

Renewal Process for Registered Charitable Organisations (RCOs).

The following criteria are now applicable to all Registered Charitable Organisations, seeking to renew their charitable registration 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 registration.

1. The request for renewal of charitable registration, using the applicable form, will be accepted at least two (2) months prior to the expiration date of the registration certificate or within 180 days after the expiration date, along with the prescribed fee.
2. The time lag between issuance of a new certificate and the last one obtained may 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.
 - Address of the charity
 - Name of the charity
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 RCO to write requesting the renewal of the Registered Charitable Organisation status, advising if any change has occurred and it is in compliance with all statutory requirements.

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.