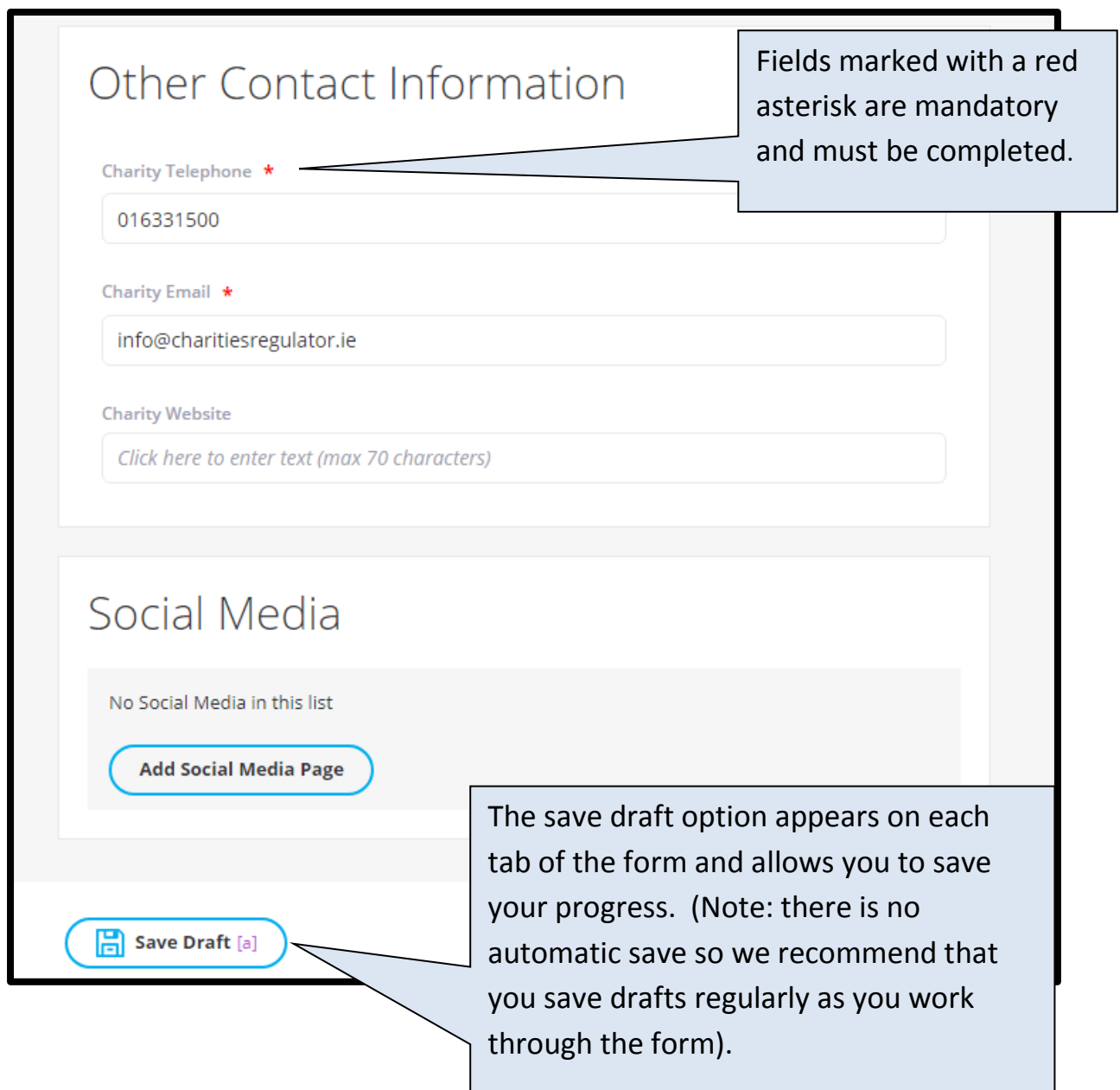


## User Guide – Maintain Contact and Locations of Operation Details

Use this form to keep the address(es), contact details and locations (jurisdictions) where your charity operates up-to-date.

In this form there are three tabs to be completed: Details, Jurisdiction and Declaration.



The screenshot shows a form titled "Other Contact Information" with three input fields: "Charity Telephone" (with a red asterisk), "Charity Email" (with a red asterisk), and "Charity Website". Below these is a "Social Media" section with a message "No Social Media in this list" and an "Add Social Media Page" button. At the bottom left is a "Save Draft" button with a floppy disk icon and a tooltip. A callout box points to the red asterisks, and another points to the "Save Draft" button.

**Other Contact Information**

Charity Telephone \*  
016331500

Charity Email \*  
info@charitiesregulator.ie

Charity Website  
*Click here to enter text (max 70 characters)*

**Social Media**

No Social Media in this list

Add Social Media Page

Save Draft [a]

Fields marked with a red asterisk are mandatory and must be completed.

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 drafts regularly as you work through the form).

## 1. Details

### Addresses

Please enter any amendments to your charity's addresses and contact information. The organisation's Principal, Correspondence and Operational addresses can be amended, updated or deleted.

Please note: the principal address will appear on the public Register of Charities.

You can enter the address or Eircode in the Search Address bar and then click the result to autofill your address. If your address is in an area with many non-unique addresses (such as a rural townland) you will need to enter your Eircode into the Search Address bar, or else enter the address manually, remembering to include your Eircode.

If you do not know your Eircode, please click on Eircode Finder (<https://finder.eircode.ie>) to help you find it.

### Other Contact Information


You can also amend your charity's telephone number and email address. You can also add a charity website address and any social media accounts.

## 2. Jurisdiction

In this tab you can add, update or delete any other jurisdictions (locations) in which your charity operates, as well as the name under which it operates in these jurisdictions. Please note: the jurisdictions in which your charity operates will appear on the public Register of Charities.

## 3. 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.

Amendments to contact details or locations of operations do not require the approval of the Charities Regulator so your charity's record will update automatically when you submit the form.