

Form Helper

The Charities Act directs the Commission to collect information from charities. The Form Helper can help you decide which form to use and when. It also provides guidance on who should complete the form and points you to related information sheets. You can find the documents by following the blue or grey links embedded in this document, by requesting a copy from our free information line on 0508 242 748, or by emailing info@charities.govt.nz. See the section at the end of this document for an explanation of terminology.

FORM 1 Application for registration as a charitable entity		PDF	ONLINE
		Information Sheets	Help Notes
<p>Use when applying for registration for an individual organisation.</p> <p>Use to apply for registration (parent entities applying to register as a single entity should use Form 5).</p> <p>Completed by anyone as long as it is signed by one of the officers listed in the answer to Question 23.</p>	<p>A guide to the Charities Act</p> <p>Registration Checklist</p> <p>The name of your organisation</p> <p>Charitable purpose</p>	<p>Maori</p> <p>Tongan</p> <p>Samoan</p>	<p>Chinese</p> <p>Korean</p> <p>Arabic</p>
FORM 2 Officer Certification Form		PDF	ONLINE
		Information Sheets	Help Notes
<p>Use when applying for registration or appointing new officers.</p> <p>Use to certify each officer is not disqualified from being an officer under the Charities Act.</p> <p>Completed by the officer or anyone on their behalf.</p>	<p>Officer Certification</p>	<p>Maori</p> <p>Tongan</p> <p>Samoan</p>	<p>Chinese</p> <p>Korean</p> <p>Arabic</p>
FORM 3 Notification of changes to charitable entity		PDF	ONLINE
		Information Sheets	Help Notes
<p>Use when reporting changes to your organisation's details.</p> <p>Use to report changes to your charity's name, address, balance date, rules, purposes, officers.</p> <p>Completed by anyone asked to by the organisation.</p>	<p>What to do when something about your charity changes</p>	<p>Maori</p> <p>Tongan</p> <p>Samoan</p>	<p>Chinese</p> <p>Korean</p> <p>Arabic</p>
FORM 4 Annual return for a charitable entity		PDF	ONLINE
		Information Sheets	
<p>Use when filing an Annual Return.</p> <p>Use to file an Annual Return (parent entities filing an Annual Return for a single entity should use Form 7).</p> <p>Completed by anyone asked to by the organisation.</p>	<p>Annual Returns under the Charities Act</p> <p>Annual Return checklist</p>		
Group registration: Group Member Information		PDF	
		Information Sheets	
<p>Use when making a submission to the Commission for two or more organisations to be considered as single entity under the Charities Act.</p> <p>Use to provide the Commission with information about each member of the group.</p> <p>Completed by a group member or the parent entity (however, the parent entity needs to submit the submission to the Commission).</p>	<p>Group registration</p>		

FORM 5 Application by a single entity for registration as a charitable entity		PDF*
		Information Sheets
<p>Use when applying for registration as a single entity (once the submission for your group has been agreed).</p> <p>Use to register a group of organisations as a single entity (organisations applying for registration as an individual organisation should use Form 1).</p> <p>Completed by anyone, as long as it is signed by one of the officers of the parent entity (these people are listed in the answer to Question 23 on the parent entity's <i>Group Registration: Group Member Information</i> form).</p> <p>* A copy of the form will be sent to you once your submission has been approved. A sample is included here so you can preview the information we will ask you for.</p>		<p>Group registration</p>

FORM 6 Notification of changes: Single entity	
Information Sheets	
<p>Form 6 - The terms and conditions set for each group specify how the group parent should report changes to the details of the single entity.</p> <p>If your terms and conditions require a <i>Notification of Changes for Single Entity Form – Form 6</i> to be completed please request a copy by emailing info@charities.govt.nz</p> <p>You can choose to have Form 6 sent to you by email or by post.</p>	
<p>Group registration</p> <p>What to do when something about your charity changes</p>	

FORM 7 Annual return for a single entity	PDF	ONLINE
		Information Sheets
<p>Use when filing an Annual Return for a single entity.</p> <p>Use to file an Annual Return. The parent entity may also have to file a Form 4 for its group members, depending on the terms and conditions set for the group. (Organisations filing an Annual Return for an individual organisation should use Form 4).</p> <p>Completed by anyone asked to by the parent entity.</p>		<p>Group registration</p> <p>Annual Returns under the Charities Act</p> <p>Annual Return checklist</p>

Terms:
<p>Individual organisation - One organisation</p> <p>Single entity - Two or more organisations that choose to register together as a group</p> <p>Group member - An organisation that is part of the group that are registered together as a single entity (includes the parent)</p> <p>Parent entity - The group member that acts as the point of contact between the group and the Charities Commission</p>