



e-Services Guide

Annual Submissions - Governance Evaluation Checklist

Last updated on October 2022

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

A Singapore Government Agency Website

CHARITY PORTAL (43) [Logout](#)

Hi, E [Name]

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](#)
- [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

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

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.**

3. Governance Evaluation Checklist

The Governance Evaluation Checklist (GEC) is designed to help charities and IPCs to self-evaluate the extent they have complied with essential guidelines in the Code of Governance for Charities and IPCs.

All charities and IPCs are required to submit their extent of compliance with the Code to the COC within 6 months after the end of each financial year.

The following GEC Forms are applicable to charities/ IPCs for financial year beginning on or after 1 January 2018, tabled at charity's Board meetings and approved by the charity's Board. The full responsibility providing accurate and updated checklist information will rest with the charity's Board.

Tier	Applicable to	GEC Form
Basic	Charities with gross annual receipts or total expenditure from \$50,000 to less than \$500,000.	Basic Tier .xls, 24kb
Intermediate	Charities with gross annual receipts or total expenditure from \$500,000 to less than \$10 million; And IPCs with gross annual receipts or total expenditure of less than \$500,000.	Intermediate Tier .xls, 24kb
Enhanced	Large charities with gross annual receipts or total expenditure of \$10 million or more; And IPCs with gross annual receipts or total expenditure from \$500,000 to less than \$10 million.	Enhanced Tier .xls, 24kb
Advanced	Large IPCs with gross annual receipts or total expenditure of \$10 million or more.	Advanced Tier .xls, 24kb

This application will take you about XX minutes to complete.

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.

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CHARITY PORTAL

(43) Logout

Hi, ELSPETH OWEN

HOME / 2019 GOVERNANCE EVALUATION CHECKLIST QUESTION

2019 Governance Evaluation Checklist Question

Reference No.: CPGE-201002-000064 Status: Pending Applicant Action

Inbox

Home

1 Checklist Selection ✓ 2 Governance Evaluation Checklist 3 Declaration 4 Preview and Submit 5 Complete

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.

Checklist Selection

Based on the size of your organisation, each organisation is required to comply with the following checklist: (?)

Intermediate
⌵

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.

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.

✓ 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.

Intermediate Checklist

This Intermediate Checklist is for charities with gross annual receipts or total expenditure from \$500,000 to less than \$10 million; And IPCs with gross annual annual receipts or total expenditure from \$500,000 to less than \$10 million. To change the checklist, please go back to Checklist Selection page.

S/N	Code Guidelines	Code ID	Response	Explanation
Board Governance				
1	Induction and orientation are provided to incoming Board members on joining the Board.	1.1.2	Complied	Remarks
	Are there governing board members holding staff1 appointments? (skip items 2 and 3 if "No")		No	
3	There are written job descriptions for their executive functions and operational duties which are distinct from their Board roles.	1.1.5		Enter
3	Staff does not chair the Board and does not comprise more than one third of the Board.	1.1.3		Enter

* Please refer to GEC Footnote

[Back to Checklist Selection](#)
[Save as Draft](#)
[Declare and Submit](#)

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.

Checklist Selection
 Governance Evaluation Checklist
 3 Declaration
 4 Preview and Submit
 5 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: NRIC (CITIZEN) ID No.: S****338C

Email Address: Bo****@****.com Designation (within Organisation): Manager

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 Governing Board has approved this Governance Evaluation Checklist and has authorised me to submit this checklist on its behalf. All information given by me in this checklist submission is true to the best of my knowledge and I have not wilfully suppressed any material fact. The full responsibility for providing accurate and updated checklist information will rest with the Governing Board

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.: CPGE-201002-000067 Status: Pending Applicant Action

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

Submission Preview

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

Basic Checklist

This Basic Checklist is for charities with gross annual receipts or total expenditure from \$50,000 to less than \$500,000. To change the checklist, please go back to Checklist Selection page.

S/N	Code Guidelines	Code ID	Response	Explanation
Board Governance				
1	Induction and orientation are provided to incoming Board members on joining the Board.	1.1.21.1.2	Complied	
	Are there governing board members holding staff appointments? (skip items 2 and 3 if "No")	1.1.2	Yes	
2	Staff does not chair the Board.	1.1.21.1.2	Complied	
3	There are written job descriptions for their executive functions and operational duties which are distinct from their Board roles.	1.1.21.1.5	Complied	
4	There is a maximum limit of four consecutive years for the Treasurer position (or equivalent, e.g. Finance Committee Chairman).	1.1.21.1.6	Complied	
5	All Board members submit themselves for re-nomination and re-appointment, at least once	1.1.21.1.8	Complied	

* Please refer to GEC Footnote

Back to Declaration
Submit

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

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



@MCCYsg



mccy.gov.sg