

INSTRUCTIONS FOR REGISTERING

BEFORE COMPLETING THIS REGISTRATION FORM

Review form CPC-54 "Claim of Exemption From Registration" (the pink form) to determine if your organization may claim exemption from the registration and financial filing requirements of the Connecticut Solicitation of Charitable Funds Act. If any of the six categories listed on form CPC-54 apply to your organization, complete form CPC-54 only and submit it to the Public Charities Unit. Do not submit this registration form or pay any fee. If none of the exemption categories listed on form CPC-54 apply to your organization, then you must register by completing this registration form and submitting it with the registration fee of \$20.00 and the other attachments. Do not submit form CPC-54 if you are registering..

Organizations register under the Connecticut Solicitation of Charitable Funds Act only once. If you have already registered, do not submit this form again. If you are unsure about whether your organization is registered, call the Public Charities Unit at (860) 808-5030 for assistance.

WHAT TO DO IF YOU ARE REGISTERING

1. Completely fill out the Registration Statement on the reverse side of this page.
2. Prepare and file with the registration statement the three required attachments. They are:
 - A. A statement of the purposes of the organization with a description of its major program activities.
 - B. A list of the names, residence addresses and titles of all officers, directors, trustees and key employees.
 - C. A check made payable to *Department of Consumer Protection* in the amount of \$20.00.
3. Mail the Registration Statement, attachments and fee to:

Public Charities Unit
c/o Office of the Attorney General
55 Elm Street
P.O. Box 120
Hartford, CT 06141-0120

Only fully completed registrations, including forms, attachments and fees can be processed. All others will be returned for completion.

FINANCIAL FILING REQUIREMENTS FOR REGISTERED CHARITIES

A registered organization must annually file a financial report with the Public Charities Unit. The report is due within five months following the close of its fiscal year end. When you register, we will provide you with information about your first annual financial report. That information will identify your first reporting year, state when the report is due and include the form and instructions for completing the report. **You do not need to submit any financial information to register.**