eService Guide for Application for Fundraising for Foreign Charitable Purposes (FRFCP) Permit and Submission of Statement of Accounts (SOA) for FRFCP Permit

Last Updated on 31 October 2019
GoBusiness Licensing Functions

1. Submit New Application

2. Amend an existing Permit

3. Requests for Action – Responding to change requests or making changes to an existing application

4. Submit Managed Returns – Statement of Accounts

5. Withdraw New/Amend Application

Note: In this eService Guide, Licence refers to the FRFCP Permit issued by the Commissioner of Charities.
1. Submit New Application

A • Select Application Type

B • Search for Permit

C • Complete Application

D • Submit Application
A. Select Application type

There are 6 key steps for submitting a New Permit Application:
1) Select type of Licences
2) Update General Information
3) Complete Application Details
4) Upload Supporting Documents
5) Review and Submit
6) Receive acknowledgement message

Apply for New Licence

Application for Permit to conduct Fund-Raising Appeal for Foreign Charitable Purposes
A. Select Application type

Select “Licence Application” from the Main Menu and choose “Apply for New Licence”.

Note:
“Renew Expiring Licence” is not applicable to FRFSCP applications
B. Search for Permit

You can search for the FRFCP permit application using keywords search (e.g. fund-raising appeal, MCCY) on the “Search” button.

Note:
There are 3 ways to search for a FRFCP Permit:
• Keywords
• Government Agencies
• Business Intent
At the Licence selection page check the box for “Application for Permit to conduct Fund-Raising Appeal for Foreign Charitable Purposes” and click “Apply” button to proceed.

**Note:**
Ensure the checkbox is checked to apply for the permit.
C. Complete Application

Complete the application and fill up the mandatory fields marked * for each section.

### 1. Contact Person

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salutation</td>
<td>Mr</td>
</tr>
<tr>
<td>ID Type</td>
<td>NRIC</td>
</tr>
<tr>
<td>Email Address</td>
<td></td>
</tr>
<tr>
<td>Home No.</td>
<td></td>
</tr>
<tr>
<td>Mobile No.</td>
<td></td>
</tr>
<tr>
<td>Name</td>
<td></td>
</tr>
<tr>
<td>ID Number</td>
<td></td>
</tr>
<tr>
<td>Designation</td>
<td></td>
</tr>
<tr>
<td>Office No.</td>
<td></td>
</tr>
</tbody>
</table>
C. Complete Application

Select the appropriate nature of appeal and complete the remaining details of the Fund-Raising Appeal.

Note:
Please select only one of the following under “Nature of Appeal”:
- Immediate Disaster Relief
- Humanitarian Relief
- Other Charitable Purposes
C. Complete Application

To add a record for Purpose and Distribution, complete the fields and click “Add” button. The record will be added to the table below.

Note:
UEN No. is not required if beneficiary is not an organisation registered in Singapore.

Please ensure that overall percentage of distribution is 100%.
C. Complete Application

Fill up the remaining sections such as Expenses and Remittance of Funds. Click “Next” button once the application is complete.

- **4. Expenses**
  - Are there any expenses to be deducted from the funds raised? If no, please complete below: *
  - Expenses to be borne by: *

- **5. Remittance of Funds**
  - Mode of Remittance *
    - Bank/Wire transfer (including PayNow/Paylah)
    - Remittance agents
    - Cross cheques
    - Cash Order/ Cash Cheques
    - Others

**Note:**
For Mode of Remittance, you may select more than one option.
C. Complete Application

Upload the supporting documents by clicking on the “Upload” button and select the file.

**Note:**
Please reduce the file size to less than 2MB. Word/Excel documents are not allowed.
D. Submit Application

Once submitted successfully, the acknowledgement message will be displayed. Note down the Application Number for reference.

Apply for New Licence

Submitted successfully: 1 application(s)
You will be notified of the approval of your application via SMS/Email.

Ministry of Culture, Community and Youth

Application for Permit to conduct Fund-Raising Appeal for Foreign Charitable Purposes

<table>
<thead>
<tr>
<th>Application Number</th>
<th>C1920109034</th>
<th>Application Status</th>
<th>Submitted (No Upfront Payment Required)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submission Number</td>
<td>B1920250024</td>
<td>Payment Status</td>
<td>STAGE1 : N.A</td>
</tr>
<tr>
<td>Submission Date</td>
<td>18/03/2019 14:38:50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Submission Name</td>
<td>B1920250024</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
2. Amend an existing Permit

- A • Select Application Type
- B • Search for existing Permit
- C • Amend Application
- D • Submit Application
There are 7 key steps for Amendment of Application:

1. Select type of Licence
2. Amendment profile
3. Update General Information
4. Provide Application Details
5. Upload Supporting Documents
6. Review and Submit
7. Receive acknowledgement message
A. Select Application type

Select “Licence Application” from the Main Menu and choose “Amend Existing Licence”.

Note:
“Renew Expiring Licence” is not applicable for FRFCP permit applications.
B. Search for existing Permit

You can search for the permit by entering the permit no. in the format XXXX/YYYY and click “Search”. Alternatively, you can select the permit from the list of active permits shown on the screen.

Amend Licence

<table>
<thead>
<tr>
<th>Licence Number</th>
<th>Agency</th>
<th>Licence Name</th>
<th>Licence Status</th>
<th>Issued Date</th>
<th>Expiry Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>0001/2019</td>
<td>MCC</td>
<td>Application for Permit to conduct Fund-Raising Appeal for Foreign Charitable Purposes</td>
<td>Active</td>
<td>07 Jan 2019</td>
<td>29 Dec 2019</td>
</tr>
<tr>
<td>0045/2019</td>
<td>MCC</td>
<td>Application for Permit to conduct Fund-Raising Appeal for Foreign Charitable Purposes</td>
<td>Active</td>
<td>02 Jan 2019</td>
<td>22 Mar 2019</td>
</tr>
<tr>
<td>0054/2019</td>
<td>MCC</td>
<td>Application for Permit to conduct Fund-Raising Appeal for Foreign Charitable Purposes</td>
<td>Active</td>
<td>02 Jan 2019</td>
<td>22 Mar 2019</td>
</tr>
</tbody>
</table>
The Licence No. (which is the FRFCP Permit No.) will be populated based on your selection. Please ensure that the Permit No. is correct before clicking “Next”.

**Note:**
The Licence No. is the issued Permit number. The permit must be approved before an amendment can be submitted.
C. Amend Application

To amend information in any section, click the checkbox “I wish to amend this section” on the specific section and you can proceed to change the details of application.

2. Details of Fund-Raising Appeal

- I wish to amend this section

  **Nature of Appeal**  
  Immediate Disaster Relief

  If Others, please specify

  **Commencing Date of Appeal**  
  03/01/2019

  **Closing Date of Appeal**  
  24/01/2019

  **Place where the appeal is to be conducted**
  test

  **Campaigns / Events**
  test
C. Amend Application

If you do not want to amend a section, uncheck the checkbox “I wish to amend this section”.

**Note:**

If you have made some changes to a section but the checkbox is unchecked, the changes will not be saved.
C. Amend Application

You can submit additional documents when amending the application. Upload the supporting documents by clicking on the “Upload” button and select the file.

Amend Existing Licence

Application for Permit to conduct Fund-Raising Appeal for Foreign Civic Groups

<table>
<thead>
<tr>
<th>Document Name</th>
<th>Type</th>
<th>Upload</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proof that the beneficiary is a Bona Fide organisation in its country</td>
<td>ONLINE UPLOAD</td>
<td></td>
</tr>
<tr>
<td>Letter of Acknowledgement from the beneficiary for the fund-raising activity to be held in its name.</td>
<td>ONLINE UPLOAD</td>
<td></td>
</tr>
<tr>
<td>Governing Instrument of the beneficiary</td>
<td>ONLINE UPLOAD</td>
<td></td>
</tr>
</tbody>
</table>

Note:
This section is not mandatory for Amend application. Click “Next” if you are not uploading additional documents.
D. Submit Application

Once submitted successfully, the acknowledgement message will be displayed. Note down the Application Number for reference.

Amend Existing Licence

Submitted successfully: 1 application(s)
You will be notified of the approval of your application via SMS/Email.

Ministry of Culture, Community and Youth
Application for Permit to conduct Fund-Raising Appeal for Foreign Charitable Purposes

<table>
<thead>
<tr>
<th>Application Number</th>
<th>Application Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>U1920029878</td>
<td>Submitted (No Upfront Payment Required)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Submission Number</th>
<th>Payment Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>B1920250179</td>
<td>STAGE1 : N.A</td>
</tr>
<tr>
<td></td>
<td>STAGE2 : N.A</td>
</tr>
</tbody>
</table>

| Submission Date     | 21/03/2019 12:02:39 |
| Submission Name     | B1920250179        |
3. Request for Actions (RFA)

A. Select Application Type
B. Search for RFA
C. Respond to RFA
D. Submit RFA
A. Select Application type

Select “Requests for Action” from the main menu to view the list of applications to respond.
B. Search for RFA

Click on a “Request ID” application to continue.

Note:

The type of applications to respond is based on the applications that was submitted such as New application, Amend application or Managed Return application.

Only RFAs with “Pending” status can be responded.
B. Search for RFA

Please refer to “Officer Remarks” for the required follow-up actions. Select “Respond” to complete the Request for Action.

<table>
<thead>
<tr>
<th>Requests for Action Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Request ID</td>
</tr>
<tr>
<td>Application Number</td>
</tr>
<tr>
<td>Request Date</td>
</tr>
<tr>
<td>Response Date</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Application Type</th>
<th>Placement Returns</th>
</tr>
</thead>
<tbody>
<tr>
<td>Licence Name</td>
<td>Application for Permit to conduct Fund-Raising Appeal for Foreign Charitable Purposes</td>
</tr>
<tr>
<td>Request Status</td>
<td>Pending</td>
</tr>
<tr>
<td>Request Type</td>
<td>Form changes</td>
</tr>
</tbody>
</table>

Remarks

- Officer Remarks
  - RFA Request - FORM CHANGE
C. Respond to RFA

Refer to **Slides 8-13** to complete New Application, **Slides 19-22** to complete Amend Permit and **Slides 34-39** to complete Manage Returns.
D. Submit RFA

Once submitted successfully, the acknowledgement message will be displayed. Note down the Request ID for reference.

Amend Existing Licence

Application Submitted successfully!

<table>
<thead>
<tr>
<th>Licence Name</th>
<th>Request ID</th>
<th>Agency</th>
<th>Application Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application for Permit to conduct Fund-Raising Appeal for Foreign Charitable Purposes</td>
<td>Q1920008563</td>
<td>MCCY</td>
<td>Responded</td>
</tr>
</tbody>
</table>

[PRINT] [CLOSE]
4. Submit Returns – Statement of Accounts

A • Select Application Type

B • Search for Permit

C • Complete Application

D • Submit Application
A. Select Application type

Select “Licence Application” from the Main Menu and choose “Submit Returns”.

Note:
“Renew Expiring Licence” is not applicable to FRFCP applications.
A. Select Application type

There are 7 key steps for submission of Statement of Accounts:

1) Select type of Licence
2) Submit Returns profile
3) Update General Information
4) Complete Returns Details
5) Upload Supporting Documents
6) Review and Submit
7) Receive acknowledgement message
B. Search for Permit

You can search for the permit by entering the permit no. in the format XXXX/YYYY and click “Search”. Alternatively, you can select the permit from the list of permits shown on the screen.

Note:
The table displays a list of permits that were granted earlier.
B. Search for Permit

The Licence No. (which is the FRFCP Permit No.) will be populated based on your selection. Please ensure that the Permit No. is correct before clicking “Next”.

Note:
The Licence No. is the issued Permit number. The permit must be expired before the Statement of Accounts can be submitted.
C. Complete Application

For the standard form section, please enter the fund-raising period for the reporting period and select “No” for NIL Returns. You may ignore the Remarks field. Fields marked * are mandatory.

Manage Returns Standard Form

<table>
<thead>
<tr>
<th>Licence Number</th>
<th>0045/2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Managed Returns Name</td>
<td>MANAGED RETURNS – Statement of Accounts</td>
</tr>
<tr>
<td>Frequency Type</td>
<td>Ad-hoc</td>
</tr>
<tr>
<td>Reporting Returns For</td>
<td>From*</td>
</tr>
</tbody>
</table>
| NIL Returns* | ☐ Yes ☐ No  
(Please select ‘Yes’ if you don’t have any returns to be submitted for the period stated) |
| Remarks |          |
C. Complete Application

Complete the Summary of Gross Proceeds section. Enter the specified amount and provide details. Fields marked * are mandatory.

<table>
<thead>
<tr>
<th>Summary of Gross Proceeds</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Collection S$</strong> *</td>
</tr>
<tr>
<td><strong>Details</strong></td>
</tr>
<tr>
<td><strong>Corporate Sponsorship / Grants S$</strong> *</td>
</tr>
<tr>
<td><strong>Details</strong></td>
</tr>
<tr>
<td><strong>Bank and Deposits Interest S$</strong> *</td>
</tr>
<tr>
<td><strong>Details</strong></td>
</tr>
<tr>
<td><strong>Others S$</strong> *</td>
</tr>
<tr>
<td><strong>Details</strong></td>
</tr>
<tr>
<td><strong>Total Collections S$</strong> *</td>
</tr>
</tbody>
</table>

**Note:**
You can enter decimals for the figures.
C. Complete Application

Complete the Expenses and Allocation of Proceeds section. Enter the specified amount and provide details. Fields marked * are mandatory.

<table>
<thead>
<tr>
<th>Expenses &amp; Allocation of Proceeds</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fund-raising Expenses $</strong> *</td>
</tr>
<tr>
<td>Details</td>
</tr>
<tr>
<td><strong>Relief Project/Expenditure Expenses (if applicable) $</strong></td>
</tr>
<tr>
<td>Details</td>
</tr>
<tr>
<td><strong>Total Expenses $</strong> *</td>
</tr>
<tr>
<td>Details</td>
</tr>
<tr>
<td><strong>Allocation to Beneficiaries (Singapore) $</strong> *</td>
</tr>
<tr>
<td>Details</td>
</tr>
</tbody>
</table>

**Note:**
You can enter decimals for the figures.
C. Complete Application

Select independent auditor or public accountant for the statement of accounts and then provide the necessary details of the auditor. Fields marked * are mandatory.

**Note:**
For Public Accountant, fill in the ID type, ID no. of the accountant and click “Retrieve Auditor Details” button to populate the remaining auditor details.
C. Complete Application

Upload the supporting documents by clicking on the “Upload” button and select the file.

**Submit Returns**

Application for Permit to conduct Fund-Raising Appeal for Foreign Charitable Purposes

<table>
<thead>
<tr>
<th>Document Name</th>
<th>Type</th>
<th>Attachment</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Statement of Accounts</td>
<td>ONLINE UPLOAD</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Statement of Accounts</td>
<td>ONLINE UPLOAD</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Receipt from Beneficiary</td>
<td>ONLINE UPLOAD</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Note:**
Please reduce the file size to less than 2MB by removing coloured images or unnecessary pages. Word/Excel documents are not allowed.
D. Submit Application

Once submitted successfully, the acknowledgement message will be displayed. Note down the Application Number for reference.

Submitted successfully: 1 application(s)
You will be notified of the approval of your application via SMS/Email.

Ministry of Culture, Community and Youth
Application for Permit to conduct Fund-Raising Appeal for Foreign Charitable Purposes

<table>
<thead>
<tr>
<th>Application Number</th>
<th>Application Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>D19100000388</td>
<td>Submitted (No Upfront Payment Required)</td>
</tr>
<tr>
<td>Submission Number</td>
<td>Payment Status</td>
</tr>
<tr>
<td>B1920250175</td>
<td>STAGE1 : N.A</td>
</tr>
<tr>
<td>Submission Date</td>
<td>STAGE2 : N.A</td>
</tr>
<tr>
<td>21/03/2019 11:07:13</td>
<td></td>
</tr>
<tr>
<td>Submission Name</td>
<td></td>
</tr>
<tr>
<td>B1920250175</td>
<td></td>
</tr>
</tbody>
</table>
5. Withdraw Application

- You may withdraw a New/Amend application that has been submitted.
- Any withdrawn application cannot be reverted.
Withdraw Application

Under the Application tab, select the application with the “Submitted” or “Pending Applicant/Agency Action” status.

Note:
Only “New” or “Amend” Applications can be withdrawn.
Withdraw Application

You can click the “Action” dropdown menu to select the option to withdraw or click on the application number to view the details before selecting the option to withdraw.
Withdraw Application

Enter the reason for withdrawing the application and click “OK”. You will receive an acknowledgement after the application has been successfully withdrawn.

Reason

Reason

Enter reason for withdrawal here

OK  CANCEL

Information

Application was successfully withdrawn with application number: W1920011727

OK
Contact Us

For enquiries on FRFCP permits:

Helpdesk (6337 6597)
MCCY_Charities@mccy.gov.sg

For enquiries on GoBusiness Licensing:

Helpdesk (6774 1430)
Licences-helpdesk@crimsonlogic.com.sg
Thank you