

# Renewal Process for Registered Charitable Organisations (RCOs).

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The following criteria are now applicable to all Registered Charitable Organisations, seeking to renew their Charitable Status with the Charities Authority. The objective is to make the process a simple one by reducing the turnaround time and lessening the bureaucracy; thereby creating a seamless transition to a next two years of Charitable status.

- 1) Registered Charity Organisations renewal process will be accepted at least two (2) months prior to the expiration date of their certificate.
- 2) The time lag between issuance of new certificate and the last one obtained will be zero.
- 3) The validity of the re-issued certificate will also be for two years, except in special circumstances as deemed necessary for a shorter period by the Charities Authority.
- 4) The renewal process will be automatic should there be no change in any of the following:
  - Constitutive Documents
  - Governance Structure (except change in Directors through elections, which would have already been communicated to the Charities Authority)
  - Tax Registration Number (TRN) , also, the RCO would have filed its prior year Annual Returns and Audited or Certified Financials.
- 5) Where there are changes to:
  - The Constitutive documents,
  - Governance structure (except change in Directors)
  - or any matter affecting the tax status of the entity; the documents will be sent to TAJ for a Non Objection again.
- 6) Where the documents have to be sent to TAJ, the turnaround time will be no more than thirty (30) working days.
- 7) Where there are no changes the renewal process will be no more than fifteen (15) working days.
- 8) The renewal process requires the Registered Charitable Organisation to submit a Renewal Application Form to the Charity Authority.

The Charities Authority will endeavour to make the process a smooth and efficient one. All Registered Charitable Organisations are therefore encouraged to renew their charity status within the two (2) months window.

Charities Authority  
**Department of Co-operatives & Friendly Societies**

June 2020