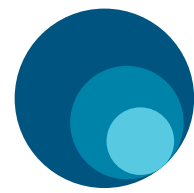
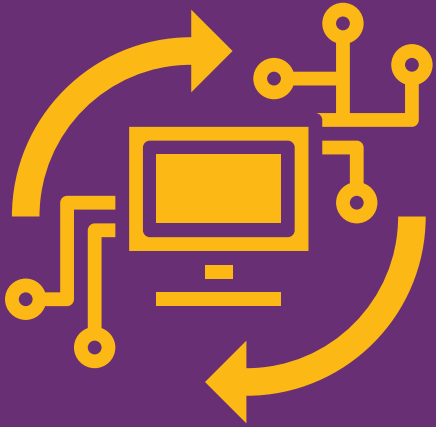


# How to update the Register of Charities



An Rialálaí  
Carthanas  
Charities  
Regulator



Your charity may need to update the register with its new address, telephone number, bank details and/or to add or remove charity trustees.

You can only update the register and submit your annual report through forms in our online portal. To access the online portal you need a customer account.

## 3 simple steps

### to update the Register

1

#### Visit our website

Visit [www.charitiesregulator.ie](http://www.charitiesregulator.ie) go to **Log in** button.



2

#### Sign in



Enter your login name and password and click **'Login'**. If you do not know your login name or password or do not have a customer account read our helpful infographic **'How to Log into your Customer Account'**.

Once in your account, click on the charity name and select the correct online form for your needs on the right side of the screen

3

#### Select the right Form

There are a number of online forms which are explained below, you need to select the right form for your needs. The Charities Regulator will process and verify the online form.



##### Title of Form

**Maintain Trustees, Connections and External Advisors**

**Maintain Contact and Locations of Operation Details**

**Authorised Filer**

**Maintain Charities Governance Code Status**

**Change of Name**

**Maintain Bank Account**

**Maintain Fundraiser Details**

**Change in Financial Year End**

##### Purpose of Form

Use this form to update, add or remove charity trustees, or to update connections and external advisors

Use this form to update your charity's address, email address and telephone number

Use this form to allow a person to set up a customer account and file forms for the charity

Use this form to update your compliance status with the Charities Governance Code

Use this form if you want to change your name

Use this form to update your bank account

Use this form to add or remove professional fundraisers

Use this form to change your financial year end