



## 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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Please note that there is currently a \$5000 fee associated with the process however at this time the online platform does not facilitate payment. Payment can only be made via cash or manager's cheque at the Montego Bay and the Musgrave Avenue Branch. The latter would be made out to **Accountant General's Department – DCFS**.

Payment is anticipated with the application as such, you may pay then scan and upload a copy of the online application, or you can come and make payment after the submission of the online application. At that time kindly indicate to the cashier that you have made an online application and provide them with your online reference number.

#### 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@dcfs.gov.jm](mailto:info@dcfs.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.

- Proof of Payment of a non-refundable application fee of five thousand dollars
- Proof of legal status of the charitable organization for example Certificate of Incorporation/ Registration of incorporated entities and document lodged at the Registered General's Department for unincorporated entities. A copy of the constitution of the charitable organization in keeping with **Part II, Section 3(3) of the Charities Regulations, 2022**. Applicable constituent document would include one of the following:-
  - Articles of Association and Memorandum of Association for entities incorporated with COJ before 2005



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- 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 in the form set out as [Form II of the First Schedule](#); in respect to each Director and the Secretary. **There must be at least two directors, with at least one residing in Jamaica.**
- Certified photograph for each of the Director and the Secretary.
- 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
- a detailed [plan of charitable activities](#) to be carried out or the plan for the disbursement of donor funds to further the charitable purposes of the organization; A template of the former is available on our download page
- a copy of the administrative and operations management policies and procedures of the charitable organization; **This policy and procedure document is to ensure efficient and effective day-to-day operations, as well as to maintain consistency, compliance, and accountability. It should provide guidelines and rules that govern how various administrative and operational tasks are carried out within the charity. They help streamline processes, reduce errors, and create a structured environment for the charity, the director or even the volunteer to work in. For example you may have a Donation Management Policy.**
- Taxpayer Registration Number (TRN)
- Letter of Authorization (applicable to persons making an application and they are not apart of the Board of the Charitable Organization)
- Beneficial Owners Declaration Form (for Trust and Foundation 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)



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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

- Go to <https://orms.dcfcs.gov.jm/Account/Login>
- Please read the popup messages carefully before clicking ok to dismiss them. They will guide the completion of the online application form.
- 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 members listing should contain at least the minimum number of board members allowed.
- The online application and uploaded Fit & Proper Questionnaire should be completed in its entirety. Please note **'not applicable' is not an acceptable response.**
- Scan each document as a separate file. If a document contains multiple pages, scan all the pages together into a single file. If the document size is more than 7 MB (or 7000 KB), compress the file or attempt to scan again at a lower resolution (90 - 150DPI). **"Zipped" files or password-protected files will not be accepted.**

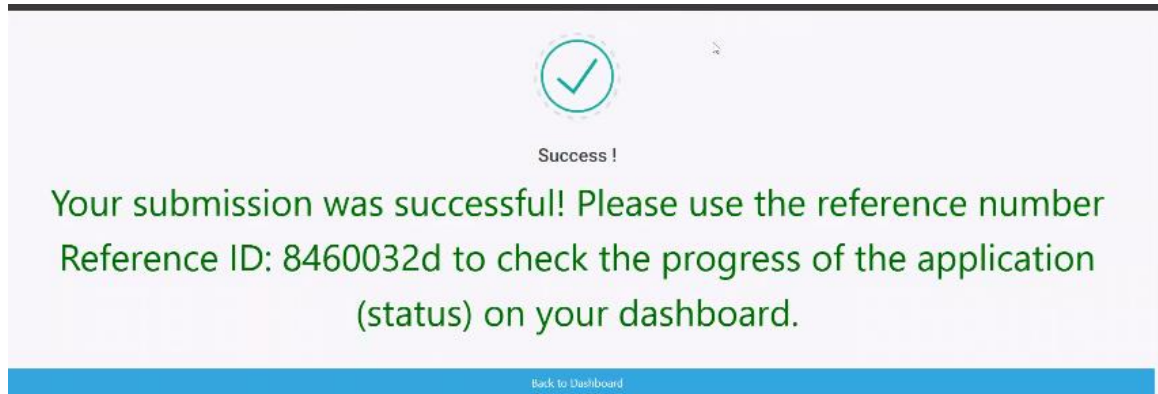
After you scan a document, make sure that all the information is easily seen and read, and no parts of the document are cut off or cannot be seen. Please also ensure that the document is correctly oriented so it can be read across the screen without the need to rotate the document.

- All required upload are indicated by **RED**.
- Upon submitting your application, you will receive a reference number (as below) and a confirmation email.



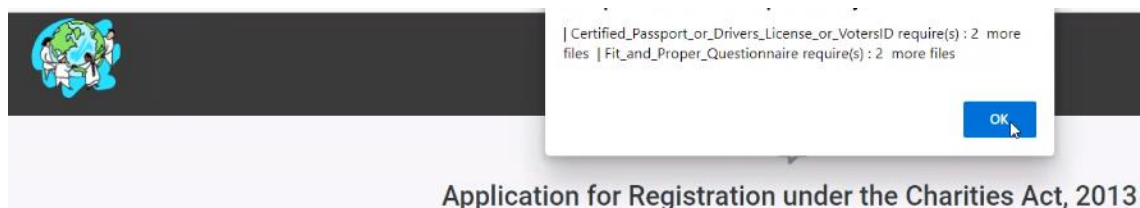
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A screenshot of a success message from the Charity Authority. At the top, there is a green circular icon with a white checkmark. Below it, the text "Success !" is displayed. The main message reads: "Your submission was successful! Please use the reference number Reference ID: 8460032d to check the progress of the application (status) on your dashboard." At the bottom, there is a blue button labeled "Back to Dashboard".

If you do not receive a confirmation code, your application was not submitted. Read any message received for further guidance on what documents were not uploaded.



A screenshot of the application interface. On the left, there is a dark grey header with the logo. On the right, there is a white box with the text: "Certified\_Passport\_or\_Drivers\_License\_or\_VotersID require(s) : 2 more files | Fit\_and\_Proper\_Questionnaire require(s) : 2 more files". Below this text is a blue button labeled "OK". At the bottom, there is a grey bar with the text "Application for Registration under the Charities Act, 2013".

- If at any time you are experiencing issues or would like to comment on the platform. You may call (876) 927-4912 | 927-6572 | 978-1946 or email us at [info@dcfs.gov.jm](mailto:info@dcfs.gov.jm).

## 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.

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.



## **DEPARTMENT OF CO-OPERATIVES AND FRIENDLY SOCIETIES**

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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).