

**Guernsey Registry**

Market Building, PO Box 451,  
Fountain Street, St. Peter Port,  
Guernsey, GY1 3GX

## Change of Particulars - Guernsey Registered Charity/ Non Profit Organisation (NPO)

For more information, please see the charities section of the Guernsey Registry website - [www.guernseyregistry.com/charities](http://www.guernseyregistry.com/charities)

Tel: +44 (0) 1481 743800

Email: [enquiries@guernseyregistry.com](mailto:enquiries@guernseyregistry.com)

Web: [www.guernseyregistry.com](http://www.guernseyregistry.com)

**Note:** Please complete **ONLY** the sections which are to be updated.  
Any sections left blank will **NOT** be updated.

### Charity/Non Profit Organisation details:

1. Organisation type:      **Charity:**       **Non Profit Organisation (NPO):**
2. Registration number of charity/NPO:
3. Full name of charity/NPO:
4. Business address of charity/NPO  
(including postcode):

**Note:** Business address means the address that the charity/NPO is situated at, e.g. the registered office.

5. Aim/purpose for which the charity/NPO was set up:  
(this is shown on the public Register)

6. Details of the manner in which the assets, funds and income of the organisation are to be applied/used.

**(this is not shown on the public Register)**

**Note:** This should refer to how the charity uses its assets/funds to achieve the aims set out in section 5 and should include details of the geographical location/focus of the organisation's assets, funds and income.

7. Does the charity solicit or accept donations or other funds or contributions from the public? This includes, but is not limited to, public collections, door-to-door or street fundraising. **Yes:**  **No:**
8. If the charity/NPO does not solicit or accept donations or other funds or contributions from the public it does not need to be on the public part of the Register. If you have answered 'No' above, do you wish the charity/NPO to be shown on the public part of the Register? **Yes:**  **No:**
9. Does the gross annual income of the charity/NPO exceed £20,000 or does the charity/NPO holds funds or assets in excess of £100,000? **Yes:**  **No:**
10. Will funds be received from outside the Bailiwick of Guernsey? **Yes:**  **No:**
11. Will funds be sent outside the Bailiwick of Guernsey? **Yes:**  **No:**

**Contact details:**

**Note:** The contact name and the contact address must be situated within the Bailiwick of Guernsey. The contact details supplied below will be used by the Registry for all correspondence relating to the organisation.

12. Contact name:

13. Contact address for  
correspondence  
**(including postcode):**

14. Contact telephone:

15. Contact email  
address:
**Charity/NPO principal details:**

**Note:** Charity/NPO principals are the persons who own, direct or control the activities of the organisation including, but not limited to, the directors, management committee, officers and trustees.

16. Principals to be **added** (please use extra sheets if necessary):

**(Please note that only the name and position of the principals are shown on the public Register)**

Name	Date of Birth	Position	Residential address	Business address

17. Principals to be **added** (continued)

Name	Date of Birth	Position	Residential address	Business address

18. Principals to be **removed** (please use extra sheets if necessary)

Name	Date of Birth	Position	Residential address	Business address

**Declarations:**

By ticking the boxes and signing the form below, you certify that you are a principal of the charity and that the information given in this form is true and correct to the best of your knowledge and belief.

- and -

- You are aware of the risks posed to charities and Non Profit Organisations from the abuse of those using this sector to carry out money laundering and the financing of terrorism
- You are aware of the requirement to make, keep and retain the appropriate records, as required by the Law.

**Note:** Further information (including reports and tools dealing with how to safeguard your charity) can be found on the "Charities" section of the Guernsey Registry website - [www.guernseyregistry.com/charities](http://www.guernseyregistry.com/charities)

19. Name:

20. Official position:

21. Signature:

22. Date of signature:

23. Email address: