

## Charity & NPO Portal Guidance – Authorised Filer Submission

Only authorised filers can make submissions (for example to update the details of a Charity/NPO or file the Annual Validation).

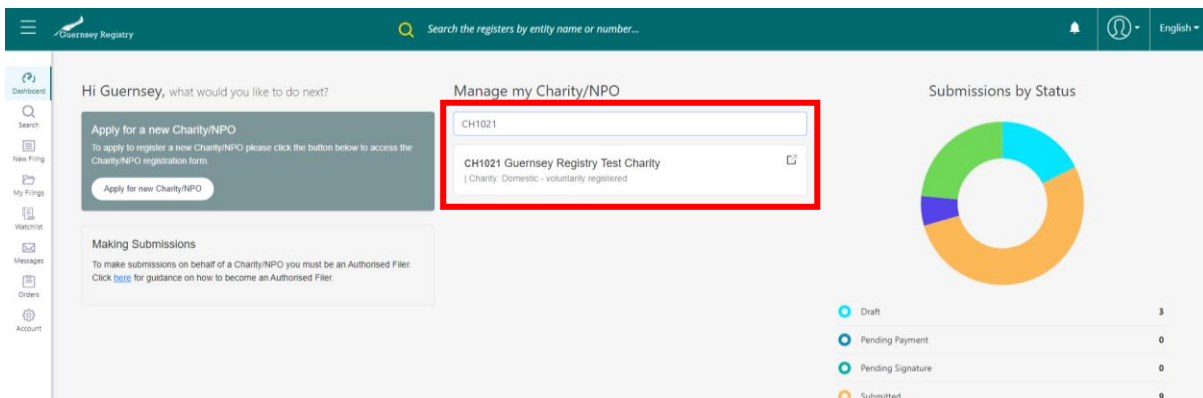
It is recommended that Charities/NPOs have more than one authorised filer if possible. Each person wanting to be an authorised filer will need to make a separate submission.

To file an authorised filer submission you will need to have an account for the Charity/NPO portal. Please see our other guidance notes for information on how to register.

To become an authorised filer for your Charity/NPO, go to [portal.guernseyregistry.com](https://portal.guernseyregistry.com) and log in to the system.

Once logged in, enter your Charity/NPO name or registration number in the box under “Manage my Charity/NPO”.

Select your Charity/NPO in the list that will appear:



Hi Guernsey, what would you like to do next?

**Apply for a new Charity/NPO**  
To apply to register a new Charity/NPO please click the button below to access the Charity/NPO registration form.  
[Apply for new Charity/NPO](#)

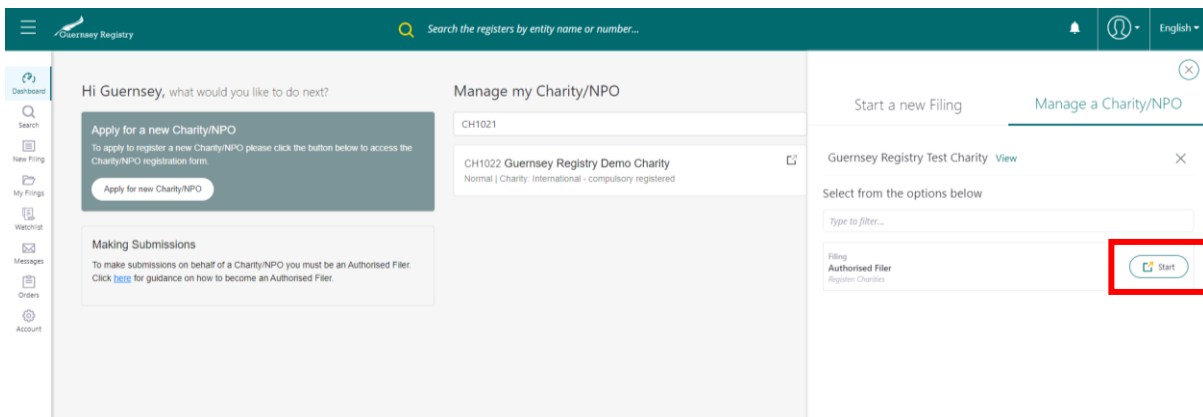
**Manage my Charity/NPO**  
CH1021  
CH1021 Guernsey Registry Test Charity  
| Charity - Domestic - voluntarily registered

**Making Submissions**  
To make submissions on behalf of a Charity/NPO you must be an Authorised Filer. Click [here](#) for guidance on how to become an Authorised Filer.

**Submissions by Status**

Status	Count
Draft	3
Pending Payment	0
Pending Signature	0
Submitted	9

Click “Start” next to “Authorised Filer” in the options list:



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**Manage my Charity/NPO**  
CH1021  
CH1022 Guernsey Registry Demo Charity  
Normal | Charity - International - compulsory registered

**Start a new Filing** | **Manage a Charity/NPO**

Guernsey Registry Test Charity View

Select from the options below

Type to filter...

Filing	Authorised Filer	Register Charities	<a href="#">Start</a>
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This will take you to the Authorised Filer form.

The details of your Charity/NPO will be pre-populated on the form.

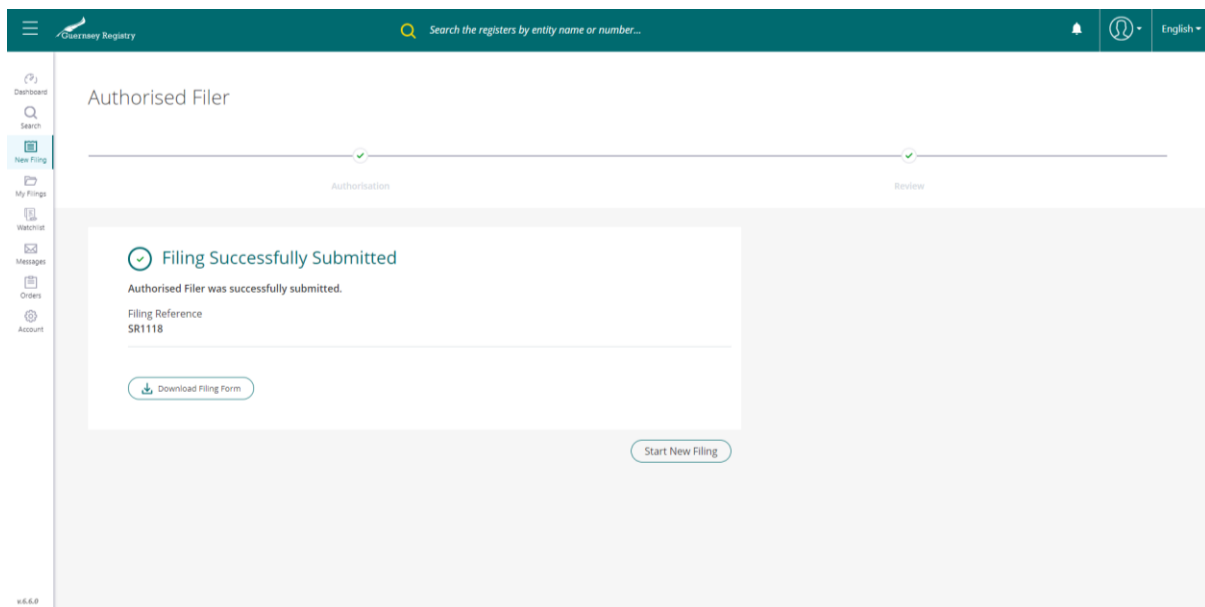
Click “Upload File” to upload your authorisation letter.

The authorisation letter should be written evidence from the managing officials of the Charity/NPO that you have been authorised to make filings on behalf of the Charity/NPO (e.g. minutes of a meeting).

When you have uploaded your authorisation letter, click “Next” at the bottom of the page.

This will take you to a review page, please check that the details you have entered are correct, and read and tick the declaration. Click “Submit”.

You will then receive the following notification which will give you a filing reference number. You will also receive a confirmation email. By clicking “Download Filing Form” you can download a copy of the submission for your records.



Your submission will be checked by the Registry.

When it has been approved you will receive an email confirmation and you will then be able to make filings for your Charity/NPO.