



e-Services Guide

Update Charity Basic Profile

Last updated on March 2021

Definitions, Acronyms and Abbreviations

No.	Abbreviation / Acronym	Definition
1	UEN	Unique Entity Number

Homepage

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

A Singapore Government Agency Website

CHARITY PORTAL (7) Logout

Hi, RUIZ

HOME

Home

A [Accessibility] [Language] [Share]

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.)

i 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
No record found				

Update Charity Profile Page

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 **Update Charity Basic Profile**.

A Singapore Government Agency Website

CHARITY PORTAL (7) Logout

Hi, F IZ

HOME / UPDATE CHARITY PROFILE

Update Charity Profile

Inbox

Home

Charity Profile ▾

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Update Charity Profile

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Application for Deregistration as a Charity

Annual Return for Tax Deductible Donations (for Payroll Deductions only)

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
Update Charity Basic Profile →	<p>Please submit this form if there are changes to your charity's basic profile on any of the following areas:</p> <ul style="list-style-type: none"> Primary details (No. of staff/ volunteers/ beneficiaries) Objectives, Vision and Mission Principal Activities & Beneficial Area Financial Information (e.g. source of income, government funding) Affiliation with other organisations Particulars of Patrons 	

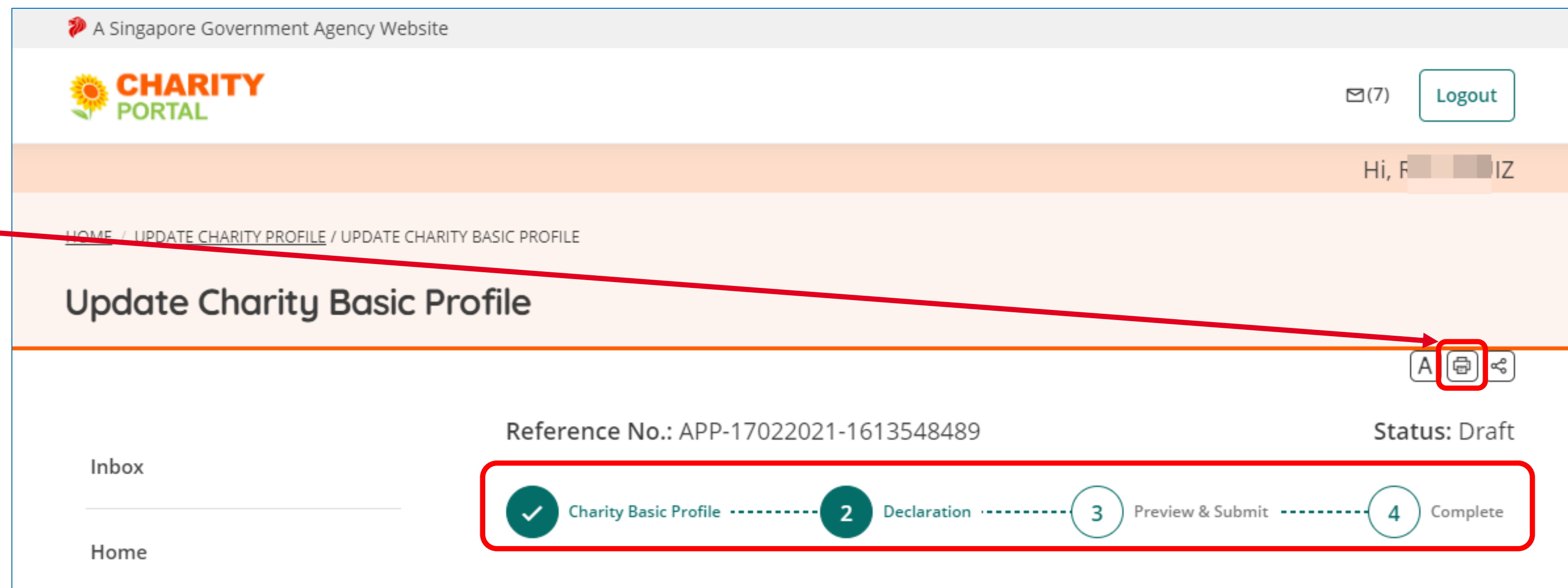
Estimated time to complete: 10 - 20 mins

4 Stages of the Submission

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

There are 4 stages for Update Charity Basic Profile Submission.

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



Update Charity Basic Profile

Your charity's details and Primary Sector and Classifications are not editable. Please contact your [Sector Administrator](#) for more information.

Mouse over the tooltip (?) icon to view more information regarding change in your charity's Governing Instrument.

1 Charity Basic Profile 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.
- For non-editable fields, please contact your [Sector Administrator \(SA\)](#) for more information.

Primary Details

UEN No. 201700535N

Name of Organisation PACITO PRIVATE LIMITED

Date of Establishment 20/07/2017

Date of Charity Registration 16/09/2020

Type of Entity Company Limited by Guarantee

Charity Registration Scheme Grantmaker

IPC Period of Approval 01/01/2020 to 31/12/2020

Primary Sector and Classification:

Education

- Foreign Educational Institutions/Funds
- Foundations & Trusts
- Government-Aided Schools
- Independent Schools
- Local Educational Institutions/Funds
- Uniformed Groups
- Other

otherClassification Education

Tooltip: Please note that if there are changes to your charity's objects in its governing instrument, prior approval is required. Please contact Charities Unit or your Sector Administrator on the above matters.

Update Secondary Sector and Classification.

Update secondary sector and classification, total staff strength, number of volunteers and beneficiaries, if applicable.

Please select a secondary sector and classification based on the objectives of your organisation:

Please select

Total Staff Strength *(Optional)*

21-50

Total Number of Volunteers *(Optional)*

51-250

Total Number of Beneficiaries *(Optional)*

1-10

Update Objectives, Vision and Mission

Key in Objectives, Vision and Mission. This information will be displayed in the Charity Portal.

The Objectives, Vision and Mission accepts maximum of 9999 characters.

The counter shows how many characters are left.

Objectives, Vision and Mission

Objectives

Please describe the objectives as stated in your organisation's Governing Instrument

As the objectives entered here will be displayed on the Charity Portal for public viewing, please do not enter references such as "Please refer to Governing Instrument".

Objectives of the Organisation are.....

40 / 9959 characters left

Vision and Mission

Please describe the vision and mission as stated in your organisation's Governing Instrument

As the vision and mission entered here will be displayed on the Charity Portal for public viewing, please do not enter references such as "Please refer to Governing Instrument".

Vision and Mission

18 / 9981 characters left

Update Organisation Activities Information

Mouse over the tooltip (?) icon to view more information on the activity.

Update and check the applicable activities that apply to your charity.

Organisation Activities Information

Please select the activity your organisation is involved in:

<input checked="" type="checkbox"/> Direct Services ?	<input checked="" type="checkbox"/> Research
<input checked="" type="checkbox"/> Financial support & other services	<input checked="" type="checkbox"/> Supports other Charities
<input checked="" type="checkbox"/> Training which are social services-related and contribute to the psychological and social well-being of the target clients.	<input checked="" type="checkbox"/> Grantmaking
<input checked="" type="checkbox"/> Others	<input checked="" type="checkbox"/> Public awareness, promotion & advisory ?

other Organisation Activities

Are the activities of the organisation open to the public?

Yes No

Are fees charged for the activities/ programmes?

Yes No

Beneficial Area:

% in Singapore

Please indicate the beneficial areas your organisation is serving by selecting the locations in OneMap.

% outside of Singapore

Update Income and Government Funding

Update and check the applicable main sources of your charity's income.

Click **Yes** if your charity has received any funding from the Government over the past 3 years.

Click **+Add Funding** to add the Grantmaker information.

Click the **ellipsis** icon next to the record to Update or Delete an existing record.

Income and Government Funding

Please select the main sources of your organisation's income:

Donations

Government grants

Rental

Others; Please specify:

Merchandise sales

Direct services ?

Investments

Has your organisation received any funding from the Government in the past 3 years?

Yes No

S/N	Name of Grantmaker	Period From	Period To	Total Amount of Grant S\$	
1	GrantMaker Name	08/07/2020	23/07/2021	5,000	⋮

+ Add Funding

✎ Update

🗑 Delete

Update Income and Government Funding

On the Add Funding form, specify the following information:

- Funding Period
- Name of Grantmaker
- Nature and source of the Grant
- Amount of Grant

Click **Add Funding** to save the Funding record.

Add Funding
×

Funding Period

From

01/01/2020

📅

To

31/12/2020

📅

Name of Grantmaker

CapitaLand Hope Foundation

Please describe your type of grant

Please describe the nature and source of your grant

Creating batik masks and sell. Proceeds will go to the in-need people supported by the organisation.

101 / 9898 characters left

Amount of Grant S\$

25000

Cancel

Add Funding

Update Affiliations

Click **Yes** and **Add Affiliation** if your charity has affiliation(s) and provide the details of the affiliation(s) in the Add Affiliation form.

Enter the UEN for affiliated organisations that are based in Singapore.

Click **Save** to save the Affiliation record.

Affiliations

Affiliation refers to a connection with another organisation.
Does your organisation have any affiliations with other organisations?

Yes
 No

Name of Organisation	Country Based in	Nature of Affiliation
No record found - Please add at least 1 Affiliation		

[+ Add Affiliation](#)

Add Affiliation ×

Nature of Affiliation: Country Based in:

UEN No.

Name of Organisation:

Does the organisation share any services or premises with the affiliation?
 Yes No

Please Specify:

Update Particulars of Patrons

Update the Particulars of Patrons if your charity has Patron(s), the declarant will have to provide the details of the Patron(s).

Click **+Add Patron** to add Patron details.

Click the **ellipsis** icon next to the record to Update or Delete.

Click **Declare and Submit** after the updates.

Particulars of Patrons

Does your organisation have any Patrons? ?

 Yes No

S/N	Salutation	Full Name	
1	Dr	Jerry Lu	⋮

+ Add Patron

Update
Delete

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.

Charity Basic Profile **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
W. [REDACTED] YES

ID Type: NRIC (CITIZEN) ID No.: S* [REDACTED] 04E

Email Address: W. [REDACTED] il.com Designation (within Organisation): Director

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

I confirm that the information provided in this submission 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 submission 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 submission are true, correct and complete.

Preview

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

Verify the information that you have provided.

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

Reference No.: APP-26022021-1614309673
Status: Draft

✓ Charity Basic Profile
✓ Declaration
3
Preview & Submit
4 Complete

Submission Preview

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

Primary Details

UEN No. S95SS0015H

Name of Organisation: ANTIOCH MISSIONS

Date of Establishment: 02/02/2019

Type of Entity: Others

IPC Period of Approval: 01/01/2019 to 31/12/2020

Primary Sector and Classification

Education

- Foreign Educational Institutions/Funds
- Foundations & Trusts

Objectives, Vision and Mission

Objectives

Please describe the objectives as stated in your organisation's objectives.

Vision and Mission

Please describe the vision and mission as stated in your organisation's vision and mission.

Organisation Activities

Please select the activity your organisation is involved in:

- Direct Services

Are the activities/ programmes of the organisation open to the public?

No

Are fees charged for the activities/ programmes?

No

Beneficial Area:

30 % in Singapore

70 % outside of Singapore

Income and Government Funding

Main sources of your organisation's income:

- Donations

Has your organisation received any funding from the Government in the past 3 years?

No

Affiliations

Affiliation refers to a connection with another organisation. [?](#)

Does your organisation have any affiliations with other organisations?

No

Particulars of Patrons

Does your organisation have any Patrons?

No

Back to Declaration
Submit

Acknowledgement

You will receive an acknowledgement of the submission.

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

Reference No.: APP-26022021-1614309673 Status: Submitted

✓ Charity Basic Profile ✓ Declaration ✓ Preview & Submit 4 Complete

Submitted!

An acknowledgement of your submission will be sent to your email: Walid_Hayes@email.com
Submission Date: 26/02/2021 12:34:16

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