



What to do when something about your charity changes

To ensure your information on the Charities Register is as accurate and up-to-date as possible, you need to advise the Commission when certain important changes take place.

Once your charity is registered, information you have provided about it will be publicly available on the Charities Register.

To ensure your information is as accurate and up-to-date as possible, you need to advise the Charities Commission when certain important changes take place. We also need to be sure that your registration status isn't affected by any changes you make.

What changes do you need to notify us about?

You must let us know about changes to these six key areas (including the date when the change comes into effect):

- the name of your charity
- the address for service
- the balance date
- the rules
- the purposes of your charity
- a change in the officers (including new appointments).

How do you tell us about a change?

You must use either the

- *Notification of Change Form* – Form 3, or
- *Annual Return Form* – Form 4 (see below).

Our forms include guidance notes to help you complete them.

You can access our online forms at www.charities.govt.nz or you may wish to print them from the website. If you prefer, you can request paper copies by emailing info@charities.govt.nz or by calling us on freephone 0508 242 748.

You must notify us of any changes no later than three months after:

- the change takes place, or
- your charity becomes aware of the change

(whichever is the later).

Some changes that you need to tell us about may take place at your annual general meeting (AGM).

In this case you may choose to report them as part of your Annual Return; as long as we receive your *Annual Return Form* within three months of the changes being made.

What if you want to change your name?

If your charity is registered with the Companies Office, as an incorporated society, a registered charitable trust, or a company, you must send changes to its name to the Companies Office for their approval **before** notifying us.

What if you want to change your rules?

If you are reporting changes to your rules, you must also provide a copy of:

- the amendment to the rules
- the minutes of the meeting or other record of the decision specifying the change and the effective date of the change.

If your charity is registered with the Companies Office, as an incorporated society, a registered charitable trust or a company, you must send changes to your rules to the Companies Office for their approval **before** notifying us.

What if you want to change your officers?

If your officers change you must notify us. When you appoint a new officer, you must send us a completed Officer Certification Form for the new officer with your notification of change.

What if you want to change your balance date?

If you want to change your balance date and:

- there will be more than 15 months between the two balance dates, or
- the charity will not have a balance date in each calendar year

we must approve this proposed change **before** the change is made. Otherwise, you can change your balance date, and then notify us.

What if a change might affect your entitlement for registration under the Charities Act?

It is possible that a change might lead to a decision to de-register your charity. If we have concerns, we will send a formal notice to your address for service and give you the opportunity to have your say on the matter.

If we are still unable to accept your change, we will send a formal notice setting out our decision and the reasons for it.

What if you don't notify a change within the required time?

The Commission can require you to pay a penalty if you do not provide notification of a change within the required time. If you persistently fail to notify changes, your charity can be removed from the Register.

Further information

We hope this information has been helpful.

For more information about the Charities Commission or registration under the Charities Act, please visit www.charities.govt.nz.

You can also call our free information line - 0508 242 748.

To get updates by email, please send your name, the name of your organisation and your contact details to info@charities.govt.nz