

Information Finder

The Charities Commission has developed a series of information sheets that you may find useful in understanding its work, applying for registration, or fulfilling your obligations as a registered charity. You can find the documents by following the blue or grey links embedded in this document, by visiting www.charities.govt.nz, by requesting a copy from our free information line on 0508 242 748 or by emailing info@charities.govt.nz.

An overview of the Charities Commission		
Information Sheet	Description	Related Information Sheets & Forms
The Board of the Charities Commission	Profiles each member of the Charities Commission Board.	
Key points for the media	Provides an overview of the Charities Commission, including its functions and purposes, the Charities Register, key people, and contact details.	A guide to the Charities Act
Information about the Charities Act and its implications for organisations		
Information Sheet	Description	Related Information Sheets & Forms
Definitions for some commonly used terms	Provides a glossary of some of the terms used by the Charities Commission in its work.	
A guide to the Charities Act	Provides an overview of the Charities Act, its implications for charities, and the registration process.	Charitable purpose The name of your organisation Your rules and the Charities Act Officer certification
The Charities Register: what's in it for the public, funders and other users?	Provides an overview of the Charities Register and explains its benefits for the public, funders and other users.	The Charities Register: benefits for charities
The Charities Register: benefits for charities	Outlines the benefits of becoming a registered charity.	The Charities Register: what's in it for the public, funders and other users?
How the Charities Act affects your tax status	Explains how changes to tax laws affect charities and how charities must register with the Charities Commission to access charitable purpose tax benefits from 1 July 2008.	
How the Charities Act affects charitable trusts, incorporated societies and companies	Explains the implications of the Charities Act for charitable trusts, incorporated societies, and companies.	How the Charities Act affects your tax status
Iwi/Maori organisations and the Charities Act	Provides an overview of the Charities Act and registration for Maori/Iwi organisations.	
Sports and recreation organisations	Discusses the implications of the Charities Act for sports and recreation organisations, whether they need to register with the Commission, and registration requirements.	
International charitable activities and the Charities Act 2005	Outlines the implications of the Charities Act for organisations that conduct charitable activities overseas.	

Determining Charitable Purpose

Information Sheet	Description	Related Information Sheets & Forms
Charitable purpose	Discusses the legal criteria the Commission uses when determining if a charity has a charitable purpose.	<p><i>A guide to the Charities Act</i></p> <p><i>The name of your organisation</i></p> <p><i>Your rules and the Charities Act</i></p> <p><i>Officer certification</i></p> <p><i>The relief of poverty - examples of wording for purpose clauses</i></p> <p><i>The advancement of education - examples of wording for purpose clauses</i></p> <p><i>The advancement of religion - examples of wording for purpose clauses</i></p> <p><i>Purposes beneficial to the community - examples of wording for purpose clauses</i></p>
Charitable purpose and sport and recreation bodies	Discusses the legal criteria for charitable purpose that sports and recreation organisations must meet to be registered under the Charities Act.	<i>Sports and recreation organisations</i>
Advocacy and the Charities Act	Outlines whether charities can engage in advocacy or have advocacy as a charitable purpose.	
Political activities and registration under the Charities Act 2005	Provides guidance for charities carrying out political activities	

Becoming a Registered Charity

Information Sheet	Description	Related Information Sheets & Forms
Timing it right - when to apply for registration under the Charities Act	Outlines factors charities should consider when deciding when to submit their application.	
Registration checklist	Summarises the information and documents an individual charity needs to provide in their application and lists information sheets they may find helpful.	<p><i>Form 1 Application for registration as a charitable entity</i></p> <p><i>Form 2 Officer Certification Form</i></p>
Group registration	Explains the group registration option - for organisations that are closely related, with similar charitable purposes - and outlines the registration process for groups. (Includes information on eligibility, powers and responsibilities of members, making changes, and filing Annual Return).	<p><i>Group Registration: Group Member Information</i></p> <p><i>Form 5 Application by a single entity for registration as a charitable entity</i></p>
Backdating of registration applications	Discusses section 20 of the Charities Act, which allows the Commission to backdate registration.	
The name of your organisation	Explains what is meant by the 'legal name' of an organisation and outlines the Charities Act's criteria for an organisation's name.	<p><i>A guide to the Charities Act</i></p> <p><i>Charitable purpose</i></p> <p><i>Your rules and the Charities Act</i></p> <p><i>Officer certification</i></p>
Officer certification	Explains who can be an officer of a registered charity and what to do when officers change.	<p><i>Form 2 Officer Certification Form</i></p> <p><i>A guide to the Charities Act</i></p> <p><i>Charitable purpose</i></p> <p><i>Your rules and the Charities Act</i></p> <p><i>The name of your organisation</i></p>

Your rules and the Charities Act	Discusses the elements of an organisation's rules and the Charities Act's criteria for rules, including those related to charitable purpose, private profit, and winding up.	A guide to the Charities Act Charitable purpose The name of your organisation Helpful tips for writing rules The relief of poverty - examples of wording for purpose clauses The advancement of education - examples of wording for purpose clauses The advancement of religion - examples of wording for purpose clauses Purposes beneficial to the community - examples of wording for purpose clauses
Helpful tips for writing rules	Provides drafting tips for organisations that need to write rules for their application.	Charitable purpose Your rules and the Charities Act
The relief of poverty - examples of wording for purpose clauses	Provides some examples of wording for 'relief of poverty' charitable purpose clauses that organisations can use as models when drafting their own rules.	
The advancement of education - examples of wording for purpose clauses	Provides some examples of wording for 'advancement of education' charitable purpose clauses that organisations can use as models when drafting their own rules.	
The advancement of religion - examples of wording for purpose clauses	Provides some examples of wording for 'advancement of religion' charitable purpose clauses that organisations can use as models when drafting their own rules.	
Purposes beneficial to the community - examples of wording for purpose clauses	Provides some examples of wording for 'community benefit' charitable purpose clauses that organisations can use as models when drafting their own rules.	
Restricting public access to your information on the Charities Register	Explains section 25 of the Charities Act on restricting public access to information on the Charities Register and outlines the process a charity should follow to have information restricted.	

Information for Registered Charities

Information Sheet	Description	Related Information Sheets & Forms
What to do when something about your charity changes	Outlines when charities need to notify the Commission of changes to their organisation and how to do this.	Restricting public access to your information on the Charities Register Form 3 Notification of changes to charitable entity Form 6 Notification of changes: single entity
Annual Returns under the Charities Act	Explains what an Annual Return is, and when and how to file with the Commission.	Group Registration Form 4 Annual return for a charitable entity Form 7 Annual return for a single entity
Annual Return Checklist	Summarises the information needed to complete an Annual Return	Annual Returns under the Charities Act Form 4 Annual return for a charitable entity Form 7 Annual return for a single entity
Guidelines for promoting your unique registration number	Provides examples of wording that registered charities can use to promote their unique registration number in their print materials and website.	