



An Rialálaí
Carthanas

Charities
Regulator

Updating your charity's trustees

1. Sign in

- Sign into your charity's customer account on the **MyAccount** login page.
- Scroll to the bottom of the page and click on **New Filing** beside your charity in the **My Charities** section.
- You will see a pop-out from the right hand side, click on **Existing Charity** at the top and then click on **Start**.

2. Find your charity's trustees

- Locate the **Maintain Trustees, Connections and External Advisors** form and click on **Start and Continue**.

3. Make your changes

To remove a trustee... 

- Click on **Delete Trustee** to open the pop-out and enter the required details to remove a trustee from your charity's account

To add a trustee... 

- Click on **Add Trustee** to add a new trustee to your charity's account. A full residential address (including Eircode) is required for each trustee.

To change information about a trustee... 

- Click on **Update Trustee** to open the pop-out and enter the new details eg. a change of address for an existing trustee.



4. Save your changes

- **Complete and Submit** your form to update your charity trustees.