

A3a – New or amended individual contact

Use this section to give details of a new individual contact or amend details of an existing one.

- Please supply a full set of details, including personal and family names, full address, postcode and date of birth
- To amend an organisation contact, use **A3b**
- To replace an individual contact with an organisation as contact, use **A3b**

You may supply a preferred name for the individual contact, which will be displayed on the Register of Charities. Otherwise the displayed name will be the combination of title, personal names, family name and suffix.

Title	→	<input type="text"/>
Personal names	→	<input type="text"/>
Family name	→	<input type="text"/>
Suffix	→	<input type="text"/>
Preferred name P	→	<input type="text"/>
Date of birth	→	<input type="text"/>
Address P	→	<input type="text"/>
Address P	→	<input type="text"/>
Address P	→	<input type="text"/>
Address P	→	<input type="text"/>
Address P	→	<input type="text"/>
Postcode P	→	<input type="text"/>
Telephone P	→	<input type="text"/>
Mobile	→	<input type="text"/>

A3b – New or amended organisation contact

Use this section to give details of a new organisation as contact or amend an existing one.

- Please supply a full set of details, including organisation name, full address and postcode
- To amend an individual contact, use **A3a**
- To replace an organisation as contact with an individual contact, use **A3a**

Organisation name P	→	<input type="text"/>
Address P	→	<input type="text"/>
Address P	→	<input type="text"/>
Address P	→	<input type="text"/>
Address P	→	<input type="text"/>
Address P	→	<input type="text"/>
Postcode P	→	<input type="text"/>
Telephone P	→	<input type="text"/>
Mobile	→	<input type="text"/>

A7 – Current individual trustees

If the charity trustees are individuals, the details we hold are printed below, under 'Current trustee'.

- If a trustee's details need to be completely removed, cross the 'No longer trustee' box below each entry
- If these details need amending, use the 'Amended details' box alongside each entry
- If these details are correct, go to **A8**
- To add a new or replacement trustee, go to **A8**

The information you supply should reflect the trustee body **when the form is completed**, rather than at the financial year end.

If any part of a name or address printed below is incorrect or incomplete, enter the correct details in full (including the personal names, family name, date of birth, full address and postcode) in the 'Amended details' boxes alongside. Please note that we need each trustee's home address rather than a work or charity address.

Please ensure we have a complete set of details for each trustee. Trustees with an incomplete set of details will not be recorded on our Register of Charities. Please note that we publish only the names of trustees on the Register. We do not make other personal details publicly available.

You may supply a full preferred name for each trustee, which will be displayed on the Register of Charities. Otherwise the displayed name will be the combination of title, personal names, family name and suffix.

Trustee email addresses

You may choose to give personal email addresses for each of the charity's trustees. If you do so, we may email them with important updates about trusteeship from time to time. Cross the box below if you do not want any email updates sent to the charity trustees.

Trustees should not receive email updates: →

Current trustee 1

Current details

Amended details

← Title →

← Personal names →

← Family name →

← Suffix →

← Preferred name **P** →

← Date of birth →

← Address →

← Address →

← Address →

← Address →

← Address →

← Address →

← Postcode →

← Telephone →

← Email →

No longer trustee →

Trustee is chair of the charity **P** →

Trustee no longer has an email address →

Current trustee 4

Current details

Amended details

- ← Title →
- ← Personal names →
- ← Family name →
- ← Suffix →
- ← Preferred name **P** →
- ← Date of birth →
- ← Address →
- ← Address →
- ← Address →
- ← Address →
- ← Address →
- ← Address →
- ← Postcode →
- ← Telephone →
- ← Email →

No longer trustee →

Trustee is chair of the charity **P** →

Trustee no longer has an email address →

Current trustee 5

Current details

Amended details

- ← Title →
- ← Personal names →
- ← Family name →
- ← Suffix →
- ← Preferred name **P** →
- ← Date of birth →
- ← Address →
- ← Address →
- ← Address →
- ← Address →
- ← Address →
- ← Address →
- ← Postcode →
- ← Telephone →
- ← Email →

No longer trustee →

Trustee is chair of the charity **P** →

Trustee no longer has an email address →

Current trustee 8

Current details

Amended details

- ← Title →
- ← Personal names →
- ← Family name →
- ← Suffix →
- ← Preferred name **P** →
- ← Date of birth →
- ← Address →
- ← Address →
- ← Address →
- ← Address →
- ← Address →
- ← Address →
- ← Postcode →
- ← Telephone →
- ← Email →

No longer trustee →

Trustee is chair of the charity **P** →

Trustee no longer has an email address →

Current trustee 9

Current details

Amended details

- ← Title →
- ← Personal names →
- ← Family name →
- ← Suffix →
- ← Preferred name **P** →
- ← Date of birth →
- ← Address →
- ← Address →
- ← Address →
- ← Address →
- ← Address →
- ← Address →
- ← Postcode →
- ← Telephone →
- ← Email →

No longer trustee →

Trustee is chair of the charity **P** →

Trustee no longer has an email address →

New trustee 3

New trustee 4

Trustee details

Trustee details

← Title →

← Personal names →

← Family name →

← Suffix →

← Preferred name **P** →

← Date of birth →

← Address →

← Address →

← Address →

← Address →

← Address →

← Address →

← Postcode →

← Telephone →

← Email →

← Trustee is chair of the charity **P** Trustee is chair of the charity **P** →

New trustee 5

New trustee 6

Trustee details

Trustee details

← Title →

← Personal names →

← Family name →

← Suffix →

← Preferred name **P** →

← Date of birth →

← Address →

← Address →

← Address →

← Address →

← Address →

← Address →

← Postcode →

← Telephone →

← Email →

← Trustee is chair of the charity **P** Trustee is chair of the charity **P** →

A9 – Corporate trustee

If your charity has a corporate trustee, the details we hold are printed below.

- If these details are correct, continue to **A10**
- If the corporate trustee needs removing, cross the 'No longer trustee' box
- To make amendments, use **A9a**. Please give a full set of corrected details
- To give details of a new corporate trustee, use **A9a**. Please give a full set of details
- Do not amend the printed details below

We only have space to pre-print one corporate trustee. If your charity has more than one, please attach a covering letter stating the name and full address of each.

→ Corporate trustee name **P** :

→ Address:

→ Address:

→ Address:

→ Address:

→ Address:

→ Postcode:

→ Telephone:

→ Email:

No longer trustee →

Trustee no longer has an email address →

A9a – New or amended corporate trustee

Use this section to give us details of a new or amended corporate trustee. Make sure you include full details, whether amending an existing corporate trustee or supplying details of a new one. Full details must include:

- Corporate trustee name
- Full address, including postcode

If you wish, you can also supply a telephone number and an email address.

Corporate trustee name **P** →

Address →

Address →

Address →

Address →

Address →

Postcode →

Telephone →

Email →

A10 – Area of operation in England and Wales

Printed below are the areas in England and Wales that we currently hold for your charity. Please remove any that no longer apply. To add other areas in England or Wales, go to [A10a](#). All this information is public **P**.

Current details	Remove	Current details	Remove
→ 1	→ <input type="checkbox"/>	→ 6	→ <input type="checkbox"/>
→ 2	→ <input type="checkbox"/>	→ 7	→ <input type="checkbox"/>
→ 3	→ <input type="checkbox"/>	→ 8	→ <input type="checkbox"/>
→ 4	→ <input type="checkbox"/>	→ 9	→ <input type="checkbox"/>
→ 5	→ <input type="checkbox"/>	→ 10	→ <input type="checkbox"/>

A10a – Add an area in England or Wales

If your charity operates in **more than ten** local authority areas in England or Wales (or both), as defined in the Guidance Notes, select one of the options below. If your charity operates in more than ten London boroughs, you should select 'throughout London'. **Please tick only one box.**

Charity operates	Add	Charity operates	Add
throughout London	→ <input type="checkbox"/>	throughout Wales	→ <input type="checkbox"/>
throughout England	→ <input type="checkbox"/>	throughout England and Wales	→ <input type="checkbox"/>

If your charity operates in **ten or fewer** local authority areas in England or Wales (or both), you should add here any areas not shown in [A10](#). If you have selected 'throughout London' above, you can also have up to nine other local authority areas. If you have told us that you operate throughout England or Wales (or both), do not enter any local authority areas below.

Local authority area	Local authority area
→ 1 <input type="text"/>	→ 6 <input type="text"/>
→ 2 <input type="text"/>	→ 7 <input type="text"/>
→ 3 <input type="text"/>	→ 8 <input type="text"/>
→ 4 <input type="text"/>	→ 9 <input type="text"/>
→ 5 <input type="text"/>	→ 10 <input type="text"/>

A11 – Area of operation outside England and Wales

We have printed below up to ten countries that we currently hold for your charity. Please remove any that no longer apply. If you need to add more countries you should add them in [A11a](#) or you can use our online service to view and amend this information. All this information is public **P**.

Current details	Remove	Current details	Remove
→ 1	→ <input type="checkbox"/>	→ 6	→ <input type="checkbox"/>
→ 2	→ <input type="checkbox"/>	→ 7	→ <input type="checkbox"/>
→ 3	→ <input type="checkbox"/>	→ 8	→ <input type="checkbox"/>
→ 4	→ <input type="checkbox"/>	→ 9	→ <input type="checkbox"/>
→ 5	→ <input type="checkbox"/>	→ 10	→ <input type="checkbox"/>

A11a – Add an area outside England and Wales

List every country outside England and Wales not shown in **A11** in which your charity operates. You can add up to ten countries here. To add more than ten countries you may attach a separate list, or you can use our online service to view and amend these details. We will accept only countries that are recognised and listed in the Guidance Notes.

Country

→ 1	<input type="text"/>
→ 2	<input type="text"/>
→ 3	<input type="text"/>
→ 4	<input type="text"/>
→ 5	<input type="text"/>

Country

→ 6	<input type="text"/>
→ 7	<input type="text"/>
→ 8	<input type="text"/>
→ 9	<input type="text"/>
→ 10	<input type="text"/>

A12 – Charity activities

Briefly describe your charity's current activities. If we already hold a description, you can check this on your charity's entry on the website and supply a replacement description using our online service or in the space below. Please refer to the Guidance Notes for advice on what to enter.

P →

A13 – Charity's main bank/building society account

Printed below are the account details we currently hold for your charity. If the details are incorrect or blank, enter a complete set of correct details under 'Amended details'. If it is a building society account, we need the roll/reference number but not a sort code. Account details are not available to the public. For security reasons we have not printed the full account number.

Current details

- Bank/building society name:
- Sort code:
- Bank account number/building society roll number:
- Account name:

Amended details

→	<input type="text"/>
→	<input type="text"/>
→	<input type="text"/>
→	<input type="text"/>

A14 - Charity classification

Select at least one category in each of the three sections to describe what you do. All this information is public **P**.

A14a - What does your charity do?

Current details	Remove	Add
→ 101 General charitable purposes	<input type="checkbox"/>	<input type="checkbox"/>
→ 102 Education/training	<input type="checkbox"/>	<input type="checkbox"/>
→ 103 Medical/health/sickness	<input type="checkbox"/>	<input type="checkbox"/>
→ 104 Disability	<input type="checkbox"/>	<input type="checkbox"/>
→ 105 Relief of poverty	<input type="checkbox"/>	<input type="checkbox"/>
→ 106 Overseas aid/famine relief	<input type="checkbox"/>	<input type="checkbox"/>
→ 107 Accommodation/housing	<input type="checkbox"/>	<input type="checkbox"/>
→ 108 Religious activities	<input type="checkbox"/>	<input type="checkbox"/>
→ 109 Arts/culture	<input type="checkbox"/>	<input type="checkbox"/>
→ 110 Sport/recreation	<input type="checkbox"/>	<input type="checkbox"/>
→ 111 Animals	<input type="checkbox"/>	<input type="checkbox"/>
→ 112 Environment/conservation/heritage	<input type="checkbox"/>	<input type="checkbox"/>
→ 113 Economic/community development/employment	<input type="checkbox"/>	<input type="checkbox"/>
→ 114 Other or none of these	<input type="checkbox"/>	<input type="checkbox"/>

A14b - Who does your charity help?

Current details	Remove	Add
→ 201 Children/young people	<input type="checkbox"/>	<input type="checkbox"/>
→ 202 Elderly/old people	<input type="checkbox"/>	<input type="checkbox"/>
→ 203 People with disabilities	<input type="checkbox"/>	<input type="checkbox"/>
→ 204 People of a particular ethnic or racial origin	<input type="checkbox"/>	<input type="checkbox"/>
→ 205 Other charities/voluntary bodies	<input type="checkbox"/>	<input type="checkbox"/>
→ 206 Other defined groups	<input type="checkbox"/>	<input type="checkbox"/>
→ 207 The general public/mankind	<input type="checkbox"/>	<input type="checkbox"/>

A14c - How does your charity operate?

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

REPORTING SERIOUS INCIDENTS

Incidents that cause a significant loss of funds or pose serious risks to a charity's beneficiaries, resources or reputation should always be reported to the Commission as soon as possible.

If any of the serious incidents listed below have occurred since your last return, you should notify us immediately if you have not already done so. Please read the Guidance Notes first to help you decide how to respond. Then either email rsi@charitycommission.gsi.gov.uk or call 0845 3000 218 to inform us.

Serious incidents

- Significant fraud, theft or loss of funds.
- Significant sums of money or other property donated to the charity from an unknown or unverified source.
- The charity (including individual staff or trustees or both) has any known or alleged link to a proscribed organisation (see the Guidance Notes) or to terrorist or other unlawful activities.
- A person disqualified from acting as trustee has been or is currently acting as a trustee of the charity.
- The charity does not have a policy for safeguarding its vulnerable beneficiaries (e.g. children and young people, people with disabilities and the elderly).
- The charity has no vetting procedure to ensure that a trustee or member of staff is eligible to act in the position he or she is being appointed to.
- Beneficiaries have been or are suspected of being abused or mistreated.
- The charity has been subject to a criminal investigation or an investigation by another regulator or agency; or sanctions have been imposed or concerns raised by another regulator or agency (e.g. the Health and Safety Executive, Ofsted).

When you report a serious incident we will generally ask you for further details. You may not have all of these but please be prepared to provide as much relevant information as possible about the incident. We are mainly concerned about criminal or unlawful activity, or very serious incidents about a charity that may affect its funds, property, beneficiaries or reputation. Some of the incidents listed above may not actually be criminal, but do suggest risks of potential criminal activity or other risks which, if they became reality, would cause serious harm to the charity.

Legal obligation

Trustees must provide information about serious incidents as part of the charity's Annual Return. Failure to do so will be regarded as a breach of legal requirements.

Charity Commission contact details

→ Address

The Charity Commission
PO Box 1300
Liverpool L69 3BF

→ Telephone

0845 3000 218

→ Textphone

0845 3000 219

→ Email

enquiries@charitycommission.gsi.gov.uk

→ Web

www.charitycommission.gov.uk

Data protection

Any information you give us will be held securely and in accordance with the rules on data protection. We will treat personal details as private and confidential and safeguard them. We will not disclose them to anyone unconnected with the Charity Commission unless you have consented to their release, or in certain circumstances which are set out in the Guidance Notes.

Remember to sign the declaration overleaf.

Declaration

Those who give answers that they know are untrue or misleading may be committing an offence.

I certify that the information I have provided in this form is correct to the best of my knowledge and has been brought to the attention of all the trustees. I further confirm that there are no serious incidents or other matters which they should have brought to the Commission's attention and have not done so already.

Signed by one of the charity trustees on behalf of all the charity trustees:



Title e.g. Mr, Mrs, Ms (in BLOCK CAPITALS)



Full name (in BLOCK CAPITALS)



Date



Daytime telephone number



You may find it useful to keep a copy of your completed form.

Advice for the trustees and managers of

CHARITY NAME HERE

The following guidance may be useful for your trustees. To view these publications, please visit our website at www.charitycommission.gov.uk/publications. If, after reading the guidance, you need help or feel there is a matter on which you would benefit from advice, please call Charity Commission Direct on 0845 3000 218.

TRUSTEESHIP

[CC3 The Essential Trustee: What you need to know](#)

Provides guidance to all trustees, and those who are about to become trustees, on what is involved in being a charity trustee

ACCOUNTS

[CC15 Charity Reporting and Accounting](#)

Preparing accounts under SORP 2005

RESERVES

[RS13 Tell It Like It Is](#)

Charities are urged to remove the mystique surrounding their reserves

FUNDRAISING

[CC20 Fund-Raising](#)

This booklet explains charity fund-raising law and gives general advice

SOUND GOVERNANCE

[CC48 Charities and Meetings](#)

This publication gives guidance on the law and good practice of charity meetings

ACTIVITIES

[RS15 Stand and Deliver](#)

Public service delivery and funding

