



AUTHORISATION FORM FOR CHARITY PORTAL ACCESS

I, _____ hereby authorise _____
(Name of Board Member/Trustee) (Name of Authorised Personnel)

to access the Charity Portal on behalf of _____
(Name of Charity)

UEN No.: _____

Board Member/ Trustee Granting Access

Authorised Personnel

Name: _____

Name: _____

NRIC: _____

NRIC: _____

Designation: _____

Designation: _____

Contact No.: _____

Contact No.: _____

Email: _____

Email: _____

Address: _____

Signature: _____

Signature: _____

Date: _____

Date: _____

*A Board Member/Trustee, who is granting access, must be an existing governing Board Member/Trustee of the charity and currently serving the term of office. The Board bears the responsibility for authorising the personnel to access the Charity Portal on their behalf. **Self-authorisation is not allowed.***

Please complete the form and return to the Charities Unit c/o Ministry of Culture, Community and Youth (Fax: 6837 8090; Email: MCCY_Charities@mccy.gov.sg).

NOTE:

1. All charities should manage the Charity Portal user accounts regularly. Authorised Personnel may access “Managed Authorised Personnel” module in the Charity Portal to manage existing user accounts. Please contact the Charities Unit (Tel: 6337 6597; Email: MCCY_Charities@mccy.gov.sg) for more information.
2. The Authorised Personnel is required to have a CorpPass Administrator/User account in order to access the Charity Portal. Please visit CorpPass website (www.corppass.gov.sg) for more information on CorpPass matters.