



e-Services Guide

Application for Extension as an IPC

Last updated on March 2021

Definitions, Acronyms and Abbreviations

No.	Abbreviation / Acronym	Definition
1	IPC	Institution of a Public Character

Before you Begin

Please ensure your charity submits all outstanding Annual Submissions before proceeding with the Application for Extension as an IPC.

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A Singapore Government Agency Website

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Hi, **ISAM FOUNDATION**

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Welcome ISAM FOUNDATION,
You are representing: ISAM FOUNDATION

Important Notes:
You are required to update the Objectives, Vision and Mission of your charity. These details are needed to be displayed on the Charity Portal for public viewing. [Update](#)

Your IPC has expired on 31/12/2020, you may proceed to submit your Application for extension as an IPC. [Extend](#)

The deadline for the Annual Submission for FY21 is in 447 days. You may download the [Checklist for Annual Submissions](#) to prepare yourself the documents you need. [Submit](#)

Your Form(s): 0 Record(s)

We note that you do not have any draft application. If your organisation is interested to be registered as a charity, please submit an [Application for Registration as a Charity](#).

S/N	Reference No.	Name of Form	Last Updated Date	Status
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Click **Application for Extension as an Institution of a Public Character (IPC)** on the left menu.

Application for Extension as an IPC

Read the instructions and click ***Proceed***.

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Application for Extension as an Institution of a Public Character (IPC)

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Application for Extension as an Institution of a Public Character (IPC)

An Institution of a Public Character (IPC) may apply for its Approval as an IPC to be extended by submitting an application accompanied by such information and documents as the Commissioner of Charities (COC) or Sector Administrator (SA) may require.

Such application should be made at least 2 months before the expiry of the current approval.

An IPC should satisfy the conditions in accordance to regulation 3 of the Charities (Institution of a Public Character) Regulations.

This application will take you about 15-25 minutes to complete.

Your IPC will expire on 31/12/2020. The Application for Extension as an IPC will only be available **4 months before the expiry date.**

Proceed

Prerequisite

Answer the questions and provide justification if your charity is applying for waiver for any conditions.

Click **Next to IPC Details** to proceed to next section.

Reference No.: APP-29102020-1603963484 Status: Draft

1 Prerequisite -----
 2 IPC Details -----
 3 Declaration -----
 4 Preview and Submit -----
 5 Complete

- All fields are mandatory unless otherwise stated.
- You can save the application form as draft copy for future completion.

Please review the prerequisite for extension as an IPC and ensure your charity satisfy all conditions. If your charity is applying for waiver for any conditions in Questions 1 to 4, please provide the necessary justification in the application.

Prerequisite for Extension of IPC

1. Are the charity's activities exclusively beneficial to the community in Singapore as a whole and are not confined to sectional interests or groups of persons based on race, belief or religion?

Yes No

Please justify:

Justification here.
2. Does the governing board of the charity satisfy the board independence requirement?

Yes No
3. Are at least half of the charity's governing board members Singapore citizens?

Yes No
4. If the organisation is a large charity, does it have at least 10 governing board members?

Yes No NA
5. Is the appointment of the charity's auditor approved by the Sector Administrator?

Yes No

Cancel

Save as Draft

Next to IPC Details

Prerequisite (Cont')

If your charity does not satisfy the prerequisite, your Sector Administrator will contact you for clarification.

Click **Proceed** to continue with the Application.

IMPORTANT NOTE: Prerequisite for Approval of IPC ×

Your organisation did not satisfy the prerequisite for approval as an IPC. Your Sector Administrator will contact you for clarification, if any, upon your submission of this Application.

Please click 'Proceed' to continue with the Application or you may click 'Cancel' to return to the prerequisite and review your answers.

3 Parts of the Application

Select the **Print** icon at the top right corner if you would like to print any parts of the application.

There are 3 parts for Application for Extension as an IPC.

Green tick icon will appear once each tab is completed.

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CHARITY PORTAL (4) Logout

Hi, W ES

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Application for Extension as an Institution of a Public Character (IPC)

Reference No.: APP-10032021-1615359438 Status: Draft

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✓ Prerequisite ----- 2 IPC Details ----- 3 Declaration ----- 4 Preview and Submit ----- 5 Complete

- All fields are mandatory unless otherwise stated.
- You can save the form as draft copy for future completion.

✓ Activities Donations Expenditures

Activities

Click **+Add Activity** to add your charity's past and planned activities for the period indicated.

Click **Choose File** to upload the supporting documents, if applicable.

Click **Next – Donations**.

Activities
 Donations
 Expenditures

Activities

Please list your charity's past and planned activities from **March 2020 to December 2023**

S/N	Period From	Period To	Descriptions
1	May 2020	Sep 2024	Activity 1
2	Feb 2017	Oct 2025	Activity 2

+ Add Activity

Please upload the supporting documents for your charity's activities: *(Optional)*

Drag and drop your document here **Choose File**

Up to a maximum file size of 20MB. File type must be .pdf, .jpeg, .jpg, .png or .gif. Filename cannot contain invalid characters # % & * : < > ? / . If your document size exceeded 20MB, you can compress your document online for free.

Next - Donations →

Donations

Click **+Add Donation** to add your charity's past and planned donations for the period indicated.

Click **Choose File** to upload the supporting documents, if applicable.

Click **Next – Expenditures**.

The screenshot shows a web form for entering donations. At the top, there are three tabs: 'Activities', 'Donations' (which is active), and 'Expenditures'. Below the tabs is a green header for 'Donations'. A text instruction asks to list donations from March 2020 to December 2023. A table with one row shows a donation of 50,000 from Jan 2019 to Dec 2022. Below the table is a '+ Add Donation' button. A section for uploading documents includes a 'Choose File' button. At the bottom, there are navigation buttons: 'Back - Activities', 'Next - Expenditures', 'Back to Prerequisite', 'Save as Draft', and 'Declare and Submit'.

Activities Donations Expenditures

Donations

Please list your charity's past and planned donations from March 2020 to December 2023

S/N	Period from	Period to	Amount S\$	Descriptions
1	Jan 2019	Dec 2022	50000	Donation

+ Add Donation

Please upload the supporting documents for your charity's donations: (Optional)

Drag and drop your document here

Choose File

Up to a maximum file size of 20MB. File type must be .pdf, .jpeg, .jpg, .png or .gif. Filename cannot contain invalid characters # % & * : < > ? / . If your document size exceeded 20MB, you can compress your document online for free.

← Back - Activities

Next - Expenditures →

Back to Prerequisite Save as Draft Declare and Submit

Expenditures

Click **+Add Expenditure** to add your charity's past and planned expenditures for the period indicated.

Click **Choose File** to upload the supporting documents, if applicable.

Click **Declare and Submit**.

✓ Activities
✓ Donations
✓ Expenditures

Expenditures

Please list your charity's past and planned expenditures from March 2020 to December 2023

S/N	Period from	Period to	Amount S\$	Descriptions	
1	Jan 2019	Dec 2024	80000	Expenditure	⋮

+ Add Expenditure

Please upload the supporting documents for your charity's expenditures: *(Optional)*

Drag and drop your document here

Choose File

Up to a maximum file size of 20MB. File type must be .pdf, .jpeg, .jpg, .png or .gif. Filename cannot contain invalid characters # % & * : < > ? / . If your document size exceeded 20MB, you can compress your document online for free.

[← Back - Donations](#)

Back to Prerequisite
Save as Draft
Declare and Submit

Declaration

The declarant's Full Name as per ID, ID Type, ID No. and Email Address are prepopulated from Corppass.

Declarant's name is non-editable as it is a Government-verified data. If it is incorrect, please contact mccy_charities@mccy.gov.sg for further assistance.

Read the declaration statements carefully and select declaration checkboxes.

Click **Preview** to go to Preview page.

Preview

Select the **Print** icon at the top right corner if you would like to print application preview for each part.

Verify the information that you have provided.

Click **Submit** to submit the completed form.

Reference No.: APP-10032021-1615359438 Status: Draft

Prerequisite
 IPC Details
 Declaration
 4 Preview and Submit
 5 Complete

Submission Preview

Before submission, please verify all the details in the completed form:

Part 2:
If your charity is applying for waiver for any conditions in Questions 1 to 4, please provide the necessary justifications in the application.

Prerequisite for Extension of IPC

1. Are the charity's activities exclusively beneficial to the community in Singapore as a whole and are not confined to sectional interests or groups of persons based on race, belief or religion?

No

Please justify:
Justification

Activities
 Donations
 Expenditures

Activities

Please list your charity's past and planned activities from January 2020 to August 2023

Activity 1

Activity Period
Jan 2019 to Dec 2022

Description of Activity:
Activity 1

Please upload the supporting documents for your charity's activities:
No attachment found.

Next - Donations →

Acknowledgement

You will receive an acknowledgement of the application.

Click **Save a Copy** to download the application in PDF.

Reference No.: APP-10032021-1615359438 Status: Submitted

✓ Prerequisite --- ✓ IPC Details --- ✓ Declaration --- ✓ Preview & Submit --- 5 Complete

Submitted!

An acknowledgement of your submission will be sent to your email: Walid_Hayes@email.com

Submission Date: 10/03/2021 15:29:34

You may save a copy of your submission here [Save a Copy](#)

[Back to Home](#)

Contact Us



Helpdesk (6337 6597)



MCCY_Charities@mccy.gov.sg

Thank You



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