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MAIL TO:
Office of the Attorney General
Registry of Charitable Trusts
P.O. Box 903447
Sacramento, CA 94203-4470

STREET ADDRESS:
1300 I Street
Sacramento, CA 95814
(916) 210-6400

WEBSITE ADDRESS:
www.oag.ca.gov/charities

INITIAL REGISTRATION FORM
STATE OF CALIFORNIA
OFFICE OF THE ATTORNEY GENERAL
REGISTRY OF CHARITABLE TRUSTS

(Government Code Sections 12580-12599.7)

(For Registry Use Only)

Part A - Identification of Organization

Name of Organization:

Mailing Address:	**Telephone number:**
City:	**E-mail address:**
State:	**Fax number:**
ZIP Code:	**Website:**
Federal Employer Identification Number (FEIN):	**Corporation or Organization Number:**

Part B - Registration Fee

A $25 REGISTRATION FEE must accompany this registration form. Make check payable to DEPARTMENT OF JUSTICE.

Part C - List of Trustees or Directors and Officers

Names and addresses of ALL trustees or directors and officers (attach a list if necessary):

Name:	**Position:**		
Address:	**City:**	**State:**	**ZIP Code:**
Name:	**Position:**		
Address:	**City:**	**State:**	**ZIP Code:**
Name:	**Position:**		
Address:	**City:**	**State:**	**ZIP Code:**
Name:	**Position:**		
Address:	**City:**	**State:**	**ZIP Code:**

Part D - Organization Activities

Describe the primary activity of the organization (a copy of the material submitted with the application for federal or state tax exemption will normally provide this information). If the organization is based outside California, comment fully on the extent of activities in California and how the California activities relate to total activities. In addition, list all funds, property, and other assets held or expected to be held in California. Attach additional sheets if necessary.

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Part E - Assets and Accounting Period

If assets (funds, property, etc.) have been received, enter the date first received.

Date assets first received in/from California:

Registration with the Attorney General is required within thirty days of receipt of assets.

What annual accounting period has the organization adopted? Fiscal Year Ending (Month/Day):

Part F - Founding Documents

Attach the organization's founding documents as follows:

A) Corporations - a copy of the endorsed / certified articles of incorporation and all amendments and current bylaws. If incorporated outside California, enter the date the corporation qualified through the California Secretary of State's Office to conduct activities in California.

B) Associations - a copy of the instrument creating the organization (bylaws, constitution, and/or articles of association / organization).

C) Trusts - a copy of the trust instrument or will and decree of final distribution.

D) Trustees for charitable purposes - a statement describing operations and charitable purpose.

Part G - Federal Tax Exempt Status

Has the organization applied for or been granted IRS tax-exempt status? ☐ Yes ☐ No

Date of application for Federal tax exemption:

Date of exemption letter: | Exempt under Internal Revenue Code section 501(c) ( )

If known, are contributions to the organization tax-deductible? ☐ Yes ☐ No

Attach a copy of the Application for Recognition of Exemption (IRS Form 1023 or 1024) and the determination letter issued by the IRS.

Part H - Fundraising Professionals

Does the organization contract with or otherwise engage the services of any commercial fundraiser for charitable purposes, fundraising counsel, or commercial coventurer (as defined in Government Code section 12599-12599.2)? If yes, provide the name(s), address(es), telephone number(s), and registration number assigned by the Registry of Charitable Trusts of the provider(s). Attach additional sheets if necessary.

☐ Commercial Fundraiser (#)	☐ Fundraising Counsel (#)	☐ Commercial Coventurer (#)	
Name:		Telephone Number:	
Address:	City:	State:	ZIP Code:
☐ Commercial Fundraiser (#)	☐ Fundraising Counsel (#)	☐ Commercial Coventurer (#)	
Name:		Telephone Number:	
Address:	City:	State:	ZIP Code:
☐ Commercial Fundraiser (#)	☐ Fundraising Counsel (#)	☐ Commercial Coventurer (#)	
Name:		Telephone Number:	
Address:	City:	State:	ZIP Code:

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Part I - Please respond to the following list of questions and provide supplemental information if applicable.

1. List all DBAs and names of the organization uses or has used.

2. List all states in which you solicit charitable donations or have registered to do so, or in which you are exempt from registration but operate.

3. Does the organization share revenue or governance with any other non-profit organization (e.g., fiscal sponsorships and affiliations)? If yes, identify by name, address, and telephone.

4. Has the organization's IRS tax-exempt status ever been denied, revoked, or modified? If yes, please explain circumstances on a separate sheet.

5. Has the organization's tax-exempt status ever been suspended or revoked by the Franchise Tax Board? If yes, please explain circumstances on a separate sheet.

6. Has the organization's corporation status ever been suspended or revoked by the Secretary of State? If yes, please explain circumstances on a separate sheet.

7. Are any officers, directors, trustees, or employees related by blood, marriage or adoption? If yes, identify by name, title and relationship.

8. Has the organization or any of its officers, directors, or trustees been the subject of a court or administrative proceeding in any state regarding any solicitation or registration? If yes, please explain on a separate sheet.

9. Have any of the organization's officers, directors, or trustees been convicted of any crime involving the misuse or misappropriation of funds, or any crime involving deception in the operation of a charity? If yes, identify by name and title.

Please note that the Form CT-1 is a public document which will be posted on the Registry's website. If you wish to maintain the confidentiality of any attachment to the Form CT-1, you must request that the attachment not be maintained in the Public File.

Part J - Signature

I declare under penalty of perjury that I have examined this registration form, including accompanying documents, and to the best of my knowledge and belief, the form and each document are true, correct, and complete, and I am authorized to sign.

Signature _____ **Title** _____ **Date** _____

The organization will be required to file financial reports annually on Form RRF-1 (Annual Registration/Renewal Fee Report) no later than four months and fifteen days after the end of the organization's accounting period. Organizations with $50,000 or more in total revenue are also required to file the applicable IRS Form 990, with all attachments and schedules, as filed with the IRS. Organizations with less than $50,000 in total revenue are generally required to file Form CT-TR-1. All Registry forms can be found on the Attorney General's website at www.oag.ca.gov/charities.

For additional information, please refer to the Supervision of Trustees and Fundraisers for Charitable Purposes Act (Government Code sections 12580-12599.8) and the Administrative Rules and Regulations pursuant to the Act (California Code of Regulations, Title 11, Sections 300-312.1), and other resources available on the Attorney General's website at www.oag.ca.gov/charities.

Additional information is available on the Attorney General's website at www.oag.ca.gov/charities. You may also call the Attorney General's Registry of Charitable Trusts at (916) 210-6400 or fax at (916) 444-3651 or contact the Registry via email at Registration@doj.ca.gov.

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Office of the Attorney General

Registry of Charitable Trusts

Privacy Notice

As Required by Civil Code § 1798.17

Collection and Use of Personal Information. The Attorney General's Registry of Charitable Trusts (Registry), a part of the Public Rights Division, collects the information requested on this form as authorized by the Supervision of Trustees and Fundraisers for Charitable Purposes Act (Gov. Code § 12580 et seq.) and regulations adopted pursuant to the Act (Cal. Code Regs., tit. 11, §§ 300-316). The Registry uses the information in the administration and enforcement of the Act, including to register, renew, or update your organization's registration or to prepare reports pursuant to the Act. The Attorney General may also use the information for additional purposes, including in support of investigations and law enforcement actions, providing public access to information as required by the Act (Gov. Code §§ 12587, 12587.1, 12590), and making referrals to other law enforcement agencies. Any personal information collected by state agencies is subject to the limitations in the Information Practices Act and state policy. The Department of Justice's general privacy policy is available at **www.oag.ca.gov/privacy-policy**.

Providing Personal Information. All the personal information requested in the form must be provided. An incomplete submission may result in the Registry not accepting the form, and cause your organization to be out of compliance with legal requirements to operate in California.

Access to Your Information. The completed form is a public filing that will be made available on the Attorney General's website at **www.oag.ca.gov/charities** pursuant to the public access requirements of the Act. You may review the records maintained by the Registry that contain your personal information, as permitted by the Information Practices Act. See below for contact information.

Possible Disclosure of Personal Information. In order to process the applicable registration, renewal, registration update, application, or report, we may need to share the information on this form with other government agencies. We may also share the information to further an investigation, including an investigation by other government or law enforcement agencies. In addition, the information is available and searchable on the Attorney General's website.

The information provided may also be disclosed in the following circumstances:

- With other persons or agencies where necessary to perform their legal duties, and their use of your information is compatible and complies with state law, such as for investigations or for licensing, certification, or regulatory purposes;
- To another government agency consistent with state or federal law.

Contact Information. For questions about this notice or access to your records, contact the Registrar of Charitable Trusts, 1300 I Street, Sacramento, CA 95814 at **rct@doj.ca.gov** or (916) 210-6400.

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INSTRUCTIONS FOR FILING INITIAL REGISTRATION FORM (CT-1) ATTORNEY GENERAL OF CALIFORNIA REGISTRY OF CHARITABLE TRUSTS

(Government Code Sections 12580-12599.8)

WHO MUST FILE THE INITIAL REGISTRATION FORM CT-1?

Every charitable corporation, unincorporated association and trustee holding assets for charitable purposes or doing business in California, unless exempt, is required to register with the Attorney General within thirty days after receipt of assets (cash or other forms of property).

The initial registration requirement also applies to foreign charitable organizations (organizations formed under the laws of other states) doing business or holding property in California. Doing business in California includes soliciting donations in California by phone, mail, email, advertisements, or any other means from outside of California. Other examples include engaging in any of the following activities in California: holding meetings of the board of directors or corporate members here, maintaining an office here, having officers or employees who perform work here, and/or conducting charitable programs in California.

CLAIMING EXEMPTION FROM REGISTRATION

If the organization is claiming exemption as a hospital, educational institution, religious or mutual benefit corporation, you must submit the following:

- Founding documents, such as certified Articles of Incorporation, Articles of Association, Bylaws, or Trust Instrument (include any amendments);
- IRS Determination letter (if applicable); and
- IRS Form 1023 or 1024, application for tax exemption (if applicable).
- Mutual benefit organizations should also include a detailed description of the organization's funding activities. (i.e., does the organization solicit/receive contributions from the public and/or receive government grants in California to be used for charitable purposes or is the organization only funded by members).

LINE-BY-LINE INSTRUCTIONS FOR COMPLETING FORM CT-1

Part A

Name of Organization - Insert the legal name as stated in the organization's organizing instrument (i.e., articles of incorporation, articles of association, or trust instrument).

Official Mailing Address and Contact Information for Organization - Insert the mailing address of the organization. Insert the contact information of the organization.

Organization's website - If the organization has a website, insert the complete website address.

Federal Employer Identification Number (FEIN) - All organizations must apply for a FEIN from the Internal Revenue Service, including organizations that have a group exemption or file group returns.

Corporation or Organization Number - All California and foreign corporations that have qualified to do business in California are assigned a corporation number by the California Secretary of State. For corporate number information, visit www.sos.ca.gov/business-programs/business-entities.

Unincorporated organizations are assigned an organization number by the Franchise Tax Board upon application for California tax exemption. For unincorporated organization number information, visit www.ftb.ca.gov.

Part B

A registration fee of $25 must accompany this registration form. The registration fee must be paid by check or money order, payable to "Department of Justice."

Part C

List the names and mailing addresses for all officers, directors, and trustees - Include the position or title (e.g., President, Vice President, Secretary, Treasurer, Trustee).

Part D

Describe the organization's primary activity - Describe the charitable purpose or mission of the organization in detail. (A copy of the material submitted with the application for federal or state tax exemption will normally provide this information).

If the organization is based outside California, comment fully on the extent of activities in California and how the California activities relate to total activities. In addition, list all funds, property, and other assets held or expected to be held in California. Attach additional sheets if necessary.

Part E

If assets (funds, property, etc.) have been received, enter the date first received - Date assets first received in/from California include -

- Holding property and having bank accounts in California
- Soliciting and receiving contributions (from California residents, foundations, corporations, and governmental agencies). Soliciting includes direct requests for charitable contributions, such as by phone, mail, email, advertisement, or grant requests.

What annual accounting period has the organization adopted? - Enter the month in which the annual accounting period ends. For example, if the annual accounting period ends December 31, enter 12/31. If the annual accounting period ends June 30, enter 6/30. This information is usually found in the organization's bylaws, or other documents, such as the IRS Determination letter (if applicable), or the IRS Form 1023 or 1024 application for tax-exempt status (if applicable).

Part F

Attach the organization's founding documents -
A) Corporations - a copy of the articles of incorporation endorsed by the Secretary of State of California. They will include the corporate number and date of incorporation. Include any certified amendments and the current bylaws.

If incorporated outside California, enter the date the corporation qualified through the California Secretary of State's Office to conduct activities in California. Also include the certified articles of incorporation (and any amendments) that are stamped / fully executed by the state of domicile.

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B) Associations - a copy of the instrument creating the organization (e.g., bylaws, constitution, and/or articles of association, articles of organization).

C) Trusts - a copy of the trust instrument or will and decree of final distribution. Include any amendments.

D) Trustees for charitable purposes - a statement describing operations and charitable purposes.

Part G

Federal Tax Exempt Status (if applicable)

- Has the organization applied for or been granted IRS tax-exempt status? Check "Yes" or "No".
- Date of application for Federal tax exemption: Enter the date when the organization submitted IRS Form 1023 / 1024 to the IRS.
- Date of exemption letter: Enter the date on the tax exemption determination letter the organization received from the IRS.
- Exempt under Internal Revenue Code section 501(c): Enter the applicable Internal Revenue Code section number, e.g., section 501(c)(3).
- If known, are contributions to the organization tax-deductible? Check "Yes" or "No."
- Attach a copy of the Application for Recognition of Exemption (IRS Form 1023 / 1024) and the determination letter issued by the IRS to the organization.

Part H

Commercial Fundraiser, Fundraising Counsel, Commercial Coventurer - Does the organization contract with or otherwise engage the services of any commercial fundraiser for charitable purposes, fundraising counsel, or commercial coventurer (as defined in Government Code section 12599-12599.2)? If yes, provide the name(s), address(es), telephone number(s), and registration number assigned by the Registry of Charitable Trusts of the provider(s):

- Commercial Fundraiser - Any individual, corporation, or other legal entity who (for compensation) solicits funds, assets, or property in California for charitable purposes. (See Government Code section 12599 for complete definition).
- Fundraising Counsel - Any person who (for compensation) plans, manages, advises, counsels, consults, or prepares material for, or with respect to, the solicitation in this state of funds, assets or property for charitable purposes. (See Government Code section 12599.1 for complete definition.)
- Commercial Coventurer - Any person who, for profit, is regularly and primarily engaged in trade or commerce other than in connection with the raising of funds, assets, or property for charitable organizations or charitable purposes, and who represents to the public that the purchase or use of any goods, services, entertainment, or any other thing of value will benefit a charitable organization or will be used for a charitable purpose. (See Government Code Section 12599.2 for complete definition.)

Part I

Answer each question and provide supplemental information if applicable.

Part J

Signature, Title, and Date - I declare under penalty of perjury that I have examined this registration form, including accompanying documents, and to the best of my knowledge and belief, the form and each document are true, correct, and complete.

- Must be signed by the organization's president or chief executive officer, treasurer or chief financial officer, (if a trust or unincorporated association) authorized trustee, or authorized agent.
- Include the date that Form CT-1 was signed by the organization's president, chief executive officer, treasurer or chief financial officer, or (if a trust or unincorporated association) authorized trustee.
- Signatures do not need to be original inked signature. Copies or electronic signatures are acceptable.

ADDITIONAL INSTRUCTIONS

Please note that the Form CT-1 is a public document which will be posted on the Registry's website. If you wish to maintain the confidentiality of any attachment to the Form CT-1, you must request that the attachment not be maintained in the Public File.

The organization will be required to file financial reports annually on Form RRF-1 (Annual Registration/Renewal Fee Report) within four months and fifteen days after the end of the organization's accounting period. Organizations with $50,000 or more in total revenue are also required to file the applicable IRS Form 990, with all attachments and schedules, as filed with the IRS. Organizations with less than $50,000 in total revenue are generally required to file Form CT-TR-1. All Registry forms can be found on the Attorney General's website at www.oag.ca.gov/charities.

For additional information, please refer to the Supervision of Trustees and Fundraisers for Charitable Purposes Act (Government Code sections 12580-12599.8) and the Administrative Rules and Regulations pursuant to the Act (California Code of Regulations, Title 11, Sections 300-312.1), and other resources available on the Attorney General's website at www.oag.ca.gov/charities.

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