



## DEPARTMENT OF CO-OPERATIVES AND FRIENDLY SOCIETIES

### CHARITY AUTHORITY

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### Who can register to form a Charity?

Any person who is desirous of obtaining relief under the Acts specified in the Third Schedule of the Charities Act, 2013.

### How long does certification last and when do I renew my application?

The Certificate is valid for two (2) years. It is recommended that at least two (2) months before the expiration date of the Certificate the charity commences the renewal process to ensure that there is no disruption in the Charity's Status.

### Submitting an Application

To complete your application, you'll need information from certain documents (see below)

You may save and exit the account at any time. Once you have filled out your application (to include uploading the required supporting documents), you can submit it online.

**Overseas Not for Profit Organizations** are required to seek incorporation at the Companies Office of Jamaica before applying for Charitable Status.

**Organization/Trust** seeking Charitable Status must ensure that its **objects and powers** are clearly and unambiguously stated. The objects should indicate who are the beneficiaries, what is the purpose(s) and where is the target area of the Charity. The powers (steps that will be taken in fulfilling the objectives) should be complementary to the established objectives of the Organization/Trust. The objects are to be listed separately from the powers.



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#### Keep your submission up-to-date

You must make sure that the information submitted stays true and accurate at all times. You must update your account, by emailing us at [info@dcs.gov.jm](mailto:info@dcs.gov.jm), quoting your reference number and the name of the entity, if the following situation changes:

- Governance structure
- Name of the organization
- Address of the organization
- Taxpayer Registration Number (TRN)
- Constitution

If we find that you gave us false information or left out important details, we can refuse your application

#### Documents required for your application

You will need to upload the following documents before submitting the online application.

- Certificate of Incorporation/ Registration
- Applicable constitutive document:-
  - Articles of Association and Memorandum of Association for entities incorporated with COJ before 2005
  - Articles of Incorporation (Form 1 B) to include Schedule 1 for entities incorporated with COJ after 2005
  - Trust Deed for a Charitable Trust
  - Registered Rules for Benevolent Societies
  - Vested Act for entities that were incorporated by way of such instruments
  - Constituent documents should be stamped at the Stamp Office and lodged at the Registered General's Department for unincorporated entities
- Fit & Proper Questionnaire for each Director and the Secretary
- Government-issued identification for each Director and the Secretary. **A copy of their driver's license, Jamaican voter's Identification or the biometric page of their passport; certified by a Justice of the Peace, Attorney-at-Law or Notary Public.**



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- Prior year audited/ unaudited Financial Statement if the entity was registered for less than a year **OR** proposed/projected annual income and expenditure statement will be required
- Taxpayer Registration Number (TRN)
- Letter of Authorization (applicable to persons making an application on behalf of the charity)
- Beneficial Owners Declaration Form (for Trust only)
- a list consisting of the full names, signatures etc. of the Directors and the Secretary. **This will be generated towards the end of the application process for board members to sign.**
- 501 C 3 Letter (applicable to charities registered overseas)

You will additionally need the following information to complete the online application:

- Full name, offices held, address, telephone and email for the Directors and the Secretary

### Filling out the online application

- An unincorporated entity should state its TRN as 999-999-999 to commence the registration process. When the TRN is acquired the information will be updated.
- The online application and uploaded Fit & Proper Questionnaire should be completed in its entirety. Please note **'not applicable' is not an acceptable response.**

### After you apply

#### Processing your application

We will review your application to ensure that the required information and supporting documents were provided and assess whether the requirements for registrations are met.

If the application is incomplete, we will allow you time to provide us with the information however your application will not be processed until the requested information is provided.



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We may also ask for clarification. The Registrar also reserves the right to request from entities any additional information deemed necessary to facilitate the Registration Process.

You will receive an email if additional information/clarification is required.

Upon receiving a complete application, we should process the applications within thirty (30) working days.

**If we approve your application**

The Register shall issue the Charitable Organization a certificate; usually valid for two (2) years.

**If we refuse your application**

The Applicant will be advised in writing of the refusal. The Charity has the option to Appeal as per Section 37 of the Act or address the areas of concern(s) if possible.

**If you no longer want to register the entity under the Charity Act, 2013.**

You can request a withdrawal via written submission to the Registrar. This may be done via email to [info@dcfs.gov.jm](mailto:info@dcfs.gov.jm).