

Applications pursuant to Charities Acts 1961 and 1973 (as amended)

User Guide – Application for an S30 Alteration of Schemes under Educational Endowments (Ireland) Act 1885

Use this form if you are making an application for the alteration of schemes under Educational Endowments (Ireland) Act 1885 made under section 30 of the Charities Act 1961 (as amended).

To submit an application you must have a user account and be logged into ‘MyAccount’ (please see the Technical User Guide available on our website for more information about MyAccount). Once you are logged in, scroll to the end of the screen and click on the button titled ‘Charity Services’. Then click on the button titled ‘Alteration of Schemes’.

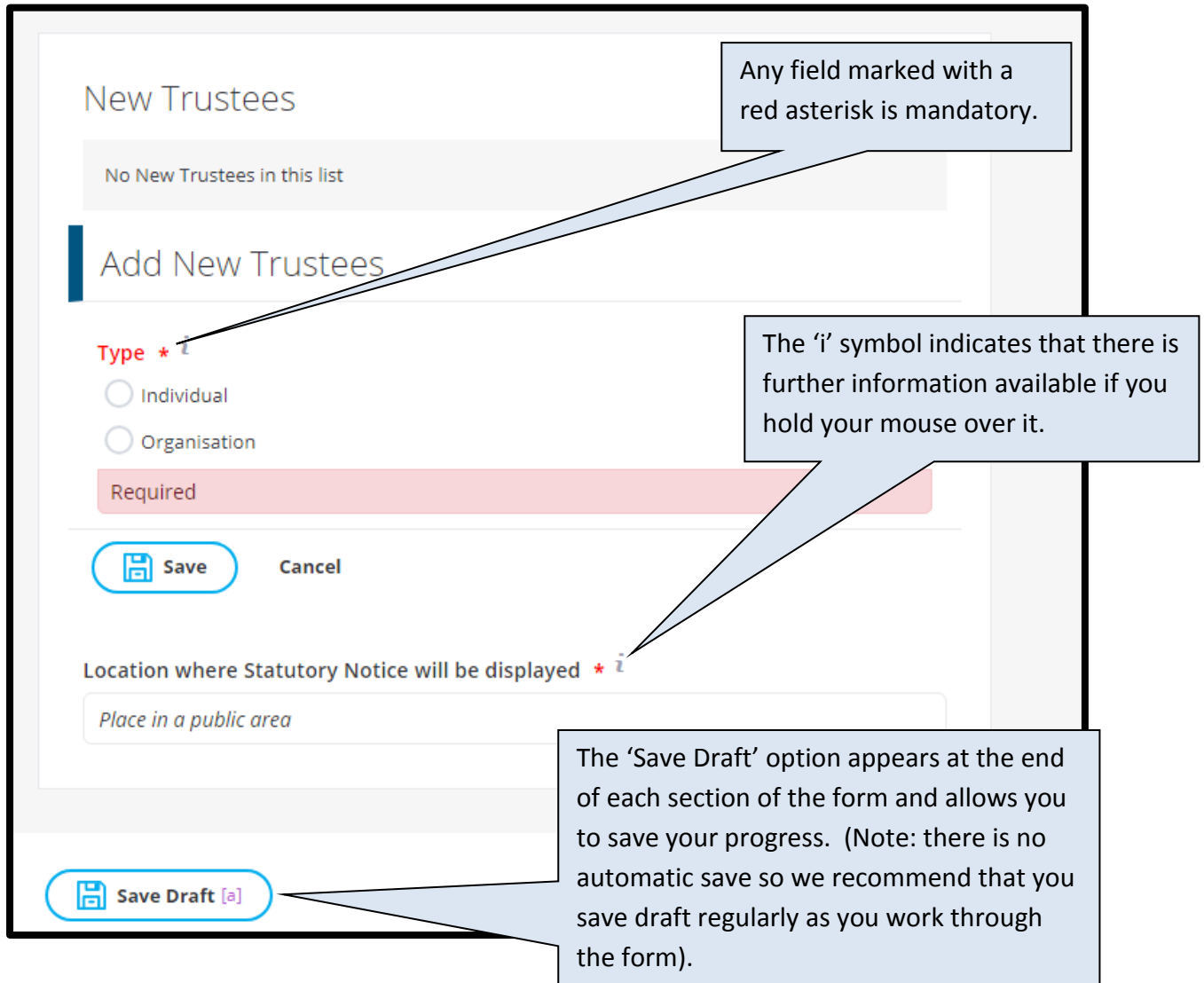
There are three sections to be completed in this form, in addition to the details of the filer in the Introduction section:

- (1) Deponent Details
- (2) Application Details and
- (3) Confirmation.

IMPORTANT NOTE BEFORE YOU START:

The text which you enter in this form will create the **Statutory Declaration** relied upon in support of your application. As this is a sworn and witnessed document please ensure that it is accurate, coherent and contains sufficient detail for the purposes of the application.

Throughout the form you will see icons at some of the questions – the sample screenshot below explains what these icons mean:



The screenshot shows a web form titled "New Trustees". At the top, it says "No New Trustees in this list". Below that is a section "Add New Trustees". The first field is "Type", which is marked with a red asterisk and an information icon (i). There are two radio button options: "Individual" and "Organisation". Below the options is a red bar with the word "Required". There are two buttons: "Save" and "Cancel". The second field is "Location where Statutory Notice will be displayed", also marked with a red asterisk and an information icon. Below this field is a text input with the placeholder "Place in a public area". At the bottom left, there is a "Save Draft [a]" button. Three callout boxes provide explanations: 1. "Any field marked with a red asterisk is mandatory." 2. "The 'i' symbol indicates that there is further information available if you hold your mouse over it." 3. "The 'Save Draft' option appears at the end of each section 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)."

The details of the filer (i.e. the firm or company submitting the application) and the charity must be entered in the Introduction section.

Enter the required details of the charity and save. If the charity has a registered charity number (i.e. it is registered in Ireland) simply start to type the name of the charity or the registered charity number and the system will return a list of results for you to select from, click on the relevant one to populate the data into the field.

When you are entering the details of the filer you can enter the address or Eircode in the Search Address bar and then click the result to autofill the address. If there are a number of organisations operating from the same address you will need to click on the appropriate firm or company name from the list returned for that address. Alternatively, you can enter the full address manually.

(1) Deponent Details

In this section you must enter the name, address and other details of the deponent (the deponent is the person who will swear the Statutory Declaration created on foot of the information provided).

In a situation where there is more than one deponent, only the details of one of the individuals needs to be entered in the form.

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

(2) Application Details

In this section you must enter a summary of the history and particulars of the Scheme including any previous amendments. You are also required to provide details of the alteration being sought and a reason for the proposed alteration.

You can then upload a copy of any supporting documents.


Click on the 'Upload File' button and proceed to upload. Continue this process until you have uploaded all relevant documents.

Please note that documents for upload must be in PDF format and less than 10mbs in size.

(3) Confirmation

This section provides a review of the application. At this point it is recommended that you preview the **Statutory Declaration** which will be generated prior to taking any further steps.



Click on  to open the document as a PDF, review the content and satisfy yourself that it is accurate, coherent and contains sufficient details. Do not edit the PDF. If you wish to make any amendments, return to the form, amend as required by working through the sections (tabs) and then preview it again.







Once you are satisfied, click  to finalise the application.

Please note: once you click on the 'Submit' button you cannot edit your application further.

Once submitted, click on the button titled 'Proceed to Signature' to proceed to the next step.

Step 1: Review Filing Details ∨

Review the submission and associated attachments before completing the signature process

View Submission Form	
Attachment: Sample PDF 1.pdf	
Attachment: Sample PDF 3.pdf	
Attachment: Sample PDF 2.pdf	

Step 2: Download Signature File ∧

Step 3: Upload Signature File ∧

Click on the 'Download Signature File' button (this is the **Statutory Declaration**), print it then have it signed and witnessed as appropriate. Scan it to PDF and once you are ready to upload it, click on 'Upload Signature File' to upload the signed version. (If there are multiple signed documents, these must be scanned into a single PDF for upload).

If you are not in a position to complete the upload immediately, you can access the upload option at a later stage via your dashboard, by selecting '**pending signature**' under the '**Submission Filings**' heading, see screen shot below.

Users in Group Pending Signature Unread Messages


Welcome to the Charities Regulator's new-look MyAccount dashboard

We are delighted to announce that we have improved MyAccount with the following changes:

- We have improved the navigation and display of information;
- You can now select the 'Start New Filing' button above to begin filing a form for a new or existing charity;
- If you have filings (forms), you can find them, view their status and open them in an 'Overview' graphic below;
- You can see a list of all of the charities for which you are an 'Authorised Filer' by scrolling down the screen.

For a full list of all the new features in this update, click [here](#).

Overview

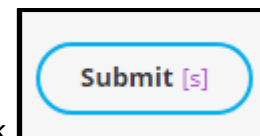


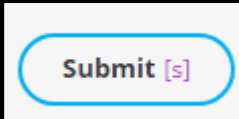
Submission Filings	
Draft	4
Pending Signature	1
Submitted	2
Returned	2
Rejected	0
Registered	3
Cancelled/Withdrawn	0
Total	12

Events

5

- Submission Returned 09/04/2019
Message Received [Open](#)
- SR10466 Cy-Pres Applica... 09/04/2019
Returned Submission [Download](#) [Open](#)
- Submission Registered 08/04/2019
Message Received [Open](#)
- Submission Registered 08/04/2019
Message Received [Open](#)
- Submission Received 08/04/2019



Once you have uploaded the PDF of the **signed document(s)**, click  to submit the application to the Charities Regulator.

Please ensure to **post the original** signed Signature File (i.e. Statutory Declaration) to the Charities Regulator: Charity Services Unit, Charities Regulator, 3 George's Dock, IFSC, Dublin 1, D01 X5X0. The application cannot be progressed until the Charities Regulator has received the original Signature File (Statutory Declaration).