An Rialálaí Carthanas
Charities Regulator

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

User Guide – Application to sanction a sale of charity property for full value

Under section 34(1) of the Charities Act 1961 (as amended by section 11 of the Charities Act 1973 and section 82 of the Charities Act 2009) the Charities Regulator may authorise the sale or disposition of lands held upon charitable trusts where the trustees do not otherwise have the power.

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 'Show Property Disposal Forms' and open the 'Sanction a Sale of Charity Property' form.

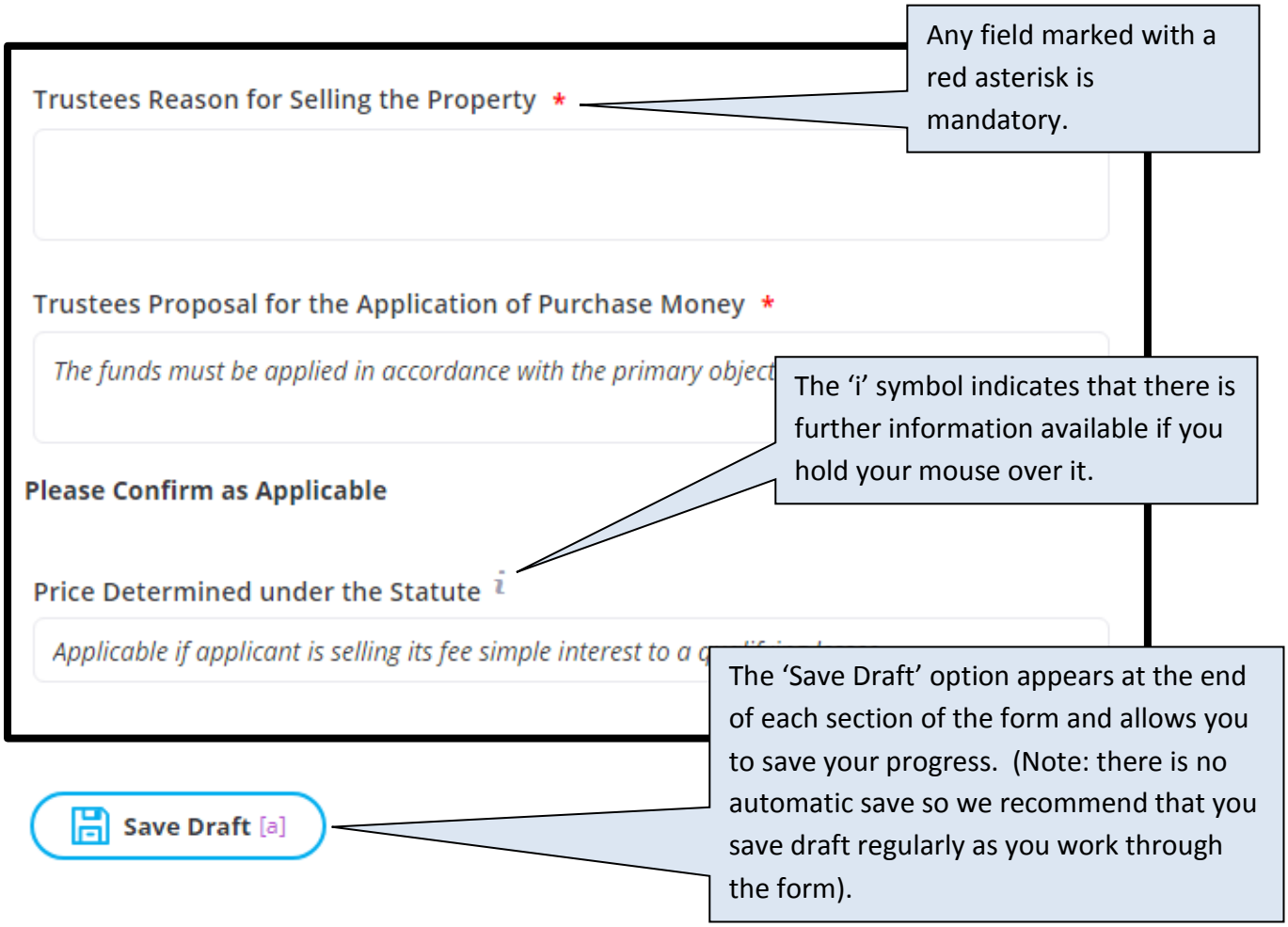
There are five sections to be completed in this form, in addition to the details of the filer in the Introduction section:

(1) Property Details
(2) Title Holders
(3) Purchasers
(4) Attachments and
(5) Confirmation.

IMPORTANT NOTE BEFORE YOU START:

The text which you enter in this form will create the Form of Authorisation relied upon in support of your application. As the Authorisation is a sworn and sealed 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 details of the filer (i.e. the firm or company submitting the application) and the charity selling the property must be entered in the Introduction section.

To search for the charity simply type the name of the charity or the registered charity number into the search option 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 fields.

When entering the filer details, 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.

Once the filer details are entered, you can then proceed to complete the remainder of the application form.

(1) Property Details

In this section enter details of the common name of the property e.g. St. John's Parochial House, Main Street, Kilcommon, and a technical description of the property as per the title deed of the property.

Enter details of the trust upon which the property is held, reason(s) for selling the property, details about how the purchase money will be utilised and the agreed sale price. A description of the property setting out details of the historic and current use of the property is also required.

Depending what interest the Charity holds in the property, you may have to confirm several particulars e.g. whether the purchaser has a statutory right to acquire the fee simple compulsorily.

(2) Title Holders

In this section enter the details of the title holder and save. The title holder should either be the charity or its property holding company (in the case of a property holding company, although the application should be made in the name of the registered charity, the property holding company should be named as the title holder). In the normal course, the title holder is the vendor to the disposition.

If there is more than one title holder, click on 'add' to open the pop-out window. When the window opens, enter details of the additional individual or organisation holding the title to the property, ensuring to click save to add the details to the application. Repeat this until the details of all title Holders have been added.

(3) Purchasers

In this section you must first indicate if the purchaser is an individual or an organisation. Enter the required details and click save to add the details to the application.

If there is more than one purchaser, click on 'add' to open the pop-out window. When the window opens, enter details of the additional individual or organisation purchasing the property, ensuring to click save to add the details to the application. Repeat this until the details of all Purchasers have been added.

(4) Attachments

In this section you must upload a copy of the required document(s) relevant to the particular application, for example contract for sale, valuation report, proof of title, map. You can also upload any additional supporting documentation.

Click on the 'Upload File' button and proceed to upload.

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

(5) Confirmation

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

Click on 

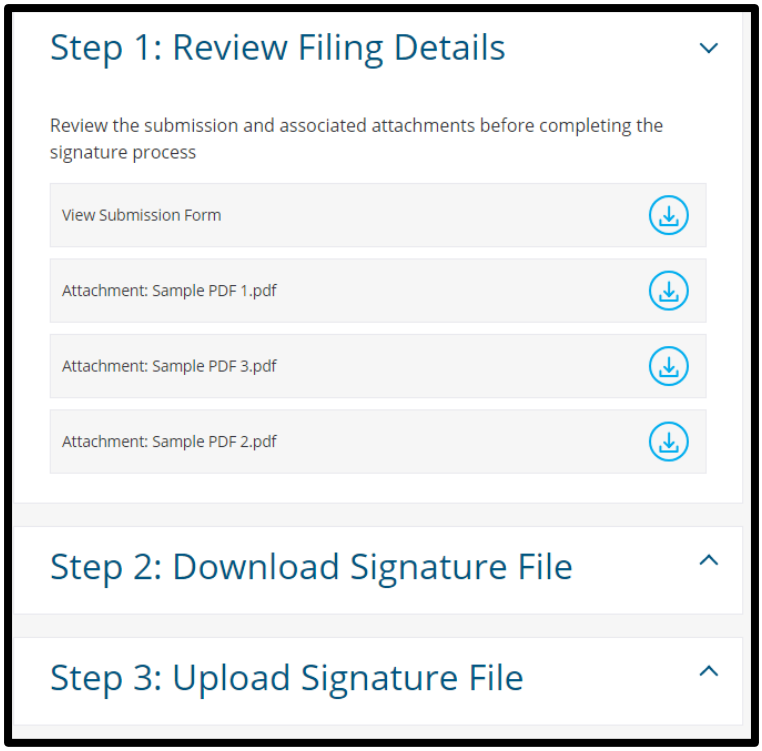
to open it as a PDF, review the content and satisfy yourself that it is accurate, coherent and contains sufficient details. Do not edit the PDF. If you wish to make any amendments, return to the form, amend as required by working through the sections (tabs) and then preview it again.

Once you are satisfied, click 

to finalise the application.

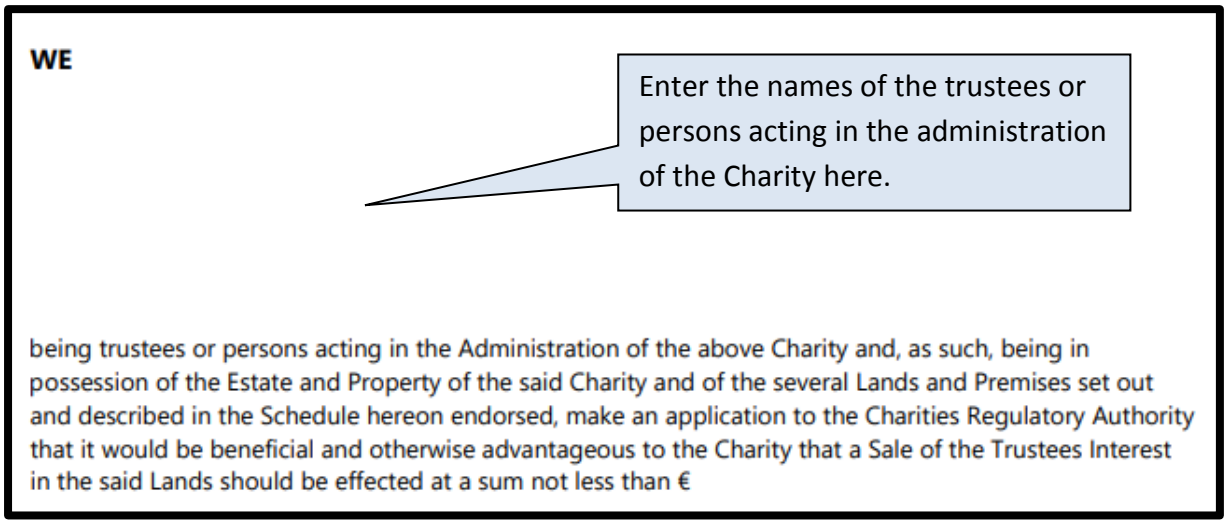
Please note: once you click on the 'Submit' button you cannot edit your application further.

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



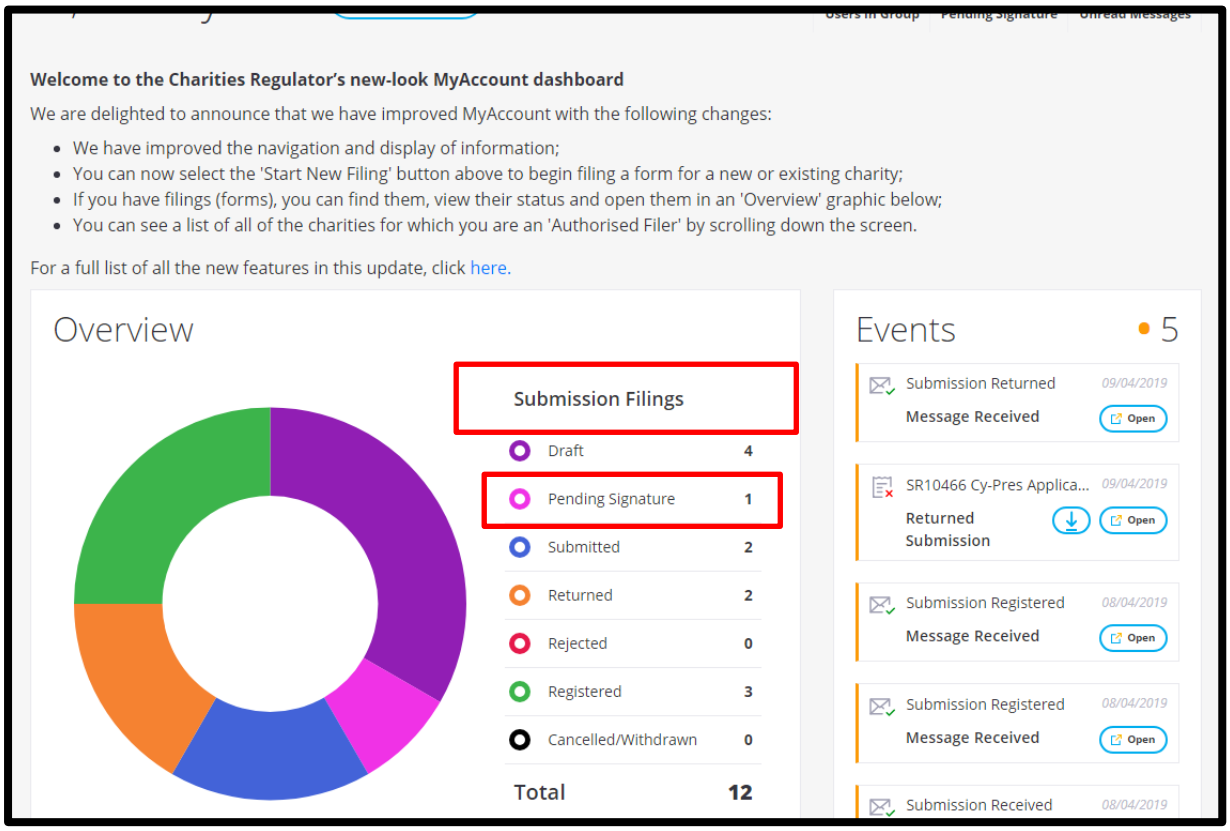
Download the Signature File (this is the 'Form of Authorisation' for signing and, depending on the corporate structure of the charity, sealing), print it then have it signed and sealed in duplicate (both having original signatures).

Please include the names of the signatories in the section:



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.



Once you have uploaded the PDF of the **signed document**(s), click 

to submit the application to the Charities Regulator.

Please ensure to **post two copies of the** original signed Signature File (Form of Authorisation) 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 two copies of the Signature File (Form of Authorisation).