



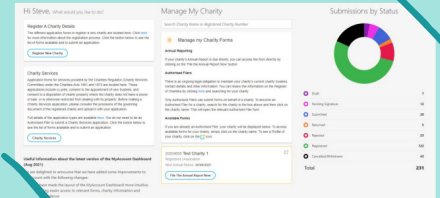
An Rialálaí  
Carthanas  
Charities  
Regulator

# 5 things you need to update your trustees

1

## User Account

We have a form which is available when you log into our online system MyAccount. You must have a user account to access MyAccount. Read our guidance on [how to log into your account](#).



## Check you're an Authorised Filer

Only people authorised by a charity can file reports or forms on behalf of a charity. We have guidance on [how to become an Authorised Filer](#).

2

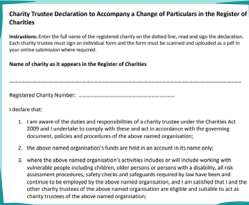
3

## Trustee Details

You will need the following details for each new trustee you are adding:

1. Full Name
2. Phone Number & Email Address
3. Full residential address and Eircode
4. Date they started their term on the board

Please note that from January 2025, a company secretary will no longer be automatically deemed a charity trustee unless they are also a director of the company. Check if you need to update your charity's trustees.



## Trustee Declarations

You will need to upload a trustee declaration for each new trustee.

Please note, we cannot accept digital signatures or declarations that have been altered. You can find the declaration form [here](#).

4

## Update Trustees Form

When you have the trustee details and signed declaration forms, log into your user account. Then:

- Click on new filing
- Click on existing charity
- Click start on your charity's name
- Open the form titled Update Trustees, Connections and External Advisors

Your charity's record on the Register of Charities will not update immediately as our team has to process the form.

5