

Tips for applying

Applying online

If you are considering applying for registration, here are some handy tips for you to “get it right the first time”, and help us to respond to your application as quickly as possible:

- After creating a user account online, you should receive an acknowledgment email from the Charities Commission containing your username and password. If you don't, please contact us on either **0508 242 748** or info@charities.govt.nz. Unfortunately, some spam filters block our emails and may prevent them from reaching you.
- When you have received the acknowledgment email and are ready to log in to the Charities Register for the first time, write down your username from the email and copy and paste (rather than cut and paste) your password. Go to the login screen, type in your username (using capital letters), paste in the password and then click “login”.
- If you have trouble logging in, the best thing to do is to enter your username and select “Forgotten your password?” The Forgotten Password screen will display. Enter your username in the space provided and click “submit”. The system will generate another password and email it to you.
- If you choose to scan and upload other documents such as your rules and Officer Certification Forms rather than post them to us, you might find the following tips useful:

Scanning tips

- Please scan the documents, for example, your rules and each Officer Certification Form, as separate files.
- Scan the pages in page order.
- There is no need to scan the Guidelines on each facing page of an Officer Certification Form - just the pages you have filled out – the pages numbered 1 and 2.
- Try to scan at a minimum resolution of 150 dpi (dots per inch) to ensure each file is legible. A resolution of 300 dpi or higher will create a file that is too large and takes longer to upload.
- JPEGs are generally the best file format to create with your scanned image and the easiest to upload.

Applying by post

- Send in a completed Officer Certification Form for *each* of the officers you've listed in answer to question 23 in the application form (e.g. if you've listed four officers, send four completed forms).
- Remember to tick the box on page 2 of the Officer Certification Form so we know what you're certifying.
- Give us plenty of information about the nature of your activities, in answer to question 16 in the application form, so we don't have to ask you for more. It may

be helpful to send us a copy of your newsletter, or similar material that provides a clear example of your activities.

- If, after sending us your application, you realise that you left out an important document (such as an Officer Certification Form), please wait to hear from us before sending it in isolation. We will return your application, so you can resubmit it in full.
- If your organisation is part of a larger organisation, with common rules, it is helpful if you tell us. Just attach a covering letter to your completed application form, which contains a reference to the legal name of the organisation with whom you share rules.
- If you're applying to register a company (with a name ending in "Limited"), be sure to send the Commission rules for a limited company.
- Please note that **applying to register is free**, so there is no need to send us a cheque.

Common application errors

We may need to write to you if we don't have enough information to register your organisation under the Charities Act. Here's an insight into the types of letters we send to applicants and why.

1. Letters indicating the application is incomplete

We cannot consider an application for registration until it is complete. The most common reason for sending these letters is when we receive incorrectly completed Officer Certification Forms (Form 2). Common errors include:

- leaving the certification box blank on page 2
- sending us only page 1 of the form (we need pages 1 and 2)
- a discrepancy between the number of Officer Certification Forms provided and the number of officers specified in answer to question 23 in the application form. (e.g. if you list four officers, you must send four completed forms).

These letters are sent for around 10% of applications and most of those relate to the Officer Certification Form.

2. Letters that relate to section 18(3)(a) of the Charities Act, asking for detail relating to your activities

Some organisations' rules have object or purpose clauses that are very high level and all-encompassing. While it is clear that the organisation has a charitable purpose, it is not clear how their activities might benefit the public. To date, we have sent these letters, which seek more information about activities, to about 4% of applicants.

3. Letters entitled "Notice that your charitable purpose/name/officers may lead to a decline of your application for registration"

These letters indicate that we have fully considered an application, but there is insufficient evidence in the material supplied to approve registration. Such letters are rare and normally relate to an organisation's charitable purpose. Receiving one of these letters does not necessarily mean that your application will be declined. Applicants are provided with a reasonable amount of time (usually 20 working days) to make a submission to the Commission.