CHECKLIST · PUBLIC TRUSTS

Change Report Checklist (Section 22)

For trustees of public trusts registered under the Maharashtra Public Trusts Act, 1950. Any change in the particulars entered in the Public Trust Register, such as a new or outgoing trustee, a new address, or a change in property, must be reported to the Deputy or Assistant Charity Commissioner.

Deadline	Within **90 days** of the change (Section 22). A late report needs an application for condonation of delay.
Form	Change report in Schedule III; for immovable property, the Schedule III-A memorandum as well.
Where	The office of the Deputy or Assistant Charity Commissioner with jurisdiction over the trust, through the Charity Commissioner's online system.

Core documents for every report (Rule 13(2A))

- ☐ Notice and agenda of the meeting at which the change was decided
- ☐ Copy of the resolution, showing the quorum and the required majority
- ☐ Signed consent letter of each incoming trustee, with address, mobile number, email and identity proof
- ☐ Affidavit of each outgoing trustee under Rule 6(4), unless the officer exempts it because the trustee is deceased or cannot be traced
- ☐ Where the trust has only one trustee: letter of addition or deletion signed by the sole trustee
- ☐ Trust deed, constitution and any scheme, with the trust's current Schedule I extract from the Public Trust Register

Extra documents, by type of change

☐	**Resignation of a trustee**	Resignation letter and the outgoing trustee's affidavit; notice and resolution of the meeting accepting the resignation.
☐	**Death of a trustee**	Death certificate; resolution recording the vacancy and any appointment made to fill it.
☐	**Appointment of a new trustee**	Notice, agenda and resolution; consent letter with identity proof. For appointments on or after 1 September 2025, the resolution should record whether the trustee is a tenure or perpetual trustee and, for a tenure trustee, the period.
☐	**Change of address**	Resolution; proof of the new address, with the owner's consent if the premises are rented.
☐	**Immovable property**	Schedule III-A with survey, CTS and plot details; copy of the registered deed; the Section 36 sanction for a sale, exchange, gift or lease, or the Section 36A sanction for a mortgage; updated property records (7/12 extract, property card or society share certificate).

General information only, not legal advice. Laws and forms change; check current requirements before use. Version: October 2026.

2025 AMENDMENT: TENURE AND PERPETUAL TRUSTEES

The Maharashtra Public Trusts (Second Amendment) Act, 2025, in force from 1 September 2025, inserted Section 30A. Unless the trust deed provides for them, **perpetual trustees cannot exceed one-fourth** of the total number of trustees, and the total cannot exceed the maximum fixed by the deed. Where the deed is silent on the term, trustees may appoint or re-appoint a trustee unanimously for up to five years at a time.

COMMON DELAYS

The most common reasons a report is held up: supporting papers missing at the time of filing (often where a trustee died years ago and the death certificate or minutes were never kept), and names or addresses that differ between documents.

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