eService Guide for New & Existing Charities or IPCs

Last Updated on 31 October 2019
Charity Portal

1. Transacting As An Existing Charity
2. Transacting As A New Charity
3. Transacting As An IPC Applicant or Existing IPC
4. Making Annual Submissions
   - Financial Statements
   - Annual Report
   - Governance Evaluation Checklist (GEC)
5. Applying For Fund-raising Permit For Foreign Charitable Purposes
   – Submission of Statement of Accounts

6. Mobile Version of Charity Portal
• Click **Login** on Charity Portal. You will be re-directed to this page.
• If your organization is an existing charity, or is registered with ACRA or ROS, please select **CorpPass Login**. Otherwise, please select **SingPass Login** to submit an “Application for Charity Status” if your organization does not have an existing UEN.

**Announcement**

The Singapore Government has launched the Singapore Corporate Access (or CorpPass) on 15 September 2016. From 1 September 2018, CorpPass will be the only login method for your business transactions with the Government. For more information please visit CorpPass. You may also contact CorpPass Helpdesk on 5643 0577 or email your queries to support@corppass.gov.sg.

**CorpPass**

If your organisation is an existing charity, or is registered with the Accounting and Corporate Regulatory Authority (ACRA) or the Registry of Societies (ROS), please login using CorpPass.

Note:

i. Only individuals that possess the following can login into the Charity Portal:
   - A person who is a CorpPass Administrator/User that is authorised by the entity; or
   - An Authorised Personnel of the Charity Portal who is authorised by the entity.

ii. For users with access to multiple entities, you will need to re-login to switch entities.

If your organisation wishes to apply to the Commissioner for a permit to conduct fund-raising appeal for foreign charitable purposes (FRFCP) or submit the relevant Statements of Accounts for a FRFCP permit granted, please submit the application via LicenceOne.

**SingPass**

Please login using SingPass to submit an “Application for Charity Status” if your organisation does not have an existing UEN.
Logging into Charity Portal

• This screen will be displayed if you have selected CorpPass Login
• Enter UEN, CorpPass ID and CorpPass Password
• Click Login
Logging into Charity Portal

- This screen will be displayed if you have selected **SingPass Login**
- Enter **SingPass ID** and **SingPass Password**
- Click **Login**
1. Transacting As An Existing Charity
With effect from 2 April 2019, organisations will have to submit its application for fund-raising for foreign charitable purposes (FRFCP) permits and/or Statement of Accounts (SOA) via the LicenceOne portal.

Select one of the following options

1. Select your organisation and click proceed to perform the following transactions:
   - Update Organisation Profile
   - Apply for IPC Status
   - Submit Financial Statements
   - Submit Annual Report
   - Submit Governance Evaluation Checklist
   - Other transactions

Select Organisation: KFC Home
[PROCEED]
1. Transacting As An Existing Charity

- A • Add New Authorised Personnel
- B • View Organisation’s Profile
- C • Update Organisation’s Profile
- D • Complete Update
- E • Submit Update
A. Add New Authorised Personnel

Note:
1. This is an enhanced security feature.
2. Only “Authorised Personnel” will be granted full access rights to transact on the portal (i.e. view, update records and submit applications). Board members, key officers and contact persons who are not appointed as “Authorised Personnel” will be granted viewing rights.
3. To be an “Authorised Personnel”, you will be required to submit an authorisation form. Users cannot self-authorise.
4. Please ensure that the CorpPass Administrator/User is similarly an authorised personnel on the Charity Portal before he/she can transact on the portal.
A. Add New Authorised Personnel
A. Add New Authorised Personnel

Your request to add authorised personnel is submitted successfully when you see the following acknowledgement page.

Note:

The “Add New Authorised Personnel” function only allows organisations to file requests with Sector Administrators to grant full access rights to authorised parties to transact on the Portal.
A. Add New Authorised Personnel

Emails will be sent to organisations to acknowledge their requests to create access rights for the new authorised personnel, or to inform them of the approval outcomes.

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**Charity Portal**

To Me

Melissa

25 Feb 2014
140
HILL STREET

OLD HILL STREET POLICE STATION
Singapore 179369

Dear Sir / Madam

ACKNOWLEDGEMENT OF REQUEST TO ADD NEW AUTHORISED PERSONNEL

We have received your request to add New Authorised Personnel for 26 Feb 2014.

You will be notified accordingly once your request has been processed. We will contact you if we require any clarification.

You may also wish to check the status of your request by logging into the Charity Portal (www.charities.gov.sg).

Thank you.

Ministry of Culture, Community and Youth
A. Add New Authorised Personnel

Acknowledgment or notification emails will also be sent to organisations’ message box on the individualised homepage of Charity Portal (also known as dashboard).
1. Transacting As An Existing Charity

- Add New Authorised Personnel
  - View Organisation’s Profile
  - Update Organisation’s Profile
  - Complete Update
  - Submit Update

CLGs, Societies and Trusts/Funds need to take note of the relevant processes for updating their organizations’ profile (Module1, 2 and 3 of the form).
View and Update Organisation’s Profile – Module 1, 2 and 3
There are 6 Modules in Update Organisation Profile. Effective from 3rd May 2018, charities can now submit each module separately. Verify the information displayed in Module 1 to 6.

For CLGs, some fields in Module 1, 2 and 3 of the form may require the amendments to be filed with ACRA. Please read the appended document (“here”) before you proceed further.

- Please verify the information displayed here.
- If information in the following parts needs to be updated or corrected, please click here to read the procedures before you proceed further.
  - Module 1: Particulars of Organisation
  - Module 2: Particulars of Board Member/Trustees
  - Module 3: Objectives and Governing Instruments
- Please do not use the ‘Back’ button on your browser
For Societies, Trusts/Funds and Other Charities, you can update all the data items in Module 1 to 3 of the update directly on the Charity Portal.

Note:
For Societies, to get around the interface issues with ROS data, all societies will be able to update Module 1, 2 and 3 directly on Charity Portal.

Societies will still be required to file their lodgement with ROS first before they can update in the Charity Portal.
### B. View Organisation’s Profile

#### Data Changes To Be Filed With ACRA *(For CLGs)*

<table>
<thead>
<tr>
<th>Module 1 and 2</th>
<th>Data Items</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Module 1: Particulars of Organisation</strong></td>
<td>• Name of Organisation&lt;br&gt;• Date of Establishment&lt;br&gt;• Registered Address</td>
</tr>
<tr>
<td><strong>Module 2: Part 2: Particulars of Board Member/Trustees</strong></td>
<td>• Name of Board Member&lt;br&gt;• ID Type&lt;br&gt;• ID Number&lt;br&gt;• Nationality&lt;br&gt;• Position on Board&lt;br&gt;• Date of Appointment</td>
</tr>
</tbody>
</table>

For both Module 1 and Module 2: Part 2, the data changes filed with ACRA will be approved by ACRA first before transmitted to the Charity Portal. (You will receive a notification from ACRA if your requested changes have been approved.)

The required duration for data transmission from ACRA to the Charity Portal is 2 working days.
The procedures for amending your governing instrument are as follows:

(For CLGs and Societies)

1. Submit application to CU/SAs via email with proposed amendments
2. Approved by CU/SAs (subject to further amendments)
3. Upon receipt of approval letter from CU/SAs, proceed to seek approval of all amendments at General Meeting
4. Proceed to ACRA to make lodgement or ROS to submit application with (i) proposed amendments; and (ii) CU’s/SAs’ approval letter
5. Submit a profile update application on the Charity Portal with (i) a copy of ACRA’s notification of lodgement or ROS’ notification of approval; (ii) minutes of meeting where the amendments were approved; and (iii) a certified true copy of M&AA or Constitution. Application is completed.

After performing Step 4, it will take 2 working days for the updated governing instrument to be transmitted from ACRA to the Charity Portal.
C. Update Organisation’s Profile

There are 6 Modules in Update Organisation Profile for charities to complete.

Part 1: Particulars of Organisation

- Name of Organisation:
  - TestName133F
- Date of Establishment:
  - 08/04/2013
- Office Tel No:
  - 66778899
- Registered Address:
  - Postal Code:
    - 408868
  - Blk / House No:
    - 33
  - Street Name:
    - UBI AVENUE 3
  - Building Name:
    - VERTEX
  - Level No.:
    - 01
  - Unit No.:
    - 68

Note:
- Ensure that mandatory fields marked with red asterisk, * is completed.
- Name of Organisation and Date of Establishment are non-editable.

Note:
- Some fields are non-editable, click on the Green button to complete these fields. The non-editable fields are shaded in light grey.
- For example, enter the postal code and then click “Retrieve Address”, check and ensure the address fields are complete.
C. Update Organisation’s Profile

Module 2, Particulars of Key Persons:
Click Update Organisation Profile and its respective module to update information. E.g. To update the particulars of organisation, click on Module 1: Particulars of Organisation.

> Click Next to complete the form
> Click Save Draft to save any changes made

Note: (For CLGs)

1. You can only update fields which do not require ACRA’s approval. If you have previously filed an update with ACRA for data items in Module 1, 2, & 3 of the form, and the data changes have been approved and transmitted to the Charity Portal, you should see the refreshed data when you click Update Organisation Profile. Kindly note that the data will be permanently saved to the Portal only after you have submitted the application.

3. If the updated data is not displayed on the Charity Portal (after factoring in the required processing time needed), please contact MCCY_Charities@mccy.gov.sg.
C. Update Organisation’s Profile

Module 2, Particulars of Key Persons: For incomplete parts, remember to click on “Next” button after correction.

Part 1: Particulars of Contact Person

- Salutation: Mr
- Name: Gloria
- ID Type: NRIC
- ID No:
- Email Address: testou@gmail.com
- Designation: CFO
- Contact No.
- Home No.: 12345678

**Note:**
This icon means there is more information. Move the mouse over the icon and additional information will be displayed.

**Note:**
After completing a part, click on “Next” button to proceed.

**Note:**
If you wish to continue another day, click on “Save draft” before logging out.

**Note:**
Orange icon with an exclamation mark means this part is incomplete. Go back to the part and ensure that the mandatory fields are completed.
C. Update Organisation’s Profile

Module 2, Particulars of Key Persons:
If you wish to display the list of board members based on some preferred sequence, this can be done through a one-off effort to re-order the names in Module 2: Part 2 of the form. (Note: Users have the flexibility to change the sequence at any point in time)

For CLGs, please ensure that the list is sequenced as such when you file amendments with ACRA. (Note: CLGs do not have the flexibility to change the sequence in Charity Portal)

Note:

1. Charity Portal maintains only 1 set of board members’ details (i.e. Name, ID, Date of Birth, Highest Level of Qualification, Nationality, Occupation and Name of Employer), irrespective of the number of boards they sit on in different organisations.

2. For example, if a board member sits on 4 boards, only the latest set of board members’ details furnished amongst the 4 boards will be captured in Charity Portal. Hence, there might be differences in the Charity Portal vis-à-vis your charity’s records.
C. Update Organisation’s Profile

Module 2, Particulars of Key Persons:

For Societies, Trusts/Funds and Other Charities, to add an appointment for a board member, enter the position and the date of appointment.

> Click **Add** to insert appointment record
> Click **Edit** to amend new appointment record
> Click **Delete** to remove existing appointment record

**Note:**

1. The **latest appointment** should always be updated. The **old** appointment should be deleted.

2. If the board member no longer holds an appointment, delete the respective appointment record by clicking on “Delete” button on the respective appointment record.

3. To add a new appointment, complete the position and date of appointment in the blank fields and then click on “Add” button.

4. The **existing** appointment cannot be edited.
C. Update Organisation’s Profile

Module 2, Particulars of Key Persons:
The following fields can be updated directly via Charity Portal.

Note:
The “Relationship with Other Board Members” field shows a dropdown list (No free text fields and non-editable).
C. Update Organisation’s Profile

Module 2, Particulars of Key Persons:
- Click **Next / Previous** to navigate and complete the form
- The indicator on the left menu shows status of the form completion
- Click **Save Draft** to save the application

**Note:**
Select the Chairman and Treasurer after you have completed adding board members.
C. Update Organisation’s Profile

Module 2, Particulars of Key Persons:
• If a board member is also a key officer, complete section A.
• To add a key officer who is not a board member, complete section B.

Part 3: Particulars of Key Officers

A. For Key Officers who are Board Members of the Organisation, please provide details below

Are any of the Key Position Holders also Board Members of the Organisation?  
☐ Yes  ☐ No

Key Officers Details

<table>
<thead>
<tr>
<th>S.No</th>
<th>Name of Board Member</th>
<th>Designation (within the organisation)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>TestNameE329</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>TestName6546</td>
<td>Administrator</td>
</tr>
</tbody>
</table>

Note:
1. Key Officer shares the same appointment date as the board appointment date if the officer is also a board member.

B. For Key Officers who are not Board Members of the Organisation, please provide details below

Key Officers Details

<table>
<thead>
<tr>
<th>S.No</th>
<th>Name</th>
<th>Designation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Phua Chu Kang</td>
<td>Guide</td>
</tr>
</tbody>
</table>

Note:
2. Key Officer’s name, ID no and ID type cannot be edited.
C. Update Organisation’s Profile

Module 4, Vision/Mission, Principal Activities & Beneficial Area:
Ensure that “Yes” is selected before adding records of Government funding.

Note:
Government funding records cannot be edited.
You can only delete and add a new record to input new information.
Module 5, Auditor Information: To update auditor, complete section D. The auditor's ID and the UEN of the auditor organisation are required.

Note:
Select the appropriate Auditor’s ID type and fill up the ID no. Click “Get Auditor Information” to fetch the auditor’s information.

Note:
To change the Auditor’s organisation, change the Audit Firm UEN and then click on “Get Company Information”.

Note:
Select the auditor’s date of appointment.
C. Update Organisation’s Profile

Module 5, Auditor Information: The Auditor Declaration form can be uploaded in the Supporting documents.
C. Update Organisation’s Profile

Module 6, Other information: To update details of patrons, affiliations and assets

Part 2 : Affiliations, if any

Does your organisation have any affiliations with other organisations? *

- Yes  - No

Affiliations

<table>
<thead>
<tr>
<th>S.No</th>
<th>Name of Organisation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>test</td>
</tr>
</tbody>
</table>

Add NEW AFFILIATION

Add Affiliation Details

- Country Based in *
  - Singapore
- UEN *
- Name of Organisation *
- Nature of Affiliation
  - Select

Note :

The country and nature of affiliation fields have dropdown lists. Select the appropriate option and name of organisation; and then click on “Save Affiliation”.

For those which are affiliated to another organisation based in Singapore, please provide the UEN; and the name of the organisation will be displayed accordingly.
C. Update Organisation’s Profile

Module 6, Other Information: Ensure that “Yes” is selected before adding records

**Note:**
Existing assets, affiliations cannot be edited.

You can only delete and add a new record to input new information.

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**Part 2 : Affiliations, if any**

Does your organisation have any affiliations with other organisations? *
- Yes
- No

**Affiliations**

<table>
<thead>
<tr>
<th>S.No</th>
<th>Name of Organisation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>FAIRFIELD ASSOCIATES</td>
</tr>
</tbody>
</table>

**Part 3 : Assets, if any**

Only assets in Singapore need to be entered.

Does your charity own or occupy land/building? *
- Yes
- No

**Land buildings Occupied**

<table>
<thead>
<tr>
<th>S.No</th>
<th>Asset Street Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>WOODLANDS DRIVE 44</td>
</tr>
</tbody>
</table>

**ADD NEW AFFILIATION**

**ADD NEW LAND/BUILDINGS**
C. Update Organisation’s Profile

Preview the draft before submission.

Note:
For Module 2: the declaration page contains an additional declaration statement
D. Submit An Update

Verify that the details are correct and print a copy of the submission for future reference before clicking **Submit**.
D. Submit An Update

Your update is submitted successfully when you have been issued a Case Reference No.
2. Transacting As A New Charity
With effect from 2 April 2019, organisations will have to submit its application for fund-raising for foreign charitable purposes (FRFCP) permits and/or Statement of Accounts (SOA) via the LicenceOne portal.

Select one of the following options

1. For a new organisation applying for charity status, click on
   
   APPLY FOR CHARITY STATUS

2. If your organisation wishes to apply to the Commissioner for a permit to conduct fund-raising appeal for foreign charitable purposes (FRFCP) or submit the relevant Statements of Accounts for a FRFCP permit granted, please submit the application via LicenceOne.
   
   APPLY FOR FRFCP

3. To continue filing previously created draft Application for Charity Status or Application for FRFCP, select the application and click Proceed.

Application / Transaction Information

No Application / Transaction Information
Organisations who does not have an existing UEN

With effect from 2 April 2019, organisations will have to submit its application for fund-raising for foreign charitable purposes (FRFCP) permits and/or Statement of Accounts (SOA) via the LicenceOne portal.

Select one of the following options

1. For a new organisation applying for charity status, click on APPLY FOR CHARITY STATUS

3. To continue filing previously created draft Application for Charity Status or Application for FRFCP, select the application and click Proceed

Application / Transaction Information

<table>
<thead>
<tr>
<th>S/N</th>
<th>Application No</th>
<th>Application Type</th>
<th>Date</th>
<th>Status</th>
</tr>
</thead>
</table>


New users need to perform the registration for new applicants before they transact on the portal. Please fill in the details and click Next to continue.

Note:
1. This is an enhanced security feature
2. A new user who has never transacted on Charity Portal needs to get registered so that his/her contact profile will be created in the new CP
3. All first-time applicants will be required to submit an authorisation form
4. Applicants cannot self-authorise.
Register A New Applicant

Please upload your authorization form here. Otherwise, the system will prompt you to do so towards the end of the application before you click Submit.
For Charities with Multiple Charitable Objectives

Optional Field: This is to accommodate charities with more than one charitable objective.
3. Transacting As An IPC Applicant or Existing IPC
3. Transacting As An IPC Applicant or Existing IPC

- A • Apply For IPC Status
- B • Update IPC Profile
- C • Renew IPC Status

Note:
IPCs are reminded to update their organisation’s profile under Charity Status > Update Organisation Profile
A. Apply For IPC Status

- Click **IPC Status > Apply for IPC Status**
- Click **New IPC Application**

**Note:** Only charities can apply for IPC status. Organisations need to get registered as charities first before they can apply for IPC status. On CP, the system will not disallow them from applying for IPC status even if the Sector Administrators have not approved their charity registration.

You may update the auditor’s information at Module 5 of the Update Organisation Profile.
A. Apply For IPC Status

You will be required to answer the questions on **First Tier Eligibility**. Click **Next** to proceed to other parts of the application.

**IPC Status**

- First Tier Conditions (To apply for IPC status or renewal of IPC status, applicants must meet all the conditions in this Tier)
- * Please note that any false declaration may render your application invalid

**Application No:** APP.20131030.456013224
**Organisation Name:** BabyClub

<table>
<thead>
<tr>
<th>Case Status</th>
<th>Criteria Met?</th>
</tr>
</thead>
<tbody>
<tr>
<td>S/No</td>
<td>Description</td>
</tr>
<tr>
<td>1</td>
<td>The organisation is either a registered charity, exempt charity or an institution or fund that is described within paragraph (a) to (l) of the definition of &quot;IPC&quot; under Section 40A of the Charities Act.</td>
</tr>
<tr>
<td>2</td>
<td>It does not promote any religion or religious belief.</td>
</tr>
<tr>
<td>3</td>
<td>All its charitable activities are carried out to exclusively benefit the Singapore community.</td>
</tr>
<tr>
<td>4</td>
<td>Its charitable activities are beneficial to the community as a whole and not confined to sectional interests or group of persons based on race, creed, belief or religion.</td>
</tr>
<tr>
<td>5</td>
<td>Its activities meet its objectives under its governing instrument and the objectives of the Sector Administrator (SA).</td>
</tr>
<tr>
<td>6</td>
<td>It is administered by Governing Board members, at least half of whom are independent.</td>
</tr>
<tr>
<td>7</td>
<td>It is administered by Governing Board Members, at least half of whom are citizens of Singapore.</td>
</tr>
<tr>
<td>8</td>
<td>For a large organisation, it must have no fewer than 10 Governing Board members.</td>
</tr>
</tbody>
</table>
A. Apply For IPC Status

- Complete the rest of the **IPC application form** (Part 1 – 4)
- Click **Next / Previous** to navigate and complete the form
- Click **Save Draft** to save the application
A. Apply For IPC Status

Preview the application before submission

Part 4: Declaration & Submission

Declarant Details
Name of Declarant: Bob Kat
ID Type: NRIC
ID No: S9991176Z
Role in the Organisation: Key Officer

- My Charity’s governing board has been informed of, and undertaken to comply with, the following conditions for the conferment of IPC Status:
  - The objects of the organisation are exclusively charitable in nature;
  - Its activities and operations are carried out on a non-profit making basis; and
  - The activities exclusively benefit the community in Singapore as a whole and are not confined to sectional interests or group of persons based on race, belief or religion unless waiver of this requirement is granted.

- I hereby declare that, all the Governing Board Members/Charity Trustees/Key Officers have been advised of the disqualification clauses in section 27 of the Charities Act and that none of them named above are disqualified from holding office. (Note: Amongst other clauses, persons that are undischarged bankrupts, or convicted of any offence involving dishonesty (including fraud, corruption, bribery and deception) or terrorism, terrorism financing or money laundering, are disqualified.)

- I hereby declare that the information given in this form and in any documents attached to be true, correct and complete.

*Please note that the application will be rendered invalid if false information is provided.
A. Apply For IPC Status

Verify that the details are correct and print a copy of the submission for future reference before clicking *Submit*.
A. Apply For IPC Status

You will see the following acknowledgment page if your application for IPC Status is submitted successfully.

Submission Confirmation

Application For IPC Status

Case Reference No CPPR-140121-000001

Your application has been submitted successfully

RATE THIS E-SERVICE  BACK TO HOME
B. Update IPC Profile

- Click **IPC Status > Update IPC Profile**
- To update the relevant fields, click the **Edit** icon
B. Update IPC Profile

- Repeat *steps in Slide 46 – 50* (excludes first tier eligibility) to update the relevant fields, preview and submit the updated profile.
- You will see the following acknowledgement page if your IPC’s profile is updated successfully.
C. Renew IPC Status

• Click **IPC Status** > **Renew IPC Status**
• The process flow is similar to new applications for IPC status.
• Repeat *steps in Slide 46 to 50* to update the relevant fields, preview and submit the application for renewal.
C. Renew IPC Status

- You will see the following acknowledgement page if your application for the renewal of IPC status is submitted successfully.
4. Making Annual Submissions
4. Making Annual Submissions

- Submission of Financial Statements
- Submission of Annual Report
- Submission of Governance Evaluation Checklist (GEC)

**Note:**
It is important to submit your financial statements on time as the timeliness of your submission will be indicated accordingly for the public’s view.
4. Making Annual Submissions

**Note:**

1. All charities (including exempt charities) are required to submit their audited Financial Statement before the Annual Report or GEC.
   - This sequence will also ensure that the financial periods entered by charities for all 3 submissions (i.e. FS, AR & GEC) are consistent.

2. The system only allows one submission for each document.

3. For withdrawals or re-submissions, please contact your Sector Administrators.
A. Submission of Financial Statements

- Login to E-Services on Charity Portal
- Click Financial Statements > Submit Financial Statements
A. Submission of Financial Statements

• The relevant financial periods are generated by the system 1 month before your organisation’s financial period ends
• Select the financial period relevant to your current submission and click the Edit (pencil) icon. For more information, click ‘here’.

Note:
The system allows the submission of FS, AR and GEC for the past 3 years (e.g. in 2016, you can make a submission for 2013, 2014 and 2015). Please contact the SAs if you wish to make a submission for the earlier years.
A. Submission of **Financial Statements**

You can choose to auto-populate details based on a previous submission.

### Previously Submitted Financial Statements

If you see a previous submission displayed below, you may wish to auto-populate details for your current submission by selecting from the list of displayed submissions. Alternatively, please click “Enter New Data” to retrieve a new form for the entry of your organisation’s financial information.

<table>
<thead>
<tr>
<th>S/N</th>
<th>Financial Period</th>
<th>Case Reference Number</th>
<th>Status</th>
<th>From Previous Submission</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Jan2015 To Dec2015</td>
<td>CPFS-150515-000003</td>
<td>Withdrawn</td>
<td>Populate Details</td>
</tr>
<tr>
<td>2</td>
<td>Jan2016 To Dec2016</td>
<td>CPFS-160826-000002</td>
<td>Withdrawn</td>
<td>Populate Details</td>
</tr>
</tbody>
</table>

**EXIT**

**ENTER NEW DATA**
A. Submission of Financial Statements

Alternatively, click **Enter New Data** to furnish the required information in Part 1 to 6 of the form.

- Please do not use the 'Back' button on your browser
- All organisations are required to submit their financial statements within 6 months from the end of their financial periods. Financial statements must be submitted before the annual report and governance evaluation checklist.
- If you have yet to submit the financial statements for previous financial periods, please do so before making a submission for the current period.

If you see a previous submission displayed below, you may wish to auto-populate details for your current submission by selecting from the list of displayed submissions. Alternatively, please click “Enter New Data” to retrieve a new form for the entry of your organisation’s financial information.

No Data Found
A. Submission of Financial Statements

Please note that disclosure of overseas expenditure, capital outlay and remittance of funds as agents applies to drafts with financial year beginning on or after 1 January 2016. This is applicable to charities that are required to have their financial statements externally audited.
A. Submission of Financial Statements

Note:

The Charity Portal allows charities to select the ‘higher’ option, and not be restricted to only the default option as per their income/expenditure.

For example, charities with income range between $250,000 and $500,000 are allowed to select ‘Public accountant’ though the Charities Act and subsidiary legislation only require their accounts to be examined by an independent person who is a member of ISCA/qualified to be a member of ISCA.

However, they are not allowed to select an option “lower” than the default option.
A. Submission of Financial Statements

If the option, “Public Accountant” is selected, the charity will be required to provide the following details on the auditor:

- Auditor’s ID Type: NRIC
- Auditor’s ID No.: S7576953I
- Name of Auditor: TestNameE42D
- Public Accountants Board (PAB) Registration number: 1316
- Audit Firm UEN Number: T08PF0929J

Note:
Please ensure that the correct NRIC is provided to enable the system to retrieve the following details:
- Name of Auditor
- PAB Registration Number
- Name of Audit firm (if information is available)

If the auditor’s firm needs to be updated, you can edit the UEN number and click “Get company information” to retrieve the relevant audit firm’s name.
A. Submission of **Financial Statements**

(Continued from previous page)

**Accounting standard adopted**

- Charity Accounting Standard (CAS)
- Financial Reporting Standard (FRS)
- Others

**Is there emphasis of matter in audit opinion?**

- Yes
- No

**Is there modified opinion in the independent auditor’s report (i.e. qualified opinion, disclaimer of opinion, adverse opinion or non-compliance with charity regulations)?**

- Yes
- No

**Online Financial Summary**

Please indicate whether you would like to fill in the Online Financial Summary:

- Yes
- No

Do you want your Online Financial Summary to be displayed on the Charity Portal to facilitate informed giving decision by the public?

- Yes
- No

**Note:**

If your organisation does not require external audit, you may indicate your preference by answering the 2 questions:

- To fill up the Online Financial Summary
- To display the completed Online Financial Summary on the Charity Portal.
A. Submission of Financial Statements

Please upload at least one Supporting document

Financial Statements: Choose File No file chosen

Charities’ financial statements (from FY2013) are made available on the Charity Portal for public viewing. Please ensure that the financial statements submitted are in portrait layout with minimum font size of 14 for text and minimum resolution 929 X 1309 for images. Up to a maximum file size of 20MB. File type must be .pdf. Filename cannot contain invalid characters # % & * : < > ? / { | }

Financial Statements Description:  

No Attachment Found

Note:
• To upload the Financial Statements document, click on the “Browse” button to select the document from your folder.

• Enter a description for the filename and then click on the “Upload” button.

• The system will take awhile to upload the file. Once the loading completes, the file record will appear below and replace “No attachment found”.

(Continued from previous page)
A. Submission of Financial Statements

Only charities subject to external audit are required to complete Parts 2 to 4.

Note:
1. By default, system sets it to ‘Yes’. You may change it to ‘No’.
2. ‘Nature of Expenditure’ (including “Others”) should not be duplicated for the same country. All should be in S$.
3. If your charity has exceeded the maximum of 25 line items for overseas expenditure, please consolidate the remaining entries and enter the consolidated figures for the 25th line item, and select “Multiple Countries” from the Country drop-down list.

Further to the above, if your charity has also exceeded the maximum of 25 line items for overseas capital outlay and/or overseas remittance of funds as agents, please retain the details of the remaining entries for the overseas reporting in a separate excel file which can be found here, and send it to MCCY_Charities@mccy.gov.sg.
A. Submission of **Financial Statements**

(Continued from previous page)

**Note:**
For “Others”, a brief description is required (maximum 200 characters).
A. Submission of **Financial Statements**

**Note:**
To delete a row filled previously, choose the default option - ‘Select Nature of Expenditure’, and set the amount to zero. Choose the blank option for ‘Country’ under ‘Overseas Expenditure’ for the second section. Once done, click ‘Next’ to proceed to the next part.

**Note:**
To add more rows, click on the ‘Add Nature of Expenditure’ button. After entering all the data, click ‘Next’ to proceed to the next part.
A. Submission of **Financial Statements**

**Part 3: Overseas Capital Outlay**

Do you have overseas capital outlay? * [i]  
- [ ] No  
- [ ] Yes

**Note:**  
By default, system sets it to ‘Yes’. You may change it to ‘No’.

You may refer to the attached glossary for submitting overseas capital outlay.

[PDF](CapitalOutlay.pdf)

**Capital Outlay**

<table>
<thead>
<tr>
<th>Type of Capital Outlay</th>
<th>Amount</th>
<th>Country</th>
</tr>
</thead>
<tbody>
<tr>
<td>Capital injections into overseas subsic</td>
<td>3,000</td>
<td>Angola</td>
</tr>
<tr>
<td>Select Capital Outlay</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Select Capital Outlay</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Select Capital Outlay</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Select Capital Outlay</td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>

**Note:**  
‘Type of Capital Outlay’ - there should not be duplicated entries for the same country.
A. Submission of **Financial Statements**

**Part 3: Overseas Capital Outlay**

Do you have overseas capital outlay? *  
- No  
- Yes

You may refer to the attached glossary for submitting overseas capital outlay.  
Glossary - Disclosure of Capital Outlay Remitted Overseas.pdf

<table>
<thead>
<tr>
<th>Type of Capital Outlay</th>
<th>Amount</th>
<th>Country</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select Capital Outlay</td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>

**Note:**
To delete a row filled previously, choose the default option - ‘Select Capital Outlay’, set the amount to zero and choose the blank option for ‘Country’. Once done, click ‘Next’ to proceed to the next part.
A. Submission of **Financial Statements**

### Part 4: Overseas Remittance of Funds as Agents

**Note:**
By default, system sets it to ‘Yes’. You may change it to ‘No’.

You may refer to the attached glossary for submitting Overseas Remittance of Funds as Agents.

[OSFundsRemittanceAsAgents.pdf](#)

<table>
<thead>
<tr>
<th>Overseas Remittance of Funds as Agents</th>
<th>Amount</th>
<th>Country</th>
</tr>
</thead>
<tbody>
<tr>
<td>Insert Name of Overseas Recipient</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td></td>
<td>0</td>
<td></td>
</tr>
<tr>
<td></td>
<td>0</td>
<td></td>
</tr>
<tr>
<td></td>
<td>0</td>
<td></td>
</tr>
<tr>
<td></td>
<td>0</td>
<td></td>
</tr>
<tr>
<td></td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>

**Note:**
‘Overseas Remittance of Funds as Agents’ – the same recipient may not be duplicated for the same country. Maximum of 500 characters is allowed.
A. Submission of **Financial Statements**

Part 4: Overseas Remittance of Funds as Agents

Did the charity remit any funds overseas as an agent? * 
- No
- Yes

You may refer to the attached glossary for submitting Overseas Remittance of Funds as Agents.

[OSFundsRemittanceAsAgents.pdf]

**Note:**
To delete a row filled previously, remove the content in ‘**Insert Name of Overseas Recipient**’, set the amount to zero and choose the blank option for ‘Country’. Once done, click ‘Next’ to proceed to the next part.
A. Submission of Financial Statements

- All externally audited charities are required to fill in the **Online Financial Summary** (Part 5) which will be displayed for the public’s view. This is optional for other charities.
- Click **Next / Previous** to navigate and complete the form
- Click **Save Draft** to save the form

**Part 5: Online Financial Summary**

You may refer to the Accounting Glossary for submitting the Online Financial Summary.

PDF file: 130709 Accounting Glossary.pdf

**Receipts**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Donations in Cash</td>
<td></td>
</tr>
<tr>
<td>Non Tax-Deductible</td>
<td>10,000</td>
</tr>
<tr>
<td>Total Donations in Cash</td>
<td>10,000</td>
</tr>
</tbody>
</table>

**Donations in Kind**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non Tax-Deductible</td>
<td>0</td>
</tr>
</tbody>
</table>
## A. Submission of Financial Statements

The total amount in Part 2: ‘Overseas Expenditure’ will be automatically displayed here.

### Part 5: Online Financial Summary

<table>
<thead>
<tr>
<th>Expenses</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Fund-raising Expenses:*</td>
<td></td>
</tr>
<tr>
<td>Charitable Activities/Programme Expenses:</td>
<td></td>
</tr>
<tr>
<td>Local (include Direct and Support Costs):*</td>
<td></td>
</tr>
<tr>
<td>Overseas (include Direct and Support Costs):*</td>
<td>10,000</td>
</tr>
<tr>
<td>Total Charitable Activities/Programme Expenses:</td>
<td>10,000</td>
</tr>
<tr>
<td>Other Expenses:*</td>
<td></td>
</tr>
<tr>
<td>Total Expenditure:</td>
<td>10,000</td>
</tr>
</tbody>
</table>
A. Submission of **Financial Statements**

- **Preview** the form before submission

### Part 6: Declaration & Submission

#### List of Board Members

<table>
<thead>
<tr>
<th>S/N</th>
<th>Board Member</th>
<th>Position on Board</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Tang Tang 0602</td>
<td>Tang appt 1216</td>
</tr>
<tr>
<td>2</td>
<td>Serene Seet 0916</td>
<td>PR Officer</td>
</tr>
<tr>
<td>3</td>
<td>Susie Test 0523</td>
<td>PR 0523</td>
</tr>
</tbody>
</table>

If there are changes to the Board members, please update the information at the Update Organisation Profile. Then, submit the Financial Statements.

- My governing board declares that the charity has not conducted any fund-raising activities.
- My governing board declares that the charity has conducted fund-raising activities and complied with the 30/70 fund-raising rule.
- I hereby declare that all information furnished in this form and in any of the attached supporting documents, to be true, correct and complete.

[PREVIOUS] [SAVE DRAFT] [PREVIEW]
A. Submission of **Financial Statements**

Verify that the details are correct and print a copy of the submission for future reference before clicking **Submit**.

![Preview Financial Statements Submission](image-url)
You have submitted your financial statements successfully when you have been issued a Case Reference No.

---

**Acknowledgement of Submission**

**NOTE:**
- Please do not use the 'Back' button on your browser

Case Reference Number: CPFS-160919-000001

Your financial statement(s) has/have been submitted successfully. You may check the status of your application under My Charity Portal
Charities/IPCs would NOT be able to withdraw their financial statements via the Charity Portal. To do a withdrawal, they would first need to contact their Sector Administrators.

Once a request is made for the financial statements (FS) to be withdrawn; the FS, annual report and GEC (for the same FY period) will also be withdrawn. Hence, the charity/IPC will be required to re-submit all 3 documents.

Although the GEC will be withdrawn together with the financial statements, the Charity Portal provides options which allow the charity/IPC to:

1) Auto-populate the details using the previously submitted GEC so that there is no need to re-enter the information again. Users can also edit the info (where necessary), OR

2) Enter new data from scratch.
B. Submission of **Annual Reports**

- Login to E-Services on Charity Portal (See Slide 4)
- Click *Annual Report > Submit Annual Report*
- The relevant financial periods are generated by the system 1 month before your organisation’s financial period ends.
- Select the financial period for the current submission and click the *Edit* icon

![Submit Annual Report](image)

**Note:**
The system allows the submission of FS, AR and GEC for the past 3 years (e.g. in 2014, you can make a submission for 2011, 2012 and 2013). Please contact your Sector Administrator if you wish to make a submission for the earlier years.
B. Submission of Annual Reports

• Click **Choose File** to search for the relevant document
• Click **Upload** to upload the document
• **Preview** the Annual Report before submission
B. Submission of **Annual Reports**

Verify that the details are correct and print a copy of the submission for future reference before clicking **Submit**.
You have submitted your annual report successfully when you have been issued a Case Reference No.

Submit Annual Report
Case Reference No: CP-131101-000023

Your Annual Report has been submitted successfully
Charities/IPCs would **NOT** be able to withdraw their annual reports via Charity Portal. To do a withdrawal, they would first need to contact their Sector Administrators.

Note that when there is a request for the annual reports to be withdrawn; only the annual report (and not FS or GEC) will be withdrawn. Hence, the charity/IPC will be required to re-submit the annual report.

If the FS is withdrawn, the respective AR and GEC will also be withdrawn and have to be resubmitted.
C. Submission of **Governance Evaluation Checklist**

- Login to E-Services on Charity Portal (See Slide 4)
- Click **Governance Evaluation Checklist** > **Submit Governance Evaluation Checklist**
- The relevant financial periods are generated by the system 1 month before your organisation’s financial period ends.
- Select the financial period for the current submission and click the **Edit** icon

**Note:**

The GEC for financial year beginning 1 January 2018 has been revised. You may refer to the latest Code of Governance and download a copy of the GEC template from the “Templates and Guides” under the “Resources” tab in Charity Portal.

**Note:**

If the GEC is in Draft status, there are some data in the application. To start a fresh application, click on the red button with a cross to delete the existing draft. The system will create a new entry and the status will be “Pending Applicant Action”.

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C. Submission of Governance Evaluation Checklist

• You will be required to answer questions in the Preliminary Questions page.
• These questions will determine the tier of GEC which your organisation should comply with (i.e. Basic / Intermediate/ Enhanced / Advanced Tier).
• Click Next to proceed to other parts of the form.

Submit Governance Evaluation Checklist

their financial periods. Financial statements must be submitted before the annual report and governance evaluation checklist.

• If you have yet to submit the governance evaluation checklist for previous financial periods, please do so before making a submission for the current period.

• The Governance Evaluation Checklist is tiered according to the size of the charity and IPC status. Your response to the preliminary questions will trigger the system to retrieve a set of GEC questions which is applicable to your organisation.

• Please note that you will not be able to change the question set after a draft has been created. If a wrong set of questions has been retrieved due to incorrect response to the preliminary question, please delete the draft and click the “Edit” button to make the necessary changes.

Preliminary Question

The submission is for the financial period between Jan 2018 to Dec 2018.
Please indicate your organisation’s gross annual receipts (inclusive of all income, grants, donations, sponsorships and all other receipts of any kind) or total expenditure in the past two immediate preceding financial years:

• Gross annual receipts or total expenditure of more than $50,000 and less than $500,000
• Gross annual receipts or total expenditure of more than $500,000 and less than $10 million
• Gross annual receipts or total expenditure of $10 million or more.
C. Submission of **Governance Evaluation Checklist**

Declare the extent of compliance with GEC and provide an explanation where indicated as “Not Complied” or “Not Applicable”.

### Governance Evaluation Checklist Submission for the period Jan 2018 to Dec 2018

<table>
<thead>
<tr>
<th>S/No.</th>
<th>Code guideline</th>
<th>Code ID</th>
<th>Respective which applied</th>
<th>complied with</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Induction and orientation are provided to incoming governing board members upon joining the Board.</td>
<td>1.1.2</td>
<td>Complied</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Are there governing board members holding staff1 appointments? Remarks: (skip items 3 and 4 if “No”)</td>
<td></td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Staff does not chair the Board and does not comprise more than one third of the Board.</td>
<td>1.1.3</td>
<td>Complied</td>
<td></td>
</tr>
</tbody>
</table>

**Note:**
Each explanation should not be more than 500 characters.
C. Submission of Governance Evaluation Checklist

- Please read carefully before you make a declaration.
- Preview the form before submission

* Please refer here for GEC footnote.

Declarant Details

Name of Declarant:* Bob Kat  
Role in the organisation:* Key Officer

ID Type:* NRIC  
Name of the Firm:

ID No:* S9991176Z

I declare that my charity’s / IPC’s governing board has approved this Governance Evaluation Checklist and authorised me to submit it on their behalf. All information given by me in this submission is true to the best of my knowledge and I have not wilfully suppressed any material fact. The full responsibility for providing accurate and updated checklist information will rest with my charity’s /IPC’s governing board.

Note: This Advanced checklist is for large IPCs with gross annual receipts or total expenditure of $10 million or more.
C. Submission of Governance Evaluation Checklist

You may wish to print a copy of the submission for future reference before clicking Submit.

- Please do not use the ‘Back’ button on your browser.
- All organizations are required to submit their governance evaluation checklists within 6 months of the end of their financial periods. Financial statements must be submitted before the annual report and governance evaluation checklist.
- If you have yet to submit the governance evaluation checklist for previous financial periods, please do so before making a submission for the current period.
- The Governance Evaluation Checklist is tiered according to the size of the charity and IPC status. Your response to the preliminary questions will trigger the system to retrieve a set of GEC questions which is applicable to your organisation.
- Please note that you will not be able to change the question set after a draft has been created. If a wrong set of questions has been retrieved due to incorrect response to the preliminary question, please delete the draft and click the “Edit” button to make the necessary changes.
- Maximum of 500 characters is allowed for each Explanation.

Case Number: CPGE-180301-000025
Name of Organisation: KFC Home
UEN No: S00C0004D
Case Status: DRAFT
Submission Deadline: 30/09/2018
Last Updated On: 17/06/2019

Preview Governance Evaluation Checklist Submission

<table>
<thead>
<tr>
<th>S/No.</th>
<th>Code guideline</th>
<th>Code</th>
<th>Response</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
C. Submission of Governance Evaluation Checklist

You have submitted your GEC successfully when you have been issued a Case Reference No.

Case Reference No: CP-131101-000024

Your Governance Evaluation Checklist has been submitted successfully
*Withdrawal of Governance Evaluation Checklists*

Charities/IPCs would **NOT** be able to withdraw their GECs via Charity Portal. To do a withdrawal, they would first need to contact their Sector Administrators.

Note that when there is a request for the **GEC to be withdrawn**; only the GEC (and not AR or FS) will be withdrawn. Hence, the charity/IPC will only be required to re-submit the GEC.

The Charity Portal provides options which allows the charity/IPC to

1) Auto-populate the details using the previously submitted GEC so that there is no need to re-enter the information again. Users can also edit the info (where necessary), OR

2) Enter new data from scratch.
5. Applying For Fund-raising Permit for Foreign Charitable Purposes (FRFCP)
If your organisation wishes to apply for a permit to conduct fund-raising appeal for foreign charitable purposes (FRFCP) or submit the relevant Statement of Accounts (SOA) for a FRFCP permit granted, please submit the application and/or SOA via GoBusiness Licensing.

For more information on FRFCP permit applications and GoBusiness Licensing, please click here.
6. Mobile Version of Charity Portal
Mobile Version of Charity Portal

**Note:**
The mobile version was developed with the intent of promoting informed giving so that the public can perform quick searches on fund-raising activities and registered charities/IPCs.

Charities who wish to access e-services can do using the desktop version.
Contact Us

Helpdesk (6337 6597)

MCCY_Charities@mccy.gov.sg