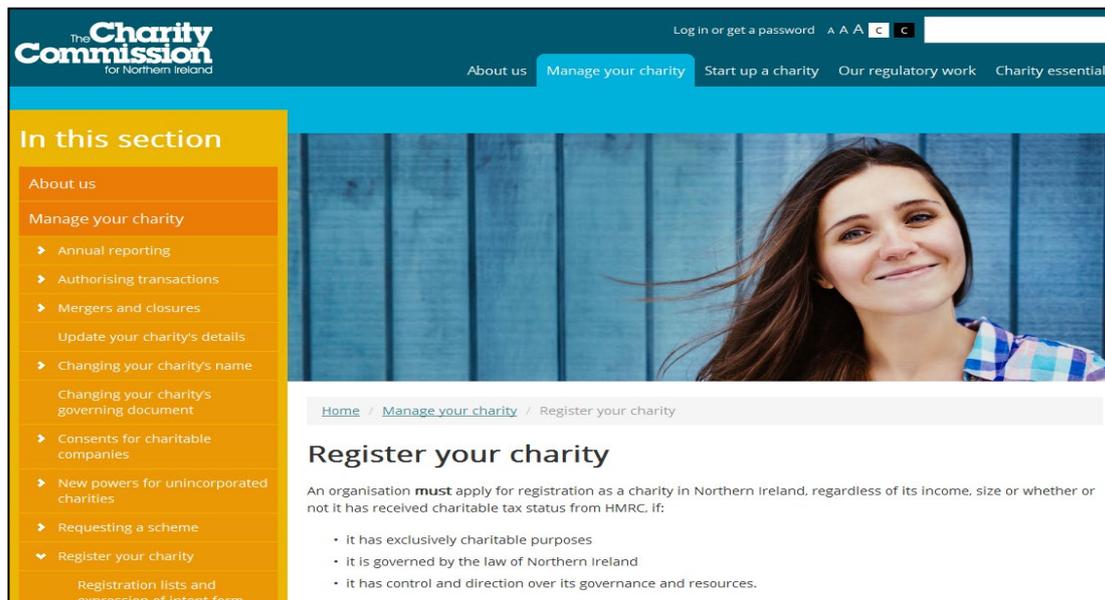


Version	Author	Date approved
V3.0	PRO	06/10/2023

# Online application system

Screenshots setting out the main questions on the charity registration online application system.

**Revised September 2023**



If you have any accessibility requirements, please contact us at [admin@charitycommissionni.org.uk](mailto:admin@charitycommissionni.org.uk)

## **Specimen screenshots – NOT a paper application form**

### **The Charity Commission for Northern Ireland**

The Charity Commission for Northern Ireland is the regulator of charities in Northern Ireland, a non-departmental public body sponsored by the Department for Communities.

#### **Our vision:**

*Well run and trusted charities making a difference in peoples' lives.*

#### **Our purpose:**

*enabling charities to do things right through proportionate regulation, best practice, and advice.*

## **Specimen screenshots – NOT a paper application form**

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### Overview

This document sets out the main questions on the online registration application form, displayed as *screenshots* or images of key pages on the online form. Different organisations will take different routes through the online application, depending on their answers to some questions.

These screenshots will be helpful to you in preparing your registration application as you will know the main questions in advance and can prepare your answers, either individually or with your board or committee. When filling in the online application you will find:

- further helpful information on each question which you can access by clicking on the 'help' buttons 
- some answers that you give will be publicly available on the online register of charities. These questions are marked with a blue and white 'p' button 
- some information is compulsory: you will not be able to progress without an answer. These questions are marked with a red asterisk. 

There is also a range of guidance on the Commission's website [www.charitycommissionni.org.uk](http://www.charitycommissionni.org.uk) including:

- *Registering as a charity in Northern Ireland* guidance
- *Completing an application for charity registration*
- *Public benefit requirement statutory* guidance
- *Purposes and public benefit toolkit*
- Registration document and information checklist
- Registration information form: trustees and key contact
- Trustee declaration form
- Online registration workshop videos
- Video of the online application process
- Helper groups – who may be able to help with your application
- Model governing documents

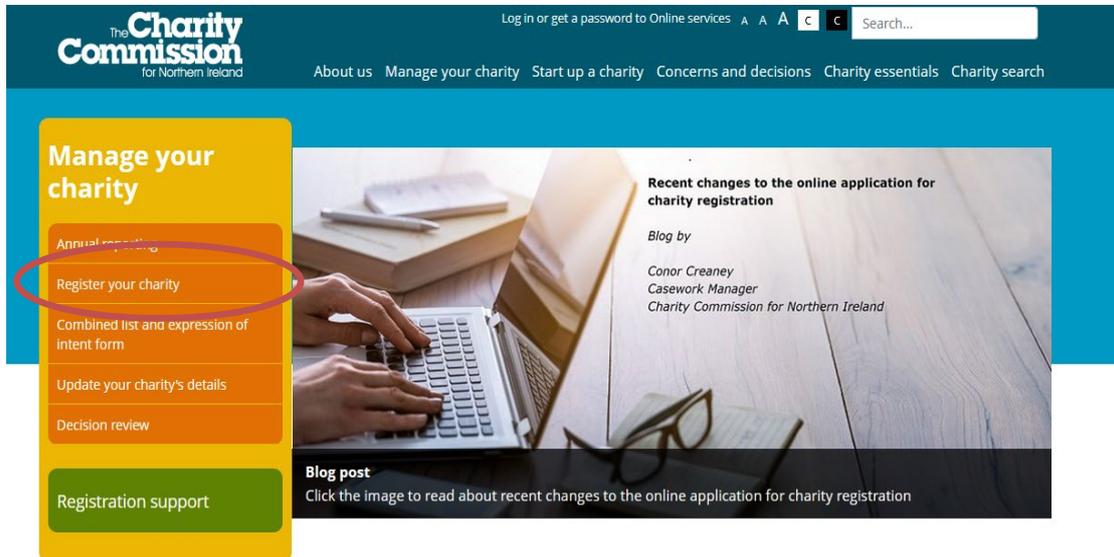
Charity trustees must read the *public benefit requirement statutory guidance*. All other guidance is optional but strongly recommended.

**NOTE:** This document is NOT a paper application form. The registration application system is an online process only. Requests for paper applications forms will only be considered where there are special circumstances such as accessibility needs that mean no one in, or associated with, the organisation can complete the online application form.

# Specimen screenshots – NOT a paper application form

## Accessing the system

You can access the system either by clicking on the link in the email you received calling you forward to apply for registration or through the Commission's website:



# Specimen screenshots – NOT a paper application form



## Apply to register a charity

[Accessibility Help](#)

Page 1 of 1

### Charity registration service

Sign out

The registration service is currently very busy which is affecting the timeliness of our response. Please help us to make an early decision by reading our [guidance](#) and making a complete and detailed application.

[Start new application to register a charity](#)

### Your existing applications

ID	Organisation	Status of application	Date of deletion		

Unsubmitted applications will be deleted 30 days after they were created. Submitted applications are removed 30 days after they were submitted.

Sign out

# Specimen screenshots – NOT a paper application form

## Apply to register a charity

Page 1 of 22

### Introduction

#### About this service

Use this service to apply to register a Northern Ireland charity which has been called forward to register by the Charity Commission for Northern Ireland.

An organisation must apply for registration as a charity in Northern Ireland if:

- it is an institution which is independent and which has control and direction over its governance and resources
- it has exclusively charitable purposes, and
- it is governed by the law of Northern Ireland.

The organisation must be established and meet the above criteria to be eligible to apply for charity registration in Northern Ireland. Please refer to our [guidance](#) for more information.

Organisations which are registered as a charity in another jurisdiction, such as with the Charity Commission for England and Wales, may not have to apply for registration. If your charity is registered in another jurisdiction please [contact the Commission](#) for more information.

All applications for registration must be submitted online unless you have specific accessibility requirements. If you have accessibility requirements that you wish to discuss, [please contact us](#). Our preferred method of contact is by email at [admin@charitycommissionni.org.uk](mailto:admin@charitycommissionni.org.uk). The Commission will consider requests for different formats on a case by case basis.

Your answers are automatically saved as you complete the application. You can save and return to the application later if you need to.

#### Information needed

Before you start, make sure you have PDF copies of:

- your charity's governing document
- a [trustee declaration](#) signed by all the charity trustees, and
- a recent bank or building society account statement dated in the last three months.

Depending on your application, you may also attach PDF copies of the following:

- latest set of financial accounts
- a business plan
- minutes of meetings
- copy resolutions
- evidence of how the organisation benefits the public
- a certificate of incorporation as a company (from Companies House)
- any policies the organisation has, for example, a grant-making policy.

You will need to attach the relevant documents as you make your way through the application. Please note that you will not be able to submit your application without attaching a copy of your organisation's governing document, Trustee Declaration and bank or building society account statement (if your organisation has an account).

[Accessibility Help](#) | [Telephone Assistance](#)

Sign out Print a copy Save & exit Spell Check Next >>

This first page of the online system gives you helpful information to assist you in preparing for your application and completing the form.

At the top and bottom of the page there are buttons to allow you to sign out, print a copy of the information you have added to your application so far, save and exit the application, perform a spell check, or move to the next page.

On the left hand side of the page is a progress bar that will highlight how far through the application you have progressed.

Sign out Print a copy Save & exit Spell Check Next >>































# Specimen screenshots – NOT a paper application form

## Apply to register a charity

[Accessibility Help](#) | [Telephone Assistance](#)

Page 16 of 23

### Trustees

[Sign out](#) [Print a copy](#) [Save & exit](#) [Spell Check](#) [<< Back](#) [Next >>](#)

Page 16 of 23. Application number: 101998

Add details for each charity trustee separately

[Add a Trustee](#) Please note you cannot add partial information for a trustee.

Name	Address	Display name	Trustee is chair

Please add the correct number of trustees to the table.

[Sign out](#) [Print a copy](#) [Save & exit](#) [Spell Check](#) [<< Back](#) [Next >>](#)

- ✓ Introduction
- > About charity
- > Classification
- > Public benefit
- ✓ > Contact info
- ✓ > Trustee details
- ✓ > Trustee type
- Trustees
- Regulators
- > Finance
- > Connected persons
- Risks
- Declaration

### Notes

*Click on the 'Add a trustee' button each time you need to add a trustee's details to the application. The details that are required are shown on the next two pages.*

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# Specimen screenshots – NOT a paper application form

## Apply to register a charity

[Accessibility Help](#) | [Telephone Assistance](#)

Page 18 of 23

### Income & bank details

[Sign out](#) [Print a copy](#) [Save & exit](#) [Spell Check](#) [<< Back](#) [Next >>](#)

Page 18 of 23. Application number: 101998

Has your organisation been operating for at least one complete financial year?

Yes  No

\* Year to date income

\* Does the organisation have a bank account?

Yes  No

You may also upload the organisation's latest accounts here - this is not mandatory

[Attach](#)

[Sign out](#) [Print a copy](#) [Save & exit](#) [Spell Check](#) [<< Back](#) [Next >>](#)

- ✓ Introduction
- > About charity
- > Classification
- > Public benefit
- ✓ > Contact info
- > Trustee details
- ✓ Regulators
- ∨ Finance
  - Accounts
  - Funding
- > Connected persons
- Risks
- Declaration

## Notes

*These details are confidential and for internal use by the Commission only. They will not be made public on the register of charities. If the organisation has not been operating for one complete financial year you will be asked to provide the estimated gross annual income.*

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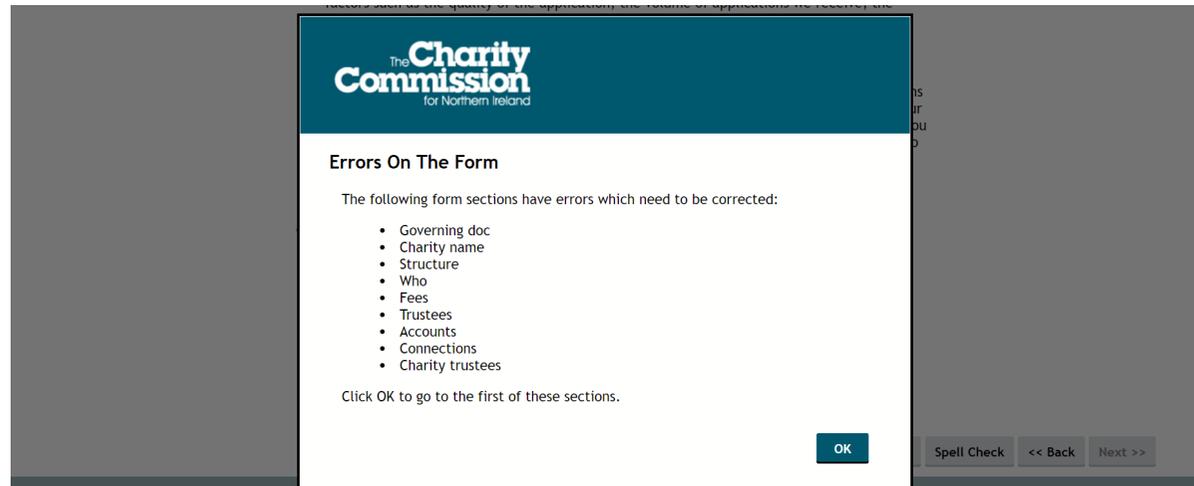






## Specimen screenshots – NOT a paper application form

If you have not submitted all the information required, and click on the 'submit your application' button the following error message will appear:



## Specimen screenshots – NOT a paper application form

Once you have submitted your application, the following screen will appear:

The screenshot shows a web application interface. On the left, a vertical navigation menu lists sections: Introduction, About charity, Classification, Public benefit, Contact info, Trustee, Regulator, Financial, Risks, and Declaration. The main content area is titled 'Page 21 of 21. Application number: 100044'. It contains two questions: 'Do you want to attach any supplementary documentation?' with radio buttons for 'Yes' and 'No', and 'Are there any special circumstances the Charity Commission should take into account?' with a text input field. A modal window is overlaid on the page, featuring the Charity Commission logo and a message: 'Thank you for submitting your application for charity registration online'. The message states that the application has been received and will be emailed as a PDF. It provides the email address [casework@charitycommissionni.org.uk](mailto:casework@charitycommissionni.org.uk) for queries and asks the user to quote their application number. It also requests a 10-minute survey on the registration process, with a link to <https://www.surveymonkey.com/r/registrationandfeedback>. The modal lists '1. Governing Document' and '2. Trustee Declaration' as attached documents and includes an 'OK' button. Below the modal, the application number '100044' is displayed, followed by the instruction 'Please quote this in all correspondence.' and a 'Submit your application' button.

***You will also be asked to take 10 minutes to complete a short survey on your experience of the registration application process and the support provided by the Commission. The questions form no part of the registration decision-making process, and cannot be attributed to any individual, organisation or application. Information provided will help us to identify potential areas for improvement and provide you with an opportunity to feed back on the process.***