

About this form

This form is designed to be downloaded and saved on your computer and completed on screen. **Please complete all of the sections.** When you have finished completing the form you will need to print it and then sign and date it. Please note that any amendments made to the form after you have printed it will not be accepted. If you need to make any changes, you will need to amend the form on your computer and then print off a new version. The completed form should be sent to:

HM Revenue and Customs, Charities New Cases SO708, PO Box 205, BOOTLE, L69 9AZ

When to use this form

You need to complete this form if you are an organisation that wants to make claims for the Gift Aid scheme or other repayment of tax or if we have asked you to provide us with more information about your organisation. If you want to register as a Community Amateur Sports Club do not use this form but complete form CASC(A1). Please complete this form in English or Welsh. If you don't it will take longer to process your application. **Please refer to the [guidance](#) on the HMRC website to help you fill in this form.**

Section 1 – The organisation

<p>1 Full name of the organisation</p> <input type="text"/> 	<p>7 Have you registered with a charity regulator in the country in which you are established?</p> <p>No <input type="checkbox"/> Yes <input type="checkbox"/></p> <p>If yes, enter the name of the regulator and your registration number (if there is one) below and enclose a copy of the registration notification from the regulator</p> <p>Name of regulator</p> <input type="text"/> <p>Your registration number</p> <input type="text"/>
<p>2 Name that your charity operates under if different from the name entered at question 1</p> <input type="text"/> 	<p>8 If you have not registered with a regulator please give your reasons below</p> <input type="text"/>
<p>3 Phone number <i>including international dialling code if outside the UK</i></p> <input type="text"/> 	<p>9 Unique Taxpayer Reference (UTR) if you have one</p> <input type="text"/>
<p>4 Email address if you have one</p> <input type="text"/> 	<p>10 Company Registration Number if you have one</p> <input type="text"/>
<p>5 Address <i>For a company this must be the registered office address</i></p> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <p>Postcode</p> <input type="text"/> <p>Country</p> <input type="text"/> 	<p>11 VAT Registration number if you have one</p> <input type="text"/>
<p>6 Correspondence address if different</p> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <p>Postcode</p> <input type="text"/> <p>Country</p> <input type="text"/> 	

Section 2 – Brief details of the person making this application

This section should be completed by an authorised official or a responsible person within the organisation (not an agent)

<p>12 Full name</p>	<p>14 What is your relationship with the organisation? <i>For example, authorised official, trustee, director</i></p>
<p>13 Phone number <i>including international dialling code if outside the UK</i></p>	<p>We will ask for your full details in your capacity as a responsible person or authorised official in the Security information section.</p>

Section 3 – Governing document This is the document that sets up your organisation

<p>15 Please tick the appropriate box to show the type of document and enclose a copy of the latest version</p> <p>Rules/constitution</p> <p>Trust deed</p> <p>Memorandum and articles of association (or equivalent if you are not established in the UK)</p> <p>Will</p> <p>Act of Parliament (or similar legislative measure)</p> <p>Other</p>	<p>17 Has your organisation used a form of governing document approved by a national association, parent body or principal regulator? <i>For example, if you are a Community Association your parent organisation may provide you with a model constitution.</i></p> <p>No If 'No' go to question 20</p> <p>Yes</p>
<p>16 Enter the date when the current document became effective. <i>DD MM YYYY</i></p>	<p>18 Has the exact wording of the approved document been used?</p> <p>No</p> <p>Yes If 'Yes' go to question 20</p>
	<p>19 Please highlight the changes you have made on the copy of the document that you send us and explain in the box below why these changes have been made.</p>

Section 4 – Operations and funds

20 Are financial accounts for your organisation available?

No

Yes If 'Yes', enclose a copy of the most recent ones and go to question 23

21 Enter the estimated gross income for the first full year or current year of operation

Please enter all values in pounds sterling using the exchange rate on the date this form is completed.

£

22 How much income has been received to date?

£

23 How will funds be raised in the future?

24 Please tick the box to confirm that you have enclosed copies of statements for the organisation's main bank account for the last three months

If you are unable to enclose copies of bank statements please say why in the box below

25 Will your organisation be operating outside your local area?

No If 'No', go to question 28

Yes

26 Where will your organisation be operating?

For example, regionally, nationally or in another country

27 If you are established in one country but will be operating in another country please tell us which other countries you will be operating in

Section 5 – What your organisation does

t:

What does your organisation do and how do these things benefit the public?

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Section 7 – Nominee and collection agency information

See [guidance](#) for explanation of nominee and collection agency

Nominee

37 Name of the individual or organisation

38 If an organisation, please enter the name of an individual within that organisation authorised to deal with HMRC

39 If a collection agency enter their reference as explained in the guidance

40 Phone number
including international dialling code if outside the UK

41 Address
if the nominee is an individual enter their home address

Postcode
Country

42 Previous address

if address changed in the last 12 months

Postcode
Country

43 Date of birth DD MM YYYY

44 National Insurance number (UK Only)

If this person does not have a National Insurance number you must enclose documents to verify their identity. One of these must be a copy of their passport page showing their photograph, or a similar photo identification. The other must verify their address – for example, a utility bill.

45 National Identity card number (If outside the UK) or company registration number

46 Do you want this nominee to receive payments on behalf of your organisation?

No If 'No', go to section 8

Yes If 'Yes' please enter the nominee's bank details below so that we can make payments directly into their account. If you are using a collection agency you do not need to provide details in this section but you go to section 8.

47 Nominee reference if the nominee uses one

48 Name the account is in as shown on the statement
This account must be able to receive payments by Bacs Direct Credit.

49 Account number

50 Sort code

- -

51 If the account is with a building society enter the roll or reference number if you have one.

52 Name of the bank or building society
For a Post Office card account enter 'Post Office'

53 Date account opened DD MM YYYY

54 Signature of above person

To be signed on your printed version

Section 8 – Your organisation's bank details

This section must be completed even if a nominee or collection agency will be claiming repayments.

<p>55 Will you be claiming repayment of tax for:</p> <p>Gift Aid? No <input type="checkbox"/> Yes <input type="checkbox"/></p> <p>Other income? No <input type="checkbox"/> Yes <input type="checkbox"/></p>	<p>58 Sort code</p> <p style="text-align: center;">- -</p>
<p>56 Full name of bank account as shown on the bank statement</p> <p><input style="width: 100%;" type="text"/></p>	<p>59 If your account is with a building society enter the roll or reference number if you have one</p> <p><input style="width: 100%;" type="text"/></p>
<p>57 Account number</p> <p><input style="width: 100%;" type="text"/></p>	<p>60 Name of your bank or building society <i>For a Post Office card account enter 'Post Office'</i></p> <p><input style="width: 100%;" type="text"/></p>
	<p>61 Date account opened DD MM YYYY</p> <p><input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/></p>

Section 9 – Declaration

This form must be signed by the person named in box 12 who must be shown in section 6 on this form as an authorised official or a responsible person within your organisation

The information I have given in this application is correct and complete to the best of my knowledge and belief.

I understand that false statements can lead to prosecution.

Name *in block letters*

Signature

This section is to be signed and dated on your printed version.

Date DD MM YYYY

Section 10 – Checklist This section must be completed by hand after printing

<p>Have you enclosed copies of the following?</p> <p>Copy of notification of registration from any regulators No <input type="checkbox"/> Yes <input type="checkbox"/></p> <p>Copies of bank statements No <input type="checkbox"/> Yes <input type="checkbox"/></p> <p>Financial accounts No <input type="checkbox"/> Yes <input type="checkbox"/></p> <p>Evidence of activities No <input type="checkbox"/> Yes <input type="checkbox"/></p> <p>Governing document(s) and any proposed changes No <input type="checkbox"/> Yes <input type="checkbox"/></p>	<p>Have the following sections been signed?</p> <p>Section 6 - responsible person or authorised official No <input type="checkbox"/> Yes <input type="checkbox"/></p> <p>Section 7 - nominee or collection agency No <input type="checkbox"/> Yes <input type="checkbox"/></p> <p>Section 9 No <input type="checkbox"/> Yes <input type="checkbox"/></p>
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For further advice, or for any of our forms, go to our website at www.hmrc.gov.uk/charities

How we use your information

HM Revenue & Customs is a Data Controller under the Data Protection Act 1998. We hold information for the purposes specified in our notification to the Information Commissioner, including the assessment and collection of tax and duties, the payment of benefits and the prevention and detection of crime, and may use this information for any of them.

We may get information about you from others, or we may give information to them. If we do, it will only be as the law permits to:

- check the accuracy of information
- prevent or detect crime
- protect public funds.

We may check information we receive about you with what is already in our records. This can include information provided by you, as well as by others, such as other government departments or agencies and overseas tax and customs authorities. We will not give information to anyone outside HM Revenue & Customs unless the law permits us to do so. For more information go to www.hmrc.gov.uk and look for Data Protection Act within the Search facility.

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