



What you need to update charity details

This guide explains what information you need to have to [check and update your charity details](#) before you submit your annual return.

Get all the information in this guide ready before you go to update charity details or submit your annual return.

The service will display all your charity details.

There are 6 sections. You have to go through them one by one and:

- provide any missing information
- update any information that is out of date
- confirm if there are no changes

When you have checked and updated all 6 sections, you will then be able to continue to do your annual return.

Section 1 – Activities and classifications

This information is published on the public register of charities.

Activities description

This is a description of what your charity does and how it does it. Check that it still accurately describes what your charity does.

Classification of activities

There are three lists of:

- what the charity does
- who it helps
- how it does it

Check that the classifications for your charity are up to date.

Land and/or buildings

Confirm if your charity owns or leases land and/or buildings.

Section 2 – Areas of operation

This is where your charity spends its funds on its purposes.

This information is published on the public register of charities.

Section 3 – Trustees and charity contact details

The service will display your charity contact and trustees.

You need to:

- add any new trustees
- remove anyone who is no longer a trustee
- update information for trustees that is out of date
- provide any missing information

Details for charity trustees

Only trustees' names are shown on the public register of charities.

If any of this information is missing for any of your charity's trustees, you will need to provide it:

- title (optional)
- given name
- family name
- suffix (optional)
- home address
- email address (or confirm the trustee does not have one)
- telephone number

To add a new trustee, you'll also need their date of birth and the date they became a trustee.

Details for the charity's contact

Information for your charity contact is not shown to the public.

If any of this information is missing for your charity contact, you will need to provide it:

- title (optional)

- given name
- family name
- suffix (optional)
- home address
- email address
- telephone number
- date of birth

To add a new charity contact, you'll also need the date that person became the charity contact.

Section 4 – Public address

This information is published on the public register of charities.

- public address
 - telephone number
 - email address
 - website address
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Section 5 – Governance

This information is on your charity's page on the public register of charities.

Policies

You will be given a list of topics that your charity may have policies about:

- risk management
- investment
- safeguarding vulnerable beneficiaries
- conflicting interests
- volunteer management
- complaints handling
- paying staff

Choose Yes, No or Not applicable for each one.

Regulators

You will be given a list of regulators to choose from, for example Ofsted.

Choose any that your charity is regulated by.

Gift Aid (HMRC charity reference number)

If your charity is registered for Gift Aid you will need to provide your HMRC charity reference number.

Section 6 – Bank accounts

This information is not shown to the public.

Details for a bank account

You need to provide:

- sort code of the bank – when you have entered the sort code, click ‘Sort code lookup’. This will automatically enter the name of the bank.
- account name
- account number

Details for a building society account

You need to provide:

- account name
- roll number (optional)
- account number
- building society name