



How do you change the rules or trust deed of a charitable trust?

Variation of trusts

The board must file a certified copy of the variation within one month if:

- a variation is made to the trusts on which any board holds property or
- additional property becomes vested in a board on terms that are not fully shown in the registered trust documents.

When filing such a variation, the document must be certified to be a true copy by:

- one of the trustees or
- a member of the committee or governing body of the society.

If additional property is relevant, a statutory declaration is also required.

Alteration of rules

Where a society has been incorporated as a board and wishes to alter its rules, the board must notify the Registrar of the alteration within one month of the resolution.

Although there is no prescribed form for notifying the Registrar of a change of rules, the Registrar has developed a cover sheet to help ensure the rule change is able to be registered.

- [Download form CT3: Cover sheet - Rule change of a charitable trust](#)