**CHARITIES REGULATORY AUTHORITY**

**Guidelines for making an application for the consent to a Transfer of Charity property between charities**

Applications for consent must be completed in duplicate and signed by not less than two-thirds of the trustees (see note on trustees).

Brief particulars of the application should also be set out in the form entitled “Memo for the Authority”.

When returning the completed forms and memo, I would be obliged for:

1. Copy of the Deed vesting the property in the charity applicants for the Authority’s consent.
2. A copy of the Deed or other Instrument setting out the Charitable Trusts affecting the property (**in the absence of a declared charitable trust please specify the charitable purpose for which the property is used on the form entitled “Memo for the Authority” at item 9).**
3. A **signed copy** of the Contract for Transfer.
4. An independent Auctioneer’s Valuation certifying the full **open** market value of the property. The said **valuation must be dated within 6 months of the date of application**. In the case where the Transfer is between Charities at an under value the “Memo for the Authority” must set out at paragraph 11 a clear statement showing: -
	1. That the disposition is for the benefit of a specified charitable purpose other than the purpose of the Charity of which the Applicants are trustees.
	2. That the disposition would operate for the public benefit.
	3. To comply with Section 11 (2) of the Charities Act, 1973. The Commissioners require a minimum nominal consideration of €5.00.
	4. A map of the property in Sale.
5. The Trustees’ proposals for the application of the consideration.
6. The Registered Charity Number should be provided on both the Memo for the Authority and the Forms of Authorisation of Transfer.

Photocopies of documents submitted with applications will not be returned when the application has been processed unless a specific request to return them is received.

Please note that only typed applications will be accepted.

It should be understood that the Authority will not deal with incomplete applications.