

Sonraí Teagmhála agus Láithreacha Oibriúcháin a Chothabháil – Treoir Úsáideora

User Guide – Maintain Contact and Locations of Operation Details

[Gaeilge](#)

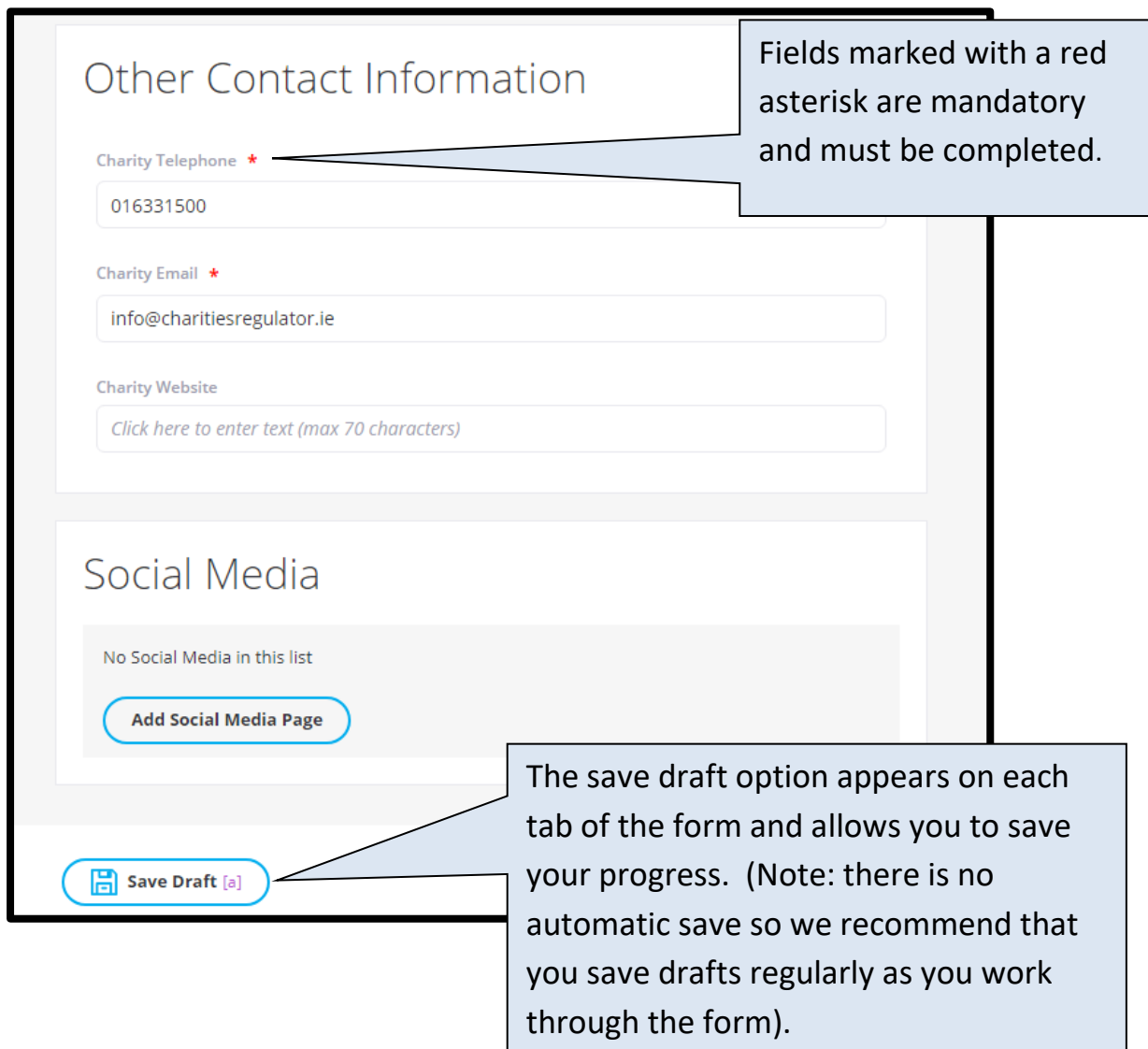
[English](#)

Gaeilge

User Guide – Maintain Contact and Locations of Operation Details

Use this form to keep the address(es), contact details and locations (jurisdictions) where your charity operates up-to-date.

In this form there are three tabs to be completed: Details, Jurisdiction and Declaration.



The screenshot shows a form titled "Other Contact Information" with the following fields:

- Charity Telephone * (with a red asterisk) containing the value "016331500".
- Charity Email * (with a red asterisk) containing the value "info@charitiesregulator.ie".
- Charity Website (containing the text "Click here to enter text (max 70 characters)").

Below the form is a "Social Media" section with the text "No Social Media in this list" and a button labeled "Add Social Media Page".

At the bottom left of the form is a button labeled "Save Draft [a]" with a floppy disk icon.

Two callout boxes provide additional information:

- A callout box pointing to the "Charity Telephone" field states: "Fields marked with a red asterisk are mandatory and must be completed."
- A callout box pointing to the "Save Draft" button states: "The save draft option appears on each tab of the form and allows you to save your progress. (Note: there is no automatic save so we recommend that you save drafts regularly as you work through the form)."

1. Details

Addresses

Please enter any amendments to your charity's addresses and contact information. The organisation's Principal, Correspondence and Operational addresses can be amended, updated or deleted.

Please note: the principal address will appear on the public Register of Charities.

You can enter the address or Eircode in the Search Address bar and then click the result to autofill your address. If your address is in an area with many non-unique addresses (such as a rural townland) you will need to enter your Eircode into the Search Address bar, or else enter the address manually, remembering to include your Eircode.

If you do not know your Eircode, please click on Eircode Finder (<https://finder.eircode.ie>) to help you find it.

Other Contact Information


You can also amend your charity's telephone number and email address. You can also add a charity website address and any social media accounts.

2. Jurisdiction

In this tab you can add, update or delete any other jurisdictions (locations) in which your charity operates, as well as the name under which it operates in these jurisdictions. Please note: the jurisdictions in which your charity operates will appear on the public Register of Charities.

3. Declaration

This section allows you to review and certify the information you have provided. If you are satisfied that it is correct, and it has been approved by the trustees for submission, you should submit your changes. The privacy terms and Statement of Information Practices should be read and accepted.

Once you are satisfied with this you can click on  **Preview** to download a PDF of your information.

Then click on  to submit your changes.

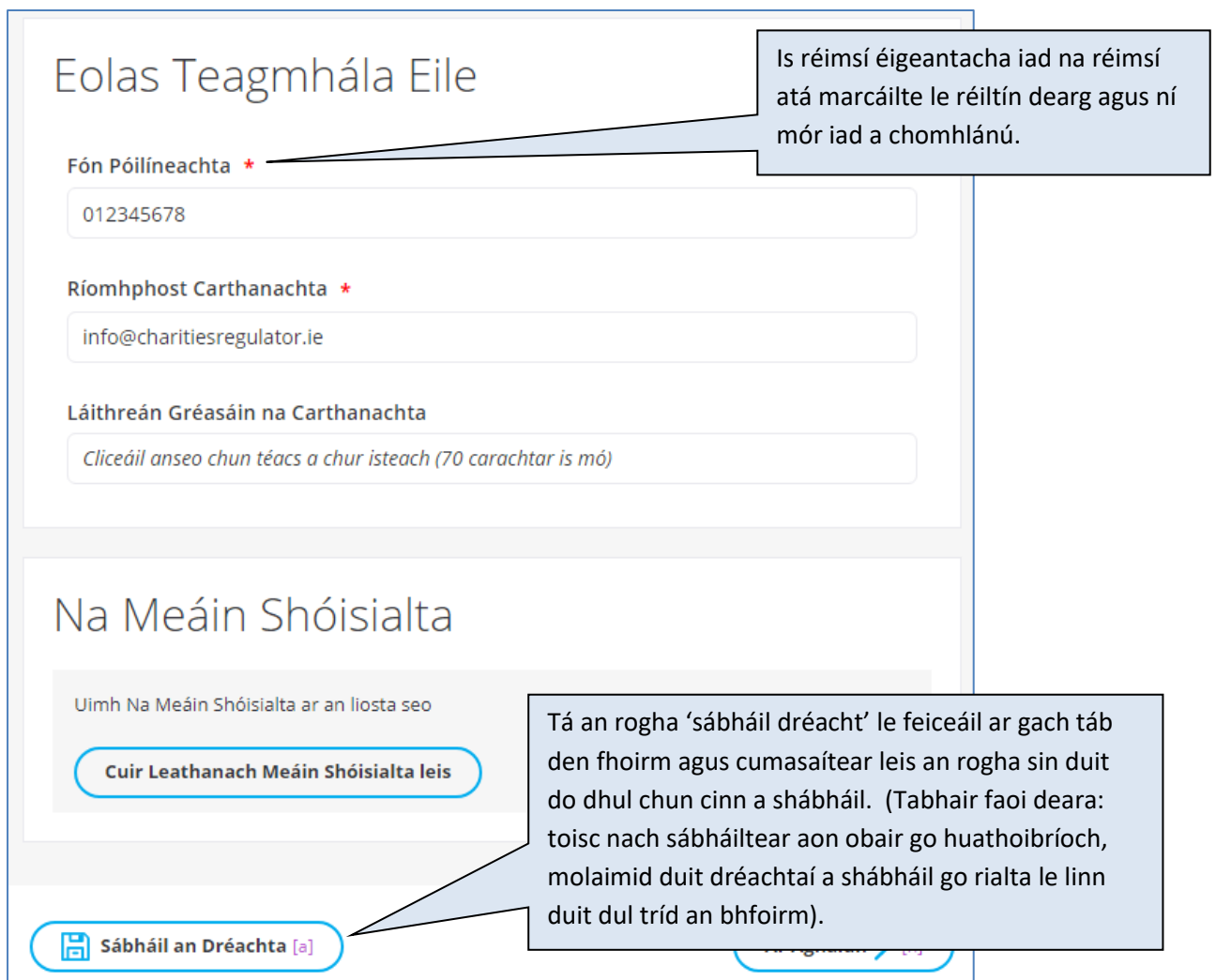
Amendments to contact details or locations of operations do not require the approval of the Charities Regulator so your charity's record will update automatically when you submit the form.

English

Sonraí Teagmhála agus Láithreacha Oibriúcháin a Chothabháil – Treoir Úsáideora

Bain úsáid as an bhfoirm seo chun an seoladh/na seoltaí agus na láithreacha (na dlínsí) ina n-oibríonn do charthanas agus a shonraí teagmhála a choinneáil cothrom le dáta.

Tá trí tháb le comhlánú san fhoirm seo: Sonraí, Dlínsé agus Dearbhú.



Eolas Teagmhála Eile

Fón Póilíneachta *

Ríomhphost Carthanachta *

Láithreán Gréasáin na Carthanachta
Cliceáil anseo chun téacs a chur isteach (70 carachtar is mó)

Na Meáin Shóisialta

Uimh Na Meáin Shóisialta ar an liosta seo

[Cuir Leathanach Meáin Shóisialta leis](#)

[Sábháil an Dréachta \[a\]](#)

Is réimsí éigeantacha iad na réimsí atá marcáilte le réiltín dearg agus ní mór iad a chomhlánú.

Tá an rogha 'sábháil dréacht' le feiceáil ar gach táb den fhoirm agus cumasaítear leis an rogha sin duit do dhul chun cinn a shábháil. (Tabhair faoi deara: toisc nach sábháiltear aon obair go huathoibríoch, molaimid duit dréachtaí a shábháil go rialta le linn duit dul tríd an bhfoirm).

1. Sonraí

Seoltaí

Iontráil aon leasuithe ar sheoladh/ar sheoltaí do charthanas agus ar a fhaisnéis teagmhála. Is féidir Príomhsheoladh, Seoladh/Seoltaí Comhfhreagrais agus Seoladh Oibríochtúil/Seoltaí Oibríochtúla na heagraíochta a leasú, a nuashonrú nó a scriosadh.

Tabhair faoi deara: beidh an príomhsheoladh le feiceáil ar an gClár Carthanas poiblí.

Is féidir leat an seoladh nó an tÉirchód a iontráil sa bharra ‘Cuardaigh Seoladh’ agus is féidir leat cliceáil ar an toradh ansin chun go líonfar do sheoladh isteach go huathoibríoch. Má tá do sheoladh lonnaithe i limistéar ina bhfuil a lán seoltaí neamhuathúla (amhail baile fearainn tuaithe), beidh ort d’Éirchód a iontráil sa bharra ‘Cuardaigh Seoladh’ nó an seoladh a iontráil de lámh. Ná déan dearmad ar d’Éirchód a iontráil freisin.

Mura bhfuil d’Éirchód ar eolas agat, cliceáil ar an Aimsitheoir Éirchód (<https://finder.eircode.ie>) chun cabhrú leat é a aimsiú.

Faisnéis Teagmhála Eile


Is féidir leat uimhir theileafóin agus seoladh ríomhphoist do charthanas a leasú freisin. Is féidir leat seoladh aon suímh Ghréasáin agus aon chuntas meán sóisialta atá ag do charthanas a chur leis chomh maith.

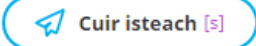
2. Dlínsé

Sa táb seo, is féidir leat aon dlínsí (láithreacha) eile ina n-oibríonn do charthanas, agus an t-ainm faoina n-oibríonn sé sna dlínsí sin, a chur leis, a nuashonrú nó a scriosadh. Tabhair faoi deara: beidh na dlínsí ina n-oibríonn do charthanas le feiceáil ar an gClár Carthanas poiblí.

3. Dearbhú

Sa rannán seo, is féidir leat an fhaisnéis atá tugtha agat a athbhreithniú agus a dheimhniú. Más deimhin leat go bhfuil an fhaisnéis ceart, agus má cheadaigh na hiontaobhaithe í lena cur isteach, ba cheart duit d'athruithe a chur isteach. Ba cheart na téarmaí príobháideachais agus an Ráiteas faoi Chleachtais Faisnéise a léamh agus ba cheart glacadh leo.

A luaithe atá tú sásta leis sin, is féidir leat cliceáil ar  [Réamhamharc](#) chun d'fhaisnéis a íoslódáil i bhformáid PDF.

Cliceáil ar  ansin chun d'athruithe a chur isteach.

Ní gá duit ceadú a fháil ón Rialálaí Carthanas chun leasuithe a dhéanamh ar shonraí teagmhála nó ar láithreacha oibriúcháin. Mar sin, nuashonrófar taifead do charthanais go huathoibríoch nuair a chuireann tú an fhoirm isteach.