How to update the Register of Charities
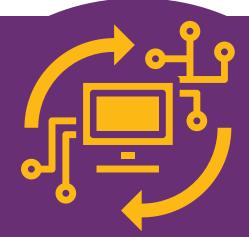
You may need to update the register with your school's new address, telephone number, bank details and/or to add or remove school board of management members.

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
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	Purpose of Form
Maintain Trustees, Connections and External Advisors	Use this form to update, add or remove board of management members, or to update connections and external advisors
Maintain Contact and Locations of Operation Details	Use this form to update your school's address, email address and telephone number
Authorised Filer	Use this form to allow a person to set up a customer account and file forms for your school
Change of Name	Use this form if you want to change your name
Maintain Bank Account	Use this form to update your bank account
Maintain Fundraiser Details	Use this form to add or remove professional fundraisers
Change in Financial Year End	Use this form to change your financial year end