What you need to apply for registration

CHARITIES SERVICES
Ngā Ratonga Kaupapa Atawhai

Before you apply for registration we recommend checking out our pre-application check list and webinar on the benefits and obligations of being a registered charity. These resources have important information on what it means to be a charity and your reporting requirements.

To complete an online application form you will need the following information:

▶ Charity name

Your organisation's legal name (the name on your trust deed or the name registered with the Companies Office) and any other names it might be known by.

▶ Contact details

Your organisation's contact details, including a postal and physical street address.

▶ Primary contact

A person who can receive emails and other correspondence. You can also provide an alternate contact person.

▶ Charitable purpose

To assess whether your organisation is charitable we need to know what your rules document says it was set up to do. For help with wording, see our information on charitable purpose and your rules.

▶ Structure of your organisation

How you operate and who is involved. You will need to describe and include any relationships with other registered charities.

▶ Area of operation

Where you operate (regionally, nationally, internationally or a mix of all three?).

▶ Officer information

Details of your officers (usually your trustees or committee), the positions they hold (Chair, Secretary etc), dates they started, home addresses and dates of births. You will also need to sign to say that they are not disqualified from being officers under the Charities Act. See our information about officers and officer certification.

▶ Activities

A description of the things your organisation does, including who is involved, where your activities take place and who benefits from it.

▶ Supporting information

It helps if you can provide an annual report, brochure, email or letter showing the kind of work you do.

▶ Financial statements

Your most recent financial statements if you have them.

▶ Funds used overseas

The percentage of your organisation's funds that go towards purposes overseas (even if it's zero).

▶ Donations

Whether or not you receive donations or koha.

▶ Rules and wind-up clause

Your rules are a document that set out your charity's purposes, what it does and how it operates. You might call it the constitution, trust deed or governing document of your organisation.

All rules documents, except trust deeds, must have a clause to say what will happen if your charity stops operating (a wind-up clause). It must say that any remaining assets, after you've settled your debts and liabilities, must be used for a charitable purpose, or be given to another organisation with charitable purposes. For more details, see charitable purpose and your rules.

▶ Restricted information

If you want information to be restricted from public view, you will need to specific the reasons why. By default most of your organisation's details will be publicly available on the Charities Register.

▶ Identification information

If your organisation is an incorporated society, registered charitable trust or a company, you can use your Companies Office registration number. If you have an Inland Revenue number or a New Zealand Business Number (NZBN) you can use these also.

Ready to apply?

Click here to apply online.

You will receive an email confirming your application. If we need more information, we will contact you. Once your application has been processed, you will be notified of the outcome of your application.

Please note, if you're registered with the Companies Office and you change your rules, you will need to advise them of the change before you tell us.

Still need help?

Book a one-on-one clinic and you can talk to us by phone or video chat (Zoom).

Contact us

Phone: 0508 CHARITIES (0508242 748)
Email: info@charities.govt.nz

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