



The Role of the Guernsey Registry in Charity and NPO registration

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What is a charity?

- NPO's and Charities are collectively referred to as Non Profit Organisations
- A charity means –
 - a) Any organisation established for charitable purposes ONLY, and
 - b) Where any property or fund, the income of which is applicable to charitable purposes ONLY

Charitable Purpose means -

For the benefit of society, or any class or part of society and, without limitation includes any organisation established solely or principally for social, fraternal, educational, cultural or religious purposes.



What is an NPO?

Guernsey Registry

- **NPO means -**

Any organisation established, solely or principally, for the non-financial benefit of its members, or for the benefit of society or any class or part of society.

'Benefit of society' means - social, fraternal, educational, cultural or religious purposes.



Do I need to register?

- All Non Profit organisations based in the Islands of Guernsey, Alderney, Herm and Jethou are required to register with the Office of the Registrar. A failure to do so is an offence.

However there is an exemption from this requirement:

- Charities or NPOs with gross assets and funds of less than £10,000, or gross annual income of less than £5,000.



How do I register?

Guernsey Registry

- Application forms are available on our website – www.guernseyregistry.com
- Consideration needs to be given to the questions regarding:
 - Purpose
 - Principals
 - Registered office or principal place of business
- The application must also include:
 - A copy of the latest set of rules under which the charity/NPO is run or, for a limited company, a copy of the Memorandum and Articles of Association.
 - A copy of the latest accounts of the organisation.



How are applications processed?

- Upon receipt of an application the Registry will check to ensure that all the relevant details have been provided with the application.
- The constitutional documents are examined to ensure that the NPO is correctly classified as either NPO or Charity, and that the relevant clause regarding cessation and distribution of funds is included.
- An examination is carried out on the purpose of the NPO, along with the responses to some questions on the application form, to determine the categorisation of the NPO and to give the NPO a risk rating.

Risk Analysis

- There are 3 categories:
 - Cat 1 Locally based NPO's that focus entirely on an aim within the Bailiwick
 - Cat 2 Branches of large UK charities
 - Cat 3 Established and run by local individuals or groups that have an area of activity that operates internationally, mainly in the developing world

NPO's are further categorised by their area of activity and focus, e.g. Social, Fraternal, Educational, Cultural, and Religious

- There are three risk ratings:
 - Red – NPO's considered to be exposed to a greater level of risk, e.g. those operating on an international level in overseas locations
 - Amber – NPO's considered to be exposed to a medium level of risk
 - Green – NPO's exposed to minimal or more localised levels of risk



Home	Products & Services	Guidance/Forms	Legislation	Notices	Beneficial Ownership Info	Charities	About Us	Contact
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[Guernsey Registry Home Page](#) > [Charities](#) > [View The Charities & NPO Register](#) > [Charities Register](#)

Charities Register

The Register details the Charities that have been registered in Guernsey.

Contact name and address details and officer names and titles can be found by clicking the links in the Register Statement column.

Should you require any further information please call the office on +44 1481 743800 or email: enquiries@guernseyregistry.com.

Register Search:

If you wish to search for a charity by name or registration number please press 'Ctrl F' in order to search this web page.

Number	Name	Business Address	Purpose of the Charity	Register Statement	Status	Status Date
CH1	Citizen's Advice Bureau	Bridge Avenue, The Bridge, St Sampson, Guernsey, GY2 4QS	(1) To provide the advice people need for the problems they face. (2) To improve the policies and practices that affect people's lives.	 Charity Statement (1) [26kb]	Normal	18/12/2008
CH3	Guernsey Contraceptive Service LBG	7, Le Pollet, St Peter Port, Guernsey, GY1 1WQ	To promote the welfare of people with regard to contraception and reproductive health	 Charity Statement (3) [26kb]	Normal	18/12/2008
CH4	The Art of Living Foundation (Guernsey)	Saint Lazare, Meadow Drive, Le Villocq, Castel, Guernsey, GY5 7SJ	AOL Guernsey is a non-profit educational, humanitarian organisation	 Charity Statement (4) [26kb]	Normal	18/12/2008
CH5	The Friends of the Priaux Library	Priaux Library, Candie Road, St Peter Port, Guernsey, GY1 1UG	The Priaux Library is a grant aided local studies research library providing free access and professional advice on a wide range of local resources including books, maps, prints, photographs and newspapers to locals and visitors, schools and students	 Charity Statement (5) [26kb]	Normal	18/12/2008
CH6	Guernsey Lumbance	C/O Davela, Lee	Guernsey Lumbance holidays take 10 disabled or elderly	 Charity	Normal	18/12/2008



What are my duties once registered?

Registered organisations must -

- Make, keep and retain records of all financial transactions in order to evidence the use or application of the organisations funds, assets and income. The records must be kept for a minimum of 6 years.
- File annual financial statements/accounts with the Office of the Registrar. (Some exemptions apply to this requirement)
- Undertake annual renewal of its registration.
- Inform the Registrar as soon as possible of any changes in the registered details of a Charity.
(Change of Particulars forms are available on our website).

N.B A failure to comply with the above requirements is an offence.



Annual Renewal Process

- An annual renewal must be completed each calendar year in January
- The organisation will be asked to confirm whether the details held on the Register remain correct.
- Where any changes have occurred the organisation will be asked to complete and return a change of particulars form (available on the website) providing full details of the changed registered particulars.
- A registered organisation that fails to apply to renew its registration in any calendar year by the end of January in that year shall be struck off the Register.
- The Registrar will write to the organisation providing 2 weeks' notice of his intention to strike the organisation from the Register.



And finally...

Guernsey Registry

All information relevant to NPO's is contained on our website www.guernseyregistry.com under the 'charities' tab.

- There is information relating to Risk Awareness
- All our forms and links to the live NPO registers can be accessed via the website
- Links are available to the Association of Guernsey Charities Website and to the UK Charities Commission website There is also a link to the Financial Investigation Unit of the GBA
- If you ever have any concerns, queries, etc. just contact us at:

email: enquiries@guernseyregistry.com or telephone 44 1481 743800
Or visit our offices on level 2 of the Market Building, Fountain Street.