



e-Services Guide

Appointment of Auditor (for IPCs or Large Charities)

Last updated on March 2021

Definitions, Acronyms and Abbreviations

| No. | Abbreviation / Acronym | Definition |
|-----|------------------------|---|
| 1 | ACRA | Accounting and Corporate Regulatory Authority |
| 2 | IPC | Institution of a Public Character |
| 3 | PA | Public Accountant |
| 4 | UEN | Unique Identity Number |

Prerequisites/Please Read/Learning Objectives

Before you begin, your organisation must be a Registered Charity or an Exempt Charity:

- a) conferred with an IPC status (live status); **OR**
- b) a large charity with gross annual receipts of not less than \$10 million in each of the last two(2) financial years immediately preceding the current financial year.

Homepage

Click **Update Charity Profile** on the left menu.

A Singapore Government Agency Website

CHARITY PORTAL (7) Logout

Hi, RUIZ

HOME

Home

Inbox

Home

Charity Profile ▾

View Charity Profile

Update Charity Profile

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

Annual Submissions

Application for Deregistration as a Charity

Welcome RHYS RUIZ,
You are representing: TERRA COLLEGE ENTITY (PRIVATE LTD.)

ⓘ The deadline for the Annual Submission for FY22 is in 529 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 |
|-----------------|---------------|--------------|-------------------|--------|
| No record found | | | | |

Your Submission(s): 18 Record(s)

| S/N | Submission No. | Name of Form | Last Updated Date | Status |
|-----|----------------|--------------|-------------------|--------|
|-----|----------------|--------------|-------------------|--------|

Update Charity Profile

Refer to the description on what updates you can make when you submit this form.

On the main page of the Update Charity Profile, click **Appointment of Auditor (for IPCs or Large Charities)**.

Update Charity Profile

The governing board members of registered charities are required to notify the Commissioner of Charities (COC) or Sector Administrators (SAs) if there is any change in its Governing Instruments, or in its particulars entered in the Register, and to furnish the COC or SAs with particulars of any such change and copies of any new Governing Instruments or alterations of the Governing Instruments, within 7 days after such change or such longer period as the COC or SAs may, in his discretion, allow.

Please select an e-Service from the following list to update your charity's profile:

| e-Services | Description | Documents Required |
|--|---|---|
| Amendments to Governing Instrument → | <p>Please submit this form if there are changes to your charity's Governing Instrument.</p> <p>Estimated time to complete: 12 mins</p> | <ul style="list-style-type: none"> Proposed Amendment to Governing Instrument Template .doc, 12.6 kb |
| Appointment of Auditor (for IPCs or Large Charities) → | <p>This form is to seek the COC's or SA's approval for the appointment of Auditor for IPCs or Large Charities.</p> <p>Note: IPCs or Large Charities are required to change its Auditor at least once every 5 years.</p> <p>Estimated time to complete: 9 mins</p> | <ul style="list-style-type: none"> Auditor Declaration Form .pdf, 23kb |
| Update Charity Contact Information → | <p>Please submit this form to notify the COC or SAs for changes to your charity's contact details and primary contact person.</p> <p>Estimated time to complete: 12 mins</p> | |

4 Stages 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 4 stages for the Appointment of Auditor application.

The current stage will be a solid colour and the stages that are completed will be marked with a check.

HOME / [UPDATE CHARITY PROFILE](#) / APPOINTMENT OF AUDITOR (FOR IPCS OR LARGE CHARITIES)

Appointment of Auditor (for IPCs or Large Charities)

Reference No.: APP-18022021-1613632619 Status: Draft

Inbox

Home

Charity Profile ▾




View Charity Profile

Update Charity Profile

✓ Appointment of Auditor 2 Declaration 3 Preview & Submit 4 Complete

Declaration

- Your name is pre-populated from Corppass, and is Government-verified data. If it is incorrect, please contact mccy_charities@mccy.gov.sg for further assistance.

Appointment of Auditor (for IPCs or Large Charities)

Enter the PA's Registration No. and click **Retrieve Auditor's Info** to prepopulate the Auditor details from ACRA.

Enter the Auditor's **Date of Appointment**.

Enter the Audit Firm's UEN No. and click **Retrieve Name of Audit Firm** to prepopulate the Audit firm details from ACRA.

Reference No.: APP-18022021-1613633957 Status: Draft

✓ Appointment of Auditor
2 Declaration
3 Preview & Submit
4 Complete

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

Appointment of Auditor

Public Accountants (PA) Registration No.

017 Retrieve Auditor's Info

Name of Auditor Date of Appointment

JC Y 01/1/2021

Audit Firm UEN No.

017 Retrieve Name of Audit Firm

Name of Audit Firm

A 1457

Appointment of Auditor (for IPCs or Large Charities)


Click **Choose File** to upload the completed Auditor Declaration form. Once uploaded, enter the file description.

Click **Declare and Submit**.

Please upload a copy of the completed Auditor Declaration Form as endorsed by your organisation's Auditor:

[Auditor Declaration Form .pdf, 211.1kb](#)

Drag and drop your document here Choose File

 Auditor Declaration Form.pdf ×

File Description

Auditor Declaration

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.

Cancel 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.

✓ Appointment of Auditor ----- 2 Declaration ----- 3 Preview & Submit ----- 4 Complete

Declaration

- Your name is pre-populated from Corppass, and is Government-verified data. If it is incorrect, please contact mccy_charities@mccy.gov.sg for further assistance.

Declaration Details:

Full Name as per ID

BOF [] [] [] [] DN

| | |
|---------------------------|-----------------------------------|
| ID Type | ID No. |
| NRIC (CITIZEN) | S** [] [] 4Z |
| Email Address | Designation (within Organisation) |
| Bor [] [] [] [] l.com | Manager |

Please note that any false information provided in this application will invalidate this application.

I confirm that the information provided in this application is true and accurate to the best of my knowledge. I am aware that the provision of false or misleading information in relation to this application to the Commissioner of Charities can constitute a criminal offence, which is punishable by imprisonment and/or a fine.

I hereby declare that the details stated in this application are true, correct and complete.

Back to Edit Preview

Preview

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

Verify the information that you have provided.

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

Reference No.: APP-20072020-1595224893 Status: Draft

Appointment of Auditor ----- Declaration ----- **3** Preview & Submit ----- **4** Complete

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

Appointment of Auditor

Public Accountants (PA) Registration No.
 01[]

| | |
|------------------------------|-----------------------------------|
| Name of Auditor M [] [] | Date of Appointment 01/08/2020 |
|------------------------------|-----------------------------------|

Audit Firm UEN No.
 20[] [] 37R

Name of Audit Firm
 UYI [] [] [] [] LIMITED

Please upload a copy of the completed Auditor Declaration Form as endorsed by your organisation's Auditor:

asdtygfd.pdf
 File Description
 test

Acknowledgement

You will receive an acknowledgement of the application.

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

Reference No.: APP-20072020-1595224893 Status: Submitted

Appointment of Auditor

Declaration

Preview & Submit

Complete

Submitted!

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

Submission Date: 04/03/2021 15:29:47

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



@MCCYsg



mccy.gov.sg