

## TOP TIPS - COMPLETING THE ONLINE CHARITY REGISTRATION

Community First Yorkshire has prepared some top tips for you to consider when completing the online charity registration form.

We hope that this will help you with knowing what to expect in terms of some of the practicalities of completing the form:

- The online form is interactive i.e. how you answer certain questions will then determine how further questions are to be generated for you to answer.
- Avoid ticking boxes that are not relevant to what your organisation is going to be doing, otherwise the form will generate further questions which you might not be able to answer. It is important therefore to only answer questions that are pertinent to your organisation.
- You will need to submit a fully completed online application form, with the inclusion of your governing document and completed signed trustee declaration form.
- You will need to follow the instructions to log in and create a password for the online portal. Once you have entered your email address, a password will be sent to you.
- Once you start your online application, you'll receive a reference number which allows you to save the form and come back to it at any time within 3 months of starting it. After 3 months of there being no changes made by you to the form, your application will be deleted. Every time you make amendments and hit save, the 3-month window will start again.
- Your application will be removed 6 months after it is submitted so please bear in mind that it can no longer be viewed after this time. If your application is still pending, it will not affect it being processed.
- The form is set out over 15 distinct sections and is easy to complete, with most questions requiring only a simple tick box answers. You can move between sections by selecting them from the drop box at the top and you can skip sections and return to them at any time.
- You can print pages of your form at any point by using the 'print a copy' button in the top right hand corner.
- The form possesses a spell check function.
- There are useful links throughout the form which you can click on for extra guidance to help you ensure you are completing the form correctly.



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- the form specifies which information will be made publicly available on the charity register.
- You will be required to confirm that you have a principal office in England and/or Wales and this will be published on the register of charities. A CIO must also have a service address, used for correspondence. The service address for trustees can be the same as the principal address.
- The application can take time to be processed by The Charity Commission and therefore you will need to submit your application well in advance of any date you are working towards.
- It is your responsibility to satisfy the commission that your organisation is a charity in law, that it should be registered as a CIO and that the trustees understand their roles and responsibilities.



**Community First  
Yorkshire**

Registered Charity No. 515538

Unit A, Tower House, Askham Fields Lane, Askham Bryan, York, YO23 3FS

01904 704177  [info@communityfirstyorkshire.org.uk](mailto:info@communityfirstyorkshire.org.uk)  [www.communityfirstyorkshire.org.uk](http://www.communityfirstyorkshire.org.uk)