

Charity Registration Checklist



Please note: This is a summary checklist intended primarily for those umbrella or infrastructure organisations which help facilitate charity registration, to help track the progress of an organisation to registration. It should be used alongside the Charity Commission's wider guidance on registration. It may also be of use to individual organisations preparing to register. Registration team may ask for further information to consider application. Assessments will be made based on information in the application form and the charitable purposes or aims declared in the Governing Document.

Stage 1: Are you a Charity?

(Note: Please read alongside the guidance on www.charitycommission.gov.uk regarding registration and public benefit. Faith-based charities may find our one-stop summary guidance 'Faith in Good Governance' of help)

1. Does your organisation have charitable purposes? Yes No
- Do you have an income of over £5,000? Yes No
- Are you set up in England or Wales? Yes No
- Do you operate for the public benefit? Yes No

If the answer to all these questions is YES, then you must register as a charity

Stage 2: Initial considerations

2. Have you chosen and checked your charity name?
(See *Registering as a Charity* (CC21) para 27-33) Yes No
3. Do you have a clearly identified trustee body?
(See *Registering as a Charity* (CC21) para 39-40) Yes No
4. Are all your trustees eligible to act as trustees?
(See *Registering as a Charity* (CC21) para 44-45) Yes No
5. Have you chosen a suitable Governing Document for the structure of your organisation?
(See *Choosing and Preparing a Governing Document* (CC22) and *Developing your governing document: Guidance for faith-based charities*) Using a Charity Commission Model Governing Document and/or example objects may help speed up your application. Yes No
6. Has your constitution been adopted? or
Has your Trust Deed been executed? or
Have your Memorandum and Articles of Association been incorporated? Yes No

Stage 3: Policies and Checks

7. Have CRB checks been done where necessary?
(See Section D of the Guidance Notes to registration) Yes No
8. Do you have a child protection policy in place? Yes No
9. Do you have a conflict of interest policy in place?
(See *A Guide to Conflicts of Interest for Charity Trustees*) Yes No

Stage 4: Submitting your application to us including relevant documents

10. Have you completed, checked all parts, and submitted the Online Application form? Yes No
11. Have you provided evidence of income over £5,000? (ie account details or financial statements) Yes No
12. Have you submitted a signed version of the Trustee Declaration Form?
(This may be by post or a scanned version which includes signatures) Yes No
13. Have you provided a copy of the current version of the governing document, with evidence it has been adopted? Yes No

Once you have submitted all these items to us, we will send you an initial response to the application within 15 working days.