



# Registering your unit with HMRC

**To claim Gift Aid on donations for your unit, you'll need to register your charity's details with HMRC.**

You'll need to do this whether your unit is 'excepted' and doesn't need to register with your country's charity regulator, or your charity is registered with your country's charity regulator.

## **Step 1: Complete the charity registration certificate for your country**

To support your registration, you'll need to download and complete the charity registration certificate below for your country:

- [Charity registration certificate](#) (England and Wales)
- [Charity registration certificate](#) (Northern Ireland)
- [Charity registration certificate](#) (Scotland)

You'll need to fill in this document with the name, address and phone number for your unit or area. You'll need to say whether your charity is excepted from registration with the charity regulator, or if it's registered with the charity regulator. If it's registered, you'll need to give your charity number.

You'll also need to enter the full names, addresses and dates of birth of the responsible persons for your charity (unit or level). The applicant and responsible persons will be trustees of your charity, and can make Gift Aid claims for your charity. At unit level, this will typically be members of the unit leadership team.

Email the completed form to Girlguiding's sales and information team at [giftaid@girlguiding.org.uk](mailto:giftaid@girlguiding.org.uk). For security, add a password to the document. Send the password in a separate email.

A member of the team will check the information, and sign it as an authorised signatory for Girlguiding. They'll return the certificate to you for you to submit to HMRC along with copies of your financial accounts.

## **Step 2: Gather the information you'll need**

Before you start the online registration, it's a good idea to gather the information you'll need to submit:

- If your unit or level is registered with the charity regulator in your country, your charity registration number.
- If your unit or level has one, your constitution. This is your governing document.

- The full names, addresses, dates of birth and National Insurance numbers of your authorised official(s) and nominee(s), if applicable. A nominee is someone from outside of the charity who is authorised to make Gift Aid claims on behalf of the charity.
- Your bank account details, 3 months' worth of bank statements and financial accounts for your unit or level. If your bank account hasn't been open for 3 months, you can send a welcome letter from your bank.

### Step 3: Complete the online HMRC registration

Once you've gathered your information, you can start your [online registration](#) on the HMRC website.

Below is a step-by-step guide to answering the questions HMRC will ask you:

Once you hit **Start now**, HMRC will ask you to complete the checks below.

Question	Response
Is the charity for charitable purposes only?	Yes
Does the charity have a UK bank, building society or credit union account?	Yes
Is the charity based in the UK?	Yes

Next, you'll need to sign in using your charity's Government Gateway ID. You can set up a Government Gateway ID for your charity if you don't already have one. Click 'Create sign in details'.

You'll need to enter the email address you want to use to register to claim Gift Aid for your unit or level. A code will be sent to that email address for verification. Then create a password.

If you already have a Government Gateway ID set up for your charity (not for personal use), sign in using those login details.

Question	Response
Choose the type of Government Gateway account you need	<b>Organisation (Includes limited companies, partnerships, charities, trusts and estates)</b>
Add a tax to your account. What do you want to add?	<b>Other taxes or schemes</b>
Select a category	<b>Charities – for Gift Aid repayment claims</b>
Do you have an HMRC Charities reference?	<i>If your charity hasn't registered with HMRC to claim Gift Aid before, answer 'No'.</i>

## The charity's contact details

Full name of the charity	<i>This must be the same as the name of your unit or level as it appears on GO and as it appears on your charity registration certificate.</i>
Operating name of charity	<i>This is optional. Enter the operating name of your unit if it's different to the full name.</i>
<b>Click 'Save and continue'</b>	
Main phone number	
Alternative phone number	<i>Optional</i>
Email address	
<b>Click 'Save and continue'</b>	
Select your country	
<b>Click 'Save and continue'</b>	
What is the charity's address? <i>Search using the post code</i>	<i>Enter your unit's official meeting address as it's registered on GO. Avoid using personal details.</i>
<b>Click 'Confirm and continue'</b>	
Can we send letters to this address?	If you want to use a different correspondence address, click 'No' and complete the necessary address fields.  If HMRC can send correspondence directly to your unit meeting address, click 'Yes'.
<b>Click 'Save and continue'</b>	
Check the charity's contact details	<i>Review the information you've entered.</i>
<b>Click 'Confirm and continue'</b>	

## The charity's regulators

Follow these steps **if your charity is excepted and doesn't need to register with the charity regulator** in your country. Check our [charitable status page](#) for more information.

Is the charity registered with a charity regulator?	No
Why has the charity not registered with a regulator?	Exempt or excepted

**Click 'Save and continue'**

## The charity's regulators

Follow these steps **if your charity is registered with the charity regulator** in your country. Check our [charitable status page](#) for more information.

Is the charity registered with a charity regulator?	Yes
Who are the charity's regulators?	Select the charity regulator for your country.
What is the [your country's charity regulator] registration number?	Enter your charity registration number.

**Click 'Save and continue'**

Check the charity's regulator details	Review the information you've entered.
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**Click 'Confirm and continue'**

## The charity's governing document

Follow these steps if your unit or level **has a constitution**.

What governing document was used to set up and run the charity?	Rules or constitution
What is the name of the governing document that was used to set up and run the charity?	Enter the name of your constitution.
What date did the rules or constitution become effective?	Enter the date your constitution became effective.
Has the charity changed parts of the governing document since it was approved?	
What sections and clauses have changed in the governing document and why?	
Check the governing document details	Review the information you've entered.

**Click 'Confirm and continue'**

## The charity's governing document

Follow these steps if your unit or level **doesn't have a constitution**.

What governing document was used to set up and run the charity?	Royal Charter
What date did the Royal Charter become effective?	14 December 1922
Is the Royal Charter approved?	Yes
Has the charity changed parts of the Royal Charter since it was approved?	Yes
What sections and clauses have changed in the Royal Charter and why?	The Charter derives from the original Charter granted on 14 December 1922 as amended by Supplemental Charters dated 26 October 1949, 27 April 1960 and 4 September 1981 and as amended by Orders in Council dated 20 July 1993, 16 December 1993, 10 July 2013 and 30 March 2015.
Check the governing document details	<i>Review the information you've entered.</i>

**Click 'Confirm and continue'**

## The charity's objectives and purposes

What are the charity's charitable objectives?	Promoting education of girls and young women to help them develop emotionally, mentally, physically and spiritually so that they can make a positive contribution to their community and the wider world.
What are the charity's charitable purposes?	Citizenship or community development Education Other
How does the charity benefit the public?	The benefit that the charity brings to girls and young women, their community and the wider world is explicit in our charitable purpose.
Check the charity's objective details	<i>Review the information you've entered.</i>

**Click 'Confirm and continue'**

## The charity's fundraising and operations

How will the charity raise funds?	<p>Select all that apply to your unit or level</p> <p><b>Donations</b></p> <p><b>Fundraising</b></p> <p><b>Grants</b></p> <p><b>Membership subscriptions</b></p> <p><b>Investment income</b></p>
What country was the charity established in?	Enter your country
Where does the charity operate?	Enter your country
Has the charity prepared financial accounts?	<b>Yes</b>
What is the charity's estimated income for its current 12 months of operation?	<i>This can be based on income in the previous financial year.</i>
What is the charity's actual income so far?	<i>This is based on income so far in the current financial year.</i>
Does the charity have bank statements for the last 3 months of operation?	<b>Yes</b>
What is the charity's accounting period end date?	Enter the end date of your financial year.
Check the charity's operations and funds details	Review the information you've entered.

**Click 'Confirm and continue'**

## The charity's bank details

Enter the charity's bank account name, sort code, account number and building society roll number (if you have one)	
Check the charity's operations and funds details	Review the information you've entered.

**Click 'Confirm and continue'**

## The charity's authorised officials

You'll need to enter the details of an authorised official. The details of the authorised official must be the same as the applicant on your charity registration certificate.

Enter the title, first name, middle name (optional) and last name of the authorised official	
What is the main phone number of the authorised official?	
What is the date of birth of the authorised official?	
Add the position of the authorised official in the charity	<i>If this is a member of the unit leadership team, select 'Trustee'.</i>
Does the authorised official have a National Insurance number?	
What is the authorised official's National Insurance number?	<i>If you've selected 'Yes'</i>
Select the home country of the authorised official	
What is the authorised official's home address?	<i>This should match the address provided on the charity registration certificate.</i>
Has the authorised official's address changed in the last 12 months?	<i>If you select 'Yes' you'll need to give the previous address too.</i>

**Click 'Confirm and continue'**

## The charity's responsible persons

You'll need to enter the details of between 2 and 4 responsible persons. The details must match those of the responsible persons listed on your charity registration certificate. You'll need to provide the same information as listed above for the authorised official.

## The charity's nominees

You now have the option of adding a nominee outside of your charity who can submit Gift Aid claims on your charity's behalf. Select 'No' if you don't want to add a nominee.

## Declaration and send the application

Review the information you've entered. Read through the declaration and click 'Confirm' when you're happy to confirm the statements and the information provided are correct.

**Click 'Confirm and send'**

## Your next steps

HMRC will give you a reference number for your application. They'll also ask you to send copies of some documents (including your signed Girlguiding charity registration certificate). You'll need to add your reference number to the documents you're sending. HMRC will tell you how long they expect your application to take to complete.