



e-Services Guide

Annual Submissions – Annual report

Last updated on October 2022

Definitions, Acronyms and Abbreviations

No.	Abbreviation / Acronym	Definition
1	AR	Annual Report
2	FS	Financial Statements
3	FY	Financial Year

Before You Begin

Before proceeding with the AR submission, please ensure your charity's FS for the prior and current FYs have been submitted.

If you wish to amend your charity's submitted AR, please contact your Sector Administrator.

Homepage

Click **Annual submissions** on the left menu to submit your charity's AR.

A Singapore Government Agency Website

CHARITY PORTAL (43) [Logout](#)

Hi, E [Name]

HOME

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Charity Profile ▾

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

Annual Submissions

- [Application for Deregistration as a Charity](#)
- [Annual Return for Tax](#)

Welcome ELSPETH OWEN,
You are representing: PACITO PRIVATE LIMITED

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](#)

The deadline for the Annual Submission for FY21 is in 180 days.
You may download the [Checklist for Annual Submissions](#) to prepare yourself the documents you need. [Submit](#)

Your Form(s): 3 Record(s)
To continue with the Application for Registration as a Charity, please select the reference no.

S/N	Reference No.	Name of Form	Last Updated Date	Status
1	APP-25092020-	Update Governing Board Members	03/03/2021	Draft

Annual Submissions

Refer to the description on what information and documents you need to prepare to submit this form.

On the main page of the Annual Submissions, click **Proceed**.

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CHARITY PORTAL (43) Logout

Hi, [User Name] EN

HOME / ANNUAL SUBMISSIONS

Annual Submissions

Annual Submissions

As a charity or Institution of a Public Character (IPC), your organisation is required to make an annual submission to the Commissioner of Charities (COC) which includes:

- Annual Report (including Financial Statements); and
- Governance Evaluation Checklist

These documents should reach the COC within 6 months from the end of each financial year. **Please note that you must submit the Financial Statements before submitting the Annual Report and Governance Evaluation Checklist.**

1. Financial Statements

Charities and IPCs are required to prepare the financial statements in accordance to the [Charities \(Accounts and Annual Report\) Regulations](#) and the [Charities \(Institutions of A Public Character\) Regulations](#), where applicable.

Accounting Standard

All charities which are required to have their financial statements audited under the [Charities \(Accounts and Annual Report\) Regulations](#) are required to comply with either the Financial Reporting Standards (FRS) or the Charities Accounting Standard (CAS).

2. Annual Report

The Annual Report of a charity should be prepared in accordance with the requirements set out in the [Charities \(Accounts and Annual Report\) Regulations](#) and the [Charities \(Institutions of A Public Character\) Regulations](#), where applicable.

To facilitate your charity in preparing its Annual Report, you can download a copy of the following documents for ease of reference:

The Annual Report Illustrative Guide Template .doc, 24kb

This application will take you about 10-15 minutes to complete.

Proceed

Navigation Menu:

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

Annual Submissions List Page

On the Annual Submissions page, filter the view of the Annual Submissions accordingly.

Click on the **Submission No. hyperlink** to continue with the submission.

Your charity's FS for the prior and current FYs must be submitted before proceeding with the AR submission.

Please submit your Annual Submissions by selecting the submission number and file accordingly. Please note that you must submit the Financial Statements before submitting the Annual Report and Governance Evaluation Checklist.

Last 3 financial years ↑

Last 3 financial years

All Annual Submissions

Pending Annual Submissions

! Financial Year 2019

Submission No.	Name of Form	Status
! CPAR-201002-000064	FY2019 Annual Reports	Pending Applicant Action
✓ CPFS-201002-000067	FY2019 Financial Statement	Submitted
! CPGE-201002-000064	FY2019 Governance Evaluation Checklist	Pending Applicant Action

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 submission of your charity's AR.

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

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CHARITY PORTAL (43) Logout

Hi, ELSPETH OWEN

HOME / FY2019 ANNUAL REPORT

FY2019 Annual Report

Inbox

Home

Reference No.: CPAR-201002-000064

Status: Draft

1 Annual Report ✓ 2 Declaration 3 Preview and Submit 4 Complete

Submit AR

Click **Choose File** to upload a copy of your charity's AR. Once uploaded, enter the file description.

Only **one attachment** is allowed.

If you are having issue uploading the PDF document, please open the PDF document, print it using Microsoft Print to PDF, save and upload the new document instead.

1 Annual Report 2 Declaration 3 Preview and Submit 4 Complete

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

Annual Report

Please upload a copy of your charity's Annual Report:
To facilitate your charity in the preparation of its Annual Report, you can download a copy of:
[The Annual Report Illustrative Guide Template .doc, 12kb](#)

Drag and drop your document here Choose File

AR.pdf ×

File Description
Annual Report FY 2019

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 documents size exceeded 20MB, you can [compress your document online](#) for free.

Submit Annual Report

Click **+Add Projected Annual Expenditure** to add your charity's projected annual expenditure details for the next FY.

Enter the projected annual expenditure details.

Click **Save** to add the record.

Projected Expenditure

Please submit a summary of your charity's projected expenditure for the next financial year:

S/N	Period from	Period to	Amount S\$	Descriptions
+ Add Projected Annual Expenditure				

Ca
Add Projected Annual Expenditure x

Expenditure Period

January

to

December

2020

to

2020

Amount of Expenditure S\$
Please enter whole numbers only

5000

Description of Expenditure
Briefly describe board categories of expenditure e.g. printing of tickets, posters, rental, cost of setting up of stalls, staff costs utilities, etc.

Expenditure

9999 / 9988 characters left

Cancel

Save

Submit AR

Projected Expenditure

Please submit a summary of your charity's projected expenditure for the next financial year:

S/N	Period from	Period to	Amount S\$	Descriptions	
1	Jan 2020	Dec 2020	5000	Expenditure	⋮

+ Add Projected Annual Expenditure

Cancel

Save as Draft

Declare and Submit

Click **Declare and Submit** after completing the form.

Declaration

The declarant's Full Name as per ID, ID Type, ID No. and Email Address are pre-populated 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.

Reference No.: CPAR-201002-000064 Status: Draft

Annual Report
 2 Declaration
 3 Preview and 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

ID Type ID No.

Email Address Designation (within Organisation)

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.: CPAR-201002-000064 Status: Pending Applicant Action

✓ Annual Report -----
 ✓ Declaration -----
 3 Preview and Submit -----
 4 Complete

Submission Preview

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

Annual Report

Please upload a copy of your organisation's Annual Report:

AR.pdf
 File Description
 Annual Report FY 2019

Projected Expenditure

Please submit a summary of your organisation's projected expenditure:

Projected Expenditure 1

Expenditure Period
 Jan 2020 to Dec 2020

Amount of Expenditure
 S\$5000

Description of Expenditure:
 Expenditure

Back to Declaration **Submit**

Acknowledgement

You will receive an acknowledgement of the submission.

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

Click **Back to List of Annual Submissions** to submit AR for another FY.

Reference No.: CPAR-201002-000064 Status: Submitted

Annual Report

Declaration

Preview and Submit

Complete

Submitted!

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

Submission Date: 04/03/2021 18:22:28

You may save a copy of your submission here: Save a Copy

Back to List of Annual Submissions

Back to Home

Contact Us



Helpdesk (6337 6597)



MCCY_Charities@mccy.gov.sg

Thank You



@MCCYsg



mccy.gov.sg