



# e-Services Guide

## Basic and Advanced Search

Last updated on October 2023

# Definitions, Acronyms and Abbreviations

| No. | Abbreviation / Acronym | Definition                        |
|-----|------------------------|-----------------------------------|
| 1   | AR                     | Annual Report                     |
| 2   | FS                     | Financial Statements              |
| 3   | CGA                    | Charity Governance Award          |
| 4   | CTA                    | Charity Transparency Award        |
| 5   | GEC                    | Governance Evaluation Checklist   |
| 6   | IPC                    | Institution of a Public Character |
| 7   | OFS                    | Online Financial Summary          |

# Before You Begin

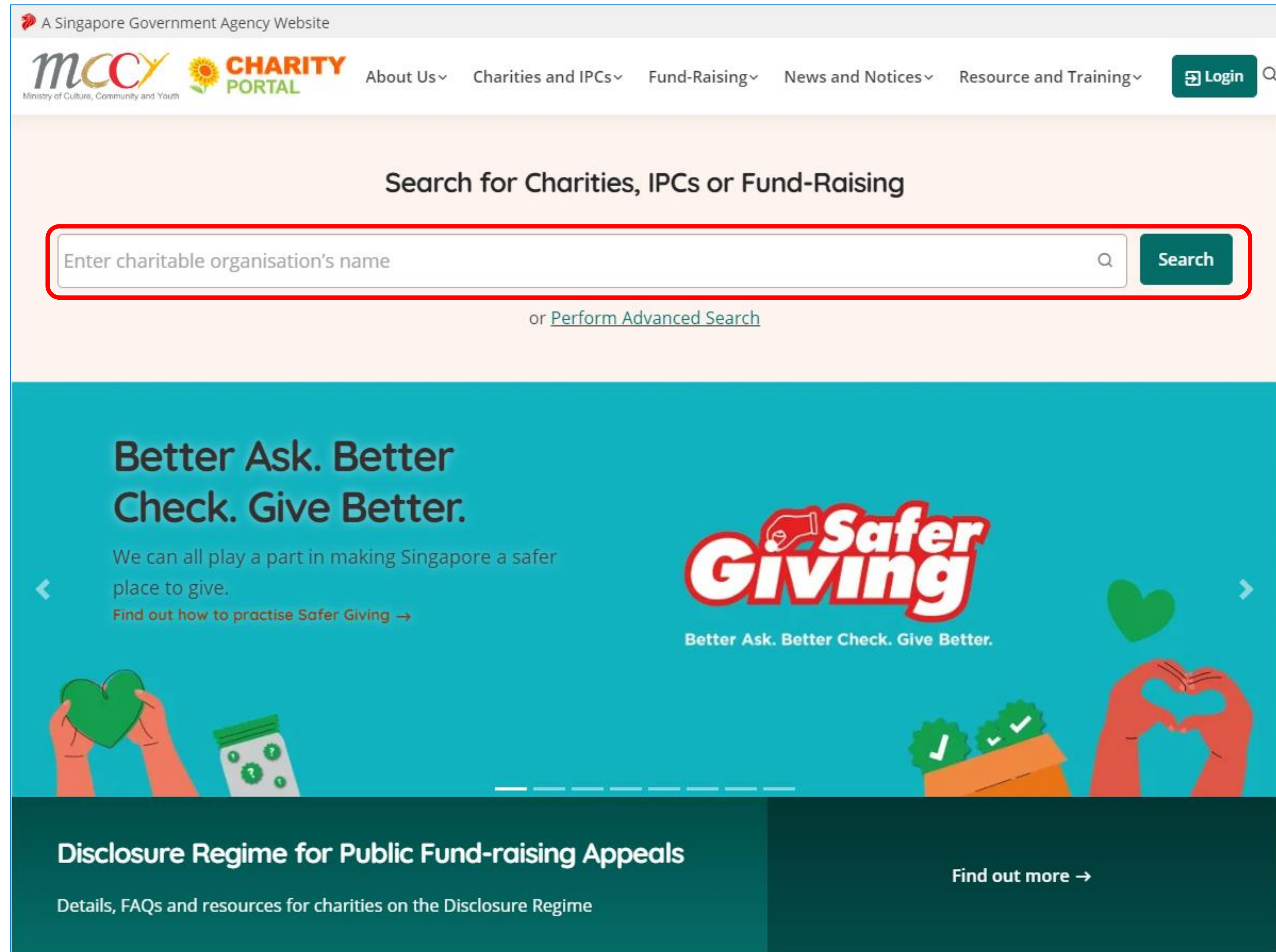
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The Basic search function allows you to do a quick search on a charity or fund-raising records.

The Advanced search function allows you to filter your search on charities or fund-raising records with specific criteria.

# Homepage

At the Homepage of the Charity Portal website, scroll down to the bottom of the page search section to find the search bar ***Search for Charities, IPCs or Fund-Raising***.



Enter ***Organisation's Name***.

# Perform Basic Search

Type the keyword on the search bar and click **Search**.

The search results will display all Charity, IPC and Fund-Raising records that contains the keyword used.

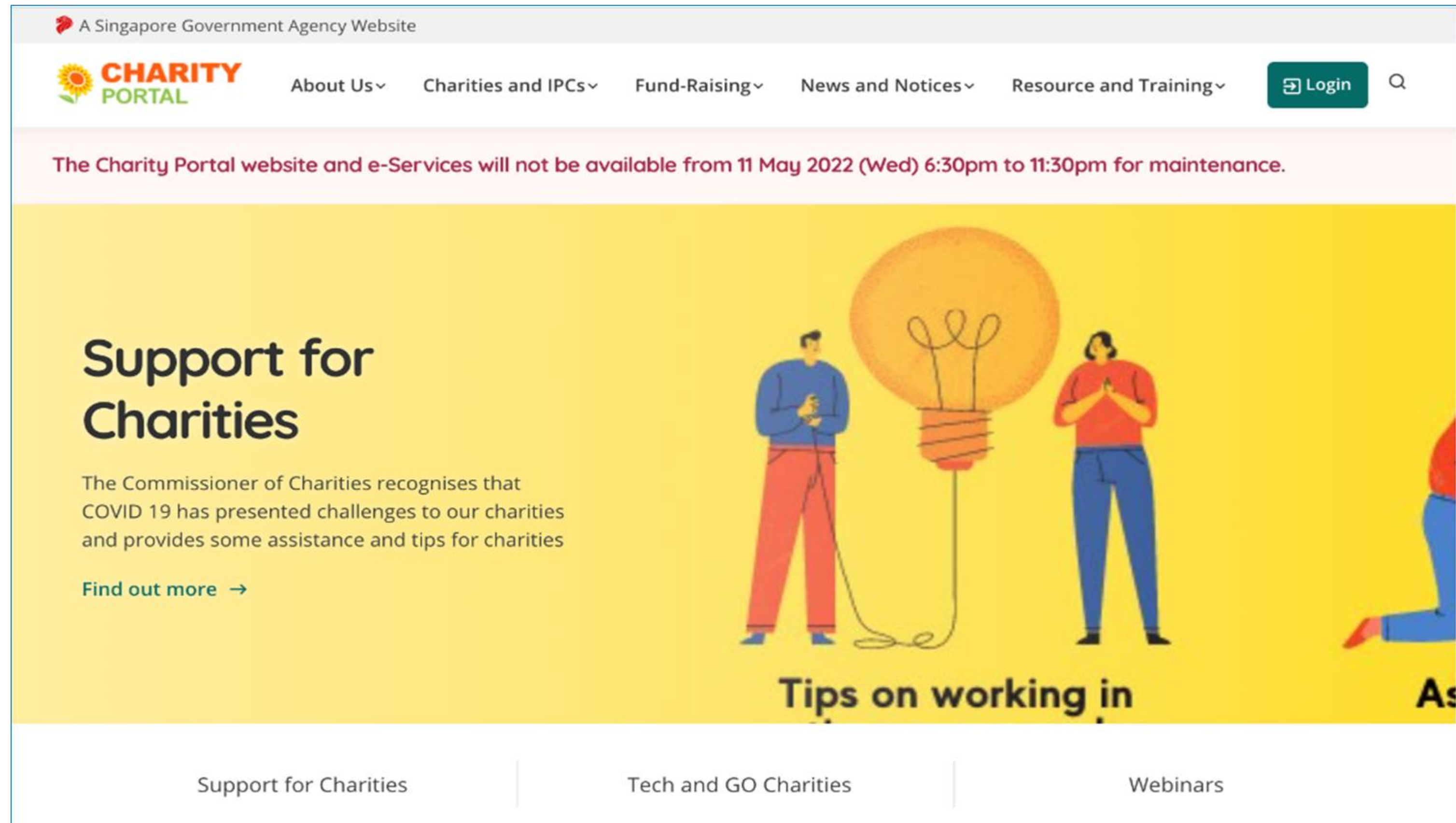
The screenshot shows the Charity Portal's Basic Search interface. At the top, there is a navigation bar with the 'CHARITY PORTAL' logo and menu items: 'About Us', 'Charities and IPCs', 'Fund-Raisers', 'Public', and 'News and Resources'. A 'Login' button is also present. Below the navigation bar, the page title is 'Basic Search'. A search bar contains the keyword 'Charity', and a 'Search' button is highlighted with a red box. Below the search bar, there are two tabs: 'By Charities' (highlighted with a red box) and 'Fund-Raising'. The 'By Charities' section shows 'Search Results (97 records found)' with an 'Export to Excel' link. A table displays the search results for 'Charity':

| Charity/ IPC Name  | Sector Administrator                     | Activities               | Registration Date |
|--|--|--------------------------|-------------------|
| ACTIVE CHARITY<br>UEN: 202046656K<br>Status of Charity: Registered<br>Primary Sector: Arts and Heritage<br>Primary Classification: Training & Education, Visual Arts | Ministry of Culture, Community and Youth | Supports other Charities | 02/12/2020        |

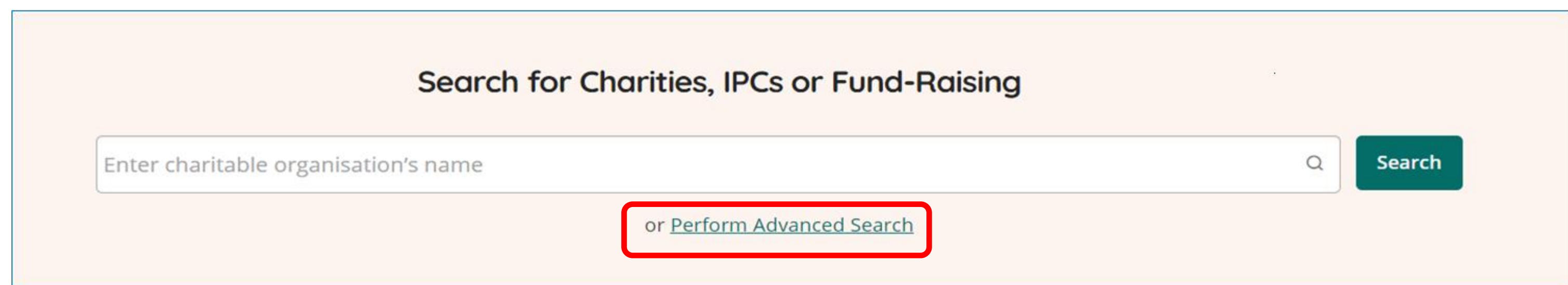
The 'Fund-Raising' section shows 'Search Results (1 records found)' with an 'Export to Excel' link. A table displays the search results for 'Fund-Raising':

| Name of Organisation  | Purpose  | Fund-Raising / Collection Period |
|---|--|----------------------------------|
| CHARITY NOW LTD<br>UEN: T20CC5166H<br>Website: Not Applicable<br>Issuance Agency: Singapore Police Force<br>Certificate / Permit No: 1234Test1234 | Nature of Event: Event<br>Mode(s) of Collection: HI<br>Beneficiaries: 12 | 10/11/2020 - 30/03/2021          |

# Perform Advanced Search



Click **Perform Advanced Search** hyperlink below the search bar.



# Perform Advanced Search By Charities/ IPCs

On the advanced search page, click **By Charities**.

Select and enter the search criteria that you wish to filter and click **Search**.

Search results will be displayed below.

HOME / ADVANCE SEARCH

## Advance Search

By Charities

Fund-Raising

Charity / IPC Name or Keywords

Charity

UEN

Enter uen

Status of Charity

Institutions of a Public Character (IPCs)

Financial Size (Annual Receipts)

Select financial size

Activities

Select activities

Primary Sector

Select primary sector

Primary Classification

Select primary classification

Reset Search

# Perform Advanced Search By Fund-Raising

On the advanced search page, click **Fund-Raising**.

Select and enter the search criteria that you wish to filter and click **Search**.

Search results will be displayed below.

HOME / ADVANCE SEARCH

## Advance Search

By Charities

**Fund-Raising**

Name of Organisation  
Charity

UEN  
Enter uen

Certificate/ Permit No.  
Enter certificate/ permit no.

Fund-Raising / Collection Period:  
dd/mm/yyyy to dd/mm/yyyy

Issuance Agency  
SPF

Reset Search

# Search Results – Filter and Export to Excel

To narrow down the search results, click **Filter** to apply additional filters.

Select the additional filters and click **Apply**.

Search Results (21 records found) ↑ Export to Excel

**Filter**

**Status of Charity**

Registered

Registered with IPC

De-registered

Exempted

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**Activities**

Direct services

Financial assistance, bursaries & scholarships

Grantmaking

Public awareness, promotion & advisory

Research

Supports other charities

Training & Education

Others

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**Primary Sector**

Arts and Heritage

Community

Education

Health

Religious

Social and Welfare

Sports

Others

|                |  |            |
|----------------|--|------------|
| ingapore       | Training & education                   | 28/12/2020 |
| ingapore       | Training & education                   | 28/12/2020 |
| ingapore       | Training & education                   | 28/12/2020 |
| y of Education | Advocacy & Advisory<br>Direct Services | 07/1/2015  |

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✕ Clear Apply

# Search Results – Filter and Export to Excel (Cont’)

Click **Export to Excel** to download the search results as an excel file.

Search Results (6 records found) ↑ Export to Excel

Filter

| Charity/ IPC Name  | Sector Administrator                      | Activities  | Registration Date |
|--|---|---|-------------------|
| <b>Chan ORG PTE LTD</b><br>UEN: T205S3971H<br>Status of Charity: Registered with IPC<br>IPC Status: Processing<br>Primary Sector: Sports<br>Primary Classification: Competitive Sports, Youth Sports     | Sport Singapore                           | Training & education                                | 28/12/2020        |
| <b>CHANCE ANDERSON FOUNDATION</b><br>UEN: T20CC9568H<br>Status of Charity: Registered<br>Primary Sector: Social and Welfare<br>Primary Classification: Eldercare   | Ministry of Social and Family Development | Direct Services<br>Research<br>Training & education | 10/12/2020        |
| <b>CHANJ PTE LTD</b><br>UEN: T205S3977H<br>Status of Charity: Registered with IPC<br>IPC Status: Expired<br>Primary Sector: Sports<br>Primary Classification: Competitive Sports, Youth Sports           | Sport Singapore                           | Training & education                                | 28/12/2020        |
| <b>Chante Mcguire Foundation</b><br>UEN: T30CC1840H<br>Status of Charity: Registered<br>Primary Sector: Others<br>Primary Classification: Humanitarian Aid   | Ministry of Culture, Community and Youth  | Direct Services                                     | 04/1/2021         |
| <b>CHARITY CHAN PTE LTD</b><br>UEN: T205S3632W<br>Status of Charity: Registered with IPC<br>IPC Status: Processing<br>Primary Sector: Sports<br>Primary Classification: Competitive Sports, Youth Sports | Sport Singapore                           | Training & education                                | 28/12/2020        |

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# View Charity Details

To view the Charity details, click the **charity name hyperlink**.

Search Results (21 records found) ↑ Export to Excel

Filter

| Charity / IPC Name               | Sector Administrator | Activities           | Registration Date |
|----------------------------------|----------------------|----------------------|-------------------|
| <a href="#">Chan ORG PTE LTD</a> | Sport Singapore      | Training & education | 28/12/2020        |

UEN: T20SS3971H  
 Status of Charity: Registered with IPC  
 IPC Status: Processing  
 Primary Sector: Sports  
 Primary Classification: Competitive Sports, Youth Sports

The charity details consists of 4 tabs for registered charities without IPC status.

HOME / ADVANCE SEARCH FOR CHARITIES / CHAN ORG PTE LTD

## Chan ORG PTE LTD

A [print icon] [share icon]

**Chan ORG PTE LTD**

[Organisation Profile](#)
[Financial Information](#)
[Annual Report](#)
[Governance Evaluation Checklist](#)

**Organisation Information**

|                                  |   |
|----------------------------------|---|
| UEN:<br>T20SS3971H               | Contact Person:<br>JOEVEN CHAN            |
| Registration Date:<br>28/12/2020 | Charity Setup:<br>Quasi-Govt Organisation |

# View Regulatory Compliance Indicators

The charity details consists of 5 tabs for charities with IPC status.

This page consists of the following information on the charity:

- Charity Transparency and Charity Governance Awards won by the IPC in the recent 3 years (if any);
- The Fund-raising Expense Ratio indicated in the IPC's Online Financial Summary (OFS) for its latest financial year (FY);
- The IPC's declared compliance with the Code of Governance for its latest FY;
- The submission of the IPC's latest due Annual Report , Financial Statements and Governance Evaluation Checklist; and
- Other relevant information provided by the IPC.

## CHARITY VALUE

Overview of Charity's Compliance
Organisation Profile
Financial Information
Annual Report
Governance Evaluation Checklist

Charity Transparency Award/Charity Governance Award Winner<sup>†</sup>:

These indicators are based on the Charity's Financial Year **2023** annual submissions:

|   |  |
|---|--|
| Fund-raising Expense Ratio <sup>‡</sup>   | <b>20%</b><br><small>Maximum 30%</small> |
| Latest declared compliance with the Code of Governance  | <b>89%</b>                               |
| Submission of latest Annual Report, Financial Statements and Governance Evaluation Checklist <sup>^</sup> | <b>Submitted</b>                         |

Other Information<sup>†</sup>:

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# View Charity's Organisation Profile

Click the **Organisation Profile** tab to view the Charity's or IPC's Profile.

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

**Chan ORG PTE LTD**

Organisation Profile
Financial Information
Annual Report
Governance Evaluation Checklist

**Organisation Information**

|  |   |
|--|---|
| <p><b>UEN:</b><br/>T20SS3971H</p> <p><b>Registration Date:</b><br/>28/12/2020</p> <p><b>Office No.:</b><br/>98765432</p> <p><b>Fax No.:</b><br/>98765432</p> <p><b>Email Address:</b><br/>joeven@hotmail.com</p> <p><b>Address:</b><br/>SENGKANG EAST AVENUE, 9A SENGGANG EAST AVENUE 544743</p> <p><b>Website:</b><br/>Not Applicable</p> | <p><b>Contact Person:</b><br/>JOEVEN CHAN</p> <p><b>Charity Setup:</b><br/>Quasi-Govt Organisation</p> <p><b>Status of Charity:</b><br/>Registered With IPC</p> <p><b>IPC Status:</b><br/>Processing</p> <p><b>IPC Period:</b><br/>17/12/2020 to 31/12/2020</p> <p><b>Sector Administrator:</b><br/>Sport Singapore</p> <p><b>Last Profile Update:</b><br/>12/28/2020</p> |
|--|---|

**Objectives**

**Vision and Mission**

**Organisation Activities**

- Training & education

**Particulars of Patrons**

| S/N             | Salutation | Full Name |
|-----------------|------------|-----------|
| No record found |            |           |

**Governing Board Members/ Trustees**

| S/N | Full Name | Organisation Role | Designation |
|-----|-----------|-------------------|-------------|
| 1   | DIRECTOR  | BoardMembers      | DIRECTOR    |
| 2   | TREASURER | BoardMembers      | TREASURER   |
| 3   | EMPLOYEE  | BoardMembers      | EMPLOYEE    |

**Key Officers**

| S/N             | Full Name | Organisation Role | Designation |
|-----------------|-----------|-------------------|-------------|
| No record found |           |                   |             |

# View Financial Information

Click **Financial Information** tab. You will be prompted to login via Singpass.

Click **OK** to login with Singpass to view Financial Information.

**CHARITY BAY**

Organisation Profile
Financial Information
Annual Report
Governance Evaluation Checklist

**Organisation Information**

|   |  |
|---|--|
| <p>UEN:<br/>202073976K</p> <p>Registration Date:<br/>22/11/2020</p> <p>Office No.:<br/>12348765</p> <p>Fax No.:<br/>98761234</p> <p>Email Address:<br/>Org@test.com</p> <p>Address:</p> | <div style="border: 1px solid #ccc; padding: 10px; margin-bottom: 10px;"> <p>You will be required to login using Singpass to view the financial information. Do you want to proceed?</p> <div style="display: flex; justify-content: flex-end; gap: 10px;"> <span style="border: 2px solid red; padding: 5px 15px; background-color: #007bff; color: white; border-radius: 5px;">OK</span> <span style="border: 1px solid #ccc; padding: 5px 15px; border-radius: 5px;">Cancel</span> </div> </div> <p>IPC Status:<br/>Not Applicable</p> <p>IPC Period:<br/>Not Applicable</p> <p>Sector Administrator:</p> |
|---|--|

# View Financial Information (Cont')

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

Click **View Details** to view the FS details.

The Submission status available are:

- (a) Not Received
- (b) On Time
- (c) Late

**CHARITY BLOG**

[Organisation Profile](#) | 
 [Financial Information](#) | 
 [Annual Report](#) | 
 [Governance Evaluation Checklist](#)

**Financial Information**

Charities and IPCs are required to prepare the financial statements in accordance with the Charities (Accounts and Annual Report) Regulations and the Charities (Institutions of A Public Character) Regulations, where applicable. To view details of the financial information of the subject charity, click on the "View Details" link. A financial statement is available online for latest 3 financial years. To view details of the financial information of the subject charity, click on the "View Details" link.

It is not mandatory for Charities that are not subjected to external audit and self-funded grantmakers to submit OFS.

| S/N | FY Period           | Income (S\$) | Spending (S\$) | Mandatory to submit OFS | FS Submission Status |                              |
|-----|---------------------|--------------|----------------|-------------------------|----------------------|------------------------------|
| 1   | Jan 2021 - Dec 2021 | 10,027,765   | 0              | No                      | On Time              | <a href="#">View Details</a> |
| 2   | Jan 2020 - Dec 2020 | 1,144,000    | 200,000        | No                      | On Time              | <a href="#">View Details</a> |
| 3   | Jan 2019 - Dec 2019 | N.A          | N.A            | Yes                     | Not Received         | <a href="#">View Details</a> |

# View Online Financial Information (Cont')

The OFS will display the past 3 financial periods.

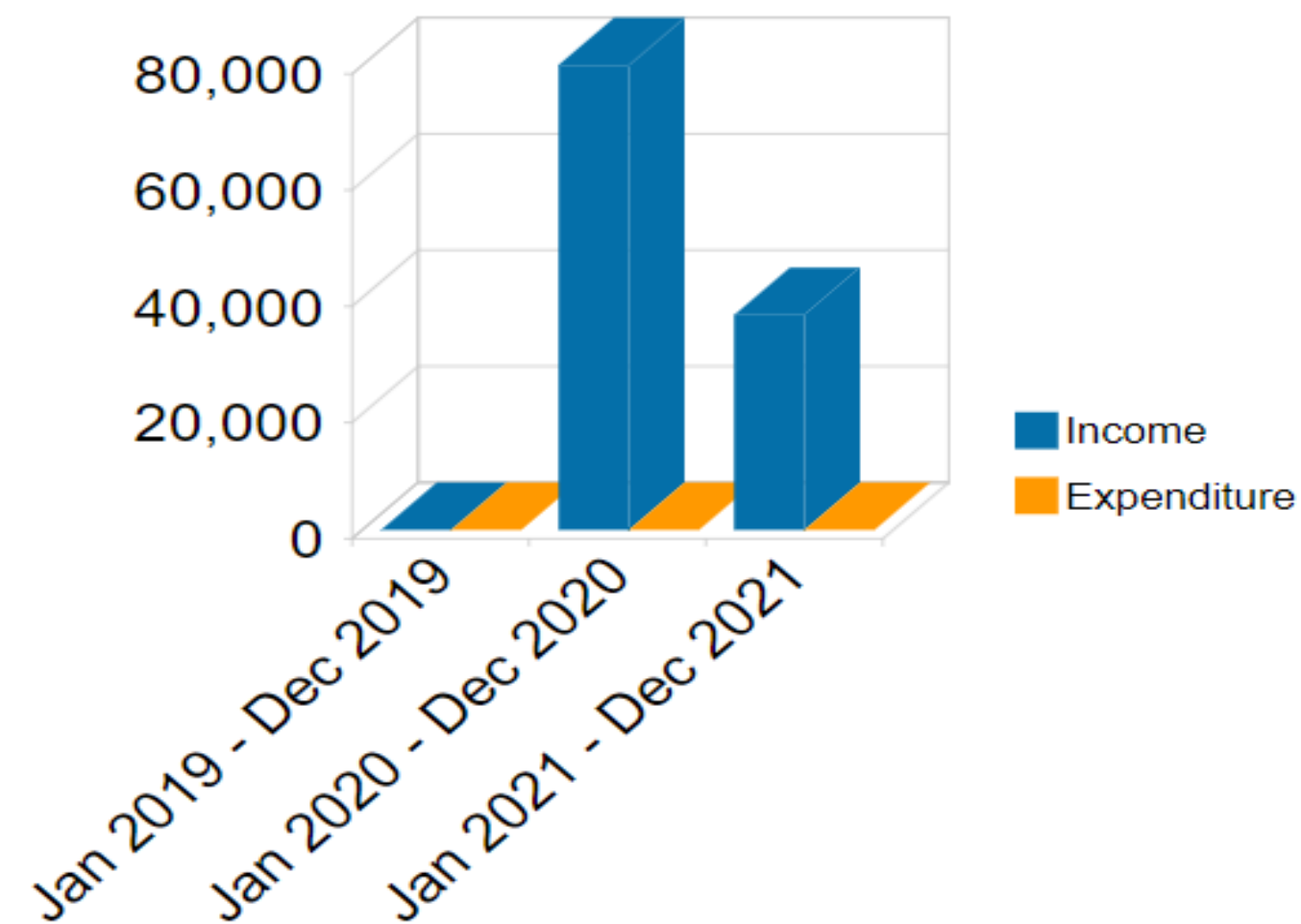
This section will not be displayed if the Charity is not required and did not submit the OFS.

The FS and OFS cannot be downloaded or printed.

## Financial Summary of past three (3) financial periods

The Online Financial Summary (OFS) is a summary of the financial information submitted by charities. We take reasonable measures to ensure the information is accurate and current, but cannot guarantee this as the OFS is submitted by each charity via the Charity Portal in real-time. Any reliance by you on the OFS shall be done at your own risk. You may wish to contact us if you have any queries on the OFS and we will endeavour to respond to you within 3 working days.

For more information on the charity's financials, please refer to the financial statements made available for viewing on the Charity Portal.



| Receipts                       | Jan 2021 - Dec 2021 (\$) | Jan 2020 - Dec 2020 (\$) | Jan 2019 - Dec 2019 (\$) |
|--------------------------------|--------------------------|--------------------------|--------------------------|
| <b>Donations in Cash</b>       |                          |                          |                          |
| Tax-Deductible                 | 23,432                   | 9,999                    | 10                       |
| Non Tax-Deductible             | 2,342                    | 9,999                    | 10                       |
| <b>Total Donations in Cash</b> | <b>25,774</b>            | <b>19,998</b>            | <b>20</b>                |
| <b>Donations in Kind</b>       |                          |                          |                          |
| Tax-Deductible                 | 23,432                   | 9,999                    | 10                       |
| Non Tax-Deductible             | 2,342                    | 9,999                    | 10                       |
| <b>Total Donations in Kind</b> | <b>6,576</b>             | <b>19,998</b>            | <b>20</b>                |
| Government Grants              | 2,342                    | 9,999                    | 10                       |
| Investment Income              | 2,423                    | 9,999                    | 10                       |
| Programme Fees                 | 2                        | 9,999                    | 10                       |
| Others Income                  | 2                        | 9,999                    | 10                       |
| <b>Total Receipts</b>          | <b>37,119</b>            | <b>79,992</b>            | <b>80</b>                |
| Capital in Nature              | 1                        | 9,999                    | 0                        |

# View AR

Click **Annual Report** tab.

Click **View Details** to view the AR details.

The Submission status available are:

- (a) Not Received
- (b) On Time
- (c) Late

The AR cannot be downloaded or Printed.

## TEST FA FOR PA2

Organisation Profile

Financial Information

Annual Report

Governance Evaluation Checklist

### 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. The Annual Report is available online for latest 3 financial years. To view details of the Annual Report of the subject charity, please click "View Details".

| S/N | FY Period           | Status       |  |
|-----|---------------------|--------------|--|
| 1   | Jan 2021 - Dec 2021 | Not Received | View Details   |
| 2   | Jan 2020 - Dec 2020 | Late         | <div style="border: 2px solid #e67e22; padding: 2px;">View Details</div> |
| 3   | Jan 2019 - Dec 2019 | Not Received | View Details   |

# View GEC

Click **Governance Evaluation Checklist** tab.

The Submission status available are:

- (a) Not Received
- (b) On Time
- (c) Late

Click the **Evaluation Period hyperlink** to display the GEC checklist.

### TEST FA FOR PA2

Organisation Profile
Financial Information
Annual Report

Governance Evaluation Checklist

#### Governance Evaluation Checklist (GEC)

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 GEC for the last 3 financial years are available online. To view details of the GEC of the subject charity, please click on each evaluation period.

#### Interpretation of Governance Evaluation Checklist (GEC) Compliance

The GEC operates on a 'comply or explain' basis. Stakeholders should consider the explanations provided by charities for non-compliance with particular guidelines as they may have alternative checks and balances in place. The compliance of guidelines should also be read in the context of the charity's size, IPC status, and years of establishment. To have a more complete understanding of the charity, stakeholders should also look at information from sources such as the annual report. We take reasonable measures to ensure the information is accurate and current, but cannot guarantee this as the GEC is submitted by the charity via the Charity Portal in real-time. Any reliance by you on the GEC shall be done at your own risk. You may wish to contact us if you have any queries on the GEC and we will endeavour to respond to you within 3 working days.

Please select the different evaluation period to view the GEC

| S/N | Evaluation Period   | Mandatory to submit GEC | Status       |
|-----|---------------------|-------------------------|--------------|
| 1   | Jan 2021 - Dec 2021 | Yes                     | Not Received |
| 2   | Jan 2018 - Dec 2018 | No                      | Late         |
| 3   | Jan 2017 - Dec 2017 | Yes                     | Not Received |

#### Governance Evaluation Checklist (GEC) for the period Jan 2018 - Dec 2018

| S/N | Code Description   | Code ID | Compliance | Explanation |
|-----|--|---------|------------|-------------|
| 1   | Induction and orientation are provided to incoming Board members on joining the Board. | 1.1.2   | Complied   |             |
| 1   | Induction and orientation are provided to incoming Board members on joining the Board. | 1.1.2   | Complied   |             |

# Contact Us



**Helpdesk (6337 6597)**



**[MCCY\\_Charities@mccy.gov.sg](mailto:MCCY_Charities@mccy.gov.sg)**

# Thank You



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