

**Guidelines for making an application for the consent to a Sale of Charity
pursuant to the Residential Institutions Redress Act, 2002**

The application forms must be completed in duplicate and signed by not less than two-thirds of the trustees (see attached note on Trustees). Brief particulars of the application should also be set out in the enclosed printed form entitled “Memo for the Authority”.

When returning the completed forms and memo, I should be obliged for:-

- 1 A copy of the Deed vesting the property in the charity applicants for the Authority’s consent.
- 2 A copy of the Deed of Transfer.
- 3 Completed application forms in **duplicate** together with a map detailing the property.
- 4 Memo for the Authority signed by the Solicitor making the application together with a copy of the Indemnity of 5th June, 2002.
- 5 Independent Auctioneer’s Valuation of the full open market value of the property, together with a copy of the Agreement between the parties at this price.
- 6 Statutory Declaration completed by the applicant and containing a detailed schedule of the property being transferred.
- 7 The Registered Charity Number of the charity should also be inserted on both the Memo for the Authority and the Forms of Authorisation of Sale.

Please ensure that the application is typed.

Photocopies of documents submitted with applications will not be returned when the application has been processed unless a specific request to return them is received.