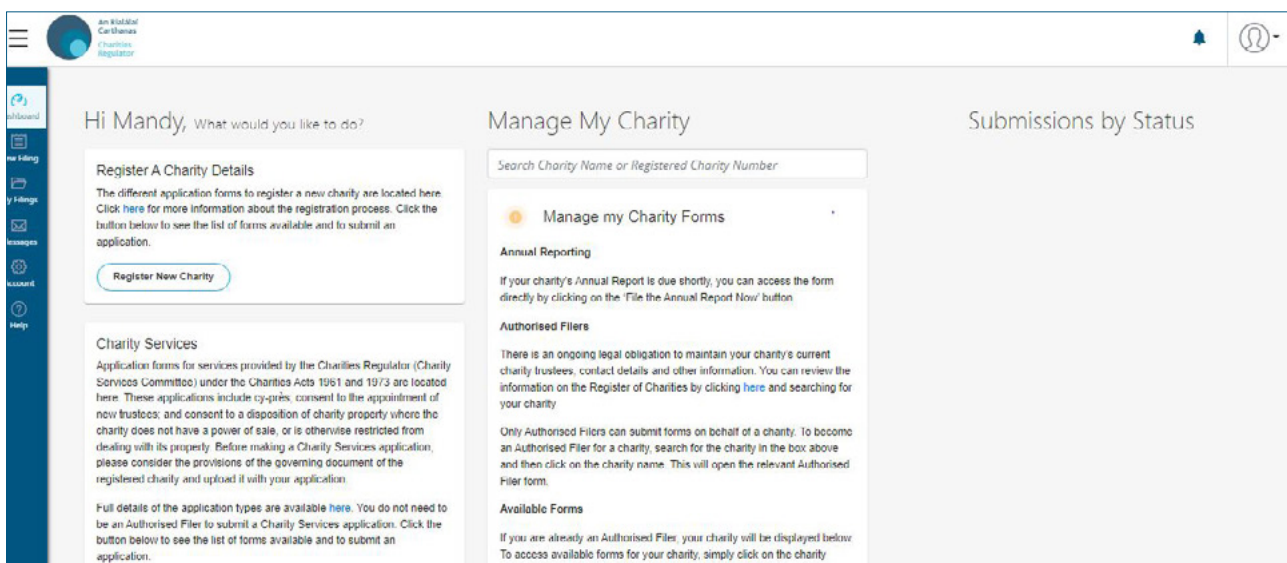


# Completing the Charity Classification Form

Once the charity trustees have decided on the most appropriate classification for their charity they should proceed to complete and submit the on-line Charity Classification form by following these steps:

## Step 1: Log into the charity account on MyAccount



Log into the online charity account on MyAccount to access the available forms for your charity.

Only Authorised Filers can submit forms on behalf of a charity. If you are an Authorised Filer, your charity will be displayed on the dashboard once you are logged in. To access available forms for your charity, simply click on the charity name.

Our resource 'How to update the Register of Charities' should assist you if you have difficulties logging in or locating the form.

## Step 2: Select and open the Charity Classification form

Maintain Fundraiser Details <i>Register: Charity</i>	Start
Filing Winding up and Deregistration of a Registered Charity <i>Register: Charity</i>	Start
Filing Change in Financial Year End <i>Register: Charity</i>	Start
Filing Maintain Charities Governance Code Status <i>Register: Charity</i>	Start
Filing Charity Details Verification <i>Register: Charity</i>	Start
<b>Filing Charity Classification <i>Register: Charity</i></b>	<b>Start</b>

The form contains three tabs: Introduction, Main Details and Declaration

### Charity Classification

Introduction [0]      Main Details [1]      Declaration [2]

Read the Introduction then proceed to the second tab – Main Details

The first question asks for confirmation if the charity is a State body<sup>3</sup> that is has the charity been formed by Statute or Act. (For the vast majority of charities the response will be 'no').

<sup>3</sup> May also be known as a statutory body or State Agency. (Charities which are funded entirely by central or local government are not considered to be state bodies unless they were established by statute.)

## Step 3: Select the first, or main, primary classification group

Select the first primary classification group from the drop-down list

Please select your 1st Primary Classification \* 

Social and community services  
Health and care services  
Community development and housing  
Environment and animals  
Community relations, reconciliation, advocacy and civic responsibility  
Funding, philanthropy, benevolence and volunteering  
Education and research  
Religion  
Arts and culture  
International activities

When you have selected a group, further information is available by ticking the box (just untick the box to hide it again).


Tick this box to see more information about this Primary Classification

This primary group is broken down into several secondary categories:

- Medical treatment** – includes hospitals, hospices, rehabilitation, medical centres
- Residential care or nursing homes** – includes respite care
- Mental health** - includes residential and non-residential mental health services and emotional support and mental wellbeing services such as counselling, group therapy and suicide prevention initiatives.
- Other health services** – this is a broad category which includes complementary or alternative therapy; health education or sickness prevention e.g. the promotion of healthy eating and exercise; emergency response e.g. first responders, community defibrillators; patient or survivor comforts and support e.g. hospital radio, provision of transport to medical appointments; health staff support e.g. nurses association; carers and carer support; patient organisations and supporting medical/health research.

## Step 4: Select up to two secondary classification groups from the drop-down list


Select up to two secondary classification groups from the drop-down list

Please select up to two Secondary Classifications \* 

- Medical Treatment
- Residential care or nursing home
- Mental health
- Other health services

Some categories have additional sub-classifications. If these are available, a further list will appear and up to two sub-groups can be selected.

Mental health


Please select up to two sub-classifications for this Secondary Classification to further refine your selection \* 

- Residential mental health services
- Non-residential mental health services
- Emotional support and mental wellbeing

**Optional: select a second primary classification group**

Some charities may wish to select a second primary group.

You now have the option to select an additional Primary Classification, if this is relevant for your charity.

Please select your 2nd Primary Classification 

Again, similarly to the selection of the first primary group, drop down lists will appear and up to two options can be selected.

When a charity chooses two primary classification groups it will be asked to confirm if the second is less relevant than the first choice. 'Yes' means that the first primary group chosen is the main classification for the charity. 'No' means that the two primary groups chosen are of equal importance.

Is this additional classification of less relevance to your charity than the 1st Primary Classification identified above? \*

Yes

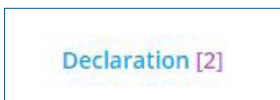
No

## Step 5: check the form and complete the declaration

Once the classification has been selected, proceed to the next tab either by clicking on the 'next' button



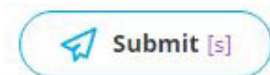
or by selecting the Declaration tab



A summary of the form will appear. It should be checked to ensure that the options chosen are accurate, then complete the declaration.

## Step 6: Submit the form

Click on the 'submit' button



Once submitted, the details of the charity classification will appear immediately on the Overview tab of the charity's entry on the public Register of Charities.