

Charity Registration Form

How to apply

To be registered as a charity in Jersey you must apply to the Jersey Charity Commissioner. You will not be charged a fee for this. If you do not have access to a computer or need assistance with this, you can seek assistance from the Office of the Charity Commissioner located at 31 Broad Street, St Helier or by contacting tel: 01534 447937.

To register, you must include:

- A completed application form.
- Confirmation that a Governor Declaration form has been completed by each Governor– the people who run your organisation, called charity governors, must each confirm that they are aware of their responsibilities and are not disqualified from acting as a charity governor.
- A copy of your constitution – this sets out your organisation’s purposes and what your charity governors can do, which allows the Commissioner to decide if you have charitable purposes.
- A recent statement of accounts – If your organisation produces accounts, they should be included. This is not required if your organisation is not yet up and running or does not produce accounts. Basic financial information will need to be supplied to register.
- A description of your organisation’s existing or proposed activities which allows the Commissioner to decide if you will provide public benefit.

How the Commissioner decides

You submit your application to become a registered charity with your supporting documents.

The Commissioner will let you know that your application has been received.

The Commissioner will consider whether or not your organisation meets the ‘charity test’ – if there are problems or further information is needed, the Commissioner may contact you.

If you meet all the registration conditions, the Commissioner will let you know your application has been successful. Your organisation will be registered as a charity and issued with a Jersey Charity Number. Once registered, you can include this on all your literature, adverts and publications.

If you fail, the Commissioner will let you know and explain why. If you disagree with the decision, you can appeal the decision. You can find out how to appeal on the [website](#).

Application to be a Jersey Registered Charity: application form and notes

Some of the information you give in this form will become publicly available on the Jersey Charity Register. If you are applying for the general section, publicly available sections are marked below with an asterisk (*).

Q1a. Organisation details *

Please enter the full name of your organisation as it appears on your constitution. You should ensure that this name is not an objectionable name; that is, a name which is:

- the same as, or too like, the name of a registered charity. Check the Jersey Charity Register at www.charitycommissioner.je to make sure the proposed name is not already taken by another charity;
- likely to mislead the public as to the true identity of your organisation or of the activities it carries on, or intends to carry on, in pursuit of those purposes;
- likely to give the impression that the body is connected in some way to the States of Jersey, Her Majesty's Government in the United Kingdom, or any Parochial authority, or with any other person, when it is not so connected. If the name contains a word you require permission to use (e.g. Royal), you will need to provide evidence to the Commissioner, of the permission to use that word; or
- offensive.

Q1b. English translation

If the organisation's name is in a language other than English but can be readily translated, please enter the English translation. This will help us to assess whether the name is objectionable as described in Q1a above.

Q1c. Any other name by which the organisation will be known*

Please enter any other name by which the organisation will be known. For example, the organisation may wish to operate under an acronym or a shorter 'trading name'.

Q1d. Other Regulators

Please tell us if the organisation is regulated or seeking registration with any other regulator, e.g. the Charity Commission for England and Wales, Care Inspectorate, UK Companies House etc. If the organisation is registered under the Non-Profit Organizations (Jersey) Law 2008, please include the NPO number if known.

NPO Number:

Q1e. To which section of the register are you seeking registration? *

General

Restricted

Tick "**General**" *unless*: you are seeking registration under the **restricted** section in which case you must meet the funding condition as to refraining from soliciting donations from the general public. If the Commissioner agrees to restricted registration, the only information appearing in the public domain are the registration number, the legal status of the entity, the statement of purpose, the statement of public benefit, whether or not the organisation has submitted the most recent annual return, details of any required steps notices served and a summary, produced by the charity, to the satisfaction of the Commissioner, of the reasons for registration of the charity in the restricted section.

Q1f. If you are seeking registration on the restricted section, in the event of refusal of that request, please indicate below whether the application should be treated as withdrawn or treated as an application for entry in the general section.

Treat as withdrawn

Treat as application for general section

Next Question

2a. Contact details
Title
First name
Last name
Position in the organisation
Principal address*
Postcode
If you are a company, foundation or other entity required to have such an address, please provide the registered office or business address in Jersey of the charity. Otherwise, please provide the address of the main premises in Jersey at or from which the activities are managed, controlled or undertaken. If neither of the above apply, enter the name and address of a charity governor.
Tel No:
Mobile No:
Email:
Alternative email:
Q2b. Withholding the principal address or charity governor name and address from the Jersey Charity Register
Under Article 10 of the 2014 Law an organisation has the right to ask the Commissioner not to publish details including its principal address or governor's name and address on the publicly available Jersey Charity Register. The Commissioner can only exclude the details from the Register if they believe that publishing this information is likely to jeopardise the safety or security of any person, property or premises. An address would not normally be withheld simply because it is a home address. If you consider that information should not be shown on the Register, please explain why:
Q2c. The address of any other premises in Jersey at or from which the charity undertakes any activity (other than a private dwelling house)*
Postcode:

Q2d. The names of each of the Governors of the charity *

All applicants have signed a fit and proper person's declaration:

Q2e. Your organisation's social media details *

If your organisation has a website, Twitter or Facebook account we would like to be able to link to this from its entry in the Jersey Charity Register. As well as providing more information to any member of the public who views your Register entry, your website or Facebook account can give us useful information on your organisation and the type of activities you are carrying out. If you wish for this information to be included in your Register entry, please provide the social media details below.

Next Question

Q3. The organisation's legal form*

Please indicate your organisation's legal form by ticking the relevant box in the table provided. If you are in the process of setting up your organisation and need advice on which legal form to adopt you could contact the Jersey Financial Services Commission for advice.

Legal form	Type of governing document
Trust	Terms of the trust <input type="checkbox"/>
Court-approved fidéicommiss	Minute of the contract annexed to the court application and any other annexed documents and any Article 10 authorisation. <input type="checkbox"/>
Incorporated 1862 association	Act of the court and object and rules <input type="checkbox"/>
Jersey Foundation	Charter and regulations <input type="checkbox"/>
Jersey Company	Memorandum and articles of association <input type="checkbox"/>
A Jersey body corporate	Enactment, Act of the States or Royal Charter <input type="checkbox"/>
Other	Any instrument(s) that establish the entity or give it any powers <input type="checkbox"/>

Next Question

Q4. Is this proposed charity being set up to replace an existing charity?

Yes No

Q4a If yes, please provide existing charity name and number

Q4b. Will the existing charity wind up once all its assets have been transferred to the new charity?

Yes No

Q4c. If the existing charity will not be winding up, please state why?

Next Question

Q5. Statement of registered charitable purpose(s)*

The purposes say what your organisation has been set up to achieve, and reflect its broad aims rather than the day-to-day activities. In completing this part of the form, you should consider the wording of your purposes and tell us which of the charitable purposes set out in the 2014 Law they most closely relate to. There is no need to feel that you have to enter multiple charitable purposes in Question 5 – your organisation only needs to be carrying out one of the charitable purposes to meet the charity test. Please only select the charitable purpose(s) which most closely reflect what your organisation plans to achieve.

- | | | |
|-----|---|--------------------------|
| (a) | the prevention or relief of poverty; | <input type="checkbox"/> |
| (b) | the advancement of education; | <input type="checkbox"/> |
| (c) | the advancement of religion; | <input type="checkbox"/> |
| (d) | the advancement of health; | <input type="checkbox"/> |
| (e) | the saving of lives | <input type="checkbox"/> |
| (f) | the advancement of citizenship or community development; | <input type="checkbox"/> |
| (g) | the advancement of the arts, heritage, culture or science; | <input type="checkbox"/> |
| (h) | the advancement of public participation in sport; | <input type="checkbox"/> |
| (i) | the provision of recreational facilities, or the organisation of recreational activities, with the object of improving the conditions of life for the persons for whom the facilities or activities are primarily intended; | <input type="checkbox"/> |
| (j) | the advancement of human rights, conflict resolution or reconciliation; | <input type="checkbox"/> |
| (k) | the promotion of religious or racial harmony; | <input type="checkbox"/> |
| (l) | the promotion of equality and diversity; | <input type="checkbox"/> |
| (m) | the advancement of environmental protection or improvement; | <input type="checkbox"/> |
| (n) | the relief of those in need by reason of age, ill-health, disability, financial hardship or other disadvantage; | <input type="checkbox"/> |
| (o) | the advancement of animal welfare; | <input type="checkbox"/> |
| (p) | any other purpose that may reasonably be regarded as analogous to any of the purposes listed in sub-paragraphs (a) to (o). | <input type="checkbox"/> |

If you tick 'p' as your charitable purpose you will need to explain what your purpose is, which of the other charitable purposes from a) to o) it is analogous to and how*

Next Question

Q6. Providing benefit to the public*

What you tell us about the activities of your organisation should demonstrate how it intends to achieve its purposes or the objects as stated in its constitution and how it intends to provide public benefit. We need this information in as much detail as possible to establish how people will benefit from what it is you do or plan to do. If you do not give us this information, your application is likely to be delayed while we ask you to gather and provide more details of your activities. If you have a business plan, or any other document which sets out your planned activities in detail, please send it in support of your application.

Q6a. Main activities*

Please tell us about the main activities you intend to carry out to achieve the purposes stated in your constitution

Q6b. Delivery of activities*

Please tell us how you intend to carry out and deliver the proposed main activities of your organisation. For example, how often and where will the activities be carried out? Will your organisation work alone or in partnership with others?

Q6c. Draft Public Benefit Statement (providing benefit to the public)*

To pass the charity test, your organisation must demonstrate that its activities provide benefit to the public in a way that furthers one or more charitable purposes. Please explain how the activities your organisation intends to carry out will benefit the public.

Next Question

Q7. Private benefit

In assessing the public benefit an organisation intends to provide, we must look at how this compares to any benefit received by anyone (including the organisation's members) as a private individual, rather than as a beneficiary of the charity. We refer to this type of benefit as 'private benefit'.

Q7a. Payments to individuals (including charity governors*)

Please tell us whether your organisation has in the last 12 months made payments to any organisation or individual for providing services to it, including services provided as an employee. If so, please provide details of these payments. You should also tell us if any person has benefited from your organisation in any other way as a private individual or organisation.

In particular, please tell us whether the organisation has made payments to its charity governors. By 'charity governor' we mean a person who is in general control and management of the administration of a charity (often referred to as management committee members, directors or trustees).

Q7b. Membership benefits*

Please tell us whether your organisation intends to offer any benefits to its members that are not available to the general public and, if so, tell us what those benefits are.

For example, do you intend to offer your members reduced charges for your organisation's services? Can members access additional services that are not available to the general public?

Next Question

Q8. Access to benefit

In assessing whether your organisation intends to provide public benefit, we must look at whether any conditions on accessing this benefit are 'unduly restrictive'. Most organisations that apply for charitable status do not intend to benefit the public as a whole, but rather a section of it. It is acceptable for organisations to put in place a limit on who will benefit from their activities, but this limit cannot be unduly restrictive. Unduly restrictive conditions are those which are excessively restrictive, unreasonable and not justifiable, or which contradict legal standards.

Q8a. Who can benefit?*

Please tell us who can access the benefits you provide. If the services are not open to all members of the public, please tell us what section of the public you intend to benefit. Please also tell us if a person has to be a member of your organisation to benefit from what it does and, if so, tell us how a person can become a member.

Q8b. Fees and charges*

If there are any fees or charges for the organisation's services, please tell us what these are and if they apply to all services. If they do not, please specify which services are subject to a fee. If your organisation makes a charge for benefiting from what it does, we will consider the charge to be a restriction on access to the benefit. This is because it restricts access to those who can afford to pay the charge.

Q8c. Concessions*

Please tell us about any concessions you offer to particular groups of people.

Q8d. Membership fees*

Please tell us if you charge a fee for becoming a member of your organisation and, if so, how much the fee is. Again, please tell us whether you offer concessions to particular groups of people.

Q8e. Physical or practical restrictions*

Please tell us whether there are any physical or practical restrictions to accessing the benefit your organisation will provide. For example, will your organisation operate limited opening hours, or is there a lack of disabled access to the building where you will carry out your services?

Q8f. Equality*

Please tell us whether the benefit your organisation intends to provide will be restricted to certain people and why it will be restricted in this way.

Q9. Activities: how does your organisation operate?a) It makes grants, donations, loans, gifts or pensions to individuals b) It makes grants, donations or gifts to organisations c) It carries out activities or services itself **Q10. Beneficiary groups: who does your organisation help?**a) Children or young people b) Older people c) People with disabilities or health problems d) People of a particular ethnic or racial origin e) Other defined groups f) No specific group, or for the benefit of the community g) Other charities or voluntary bodies **Q11. Geographical spread: where your organisation works**a) A specific local point, community or neighbourhood b) Wider, but only within Jersey c) Jersey and other parts of the UK d) UK and overseas e) Overseas only f) Other please state:

Q12. Connected bodies
Please tell us if your organisation will be part of a larger organisational structure. We will use this information for statistical and monitoring purposes.
Q12a. Parent charity name
Please tell us the name of your parent charity (if applicable); it may be registered as a charity in Jersey or elsewhere.
Q12b. Parent charity country of registration and registration number
Please tell us the country in which your parent charity is registered as a charity and registration number.
Q12c. Other connected bodies
Please tell us if your organisation has links with or is connected to any other bodies or organisations. If so, please tell us the name and address of those bodies, and provide us with a brief summary of what they do.
Q.13. Change of name of Charity*
If the registered name has been changed, provide the previous registered name or names

Q14. Annual Returns*

Please append your financial accounts for the most recent year. If your organisation does not produce financial accounts, please complete the financial information below:

Financial accounts attached

Total income received in previous 12 month period

Total expenditure in previous 12 months period

Total value of funds held at the start of the previous 12 month period

Total value of funds held at the end of the previous 12 month period

Please list (with brief descriptions or addresses) assets that have not been valued. (for example vehicles or buildings not included in figures above or accounts submitted)

Q14a. Future funding profile*

Please provide estimates for the organisations future funding profile for the 12 months following the application (tick the relevant box in each column)

Funding profile	Raised within Jersey	Disbursed within Jersey	Raised outside Jersey	Disbursed outside Jersey
£0-£1,000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
£1,001-£19,999	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
£20,000-£99,999	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
£100,000-£499,999	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
£500,000-£999,999	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
£1,000,000+	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Q15. Required steps notice*

If a required steps notice has been served on the registered charity, or on a governor of the registered charity, provide a note of that fact (or a copy of the notice) and of the date on which the notice was served

Q.16 Your Constitution

Please attach a copy of your constitution.

Constitution attached

Q.17 Signature and data protection statement

Checklist

Have you:

1. completed all the sections of the application form using the guidance notes?
2. included confirmation that all applicants have signed a fit and proper persons declaration (Note: these individual declarations do not need to be submitted, but the charity needs to confirm that all governors have signed them) (note: this is not required for regulated trustees under the Financial Services Law)
3. included your constitution or draft version?
4. included supporting information about your activities?
For example, a business plan or annual report.
5. included your most recent statement of accounts (if available)?

We will acknowledge your application when we receive it.

Data protection

The Jersey Charity Commissioner is a registered data controller in terms of the Data Protection (Jersey) Law 2005. Any information you give us will be held securely and in accordance with the rules on data protection. The Commissioner processes information only in accordance with statutory regulatory functions under the Charities (Jersey) Law 2014, and to inform research into the charity sector in Jersey. Information may be shared with other regulatory bodies including the Comptroller of Income Tax, and selected information will appear on the Jersey Charity Register. Further information about data protection is available on the Charity Commissioner's website.

Declaration

You may be committing an offence if you give an answer that you know is untrue or misleading. I certify that the information entered in this form is correct to the best of my knowledge. I confirm that the information entered has been approved by the charity governors and I am authorised to submit this information.

Signed by one of the governors on behalf of all

Print name

Designation

Date of application:

For office use only:

Date application received:

Date further information sought:

Date of registration:

Jersey Charity Number (JCN):

Date application rejected:

Date applicant appealed decision:

Date applicant de-registered:

