CHARITY PORTAL

e-Services Guide
Annual Submissions - Governance Evaluation Checklist

Last updated on October 2022

AT THE
Heart OF OUR
Nation

Definitions, Acronyms and Abbreviations

No.	Abbreviation / Acronym	Definition
1	FS	Financial Statements
2	FY	Financial Year
3	GEC	Governance Evaluation Checklist

Before You Begin

Before proceeding with the GEC 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 GEC, please contact your Sector Administrator.

Homepage

Click **_Annual submissions_** on the left menu to submit your charity's GEC .

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.**

Annual Submissions List Page

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

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

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

To choose a different Tier, click on the ellipsis, select **Clear**. Click **OK** to clear GEC. Select **GEC Submission No. hyperlink** to enter GEC draft again.

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 5 stages for submission of your charity's GEC.

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

GEC Selection

Select the GEC on dropdown selection.

The GEC selection available is based on your charity's gross annual receipts or total expenditure, whichever is higher, in each of its two immediate preceding financial years. The pre-selected checklist can be changed to a higher checklist, if applicable.

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

Click **Proceed to Checklist**.

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

1 Checklist Selection ---- 2 Governance Evaluation Checklist ---- 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.
- The Governance Evaluation Checklist is tiered according to the size of the charity and IPC status. Your response to the preliminary questions will trigger the system to retrieve a set of GEC questions which is applicable to your organisation.
- Please enter Explanations if Code guideline is Not Complied. Maximum of 500 character is allowed for each Explanation.

Charities that have gross annual receipts or total expenditure, whichever is higher, of less than $50,000 are excluded from the submission of the Governance Evaluation Checklist (GEC). However, these charities are still strongly encouraged to refer to the Code and apply the principles.

Checklist Selection

Based on the size of your organisation, your organisation is required to comply with the following checklist: ⓘ

Intermediate

Cancel   Save as Draft   **Proceed to Checklist**

Pre-populate GEC Responses

Click the preceding year's submission to pre-populate your charity's GEC submission from the prior FY.

Select *Enter New Data* to start with a clean GEC.

Click *Proceed.*

Auto-Populate Your Form   ✕

You may wish to auto-populate details for your current entry by selecting the previous submitted forms or 'Enter New Data' to retrieve a new form for your current submission.

Select Auto Populate Detail ⇕

Select Auto Populate Detail
FY17 Governance Evaluation Checklist
Enter New Data

Cancel   Proceed

GEC Questions

Answer the GEC questions by selecting the appropriate **Responses**.

Enter additional remarks under the **Explanation** field, if any.

Explanation is mandatory if the response is **Not Complied**.

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

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.

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.

Acknowledgement

You will receive an acknowledgement of the submission.

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

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

Reference No.: CPGE-201002-000067   Status: Submitted

✓ Checklist Selection - - - - ✓ Governance Evaluation Checklist - - - - ✓ Declaration - - - - ✓ Preview and Submit - - - - 5 Complete

Submitted!

An acknowledgement of your submission will be sent to your email: Bo▮▮▮▮▮com

Submission Date: 05/03/2021 18:54:28

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