

NOTIFICATION FORM

[Section 23]

Read the notes on this form and general guidance published by the Attorney General before completion.

Please complete legibly in black type or bold block lettering – ALL FIELDS MUST BE COMPLETED

IOM charity number:

Charity name:

What event is being notified?

Tick all that apply

- Change of charity trustee or of the details of a charity trustee – complete **Annex A** and any necessary continuation sheets
- In the case of a foreign charity only, change of responsible person or of the details of a responsible person – complete **Annex B** and any necessary continuation sheets
- Change of correspondence or other address for the charity – complete **Annex C**
- Amendment of charity name – complete **Annex D**
- Amendment of a governing instrument – complete **Annex E**
- Winding up or dissolution of the charity – complete **Annex F**

GENERAL NOTE:

Section 23 of the Charities Registration and Regulation Act 2019 requires that the information to which this form relates must be notified to the Attorney General within one month of the occurrence of the relevant event. Failure to do so is an offence.

PRIVACY NOTICE

In this notification form, we collect information required to be notified to the Attorney General under section 23 of the Charities Registration and Regulation Act 2019 ("the Act").

The data will be processed for the following purposes:

- the maintenance of the accuracy of the information which is required to be contained in the register of charities by section 9 of the Act and regulation 4 of the Charities Regulations 2020; and
- the exercise of the Attorney General's statutory functions concerning charities, including those provided by the Act.

The register of charities is held on a case management system which is internal to the Attorney General's Chambers. The data will be extracted from this internal system to a public file in accordance with regulation 5 of the Charities Regulations 2020, which requires the omission of specified personal data from the extract.

DECLARATION

1. I have read the notes on this form, and on the annex(es) and the general guidance published by the Attorney General which is referred to in the notes.
2. I declare that the information given in this form, including the annex(es) and *(insert number)* _____ continuation sheet(s), is correct to the best of my knowledge and belief¹.

Signature:

Date:

Name²:

Capacity in
which signing³:

Charity trustee

Authorised person

SEND THE COMPLETED FORM, ANNEX(ES) AND THE DOCUMENT(S) ATTACHED TO:

Charities Administration
Attorney General's Chambers
Belgravia House
Circular Road
Douglas
ISLE OF MAN
IM1 1AE

Further information and guidance relating to the registration and regulation of charities in the Isle of Man can be found as follows:

- website: www.gov.im/charities
- e-mail: charities@gov.im
- telephone: (01624) 687318

¹ Section 50 of the Charities Registration and Regulation Act 2019 provides that a person ("P") commits an offence if P furnishes information which P knows to be false or misleading in a material particular or recklessly furnishes information which is false or misleading in a material particular.

² This means title, present forenames and present surname.

³ The notification form must be signed by a charity trustee or, if the charity is a body corporate, the charity trustees may authorise another person (e.g. the company secretary or equivalent) to sign the form on the charity's behalf. In the case of a charity trustee which is a body corporate, the signature is of an officer of the body corporate duly authorised for the purpose.

IOM charity number:

Charity name:

ANNEX A

Change of charity trustee or of the details of a charity trustee

Please complete legibly in black type or bold block lettering – ALL FIELDS MUST BE COMPLETED

Specify change and date thereof and if this consists of the appointment of a new charity trustee fill in also the particulars below. Details of additional charity trustees to be notified on particulars of new charity trustee(s) continuation sheet(s).

Particulars of new charity trustee:

Title, present forenames and present surname or, if body corporate, name of organisation:	
Former name(s) ⁴ :	
Address ⁵ :	
Postcode:	
e-mail address:	Date of birth ⁶ :
Date appointed as charity trustee for the above institution:	Any office held ⁷ :
Details of experience and/or expertise which is relevant to the role of charity trustee for the above institution ⁸ :	
I confirm that I am not disqualified for acting as a charity trustee in the Isle of Man ⁹ and hereby consent to act as charity trustee of the above institution ¹⁰ .	Date of signature:
Signature:	

In the case of a charity trustee which is a body corporate, the name, any former names and residential address of each director or similar officer must also be provided on a particulars of the directors (or similar officers) of a charity trustee which is a body corporate continuation sheet.

⁴ This means any forename or surname by which an individual has previously been known in the period since attaining the age of 18 years.

⁵ Usual residential address of an individual or the registered office (or other similar office) of a body corporate.

⁶ Individuals only.

⁷ e.g. Chair, Treasurer, Secretary.

⁸ See section 12(1)(b)(i) of the Charities Registration and Regulation Act 2019 and general guidance.

⁹ See section 25 of the Charities Registration and Regulation Act 2019 and general guidance.

¹⁰ In the case of a charity trustee which is a body corporate, the signature is of an officer of the body corporate duly authorised for the purpose.

**Annex A - Continuation sheet:
Particulars of new charity trustee(s)**

Title, present forenames and present surname or, if body corporate, name of organisation:	
Former name(s) ¹¹ :	
Address ¹² :	
Postcode:	
e-mail address:	Date of birth ¹³ :
Date appointed as charity trustee for the above institution:	Any office held ¹⁴ :
Details of experience and/or expertise which is relevant to the role of charity trustee for the above institution ¹⁵ :	
I confirm that I am not disqualified for acting as a charity trustee in the Isle of Man ¹⁶ and hereby consent to act as charity trustee of the above institution ¹⁷ . Signature:	Date of signature:

Title, present forenames and present surname or, if body corporate, name of organisation:	
Former name(s) ¹¹ :	
Address ¹² :	
Postcode:	
e-mail address:	Date of birth ¹³ :
Date appointed as charity trustee for the above institution:	Any office held ¹⁴ :
Details of experience and/or expertise which is relevant to the role of charity trustee for the above institution ¹⁵ :	
I confirm that I am not disqualified for acting as a charity trustee in the Isle of Man ¹⁶ and hereby consent to act as charity trustee of the above institution ¹⁷ . Signature:	Date of signature:

¹¹ This means any forename or surname by which an individual has previously been known in the period since attaining the age of 18 years.

¹² Usual residential address of an individual or the registered office (or other similar office) of a body corporate.

¹³ Individuals only.

¹⁴ e.g. Chair, Treasurer, Secretary.

¹⁵ See section 12(1)(b)(i) of the Charities Registration and Regulation Act 2019 and general guidance.

¹⁶ See section 25 of the Charities Registration and Regulation Act 2019 and general guidance.

¹⁷ In the case of a charity trustee which is a body corporate, the signature is of an officer of the body corporate duly authorised for the purpose.

**Annex A - Continuation sheet:
Particulars of the directors (or similar officers) of a charity trustee which is a body corporate**

Title, present forenames and present surname:	
Former name(s) ¹⁸ :	
Address ¹⁹ :	
Postcode:	
e-mail address:	Date of birth:

Title, present forenames and present surname:	
Former name(s) ¹⁸ :	
Address ¹⁹ :	
Postcode:	
e-mail address:	Date of birth:

Title, present forenames and present surname:	
Former name(s) ¹⁸ :	
Address ¹⁹ :	
Postcode:	
e-mail address:	Date of birth:

¹⁸ This means any forename or surname by which an individual has previously been known in the period since attaining the age of 18 years.
¹⁹ Usual residential address.

IOM charity number:

Charity name:

ANNEX B

Change of responsible person or of the details of a responsible person (for foreign charities only)

Please complete legibly in black type or bold block lettering – ALL FIELDS MUST BE COMPLETED

Specify change and date thereof and if this consists of the appointment of a new responsible person fill in also the particulars below. Details of additional Responsible Persons to be notified on particulars of responsible person(s) continuation sheet(s).

Title, present forenames and present surname or, if body corporate, name of organisation:	
Former name(s) ²⁰ :	
Address ²¹ :	
Postcode:	
e-mail address:	Date appointed as responsible person for the above charity:
I hereby consent to act as responsible person of the above charity ²² . Signature:	Date of signature:

²⁰ This means any forename or surname by which an individual has previously been known in the period since attaining the age of 18 years.

²¹ Usual residential address of an individual or the registered office (or other similar office) of a body corporate.

²² In the case of a responsible person which is a body corporate, the signature is of an officer of the body corporate duly authorised for the purpose.

**ANNEX B - Continuation Sheet:
Particulars of responsible person(s)**

Title, present forenames and present surname or, if body corporate, name of organisation:	
Former name(s) ²³ :	
Address ²⁴ :	
Postcode:	
e-mail address:	Date appointed as responsible person for the above charity:
I hereby consent to act as responsible person of the above charity ²⁵ . Signature:	Date of signature:

Title, present forenames and present surname or, if body corporate, name of organisation:	
Former name(s) ²³ :	
Address ²⁴ :	
Postcode:	
e-mail address:	Date appointed as responsible person for the above charity:
I hereby consent to act as responsible person of the above charity ²⁵ . Signature:	Date of signature:

²³ This means any forename or surname by which an individual has previously been known in the period since attaining the age of 18 years.

²⁴ Usual residential address of an individual or the registered office (or other similar office) of a body corporate.

²⁵ In the case of a responsible person which is a body corporate, the signature is of an officer of the body corporate duly authorised for the purpose.

IOM charity number:

Charity name:

ANNEX C

Change of correspondence or other address for the charity²⁶

Please complete legibly in black type or bold block lettering – ALL FIELDS MUST BE COMPLETED

Specify change and date thereof

²⁶ This includes the following:

- correspondence address: postal and e-mail
- website address
- if a body corporate: registered office (or similar)
- if registered under the Foreign Companies Act 2014: address for service in the Island

Any email address given in this section will be published as a correspondence address for the institution. For this reason, it is preferable that this be a general e-mail address for the institution, rather than a personal e-mail address of one of the charity trustees.

IOM charity number:

Charity name:

ANNEX D

Amendment of charity name²⁷

Please complete legibly in black type or bold block lettering – ALL FIELDS MUST BE COMPLETED

Specify change and date thereof and provide any particulars or documents required below²⁸

If a change of the charity name, date of consent or direction given by Attorney General²⁹:

²⁷ This includes a change to the charity name and the adoption or relinquishment of a working name.

²⁸ A certified copy should be provided of the relevant extract of the minute of the meeting at which the change, adoption or relinquishment being notified was agreed. If a working name is adopted which requires to be registered under the Registration of Business Names Act 1918, the date of registration should be provided.

²⁹ This is not required in the case of a foreign charity. Instead, the charity must provide evidence that the change of name has been notified to, and accepted by, the charity regulator for the jurisdiction in which the charity is established or, if none, by the registrar or other body which holds the public records relating to the establishment of the charity in such jurisdiction, eg Companies Registry.

IOM charity number:

Charity name:

ANNEX E

Amendment of governing instrument

Please complete legibly in black type or bold block lettering – ALL FIELDS MUST BE COMPLETED

Date on which Attorney General consented to the amendment OR date of order of the High Court authorising the amendment³⁰:

Process by which the amendment was made³¹:

Date amendment made:

A certified copy of the amendment(s) must accompany this form.

Tick to confirm enclosed:

³⁰ This is not required in the case of a foreign charity. Instead, the charity must provide evidence that the amendment has been notified to, and accepted by, the charity regulator for the jurisdiction in which the charity is established or, if none, by the registry or other public authority which holds the public records concerning the incorporation or other establishment of the charity in such jurisdiction, e.g. Companies Registry.

³¹ E.g. Trustee resolution, members' resolution at AGM/EGM, etc.

IOM charity number:

Charity name:

ANNEX F

Winding up or dissolution of the charity

Please complete legibly in black type or bold block lettering – ALL FIELDS MUST BE COMPLETED

Date on which the charity was wound up or dissolved:

Copies of the following documents must accompany this form:

Tick to confirm enclosed

- Final accounts³²
- Final report³³
- If the charity is a body corporate: evidence of dissolution³⁴
- If the charity is not a body corporate: evidence of decision to wind up or dissolve charity³⁵

Note re Register of charity mergers:

If the charity is being dissolved as part of a merger of two or more charities and the merger is to be notified to the Attorney General under Part 7 of the Charities Regulation and Registration Act 2019 for inclusion on the Register of Charity Mergers, notification of the merger must be given by the transferee charity³⁶ on the form published for that purpose within one month of the date on which the transfer of the property involved in the merger has taken place or, if more than one transfer, the last of those transfers has taken place. This is in addition to the completion of Annex F.

³² The accounts of the charity for the period of the accounting year which ends on the date of winding up or dissolution showing the distribution of its assets and which have been audited or examined as required by section 27 of the Charities Registration and Regulation Act 2019.

³³ The report referred to in section 29 of the Charities Registration and Regulation Act 2019 for the period referred to in footnote 37.

³⁴ The declaration of dissolution issued by the Registry or other public authority which holds the public records concerning the incorporation or other establishment of the body corporate or such other evidence as appears to the Attorney General to be sufficient for the purpose.

³⁵ A certified copy of a resolution of the charity, a certified copy of the relevant extract of the minute recording the following of such other procedure as is required under its governing instrument to wind up or dissolve the charity or such evidence as appears to the Attorney General to be sufficient for the purpose.

³⁶ i.e. the charity to which the property of the charity or charities to be wound up is transferred.