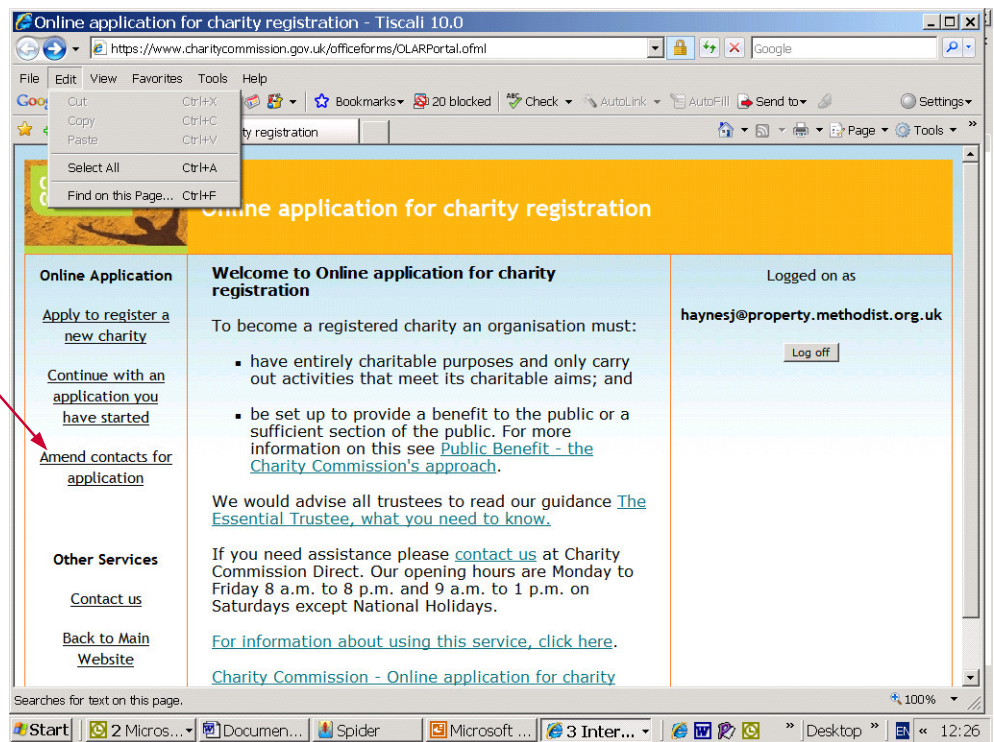
If you lose your password and need to apply for a new one please click on the **issue a new password** button.



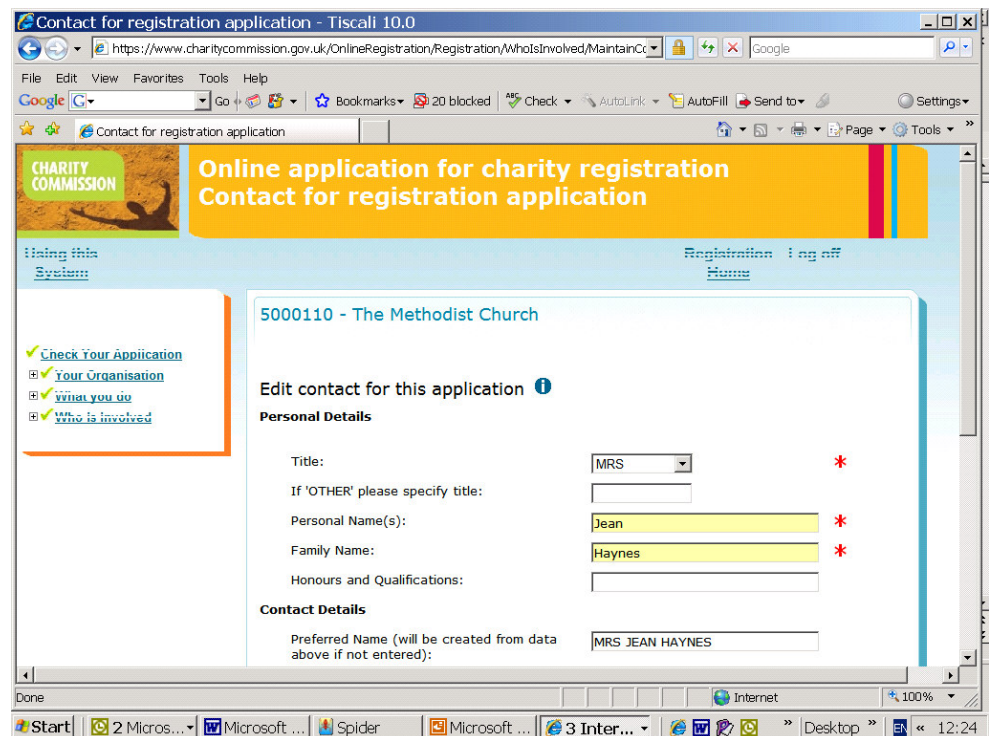
Please note that once we have sent a new password to your email address the old one will no longer be valid.



If you need to amend the details of the correspondent for the form you will need to use this screen and click on 'Amend contact for this application'



You will then be directed to this screen where you are able to change the contact details



When you have logged on successfully you will see the following screen.

The screenshot shows the 'Online application for charity registration' login page. On the left is a sidebar with links: 'Apply to register a new charity', 'Continue with an application you have started', 'Amend contacts for application', 'Contact us', and 'Back to Main Website'. The main content area has a header 'Welcome to Online application for charity registration' and a list of requirements for a registered charity. A red arrow points from the text 'Assume these criteria are met' to the requirements list. The top right shows the user is logged in as 'sue.aldworth@charitycommission.gsi.gov.uk' with a 'Log off' button.

\* For all **process questions/queries** please contact Jean Haynes (The Methodist Church, Resourcing Mission Office) not the Charity Commission. For **LEP issues** please contact John Bradley (Churches Together in England).

If you click on 'Apply to register a charity' you'll see the next screen. The next section of screens acts a filter to make sure that only those with approved governing documents and unchanged objects clauses can use the system.

We recommend you click on the 'Using this system' link on the top left hand corner to familiarise yourselves with the way the application works including what the symbols mean. *(This information is at the front of this booklet)*

The screenshot shows the 'Online Application for Charity Registration Your Organisation' screen. It has a sidebar with a 'Using this System' link. The main content area has a header 'What is the organisation you wish to register?' and a form titled 'Enter your organisation name and date of governing document'. The form has fields for 'Organisation Name' and 'Date governing document came into effect' (with dropdowns for Day, Month, and Year). There are 'Save' and 'Cancel' buttons at the bottom right. A version number '(v1.3)' is in the top right corner.

Enter organisation name – e.g. **United Church, Gorton**

Date governing document came into effect – Insert here the date your LEP Constitution had been approved by the appropriate authority of each of the participating Churches

Note: *date established* refers to the local church/society/organisation not to the present building

Enter details of the person whom the trustees have decided is to be the contact person.

*The named contact is the person with whom the Charity Commission will discuss the application. (It can be a legal advisor)*

*The Commission will also discuss the application with a named trustee. They will not discuss the application with a member of the public.*

*The contact should be willing to be a 'conduit' and have, or be able to obtain, knowledge or information about the charity when the Charity Commission make enquiry.*

**(Note phone number is mandatory and must be the number of the contact person)**

### Add contact for this application

#### Personal Details

Click here if the contact is an organisation

Organisation

Title:

[Title]

If 'OTHER' please specify title:

Personal Name(s):

Family Name:

Honours and Qualifications:

#### Contact Details

Preferred Name (will be created from data above if not entered):

Click here if the contact address is not in the UK:

Non-UK Address

Post Code:

P

Select Address

Address Line 1:

Address Line 2:

Address Line 3:

Address Line 4:

Address Line 5:

Telephone Number:

Alternative Telephone Number:

Email Address:

### TEST LEP

#### Assessing eligibility for registration

Please confirm your organisation is required to register for the following reasons:

- a) it is governed by the laws of England and Wales and ☒ Yes ☐ No \*
- b) it has an income of more than £5,000 a year and is not exempt or excepted from the requirement to register ☒ Yes ☐ No \*
- c) it was previously excepted and has an income of £100,000 ☒ Yes ☐ No \*

**Answer Yes to a), b) and c)**

Save

Cancel

### TEST LEP

#### Your organisation's governing document

Please indicate which type of Governing Document your organisation has by clicking on one of the following: \*

- Memorandum and Articles ☐
- Constitution ☒
- Trust Deed or Declaration of Trust ☐
- Will ☐
- Act of Parliament or Measure, Deed or Scheme of Union for excepted charities > £100,000 only ☐
- Other ☐

Tick Constitution

Save

Cancel

Home

### TEST LEP

#### Adopting an approved governing document

Have you adopted an approved governing document?

☒ Yes ☐ No \*

Tick YES

Save

Cancel

**TEST LEP**

**Adopting an approved governing document i**

Have you adopted an approved governing document? ☒ Yes ☐ No \*

What is the name of the body that issued the approved governing document?

Have you changed objects, trustee remuneration, or power of amendment?

Local Ecumenical Partnership \*

Independent Methodist Churches \*

Inner Wheel Club Benevolent Funds \*

Jehovah's Witness Congregation

Kids Club Network

Local Ecumenical Partnership

Making Music

Marriage resource Groups

Mencap / Gateways

MIND

Mudiad Ysgolion Meithrin - Cylch Cyfa

Mudiad Ysgolion Meithrin - Cylch Cyfa

Cancel

The wording for this has been agreed by the Charity Commission

Have you adopted an approved governing document? – Answer **YES**

What is the body that issues the approved governing document? – **Local Ecumenical Partnership**. (This is a drop down menu where you can choose **Local Ecumenical Partnership**)

Is the wording of the objects clause exactly the same as the approved governing document? – Answer **YES**

You are now given an application reference number and can continue to complete the application process online.

At this point your application has been saved and you can log out and return as often as you like. You are lead through the sections of the form and now have the tree menu and the section links on the menu bar as well as Print draft and Submit/check.

Using this System   Your Applications   Print Draft   Your Organisation   What you do   Who is involved   Submit/Check   Registration Home   Log out

**You have now completed the eligibility assessment**

You have now completed the eligibility criteria and are able to continue completing your application online.

**Check Your Application**

☒ Your Organisation

☒ What you do

☒ Who is involved

**Your Application Number is 5000307**

**What you need to do now**

**Your Organisation**

There are three parts to the application and you need to complete all of these to apply for registration.

In the first part you need to tell us about the organisation that is applying. The second part is about what the organisation does and the third part is about the people or other organisations that are involved.

We recommend that you follow a guided route through the application by using the "Next" and "Previous" buttons at the bottom of each screen. If you cannot answer a question you will be able to leave it for the moment and return to it later. Alternatively you can move freely backwards and forwards using the tree menu on the left. You may also wish to use the section buttons on the menu bar at the top of the screen to move through the various sections of the form.

When you think you have completed all the sections you can check it using the Submit/Check option in the menu above. This will tell you if there are still items you need to complete. If you have completed everything you need to you will be able to submit the application.

You can print a draft of your application at any time using the "Print Draft" option on the menu above.

You can leave the application at any point and your application is saved automatically. Return to it later by clicking "Continue with an application you have started" when you log on again. Please note that applications will be removed if they have not been worked on for more than 3 months.

**What you Do**

**Who is involved**

Next



We recommend that you move through the application form in order by clicking 'Next' on each screen.

This is the part where we collect details about the public address for the register and if you operate from this address or not.

**5000307 - Dummy organisation**

Does your organisation use another name or acronym? ⓘ \*

Main Name:

Other Name or Acronym:

Previous Next

Main Name e.g. **United Church, Gorton**  
 Does your organisation use another name or acronym? – If so answer accordingly after entering the official title of the Church against Main Name

This captures the operating address.

**5000307 - Dummy organisation**

The organisation's public address? ⓘ \*

Click here if the public address is not in the UK. ☐ Non-UK Address

Post Code: ⓘ  Select Address \*

Address Line 1  \*

Address Line 2  \*

Address Line 3

Address Line 4

Address Line 5

Is this the address from which the organisation operates? ☐ Yes ☐ No \*

Previous Next

Note: if you put in the post code a drop down list will appear so that you can choose the correct address

Is this the address where the organisation operates? – Answer **YES**

If the Church has not got a postbox you may enter the address of the designated person who will receive correspondence regarding the charity. You must then tick NO where it asks “is this the address from which the organisation operates. It will take you to the screen overleaf.

Using this System   Your Applications   Print Draft   **Your Organisation**   What you do   Who is involved   Submit / Check   Registration Home   Log out

**5000307 - Dummy organisation**

**The address the organisation works from** ⓘ \*

Click here if the working address is not in the UK:

Post Code: ⓘ   \*

Address Line 1:  \*

Address Line 2:  \*

Address Line 3:

Address Line 4:

Address Line 5:

Please explain in the box below why you do not want your address to be made public. See the guidance notes for the kind of situations where we would be willing to publish an alternative address. (max. 400 characters)

Your organisation can have two email addresses

Next we ask for details about websites, and email addresses. We assume that because you are using an online service you are likely to have an email address.

(i) The public address will be displayed on the Register of Charities website

(ii) The private address will be used to contact your organisation.

The same address can be used for both purposes.

Enter email for public display and then the second email for contact only by the Commission, if preferred.

**5000354 - Harry Potter Benevolent Society**

**The organisation's web and email addresses** ⓘ

Email for public display: ⓘ

**Email address for Commission use:**  
Please give an Email address we should use to contact your organisation, for example when sending the password to access online services. It can be the same as the public Email address.

Email for Commission use:  \*

**Organisation's web site address:**  
If we decide we can register your organisation we will provide a link to your website from your entry on the public Register of Charities.

Organisation's website address: ⓘ

Answer: Yes (most cases)

For guidance in calculating gross income see separate paper

[What you do](#) [Who is involved](#) [Submit / Check](#) [Registration Home](#) [Log off](#)

[Your Organisation](#)

5000354 - Harry Potter Benevolent Society

Finance and funding ⓘ

Has your organisation existed for more than one year and have accounts been published? ☒ Yes ☐ No \*

Please provide the gross annual income as recorded in your accounts in the box below. (Please do not use commas or spaces. Please insert numbers only)

Gross income £  \*

Next financial year end date  [Day]  [Month]  [Year] \*

How has your organisation raised its funds and/or how does it intend to do so in the future?

*By weekly offerings and donations from members and those attending worship and various fundraising events such as:  
(specify any fundraising for: General Funds/Development/  
Building Funds/ any other Special Funds)  
Lettings if appropriate  
Any other income*

Do you intend to use professional fund-raising consultants? ☐ Yes ☐ No \*

*In most cases the answer will be 'no' unless the trustees have decided to employ a professional e.g. for a major building project. (The reference to such consultants does not include the denominational officers)*

If you click 'No' and don't have published accounts you will see this screen

The screenshot shows the 'Your Organisation' section of a registration form. The title is '5000354 - Harry Potter Benevolent Society'. The section is titled 'Finance and funding' with an information icon. It contains the following fields and questions:

- Has your organisation existed for more than one year and have accounts been published? (Radio buttons: Yes, No) \*
- Please enter the estimated income for the first year of operation and the current income so far this year. (Please do not use commas or spaces. Please insert numbers only)
- Estimated gross annual income £ (Text input) \*
- Year to date income £ (Text input) \*
- Next financial year end date (Date picker: [Day], [Month], [Year]) \*
- How has your organisation raised its funds and/or how does it intend to do so in the future? (Text area)
- Do you intend to use professional fund-raising consultants? (Radio buttons: Yes, No) \*

At the bottom are 'Previous' and 'Next' buttons.

If you complete this screen then you have completed all we need in the 'Your organisation' section of the form and will see your first 'Progress screen'

The screenshot shows the 'Progress screen' for '5000307 - Dummy organisation'. It features a flowchart on the left with three boxes: 'Your Organisation' (blue, with a green checkmark), 'What you Do' (green), and 'Who is involved' (yellow). Arrows point from 'Your Organisation' to 'What you Do' and from 'What you Do' to 'Who is involved'. On the right, the text reads: 'Congratulations! You have completed this section of the registration application. When you press "Next" you will see a summary of the information you have provided so far. If you want to edit this you can use the buttons in each section of the summary to return to the original information and edit it. Press "Next" on the Summary Screen to move to the next section of the application.'

At the bottom right are 'Previous' and 'Next' buttons.

As described you will then be directed to a 'Summary screen'

**5000307 - Dummy organisation**

**Organisation names**

Main Name :

Working Name :

**Public address**

**Internet**

Email for public display:

Email for Commission Use:

Organisation Web site:

**Operating address**

**Finance and funding**

Gross Income (estimated)

Year to date income

Next Financial Year End Date

[Previous](#) [Next](#)

Check details

Here you can check the information you have entered so far, edit it if you wish.

If you click 'Next' you'll be taken to the 'What you do' section of the form. Next we see the Objects which are display only and all you have to do is to confirm your use of these objects.

**Online application for charity registration Objects** (v1.3)

**5000354 - Harry Potter Benevolent Society**

**Your organisation's objects**

Your organisation is using an approved governing document issued by : **Local Ecumenical Partnership**

You have stated that you are using the same wording for the objects as the approved governing document. The approved wording is given below. Please confirm that this is the wording you are using for your application. If there are major changes to the objects clause we cannot process your application online and you will need to submit a manual application form.

**The wording for this box will appear Automatically if you have chosen LEP**

☐ Confirm \*

[Previous](#) [Next](#)

Print Draft   [Your Organisation](#)   **What you do**   [Who is involved](#)   [Submit / Check](#)   [Registration Home](#)   [Log out](#)

5000307 - Dummy organisation

**The organisation's activities?** ⓘ ⓘ \*

What activities do you intend to carry out to further your charitable purpose(s)?  
If you are setting up a company to take over the activities of an existing charity please also indicate which activities, if any, will be new.

(max. 400 characters)

See yellow sheet at back of the booklet

OK

Previous   Next

You'll need to categorise yourselves in at least one category in each of the three sections. (What, Who and How)

Next is the Classification of the organisation.

### Part 1 What does your organisation do?

Print Draft   [Your Organisation](#)   **What you do**   [Who is involved](#)   [Submit / Check](#)   [Registration Home](#)   [Log out](#)

5000307 - Dummy organisation

Select at least one category in each of the three sections to describe what the organisation will do. We recommend you read the guidance by clicking on the 'i' icon carefully before completing this.

**What (does your organisation do)?** ⓘ ⓘ \*

<input type="checkbox"/> 101 General Charitable Purposes	<input type="checkbox"/> 108 Religious activities	<input type="checkbox"/>
<input type="checkbox"/> 102 Education/Training	<input type="checkbox"/> 109 Arts/culture	<input type="checkbox"/>
<input type="checkbox"/> 103 Medical/Health/Sickness	<input type="checkbox"/> 110 Sport/recreation	<input type="checkbox"/>
<input type="checkbox"/> 104 Disability	<input type="checkbox"/> 111 Animals	<input type="checkbox"/>
<input type="checkbox"/> 105 Relief of Poverty	<input type="checkbox"/> 112 Environment/Conservation/Heritage	<input type="checkbox"/>
<input type="checkbox"/> 106 Overseas aid/Famine relief	<input type="checkbox"/> 113 Economic/Community development/Employment	<input type="checkbox"/>
<input type="checkbox"/> 107 Accommodation/Housing	<input type="checkbox"/> 114 Other or none of these	<input type="checkbox"/>

If "Other or none of these" please specify.

### Tick 'Religious Activities' (108)

In the vast majority of cases this will be the only box to be ticked. If you consider that your organisation has a significant other purpose representing the main objectives of your charity then it is acceptable to tick a further box. Please remember that all your organisation's objectives must be exclusively charitable and entering another purpose may raise complications

### Part 2 Who does your organisation help? - Tick "General public/mankind"(207)

**Who (does your organisation help)?** ⓘ ⓘ \*

<input type="checkbox"/> 201 Children/Young people	<input type="checkbox"/> 205 Other charities/Voluntary bodies	<input type="checkbox"/>
<input type="checkbox"/> 202 Elderly/Old People	<input type="checkbox"/> 206 Other defined groups	<input type="checkbox"/>
<input type="checkbox"/> 203 People with disabilities	<input type="checkbox"/> 207 General public/Mankind	<input type="checkbox"/>
<input type="checkbox"/> 204 People of a particular ethnic or racial origin		

### Part 3 How does your organisation operate

How (does your organisation operate)? **i** **P** \*

301 Makes grants to individuals	<input type="checkbox"/>	306 Provides services	<input type="checkbox"/>
302 Makes grants to organisations	<input type="checkbox"/>	307 Provides advocacy/advice/information	<input type="checkbox"/>
303 Provides other finance	<input type="checkbox"/>	308 Sponsors or undertakes research	<input type="checkbox"/>
304 Provides human resources	<input type="checkbox"/>	309 Acts as umbrella or resource body	<input type="checkbox"/>
305 Provides buildings/facilities/open space	<input type="checkbox"/>	310 Other or none of these	<input type="checkbox"/>

If "Other or none of these" please specify.

***Provides public religious worship – open to all***

Previous

Next

*'Provides services' means, for example, care services i.e. in the goods and services context.*

Next we ask you to define where you work.  
When you click on 'Now working' you will see the following screen

[Using this System](#)
[Your Applications](#)
[Print Draft](#)
[Your Organisation](#)
[What you do](#)
[Who is involved](#)
[Submit / Check](#)
[Registration Home](#)
[Log out](#)

## Enter the Local Authority areas in which your organisation works

Click the button below if you do not know where you will work yet

Not Yet Working

X
Check Your Application

Y
Your Organisation

Y
What you do

X
Who is involved

Y
Organisation Names

Y
Public address

Y
Working address

Y
Internet

Y
Finance and funding

Y
Objects

Y
Activities

Y
Classification

Y
Working in the UK

X
Contact for Organisation

X
Trustees

X
Vulnerable People

X
Private Benefit

### 5000307 - Dummy organisation

#### Working in England and/or Wales <sup>i</sup>

If your organisation works in specific parts of England and/or Wales, you can add local authority areas up to a combined total of 10. (A local authority area is either a London Borough, Unitary Authority, a Metropolitan Borough or a Non-Metropolitan County.)

Local authority area <sup>P</sup>
{none}
{none}
{none}
{none}
{none}
{none}
{none}
{none}
{none}
{none}

If your organisation works in more than 10 London Boroughs click this button to select throughout London. This can be used in combination with other specific areas listed above.

Throughout London

If your organisation works in more than 10 local authority areas within England and/or Wales please select one of the options below.

throughout England (more than 10 local authority areas.)	<input type="checkbox"/>
throughout Wales (more than 10 local authority areas.)	<input type="checkbox"/>
throughout England and Wales (more than 10 local authority areas.)	<input type="checkbox"/>

---

#### Working elsewhere in the UK and abroad <sup>i</sup>

If you also work in Scotland please check this box.

If you also work in Northern Ireland please check this box.

Please check this box if you work in any countries outside the UK.

Previous

Next

Using this System   Your Applications   Print Draft   Your Organisation   **What you do**   Who is involved   Submit / Check   Registration Home   Log out

**You must provide this information because you say you work in Scotland**

**5000307 - Dummy organisation**

**Working In Scotland** ⓘ

Is your organisation registered or will it be registered with the office of the Scottish Charities Regulator (OSCR) as well? ☒ Yes ☐ No \*

If you are already registered with OSCR what is your OSCR Registration No.?

Have you ever had an application rejected by the OSCR? ☐ Yes ☐ No \*

**If yes please explain why in the space below**

Previous Next

**Check Your Application**

- ☒ **Your Organisation**
  - ☒ Organisation Names
  - ☒ Public address
  - ☒ Working address
  - ☒ Internet
  - ☒ Finance and funding
- ☒ **What you do**
  - ☒ Objects
  - ☒ Activities
  - ☒ Classification
  - ☒ Working in the UK
  - ☒ Working in Scotland
  - ☒ Working outside the UK
- ☒ **Who is involved**
  - ☒ Contact for Organisation
  - ☒ Trustees
  - ☒ Vulnerable People
  - ☒ Private Benefit

You have answered 'no' so should not see this screen

If you operate outside the UK you will be presented with this screen. If you click on the 'Continent' button the group of countries on the left hand box will be sorted by continent as below. Make sure you tick the 'Confirm' box to complete the screen and acknowledge that you have selected everywhere you work.

You have answered 'no' so should not see this screen

Working outside the UK - Microsoft Internet Explorer

Address: https://replicacharity/OnlineRegistration/Registration/WhatYouDo/InternationalOperation.aspx

**5000307 - Dummy organisation**

**Working outside the UK** ⓘ

You must list every country outside the UK in which your organisation works.

The box on the left lists all the countries that you have not already selected. The box on the right lists the countries where you work. To add a country to your list select it in the left box and press the "Select" button. (You can remove countries from your list by selecting it in the right box and pressing the "Unselect" button.)

To help you find the countries you need you can sort the lists either alphabetically or by Continent using the "Sort By" button at the bottom.

**Other countries**

AFRICA - ALGERIA  
AFRICA - ANGOLA  
AFRICA - BENIN  
AFRICA - BOTSWANA  
AFRICA - BURKINA FASO  
AFRICA - BURUNDI  
AFRICA - CAMEROON  
AFRICA - CENTRAL AFRICAN F  
AFRICA - CHAD  
AFRICA - COMOROS  
AFRICA - CONGO  
AFRICA - DEMOCRATIC REPUE  
AFRICA - DJIBOUTI  
AFRICA - EQUATORIAL GUINEA  
AFRICA - ERITREA  
AFRICA - ETHIOPIA  
AFRICA - GABON  
AFRICA - GAMBIA  
AFRICA - GHANA

**Select**

**Unselect**

**Sort By:** Country

**Countries where the organisation works**

ANTARCTICA - ANTARCTICA  
OCEANIA - AUSTRALIA  
OCEANIA - FIJI  
OCEANIA - NEW ZEALAND  
OCEANIA - SAMOA

When you are sure that you have added all the countries where you work please check the "Confirm" box. ☐ Confirm

Previous Next



Note that in the tree menu there are the additional items you have selected in this section of the form with a tick or cross next to them. When you have completed this screen you are taken to the next 'Progress screen'.

5000307 - Dummy organisation

Your Organisation

What you Do

Who is involved

**Congratulations! You have completed this section of the Registration Application.**

When you press "Next" you will see a summary of the information you have provided so far. If you want to edit this you can use the buttons in each section of the summary to return to the original information and edit it.

Press "Next" on the Summary Screen to move to the next section of the application.

Previous
Next

Again you will be shown a summary of the information input in this section of the form which you can choose to edit or move on.

Using this System
Your Applications
Print Draft
Your Organisation
What you do
Who is involved
Submit / Check
Registration Home
Log out

X Check Your Application

✓ Your Organisation
Organisation Names
Public address
Working address
Internet
Finance and funding

✓ What you do
Objects
Activities
Classification
Working in the UK
Working in Scotland
Working outside the UK

X Who is involved
Contact for Organisation
Trustees
Vulnerable People
Private Benefit

5000307 - Dummy organisation

Objects
Objects taken without any changes from approved governing document issued by
Headway
The wording of your objects has been confirmed. Press the review button to view them.
Review

Activities
Providing,conserving, protecting and improving woodlands. Sustaining and improving the rural economy through the promotion of timber and woodland products, agri-environment schemes,
Edit

Classification
What(does your organisation do)
General Charitable Purposes
Who(does your organisation help)
Children/Young people
Other charities/Voluntary bodies
How(does your organisation operate)
Provides services
Provides advocacy/advice/information
Edit

Working within the UK
You do not work in England or Wales.
You work in Scotland.
You do not work in Northern Ireland.
Edit

Working in Scotland
Your Organisation Works in Scotland. It will be registered with the office of the Scottish Charities Regulator. You have never had an application for registration rejected by the office of the Scottish Charities Regulator.
Edit

Check details

25

## Working outside the UK

The list below shows the countries where you work.

ANTARCTICA	▲
AUSTRALIA	
FIJI	
NEW ZEALAND	
SAMOA	▼

You have confirmed the list is complete.

Edit

You should not see this screen

Previous

Next

The final section of the application is the 'Who is involved' section. The first screen of this section is the contact for the organisation. (formerly the correspondent)

Using this System	Your Applications	Print Draft	Your Organisation	What you do	Who is involved	Submit / Check	Registration Home	Log out
-------------------	-------------------	-------------	-------------------	-------------	-----------------	----------------	-------------------	---------

Click here if you want to use a person or organisation you have input already

Find

**Check Your Application**

- ☒ **Your Organisation**
  - ☒ Organisation Names
  - ☒ Public address
  - ☒ Working address
  - ☒ Internet
  - ☒ Finance and funding
- ☒ **What you do**
  - ☒ Objects
  - ☒ Activities
  - ☒ Classification
  - ☒ Working in the UK
  - ☒ Working in Scotland
  - ☒ Working outside the UK
- ☒ **Who is involved**
  - ☒ Contact for Organisation
  - ☒ Trustees
  - ☒ Vulnerable People
  - ☒ Private Benefit

### 5000307 - Dummy organisation

Please click on the 'Find' button on the left hand panel to select a person who has already been entered

#### Add contact for the organisation

**Personal Details**

Click here if the contact is an organisation

Title:  \*

If 'OTHER' please specify title:

Personal Name(s):  \*

Family Name:  \*


Honours and Qualifications:

Date of Birth:    \*

**Contact Details**

Preferred Name (will be created from data above if not entered):

Click here if the contact address is not in the UK:

Post Code:    \*

Address Line 1:  \*

Address Line 2:  \*

Address Line 3:

Address Line 4:

Address Line 5:

Telephone Number:  \*

Email Address:

If the contact, whose name will go on the Charity Commission Public Register ( website), for the organisation is the person completing the form please press 'find' so that the details can be entered automatically when you select the name

The next screen is the trustee list screen.

Using this System   Your Applications   Print Draft   Your Organisation   What you do   **Who is Involved**   Submit / Check   Registration Home   Log out

The Commission only publishes the preferred name for each trustee after registration

The preferred name will not be published at all if the Commission accepts a request that it is not made public

**✕ Check Your Application**

- ✓ **Your Organisation**
  - ✓ Organisation Names
  - ✓ Public address
  - ✓ Working address
  - ✓ Internet
  - ✓ Finance and funding
- ✓ **What you do**
  - ✓ Objects
  - ✓ Activities
  - ✓ Classification
  - ✓ Working in the UK
  - ✓ Working in Scotland
  - ✓ Working outside the UK
- ✕ **Who is involved**
  - ✓ Contact for Organisation
  - ✕ Trustees
  - ✕ Vulnerable People
  - ✕ Private Benefit

### 5000307 - Dummy organisation

For more information about trustees please click the following link to guidance on our website. [The Essential Trustee](#). Currently we hold details of 0 trustees. Details of these trustees are shown below.

You must have a minimum of two individual charity trustees or one corporate trustee. You cannot remove all current details unless new details have been added first.

If you give an optional Email address for your charity trustees, the Commission may email them with important updates about trusteeship from time to time. Check this box if they do not wish to receive these updates. ☐

To add a new trustee to the list click this button

When you are sure that the trustee list is complete and correct check the confirm box ☐ Confirm

Before completing the next section obtain details from all trustees (the standard form provided may be used)

All Single Congregation LEPs , have individual trustees – there are no corporate trustees

When you click on 'Add trustee' you see the following screen. Please note that date of birth is mandatory for all trustees.

Using this System   Your Applications   Print Draft   Your Organisation   What you do   **Who is Involved**   Submit / Check   Registration Home   Log out

Click here if you want to use a person or organisation you have input already

**✕ Check Your Application**

- ✓ **Your Organisation**
  - ✓ Organisation Names
  - ✓ Public address
  - ✓ Working address
  - ✓ Internet
  - ✓ Finance and funding
- ✓ **What you do**
  - ✓ Objects
  - ✓ Activities
  - ✓ Classification
  - ✓ Working in the UK
  - ✓ Working in Scotland
  - ✓ Working outside the UK
- ✕ **Who is involved**
  - ✓ Contact for Organisation
  - ✕ Trustees
  - ✕ Vulnerable People
  - ✕ Private Benefit

### 5000307 - Dummy organisation

Please click on the 'Find' button on the left hand panel to select a person who has already been entered

**Add Trustee ⓘ**

Click here if the trustee is an organisation

Title:  \*

If 'OTHER' please specify title:

Personal Name(s):  \*

Family Name:  \*

Honours and Qualifications:

Date of Birth:    \*

Display Name: ⓘ

Click here if the trustee's home address is not in the UK:

Home Address Post Code:   \*

Address Line 1:  \*

Address Line 2:  \*

Address Line 3:

Address Line 4:

Address Line 5:

Telephone Number:  \*

Email Address:

Trustee is the chair: ☐

The Charity Commission require a name and address for the Public Register

Note: Enter postcode and 'select address' - a drop down menu will appear for you to choose the correct address. The address will be entered automatically .

(If this 'automated data' appears incorrect contact Jean Haynes at the The Methodist Church, Resourcing Mission Office)

If this person feels that they have good reason NOT to have their name published on the public Register of charities, please explain below. The Commission is not obliged to concur with a request for a waiver and will only normally do so in the interests of the safety of the individual concerned.

Click here if this trustee has ever used a different name

Other Names

Save

Cancel

If you are considering completing this box refer to **Jean Haynes**.

Note the appearance of the 'Find' button where you can select a person already entered. If you click on this button you will see this screen.

5000307 - Dummy organisation

#### Find Person ⓘ

Please select the person you wish to use from the list and click "OK"

MR JASON SMITH  
MRS JANE HAVERSHAM MBE


\*

OK

Cancel

Use this box to save repeating information if contact details entered earlier

Highlight a person and click on 'OK'.



**Online Application for Charity Registration**  
**Person Details**

(v1.3)

5000307 - Dummy organisation

You have selected the following person.

Title: MRS Personal Names: Jane Family Name: Haversham Honours and Qualifications: MBE	MRS JANE HAVERSHAM MBE The Charity Commission Harmsworth House 13-15 Bouverie Street LONDON EC4Y 8DP Tel: 0207 674 2393 Email: jane.haversham@btopen.co.uk
---	---

Click on the OK button to use these details for the trustee. You will be able to edit these later.

OK

Cancel

Click 'OK' and the screen will be filled in for you

Using this System	Your Applications	Print Draft	Your Organisation	What you do	Who is involved	Submit / Check	Registration Home	Log out
-------------------	-------------------	-------------	-------------------	-------------	-----------------	----------------	-------------------	---------

Click here if you want to use a person or organisation you have input already

Find

- ✗ Check Your Application
  - ✓ Your Organisation
    - ✓ Organisation Names
    - ✓ Public address
    - ✓ Working address
    - ✓ Internet
    - ✓ Finance and funding
  - ✓ What you do
    - ✓ Objects
    - ✓ Activities
    - ✓ Classification
    - ✓ Working in the UK
    - ✓ Working in Scotland
    - ✓ Working outside the UK
  - ✗ Who is involved
    - ✓ Contact for Organisation
    - ✗ Trustees
    - ✗ Vulnerable People
    - ✗ Private Benefit

### 5000307 - Dummy organisation

Please click on the 'Find' button on the left hand panel to select a person who has already been entered

#### Add Trustee ?

Click here if the trustee is an organisation

Title:  \*

If 'OTHER' please specify title:

Personal Name(s):  \*

Family Name:  \*

Honours and Qualifications:

Date of Birth:    \*

Display Name: P

Click here if the trustee's home address is not in the UK:

Home Address Post Code:   \*

Address Line 1:  \*

Address Line 2:  \*

Address Line 3:

Address Line 4:

Address Line 5:

Telephone Number:  \*

Email Address:

Trustee is the chair: ☐

If this person feels that they have good reason NOT to have their name published on the public Register of charities, please explain below. The Commission is not obliged to concur with a request for a waiver and will only normally do so in the interests of the safety of the individual concerned.

Click here if this trustee has ever used a different name

Save

Cancel

Other names that the trustee has used need to be added to this screen

Using this System

Your Applications

Print Draft

Your Organisation

What you do

Who is involved

Submit / Check

Registration Home

Log out

You must give us the trustee's name at birth, and any other names the trustee has used

**Check Your Application**

☒ **Your Organisation**

☒ Organisation Names

☒ Public address

☒ Working address

☒ Internet

☒ Finance and funding

☒ **What you do**

☒ Objects

☒ Activities

☒ Classification

☒ Working in the UK

☒ Working in Scotland

☒ Working outside the UK

☒ **Who is involved**

☒ Contact for Organisation

☒ Trustees

☒ Vulnerable People

☒ Private Benefit

5000307 - Dummy organisation

**Other names for** ⓘ

**Name at Birth**

You must enter the name that the trustee was given at birth (it may be the same as the name you have entered already)

**Other Names**

You must enter all other names that the trustee has used.

Add another name

OK Cancel

Once a trustee has been saved and entered the trustee list screen will look as follows

Using this System

Your Applications

Print Draft

Your Organisation

What you do

Who is involved

Submit / Check

Registration Home

Log out

The Commission only publishes the preferred name for each trustee after registration

**Check Your Application**

☒ **Your Organisation**

☒ Organisation Names

☒ Public address

☒ Working address

☒ Internet

☒ Finance and funding

☒ **What you do**

☒ Objects

☒ Activities

☒ Classification

☒ Working in the UK

☒ Working in Scotland

☒ Working outside the UK

☒ **Who is involved**

☒ Contact for Organisation

☒ Trustees

☒ Vulnerable People

☒ Private Benefit

5000307 - Dummy organisation

For more information about trustees please click the following link to guidance on our website. [The Essential Trustee](#) Currently we hold details of 1 trustee. Details of these trustees are shown below.

You must have a minimum of two individual charity trustees or one corporate trustee. You cannot remove all current details unless new details have been added first.

If you give an optional Email address for your charity trustees, the Commission may email them with important updates about trusteeship from time to time. Check this box if they do not wish to receive these updates. ☐

To add a new trustee to the list click this button

Preferred Name (publicly displayed)	Address	Other Details		
MRS JANE HAVERSHAM MBE	The Charity Commission Harmsworth House 13-15 Bouverie Street LONDON	Title: MRS Personal Names: Jane Family Names: Haversham Honours and Qualifications: MBE Date of Birth: 04 Feb 1955 Telephone: 0207 674 2393 Email: jane.haversham@btopen.co.uk	<input type="button" value="Edit"/>	<input type="button" value="Remove"/>

When you are sure that the trustee list is complete and correct check the confirm box ☐ Confirm

Previous Next

You will need to fill in at least 1 corporate trustee or 2 individual trustees

Trustee List - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media

Address <https://replicacharity/OnlineRegistration/Registration/WhoIsInvolved/TrusteeList.aspx>

**each trustee after registration**

The preferred name will not be published at all if the Commission accepts a request that it is not made public

**✖ Check Your Application**

- ☐ **✔ Your Organisation**
  - ✔ [Organisation Names](#)
  - ✔ [Public address](#)
  - ✔ [Working address](#)
  - ✔ [Internet](#)
  - ✔ [Finance and funding](#)
- ☐ **✔ What you do**
  - ✔ [Objects](#)
  - ✔ [Activities](#)
  - ✔ [Classification](#)
  - ✔ [Working in the UK](#)
  - ✔ [Working in Scotland](#)
  - ✔ [Working outside the UK](#)
- ☐ **✖ Who is involved**
  - ✔ [Contact for Organisation](#)
  - ✖ [Trustees](#)
  - ✖ [Vulnerable People](#)
  - ✖ [Private Benefit](#)

For more information about trustees please click the following link to guidance on our website. [The Essential Trustee](#). Currently we hold details of 4 trustees. Details of these trustees are shown below.

You must have a minimum of two individual charity trustees or one corporate trustee. You cannot remove all current details unless new details have been added first.

If you give an optional Email address for your charity trustees, the Commission may email them with important updates about trusteeship from time to time. Check this box if they do not wish to receive these updates. ☒

To add a new trustee to the list click this button Add Trustee

Preferred Name (publicly displayed)	Address	Other Details		
MRS JANE HAVERSHAM MBE	The Charity Commission Harmsworth House 13-15 Bouverie Street LONDON	Title: MRS Personal Names: Jane Family Names: Haversham Honours and Qualifications: MBE Date of Birth: 04 Feb 1955 Telephone: 0207 674 2393 Email: jane.haversham@btopen.co.uk	<span>Edit</span>	<span>Remove</span>
Bell Lyn and Max	Charity Commissioners For England & Wales South West Regional Office Woodfield House Castle Street	Telephone: 0182334456777 Email: belllynmax@taunton.co.uk	<span>Edit</span>	<span>Remove</span>
MRS ELIZABETH WINDSOR (Chair)	Buckingham Palace LONDON	Title: MRS Personal Names: Elizabeth Family Names: Windsor Honours and Qualifications: Date of Birth: 21 Apr 1927 Telephone: 020 7930 4832 Email: press@royalcollection.org.uk	<span>Edit</span>	<span>Remove</span>
MR JIM BROWN OBE	Ardent Productions The Main House Bagshot Park BAGSHOT Surrey	Title: MR Personal Names: Jim Family Names: Brown Honours and Qualifications: OBE Date of Birth: 02 Sep 1942 Telephone: 020 7930 4832 Email: bookinginfo@royalcollection.org.uk	<span>Edit</span>	<span>Remove</span>

When you are sure that the trustee list is complete and correct check the confirm box ☒ Confirm

Previous
Next

You need to fill in all the postcodes, phone numbers and birth dates of every individual trustee as they are the mandatory fields. Please also ensure that you have confirmed you have entered all the trustees – if not you won't be able to submit your application.

Check you have the full list of trustees

Next we move to Vulnerable people

5000307 - Dummy organisation

### Vulnerable people

Please ensure that you click on the 'i' icon above to read our guidance about Criminal Records Bureau (CRB) checks.

Please confirm by checking the box below that you have read and understood our guidance about CRB checks.

I have read the Guidance ☐ \*

Does your organisation work with children? ☒ Yes ☐ No \*

Does your organisation work with vulnerable adults? ☐ Yes ☒ No \*

I have read the Guidance: Tick the box – our guidance has been agreed with the Charity Commission.

Does your organisation work with children? - Answer YES

Does your organisation work with vulnerable adults? - Answer NO (majority of cases).

(However if your Church operates a night shelter for homeless people, for example, you may need to answer YES)



**You must have read and understood the guidance about CRB checks.**

**✕ Check Your Application**

☑ **Your Organisation**

- ✓ [Organisation Names](#)
- ✓ [Public address](#)
- ✓ [Working address](#)
- ✓ [Internet](#)
- ✓ [Finance and funding](#)

☑ **What you do**

- ✓ [Objects](#)
- ✓ [Activities](#)
- ✓ [Classification](#)
- ✓ [Working in the UK](#)
- ✓ [Working in Scotland](#)
- ✓ [Working outside the UK](#)

✕ **Who is involved**

- ✓ [Contact for Organisation](#)
- ✓ [Trustees](#)
- ✕ [Vulnerable People](#)
- ✕ [Private Benefit](#)

### 5000307 - Dummy organisation

#### Vulnerable people ⓘ

Please ensure that you click on the 'i' icon above to read our guidance about Criminal Records Bureau (CRB) checks.

Please confirm by checking the box below that you have read and understood our guidance about CRB checks.

I have read the Guidance ☒ \* ☐

Does your organisation work with children? ☒ Yes ☐ No \*

Does your organisation work with vulnerable adults? ☐ Yes ☒ No \*

#### Working with children

Does your organisation have a child protection policy? ☐ Yes ☒ No \*

Are you required by law to carry out CRB checks on your trustees? ☐ Yes ☒ No \*

Are you allowed by law to carry out CRB checks on your trustees? ☐ Yes ☒ No \*

If you are neither required nor allowed to obtain CRB checks on all trustees please explain why not in the box below

If you are required to carry out CRB and have not done so, please explain why not in the box below.

If you are allowed to carry out CRB checks and have decided not to do so please explain in the box below what safeguards you have implemented to ensure that no unsuitable person has access to any children with whom the organisation works.

The LEP has adopted the Safeguarding Policy of .....

You need to read the guidance using the 'i' icon and tick the guidance box and the screen will adjust according to your answers

If you tick 'Yes' for working with children they will see this screen

This is the same as the current manual form. If you say 'Yes' to Vulnerable adults you'll see this screen

### Working with vulnerable adults

Does your organisation have a policy for working with vulnerable adults? ☐ Yes ☐ No \*

Are you required by law to carry out CRB checks on your trustees? ☐ Yes ☐ No \*

Are you allowed by law to carry out CRB checks on your trustees? ☐ Yes ☐ No \*

If you are neither required nor allowed to obtain CRB checks on all trustees please explain why not in the box below

If you are required to carry out CRB and have not done so, please explain why not in the box below.

If you are allowed to carry out CRB checks and have decided not to do so please explain in the box below what safeguards you have implemented to ensure that no unsuitable person has access to any vulnerable adults with whom the organisation works.

If you answered 'No' to working with vulnerable adults on the previous page this screen will not appear

Then we move to Private benefit

Print draft   Your Organisation   What you do   **Who is involved**   Submit/Check   Registration Home   Log out

5000307 - Dummy organisation

**Private benefit** ⓘ

Please click on the 'i' icon above to read our private benefit guidance. Please check the box below to confirm that you have read and understood the guidance about private benefit.

I have read the guidance ☐ \*

Does anyone or any organisation receive a private benefit from a connection with your organisation? ☐ Yes ☐ No \*

If the answer is yes please explain who gains and how in the box below:

Save Cancel

Answer – Yes if any trustee has received payment from the charity for legitimate purposes such as a plumber in a professional capacity.

Include paid staff only if they are trustees

Include spouses of trustees where appropriate

Include caretakers and youth workers if they are trustees

You need not record ministerial stipends in this category as a private benefit.

Exclude benefits which are available to any member of the public such as use of the village hall

You need to click on the 'i' icon to read the guidance and then let us know if anyone receives private benefit.  
At the end of this section is the Summary screen for 'Who is involved'

This screen summarises the information you have given us about the people connected to your organisation

- ✓ [Check Your Application](#)
- ☐ ✓ [Your Organisation](#)
  - ✓ [Organisation Names](#)
  - ✓ [Public address](#)
  - ✓ [Working address](#)
  - ✓ [Internet](#)
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  - ✓ [Working outside the UK](#)
- ☐ ✓ [Who is involved](#)
  - ✓ [Contact for Organisation](#)
  - ✓ [Trustees](#)
  - ✓ [Vulnerable People](#)
  - ✓ [Private Benefit](#)

### 5000307 - Dummy organisation

#### Contact for organisation ⓘ

Personal details ⓘ	Contact details ⓘ
Title: MR Personal Names : Jason Family name : Smith	MR JASON SMITH The Charity Commission Harmsworth House 13-15 Bouverie Street LONDON EC4Y 8DP
<input type="button" value="Edit"/>	

#### Vulnerable people ⓘ

Working with children ⓘ	Working with vulnerable adults ⓘ
Your organisation works with children It has a child protection policy It is not required by law to carry out CRB checks on its trustees It is allowed to carry out CRB checks on its trustees	Your organisation works with vulnerable adults It has a policy for working with vulnerable adults It is required by law to carry out CRB checks on its trustees
<input type="button" value="Edit"/>	

<h4>Trustees ⓘ</h4> <p>Your organisation has 4 trustees You have confirmed this list is complete. Click the 'Check' button to view and confirm your current list of Trustees</p> <div style="border: 1px solid #add8e6; padding: 5px; min-height: 40px;">           Jane Haversham            Bell Lyn and Max            Elizabeth Windsor            Jim Brown         </div> <div style="text-align: right;"> <input type="button" value="Check"/> </div>	<h4>Private benefit ⓘ</h4> <p>There are no people and/or organisations who receive private benefit from your organisation. Click the 'Edit' button if you want to change this information</p> <div style="border: 1px solid #add8e6; height: 20px; width: 100%;"></div> <div style="text-align: right;"> <input type="button" value="Edit"/> </div>
--	---

Check details

Again you can check that they have selected everything.  
When you click on 'Next' you will see the submission screen

You are now ready to submit your application, unless, exceptionally, there are special circumstances

[Using this System](#)[Registration Home](#)[Log out](#)

Submission does not guarantee registration

### Special Circumstances

Please tell us about any special circumstances regarding your application that you would like us to know about eg a critical date for a funding application by clicking this button.

[Special Circumstances](#)

### Governing Document

If you have your governing document in an electronic PDF format you can attach it now using this button. Otherwise you can send an electronic copy by emailing us at [registration@charitycommission.gov.uk](mailto:registration@charitycommission.gov.uk) later or post a paper copy quoting your Application number

[Attach](#)

### Data Protection

To find out what we do with the information we collect click the "Data Protection" button.

[Data Protection](#)

## 5000307 - Dummy organisation

### Submitting your application for charity registration

You have now entered all the information we require at this stage. You can click the 'Submit' button at the bottom to send it to us now.

We will send you an email that confirms that we have received your application. We will also send you a number of different pdf files depending on the information provided which will guide you through the process of submitting supporting documents to complete your application. Our confirmation email will usually contain at least:

- A summary of all of the information you have provided in the application;
- A trustee declaration form which you will need to make sure every trustee signs and send a hard copy back to us;
- A cover page for use when you send us hard copies of documents that will need to be physically sent to us.

We recommend you keep copies of all these documents. When you receive confirmation of your submission there will be an application number that relates specifically to your application on the cover page. Please make sure that when you submit any additional documents either in electronic or hard copy you include this application number on every piece of information you send to us.

Once we've had a chance to assess your application we may request more information from you.

### Trustee Declaration

We need accurate information to carry out the functions of registering, advising and protecting charities in the public interest. Please take care to check that the information you are giving us is correct.

We will send you a declaration form that must be signed by every trustee before we begin processing the application. Click on the following link to see what every trustee will be required to confirm to us. [link here](#)

**Please note...**

**Section 11 of the Charities Act 1993 makes it an offence to deliberately or recklessly provide us with false or misleading information**

### Process of registration

We will begin assessing your application when we have received all the documents provided in the checklist. (We can't start without all the documentation.) As we stated before; our role is not to assess if your organisation is worthy of registration but to assess if it falls within what the law defines as a charity. We'll be in touch if we need more information to help us with your assessment. Thank you for using our online application for charity registration service.

**Please note...**

**Submission does not guarantee registration.**

[Back](#)[Submit](#)

Step 1 – your governing document

Step 2 Submission

Click submit when application complete

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Note this is where you need to tell us about special circumstances

5000307 - Dummy organisation

**Special Circumstances** ⓘ

If there are any special circumstances concerning your application that you wish to bring to our attention, please enter these in the box below. (Please click on the 'i' icon for the kind of information we would like to know)

[Large empty text box for input]

OK Cancel

Only where there is a deadline for registration such as a special opening celebration

We also encourage you to attach your GD here (PDF only and up to a maximum of 12MB!)

5000307 - Dummy organisation

**Attach Governing Document** ⓘ

Please select the file name of the governing document you wish to attach by clicking on the 'Browse' button. Select from the file from the location in which its been stored and click on 'OK'. Click on 'Attach Now' and the file name will appear on the left of your screen in bold. Click 'OK' to complete the process and return to the submission screen

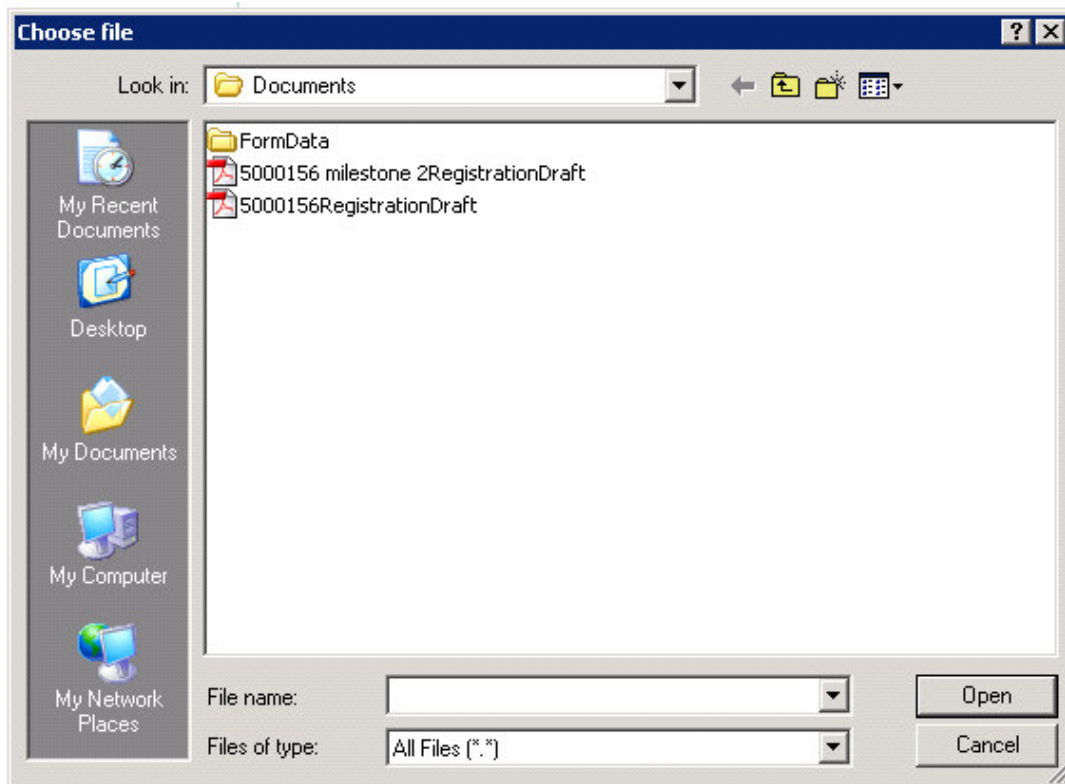
[Text input field] Browse...

The document must be in PDF format and not larger than 12 Mb.

Attach Now

OK

When you click on 'Browse' you will see this screen



You'll need to click on a file and then 'Open' and you'll be taken back to the populated attach GD screen

**5000307 - Dummy organisation**

**Attach Governing Document** ⓘ

Please select the file name of the governing document you wish to attach by clicking on the 'Browse' button. Select from the file from the location in which its been stored and click on 'OK'. Click on 'Attach Now' and the file name will appear on the left of your screen in bold. Click 'OK' to complete the process and return to the submission screen


\\\\tsclient\\H\\office\\Documents\\5000156 milestone 2Registr Browse...

The document must be in PDF format and not larger than 12 Mb.

Attach Now

OK

5000307 - Dummy organisation

Attach Governing Document 

You have attached the following document. Click 'Remove Now' if you want to remove it.

GD-5000307.pdf

Browse...

The document must be in PDF format and not larger than 12 Mb.

Remove Now

OK

When you click 'OK' you'll be taken back to submission screen  
If you are interested you can read our [Data protection statement](#)

5000307 - Dummy organisation

Data Protection

Any information you give to us will be held securely and in accordance with the rules on data protection. Your personal details will be treated as private and confidential and safeguarded, and will not be disclosed to anyone not connected to the Charity Commission unless you have consented to its release, or in certain circumstances where:


- we are **legally** obliged to do so;
- it is **necessary** for the proper discharge of our statutory functions;
- it is **necessary** to disclose this information in compliance with our function as regulator of charities where it is in the public interest to do so.

We will ensure that any disclosure made for this purpose is proportionate, considers your right to privacy and is dealt with fairly and lawfully in accordance with the Data Protection Principles of the Data Protection Act.

The Data Protection Act 1998 regulates the use of 'personal data', which is essentially any information, whether kept in computer or paper files, about identifiable living individuals. As a 'data controller' under the Act, the Charity Commission must comply with its requirements.

OK

Click on 'Submit' and you'll get an acknowledgement.



The screenshot shows a confirmation message within a light blue bordered box. At the top, it says '5000307 - Dummy organisation'. Below this, a bold heading reads 'Thank you for submitting your application for charity registration online.' The main text states: 'Your application has been received by the Commission. Shortly we will email an electronic PDF version of your application form and the trustee declaration form to the email address you have been using to log on. Please ensure that the trustee declaration form is signed by all the Trustees and returned to us within the next 30 days.' This is followed by a note: 'Please note that when we have received all the documentation we require we consider your application. We will be in touch with your nominated contact for the application if we require further information or clarification.' The final paragraph says: 'Normally consideration of an application of this type will be completed within 10 working days, but your organisation cannot be registered until you have provided the trustee declaration and any other information we have requested.' At the bottom of the box is a horizontal line and an 'OK' button.

**5000307 - Dummy organisation**

**Thank you for submitting your application for charity registration online.**

Your application has been received by the Commission. Shortly we will email an electronic PDF version of your application form and the trustee declaration form to the email address you have been using to log on. Please ensure that the trustee declaration form is signed by all the Trustees and returned to us within the next 30 days.

Please note that when we have received all the documentation we require we consider your application. We will be in touch with your nominated contact for the application if we require further information or clarification.

Normally consideration of an application of this type will be completed within 10 working days, but your organisation cannot be registered until you have provided the trustee declaration and any other information we have requested.

OK

You will receive a confirmation email which will contain

- a PDF of the application itself
- a trustee declaration form which will need to be printed and signed by every trustee and
- a cover sheet to attach when you send us hard copies of your trustee declaration and governing document

(If you have not already attached a copy with your submission)

This email will tell you about the next stage of the process of registration and what you need to do next.

# Thank you for using our online application service.