**Applying for registration as a CIO**

**for new Triratna Buddhist Centres and those converting from a Triratna unincorporated charity.**

**How to apply to register a charity:**

Use the Charity Commission’s ‘Apply to register a charity’ service. Go to

[Start or continue a charity registration application](https://apps.charitycommission.gov.uk/outreach/RegistrationLanding.ofml)

Once you start, you’ll get a reference number that allows you to save the form and come back to it at any time within 3 months of starting it.

You can watch the commission’s video tutorial explaining the process of applying to register a charity.

**Read document No 2 first** and acquaint yourself with the constitution and its different parts, and make a note of where you need to decide on something - whether it is the size of your quorum, or the criteria for membership of your CIO or otherwise.

**Then use the word version of the accepted CIO** governing document and add in all the relevant figures, dates, numbers and names.

Please note: If you make any changes at all to the body of this governing document you MUST tell the Charity Commission at the time of your application and both tell them what you have changed; and if it different to the model CIO document provided by the CC you must explain why you made those changes.

**For a smooth application process of your new Triratna CIO it is essential you include the following information in your application**:

a) Make sure you explicitly state that your proposed charity has precedence, i.e. that there are already [27 existing Triratna charities](http://apps.charitycommission.gov.uk/Showcharity/RegisterOfCharities/SearchMatchList.aspx?RegisteredCharityNumber=0&SubsidiaryNumber=0) in England & Wales and you are the same kind of charity as them and linked to them.

b) In particular, you must explicitly state that you applying to adopt a CIO governing document that has already been accepted by the Charity Commission: that of the [Mid Essex Buddhist Centre](http://apps.charitycommission.gov.uk/Showcharity/RegisterOfCharities/CharityFramework.aspx?RegisteredCharityNumber=1172278&SubsidiaryNumber=0) which was entered onto the Register of Charities with the Registered Charity Number 1172278 on 27 March 2017

c) Lastly, when filling in your application form make use of the MEBC’s detailed response to the specific questions from the Charity Commission; see document 3 for this.  The suggestion is that it seems the CC wants quite thorough answers to certain areas of the registration document, and as Mid Essex provided satisfactory answers (on the second attempt) you might save yourself time and trouble by writing in similar detail.

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