

User Guide – Change of Purpose, Objects or other Constitution Amendment

Use this form if you are proposing to change your charitable purpose(s), main object or make other constitution (governing document) amendments. Please note: You should not adopt the amendments until you have received approval from the Charities Regulator to do so.

In this form there are four tabs to be completed: Purpose, Purpose (Public - Benefit), Further Information and Declaration.

The screenshot shows a form with the following elements and callouts:

- Annual Report for Period:** 01/08/2017 to 31/07/2018
- Due:** 31/05/20
- Field:** "What activities were carried out by your charity during the reporting period in furtherance of your charitable objectives? *"
- Callout 1:** "Fields marked with a red asterisk are mandatory and must be completed." (points to the red asterisk)
- Field:** "Give a short description of your charity's activities during the reporting period in furtherance of your charitable objectives: *"
- Callout 2:** "This symbol indicates that there is further information available if you hold your mouse over it." (points to the 'i' icon)
- Field:** "Who were the direct beneficiary groups of your charity during the reporting period? *"
- Callout 3:** "The 'eye' symbol indicates that the information entered in a particular field will appear on the public Register." (points to the eye icon)
- Field:** "Click and type here"
- Callout 4:** "The save draft option appears on each tab of the form and allows you to save your progress. (Note: there is no automatic save so we recommend that you save draft regularly as you work through the form)." (points to the Save Draft button)

Save Draft

1. Purpose

The existing main object clause and charitable purpose(s) of your organisation will be pre-populated.

Firstly you must select a reason for the change in your charitable purpose and main object clause.

If you are amending your main object you must click in the text box containing your main object and make the required amendments.

You must upload a draft of your proposed amended constitution, charter, statute or rules of the organisation. Please ensure that it is a redlined/track changes version to enable us to easily identify the proposed amendments. Documents for upload must be in PDF and less than 5mb in size.

You may require the consent of another regulator or organisation in order to change the purpose/objects of your charity. If you do, you must provide the name of the organisation(s) and any relevant registration numbers that you have with them. You must also provide evidence of their consent to the change of purpose/objects.

If you are changing your Charitable Purpose you must choose from the drop-down menu, and elaborate on this in the subsequent questions.

2. Purpose (Public Benefit)

In this section you are required to explain what your charity now expects to achieve following the proposed change of purpose/objects in the previous section. You will also be required to confirm where your charity will operate, whether within the Republic of Ireland, or outside.

You are also required to upload a brief description of your organisation's planned charitable activities over the next 24 months.

This section also contains questions regarding the beneficiaries of your charity, whether you charge a fee for services, how you select your


beneficiaries, and details of any safeguarding obligations that your charity may have.

3. Further info

In this tab you can upload any additional information which supports your application e.g. this could be minutes of meetings, or a summary of steps taken to date.

4. Declaration

This section allows you to review and certify the information you have provided. If you are satisfied that it is correct, and it has been approved by the trustees for submission, you should submit your changes. The privacy terms and Statement of Information Practices should be read and accepted.

Once you are satisfied with this you can click on  **Preview** to download a PDF of your information.

Then click on  to submit your changes to the Charities Regulator.

You will receive notification when it is processed.