



REGISTRATION APPLICATION FORM

[Section 11]

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 unless not applicable

1. Name of institution:	
2. Working name(s) used by the institution (if any)¹:	
3. Date on which the institution was established:	4. Legal nature² of the institution (tick appropriate box): <input type="checkbox"/> Trust <input type="checkbox"/> Unincorporated Association <input type="checkbox"/> Company <input type="checkbox"/> Foundation <input type="checkbox"/> Other – give details:
5. If the institution is a body corporate³, the number with which it has been registered as a company or otherwise established:	
6. If a company established under the Companies Acts 1931 to 2004, has a licence been granted by the Attorney General under section 18 of the Companies Act 1931? <i>(tick as appropriate)</i> <input type="checkbox"/> YES <input type="checkbox"/> NO	
7. Is the institution already registered as charity outside the Isle of Man? <i>(tick as appropriate)</i> <input type="checkbox"/> YES <input type="checkbox"/> NO	8. If "Yes" to Q7, give the country(ies)/territory(ies) and registration number(s):
9. Date of institution's accounting year end:	
10. Institution's correspondence address (postal): Postcode:	
11. Institution's e-mail address⁴:	
12. Institution's website address (if any):	
13. If a body corporate, the address of the institution's registered office (or similar address required to be stated by law): Postcode:	

¹ Depending on the name chosen, it may require to be registered under the Registration of Business Names Act 1918.

² The legal nature depends on the way in which the institution has been constituted, which should be evident from its governing instrument. NB "Foundation" means a foundation established under the Foundations Act 2011.

³ e.g. a company or a Foundation.

⁴ This is required and 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.

14. Country or territory in which the institution was established⁵:	
15. If the institution is a foreign company registered under the Foreign Companies Registration Act 2014, the number with which it has been registered under that Act:	
16. If a company to which Q15 applies, address for service in the Island:	
Postcode:	
17. If the institution was established under the law of a country or territory outside the Island (and none of the charity trustees reside in the Island) provide details of the responsible person(s): <i>(continue on a particulars of responsible person(s) continuation sheet if more than one responsible person)</i> NB: All fields must be completed	
Title, present forenames and present surname or, if body corporate, name of organisation:	
Former name(s) ⁶ :	
Address ⁷ :	
Postcode:	
e-mail address:	Date appointed as responsible person for the above charity:
I hereby consent to act as responsible person of the above institution ⁸ .	Date of signature:
Signature:	
18. Explain the connection that the institution has with the Isle of Man⁹. Continue on an additional information continuation sheet, as necessary.	

⁵ This is the country or territory under the laws of which the governing document was created and is governed.

⁶ This means any forename or surname by which an individual has previously been known in the period since attaining the age of 18 years.

⁷ Usual residential address of an individual or the registered office (or other similar office) of a body corporate.

⁸ 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.

⁹ In order to register as a charity, the institution must demonstrate a substantial and genuine connection with the Island. See general guidance published by the Attorney General for further information.

19: What is the charitable purpose for which the institution has been established? (tick all that apply) :

- (1) relief of poverty
- (2) advancement of education
- (3) advancement of religion
- (4) advancement of health or the saving of lives
- (5) advancement of citizenship or community development
- (6) advancement of the arts, culture, heritage or science
- (7) advancement of amateur sport
- (8) advancement of human rights, conflict resolution or reconciliation or the promotion of religious or racial harmony or equality and diversity
- (9) advancement of environmental protection or improvement
- (10) relief of those in need because of youth, age, ill-health, disability, financial hardship or other disadvantage
- (11) advancement of animal welfare
- (12) promotion of the efficiency of the armed forces of the Crown or of the efficiency of the police, fire and rescue services or ambulance services
- (13) provision of facilities for recreation or other leisure-time occupation in the interests of social welfare
- (14) other purpose which is charitable under Manx law¹⁰ (provide details below)
details:
- (15) any purpose which is charitable under Manx law¹¹

20. Give a description of the activities that it is intended that the institution will carry out, including the location (i.e. country/region)¹². Continue on an additional information continuation sheet, as necessary.

¹⁰ See section 6(1)(i), (ii) and (iii) of the Charities Registration and Regulation Act 2019.

¹¹ This charitable purpose should be ticked only if the institution's governing instrument states that it is established for any purpose which is charitable under Manx law.

¹² This is to ensure that the activities which are planned will fall within the charity's objects. Additionally, the information will assist the Attorney General to consider whether the charity is being established bona fide for charitable purposes, as required by section 12(1)(a)(vi) of the Charities Registration and Regulation Act 2019 and/or whether there are reasonable grounds for him to believe that there is a substantial risk of the charity being involved in, or reasonably susceptible to being used for, money laundering activities or of its property being used to finance terrorism, as he is required to do by section 12(1)(b)(ii). See general guidance published by the Attorney General for further information.

21. How many charity trustees are currently appointed for the institution?

22. Give the particulars of all the current charity trustees¹³:

(continue on a particulars of charity trustee(s) continuation sheet if more than one charity trustee)

NB: All fields must be completed

Title, present forenames and present surname or, if body corporate, name of organisation:

Former name(s)¹⁴:

Address¹⁵:

Postcode:

e-mail address:

Date of birth¹⁶:

Date appointed as charity trustee for the above institution:

Any office held¹⁷:

Details of experience and/or expertise which is relevant to the role of charity trustee for the above institution¹⁸:

I confirm that I am not disqualified for acting as a charity trustee in the Isle of Man¹⁹ and hereby consent to act as charity trustee of the above institution²⁰.

Date of signature:

Signature:

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

¹³ The charity trustees are the persons having the general control and management of the administration of a charity and who are described in the charity's governing instrument as, for example, the directors, the Committee Members, the Trustees, the Council Members, etc.

¹⁴ This means any forename or surname by which an individual has previously been known in the period since attaining the age of 18 years.

¹⁵ Usual residential address of an individual or the registered office (or other similar office) of a body corporate.

¹⁶ Individuals only.

¹⁷ e.g. Chair, Treasurer, Secretary.

¹⁸ See section 12(1)(b)(i) of the Charities Registration and Regulation Act 2019 and general guidance published by the Attorney General.

¹⁹ See section 25 of the Charities Registration and Regulation Act 2019 and general guidance published by the Attorney General.

²⁰ 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.

DECLARATION

1. I have read the notes on this form and the general guidance published by the Attorney General which is referred to in the notes.
2. I attach the following documents (*tick to confirm*):
 - Certified copy of governing instrument²¹
 - Certificate of incorporation (body corporate only)²²
 - Accounts for the most recent accounting year²³
3. I declare that the information given in this form, including (*insert number*) _____ continuation sheet(s), is correct to the best of my knowledge and belief²⁴.

Signature:

Date:

Name²⁵:

Capacity in
which signing²⁶:

Charity trustee

Authorised person

SEND THE COMPLETED FORM 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

²¹ If a licence has been granted in respect of the institution under section 18 of the Companies Act 1931 to 2004, the Attorney General does not insist on a copy of the Memorandum and Articles of Association being attached to this application.

²² Or equivalent document issued by a public authority to confirm that the body corporate has come into existence under the laws governing its establishment (e.g. the certificate of establishment in the case of a foundation established under the Foundations Act 2011).

²³ In cases where at least one accounting year has elapsed since the establishment of the institution.

²⁴ 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.

²⁵ This means title, present forenames and present surname.

²⁶ The application form must be signed by a charity trustee or, if the institution is a body corporate, the charity trustees may authorise another person (e.g. the company secretary or equivalent) to sign the application on the institution'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.

PRIVACY NOTICE

In this application form, we collect:

- all the information required to be held in the register of charities under section 9 of the Charities Registration and Regulation Act 2019 (“the Act”) and regulation 4 of the Charities Regulations 2020 (“the Regulations”); and
- some additional information required to enable the Attorney General to consider an application for registration in accordance with section 12 of the Act.

The data will be processed for the following purposes:

- the consideration, approval and/or refusal of the application for registration of a charity on the register;
- the entry on the register of charities of the information prescribed by regulation 4 of the Regulations;
- the publication of an extract of the register from which certain personal data is omitted as required by regulation 5 of the Regulations; and
- the exercise of the Attorney General’s statutory functions concerning charities.

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.

Continuation sheet: Particulars of charity trustee(s)

NB: All fields must be completed

Title, present forenames and present surname or, if body corporate, name of organisation:	
Former name(s) ²⁷ :	
Address ²⁸ :	
Postcode:	
e-mail address:	Date of birth ²⁹ :
Date appointed as charity trustee for the above institution:	Any office held ³⁰ :
Details of experience and/or expertise which is relevant to the role of charity trustee for the above institution ³¹ :	
I confirm that I am not disqualified for acting as a charity trustee in the Isle of Man ³² and hereby consent to act as charity trustee of the above institution ³³ . Signature:	Date of signature:

Title, present forenames and present surname or, if body corporate, name of organisation:	
Former name(s) ²⁷ :	
Address ²⁸ :	
Postcode:	
e-mail address:	Date of birth ²⁹ :
Date appointed as charity trustee for the above institution:	Any office held ³⁰ :
Details of experience and/or expertise which is relevant to the role of charity trustee for the above institution ³¹ :	
I confirm that I am not disqualified for acting as a charity trustee in the Isle of Man ³² and hereby consent to act as charity trustee of the above institution ³³ . Signature:	Date of signature:

²⁷ This means any forename or surname by which an individual has previously been known in the period since attaining the age of 18 years

²⁸ Usual residential address of an individual or the registered office (or other similar office) of a body corporate.

²⁹ Individuals only

³⁰ e.g. Chair, Treasurer, Secretary

³¹ See section 12(1)(b)(i) of the Charities Registration and Regulation Act 2019 and general guidance.

³² See section 25 of the Charities Registration and Regulation Act 2019 and general guidance.

³³ 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.

Continuation sheet:

Particulars of the directors (or similar officers) of a charity trustee which is a body corporate

NB: All fields must be completed

Title, present forenames and present surname:	
Former name(s) ³⁴ :	
Address ³⁵ :	
Postcode:	
e-mail address:	Date of birth:

Title, present forenames and present surname:	
Former name(s) ³⁴ :	
Address ³⁵ :	
Postcode:	
e-mail address:	Date of birth:

Title, present forenames and present surname:	
Former name(s) ³⁴ :	
Address ³⁵ :	
Postcode:	
e-mail address:	Date of birth:

³⁴ This means any forename or surname by which an individual has previously been known in the period since attaining the age of 18 years.

³⁵ Usual residential address.

**Continuation Sheet:
Particulars of responsible person(s)**

Title, present forenames and present surname or, if body corporate, name of organisation:	
Former name(s) ³⁶ :	
Address ³⁷ :	
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 ³⁸ .	Date of signature:
Signature:	

Title, present forenames and present surname or, if body corporate, name of organisation:	
Former name(s) ³⁶ :	
Address ³⁷ :	
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 ³⁸ .	Date of signature:
Signature:	

³⁶ This means any forename or surname by which an individual has previously been known in the period since attaining the age of 18 years.

³⁷ Usual residential address of an individual or the registered office (or other similar office) of a body corporate.

³⁸ 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.

**Continuation Sheet:
Additional information**

[Empty box for providing additional information]