

Compliance Statement

Date: __/__/__

Compliance Requirements – Companies Limited by Guarantee	Yes	No	Evidence/Comments
Annual Return submitted on/before the Annual Return Date (Form B1)	<input type="checkbox"/>	<input type="checkbox"/>	_____
Register of Members up-to-date	<input type="checkbox"/>	<input type="checkbox"/>	_____
Register of Directors and Company Secretary up-to-date	<input type="checkbox"/>	<input type="checkbox"/>	_____
Register of Interests up-to-date	<input type="checkbox"/>	<input type="checkbox"/>	_____
Beneficial Ownership Register up-to-date	<input type="checkbox"/>	<input type="checkbox"/>	_____
All statutory forms and company changes submitted to CRO	<input type="checkbox"/>	<input type="checkbox"/>	_____
Annual General Meeting held on time	<input type="checkbox"/>	<input type="checkbox"/>	_____
Financial Statements (and audited accounts) available on time	<input type="checkbox"/>	<input type="checkbox"/>	_____
Minutes taken for Board and Sub-Committee Meetings	<input type="checkbox"/>	<input type="checkbox"/>	_____
Directors and Company Secretaries appointed post 01/06/15 understand their duties re: The Companies Act 2014	<input type="checkbox"/>	<input type="checkbox"/>	_____

PLEASE NOTE: This document should be used as a reference resource to help clarify the compliance requirements applicable to the Company.

Charities Regulation Compliance Requirements	Yes	No	Evidence/Comments
Annual Return submitted online to the Charities Regulatory Authority within 10 months of Financial year-end	<input type="checkbox"/>	<input type="checkbox"/>	<hr/>
Details of trustees and organisation profile up-to-date on the Charity Regulator's website	<input type="checkbox"/>	<input type="checkbox"/>	<hr/>
Organisation registered with the Charity Regulatory Authority	<input type="checkbox"/>	<input type="checkbox"/>	<hr/>
The organisation is compliant with the tax code requirements applicable to it as a charity with a CHY number from the Revenue Commissioners	<input type="checkbox"/>	<input type="checkbox"/>	<hr/>
The activities/objectives of the organisation reflect the purpose specified in the Constitution (Memorandum and Articles of Association)	<input type="checkbox"/>	<input type="checkbox"/>	<hr/>
Financial Statements are up-to-date and audited	<input type="checkbox"/>	<input type="checkbox"/>	<hr/>
Standard Operating Compliance Requirements	Yes	No	Evidence/Comments
Organisation complies with obligations under the Public Health (Tobacco) Act 2002 and Smoking (Prohibition) Regulations 2003. The workplace is smoke-free	<input type="checkbox"/>	<input type="checkbox"/>	<hr/>

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Organisation complies with its obligations under the
Safety, Health and Welfare at Work Act 2005.

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|---|--------------------------|--------------------------|-------|
| - Annual risk assessment carried out | <input type="checkbox"/> | <input type="checkbox"/> | <hr/> |
| - Safety Statement up-to-date | <input type="checkbox"/> | <input type="checkbox"/> | <hr/> |
| - Safety Statement accessible to employees | <input type="checkbox"/> | <input type="checkbox"/> | <hr/> |
| - Workplace safe from hazards, violence, bullying | <input type="checkbox"/> | <input type="checkbox"/> | <hr/> |
| - Safety Officer appointed (if necessary) | <input type="checkbox"/> | <input type="checkbox"/> | <hr/> |
| - Protective clothing/equipment available (if required) | <input type="checkbox"/> | <input type="checkbox"/> | <hr/> |
| - Employees have received Manual Handling training | <input type="checkbox"/> | <input type="checkbox"/> | <hr/> |

Organisation complies with obligations under
The Employment Equality Acts 1998-2015 to prevent
harassment in the workplace

<input type="checkbox"/>	<input type="checkbox"/>	<hr/>
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Standard Operating Compliance Requirements

Yes	No	Evidence/Comments
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Organisation complies with obligations under the
The Data Protection Acts 1988, 2003 and 2018

<input type="checkbox"/>	<input type="checkbox"/>	<hr/>
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Organisation complies with obligations under the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 – 2016

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Organisation complies with obligations under the Regulation of Lobbying Act 2015

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Organisation complies with obligations under the Protected Disclosure Act 2014

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Organisation complies with Children First Act 2015

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Organisation complies with Criminal Justice (Withholding of Information on Offences Against Children and Vulnerable Persons) Act 2012

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Organisation complies with Criminal Law (Sex Offences) Act 2017

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Employment Law Compliance Requirements

Yes

No

Evidence/Comments

Each employee has written terms of employment in keeping with Employment (Miscellaneous Provisions) Act 2018

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Each employee receives a pay slip which shows the gross wage and details of all deductions

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Employment Law Compliance Requirements	Yes	No	Evidence/Comments
Records are kept for each employee detailing hours worked and leave taken	<input type="checkbox"/>	<input type="checkbox"/>	<hr/>
Each employee receives rest periods and breaks in accordance with obligations under the Organisation of Working Time Act 1997	<input type="checkbox"/>	<input type="checkbox"/>	<hr/>
The organisation complies with requirements under the Unfair Dismissals Act	<input type="checkbox"/>	<input type="checkbox"/>	<hr/>
The organisation complies with requirements under the Protection of Young Persons (Employment) Act	<input type="checkbox"/>	<input type="checkbox"/>	<hr/>
Disciplinary Procedures are provided to each employee	<input type="checkbox"/>	<input type="checkbox"/>	<hr/>
Grievance Procedures are provided to each employee	<input type="checkbox"/>	<input type="checkbox"/>	<hr/>
Employees are entitled to Parental Leave in accordance with legal requirements	<input type="checkbox"/>	<input type="checkbox"/>	<hr/>
Employees are entitled to Carer's Leave in accordance with legal requirements	<input type="checkbox"/>	<input type="checkbox"/>	<hr/>
Employees are entitled to Maternity and Paternity Leave in accordance with legal requirements	<input type="checkbox"/>	<input type="checkbox"/>	<hr/>

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Employees are entitled to Adoptive Leave in accordance with legal requirements

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The organisation complies with requirements under The National Minimum Wage Act 2000

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The organisation complies with requirements under the Protection of Employment (Part-time Work) Act 2001

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The organisation complies with requirements under the Protection of Employment (Fixed Term Work) Act 2003

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Finance Compliance Requirements

Yes

No

Evidence/Comments

Tax Clearance Certificate up-to-date

☐☐

Annual Accounts comply with Financial Reporting Standards

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Annual Accounts are audited (if relevant)

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Annual Return made to Revenue Commissioners on time

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Payroll information is reported to Revenue Commissioners at the time employees are paid

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Payroll returns and payments are made to Revenue Commissioners on-time and by the relevant due dates

☐☐

Declaration:

PLEASE NOTE: This document should be used as a reference resource to help clarify the compliance requirements applicable to the Company.

Our organisation is in compliance with the regulatory and legal requirements set out in this Compliance Statement.

Signed: _____ **Date:** _____

(Name)

(Position)

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