



GOVERNMENT OF BERMUDA

**Ministry of Home Affairs
Charity Commissioners**

*Government Administration Building, 3rd Floor, 30 Parliament Street, Hamilton HM 12
Phone: 297-7841 Fax: 292 - 4568*

Registry General

Annual Requirements for all Charities

1. Complete the Annual report – copies available from the Registry General at charityinfo@gov.bm
2. Provide annual financial statements signed by the Treasurer and one other officer of the charity
3. Pay the annual fee –
 - i. where the annual income of the charity is \$35,000 or less: \$105
 - ii. where the annual income of the charity exceeds \$35,000 but is less than \$450,000: \$260
 - iii. where the annual income of the charity exceeds \$450,000: \$420

Additional requirements

1. Ensure the governing documents include a Dissolution Clause which states that on dissolution and payment of outstanding liabilities, assets should be transferred to an existing registered charity in good standing with similar purposes and aims.
2. Provide evidence by way of an appropriate banking mandate either from the bank or from certification by the Secretary of your organization confirming the authorization and disbursement of financial transactions on behalf of the charity by two or more charity trustees and quoting the relevant section of your governing documents. The Commissioners prefer to see one of the signatures being your (independent) Treasurer.
3. Submit a copy of the charity's governing documents to the Registrar within 1 year of the commencement of the Act (by 31st December 2015).
4. Submit a Trustee Declaration form for all current officers and future officers of the charity.
5. Appoint a Compliance Officer and arrange for them to attend the Anti-Money Laundering /Anti-Terrorism Financing (AML/ATF) training.
6. Ensure appropriate AML/ATF systems and controls are in place.