



e-Services Guide

Update Charity Basic Profile

Last updated on October 2023

Definitions, Acronyms and Abbreviations

No.	Abbreviation / Acronym	Definition
1	IPC	Institution of a Public Character
2	UEN	Unique Entity Number

Homepage

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

Click **Disclose Public Fund-Raising Appeals** on the left menu to access the Public Fund-Raising Appeals section directly (page 16).

A Singapore Government Agency Website

CHARITY PORTAL (0) Logout

Hi, F [redacted]

HOME

Home

Inbox

Home

Charity Profile ▾

View Charity Profile

Update Charity Profile

Disclose Public Fund-Raising Appeals

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

Annual Submissions

Application for Deregistration as a Charity

Welcome f [redacted]!

You are representing: [redacted]

The deadline for the Annual Submission for FY24 is in 440 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): 11 Record(s)

S/N	Submission No.	Name of Form	Last Updated Date	Status
[Redacted content]				

Update Charity Profile Page

Please refer to the “Description” column for the list of updates you may make.

On the main page of the Update Charity Profile, click **Update Charity Basic Profile**.

A Singapore Government Agency Website

CHARITY PORTAL (0) Logout

Hi, FERNE LINDSEY

HOME / UPDATE CHARITY PROFILE

Update Charity Profile

Inbox

Home

Charity Profile

- View Charity Profile
- Update Charity Profile**
- Disclose Public Fund-Raising Appeals

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

Annual Submissions

Application for Deregistration as a Charity

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 Public Fund-Raising Appeals 	

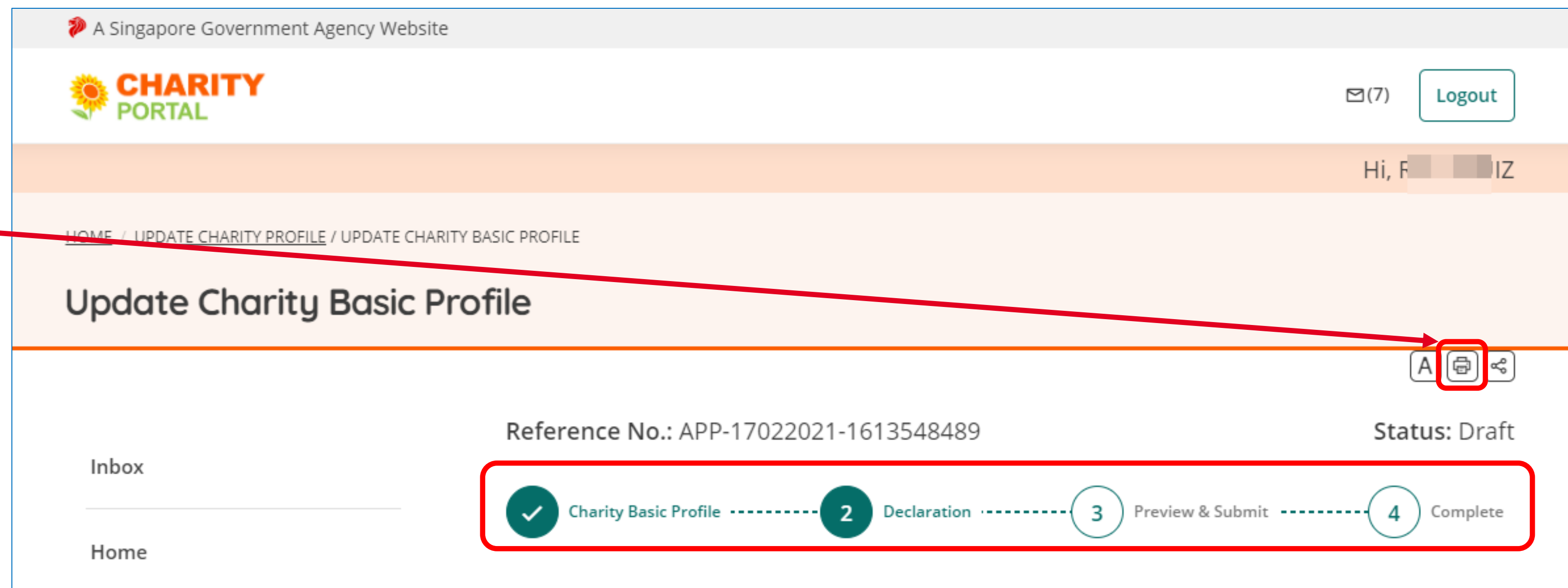
Estimated time to complete: 10 - 20 mins

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: 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.

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

Overview of Charity's Compliance (For IPCs)

This part is only applicable to IPCs.

The field relates to the "Other Information" section under the "Overview of Charity's Compliance" tab of the IPC's Charity Profile which the public can view on Charity Portal.

This is an optional field currently available only for IPCs, where the IPCs may enter other relevant information to support the data reflected for its compliance indicators.

This can include quick explanations for outstanding regulatory submissions, high fund-raising expense ratio or low compliance with the Code of Governance.

There is a maximum limit of 500 characters.

Overview of Charity's Compliance

Other information *(Optional)* ?

Enter object

Reference: User will see following Tooltip when click on (?) icon:

"This refers to the "Other Information" section under the "Overview of Charity's Compliance" tab of your Charity Profile page which the public can view on Charity Portal.

Please fill in this field only if the charity would like to elaborate on any of the ratios or non-compliances shown under the "Overview of Charity's Compliance" tab. E.g. charities can elaborate on the reasons for non-compliance with certain recommendations in the Code of Governance resulting in the lower Code compliance score, or on late annual submissions (if any).

The publication of information in this field and on this page does not constitute an approval or endorsement by the Government. The Government shall not be liable in any way whatsoever for any claims, expenses, costs, liabilities, damages or losses resulting or arising (directly or indirectly) from the information provided on this page."

Objectives, Vision and Mission

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

There is a maximum limit 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

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 &...	<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

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.

Note: Ensure that Name of Grantmaker is entered as this is a new field in the enhanced Charity Portal.

Income and Government Funding

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

Donations

Merchandise sales

Government grants

Direct services ?

Rental

Investments

Others; Please specify:

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

Income and Government Funding (Cont')

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

📅

To

📅

Name of Grantmaker

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\$

Cancel

Add Funding

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

Subsidiary

Country Based in

SINGAPORE

UEN No.

20[] [] 36E Retrieve Name of Organisation

Name of Organisation

SHE [] [] [] LTD.

Does the organisation share any services or premises with the affiliation?

Yes
 No

Please Specify:

Building 112

Cancel
Save

Particulars of Patrons

Update the Particulars of Patrons if your charity has Patron(s) and provide details of the Patron(s).

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

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

Particulars of Patrons

Does your organisation have any Patrons? ⓘ
 Yes No

S/N	Salutation	Full Name	
1	Dr	Jerry Lu	⋮

+ Add Patron

Update
Delete

Public Fund-Raising Appeals

Please read the instructions before you submit your charity's public fund-raising details.

Click **+Add Public Fund-Raising Appeals** to add details of the public fund-raising plans for your charity.

Click the **ellipsis** icon next to the record to Update or Delete. Delete option is not available once the fund-raising appeal has started.

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

Public Fund-Raising Appeals

If you intend to conduct island-wide appeal(s) (e.g. flag days) by means of house to house visit, solicitation on the streets or other places or a combination of both means, please secure the date(s) of your appeal via [BookingSG website](#) before submitting the disclosure via the Charity Portal.

	S/N	Purpose(s) of Public Fund-Raising Appeal	Start Date of Collection Period	End Date of Collection Period	
✓	1	Programme Expenses	24/05/2023	31/05/2023	⋮
✓	2	Building Fund	24/05/2023	30/06/2023	⋮
✓	3	Building Fund	22/07/2023	31/08/202	⋮

[+ Add Public Fund-Raising Appeal](#)

Cancel

Save as Draft

Declare and Submit

Update

Delete

Add/Update Public Charitable Appeals

To add/update a fund-raising appeal record,

- **Start and End Date of Collection Period** must be within a one year period;
- **Start Date of Collection Period** must be a future date (i.e. greater than current date); and
- There must be no existing record with the same **Start and End Date of Collection Period**.

Once the fund-raising appeal has started, you will not be able to amend the **Start and End Date of Collection Period** and **Purpose of Public Fund-Raising Appeal**.

Click **Save** to save the fund-raising appeal record.

Update Public Fund-Raising Appeal

Purpose(s) of Public Fund-Raising Appeal

Building Fund
 General Fund
 Programme Expenses
 Others; Please specify:

Start Date of Collection Period **End Date of Collection Period**
 24/5/2023 31/5/2023

Details of Public Fund-Raising Appeal (e.g. The funds raised will be used for construction of a new building.)

Project X is our annual islandwide Flag Day which fund-raises to provide financial assistance to students from disadvantaged backgrounds. Your contribution to Project X will provide continued support for our beneficiaries in their school fees, food, transport, uniform and other education related expenses.

Nature of Public Fund-Raising Appeal

Street collection

Mode(s) of Collection

Flag Day Collection Box/ Bag/ Tin
 Collection of Old Clothes/ Newspapers
 Donation Booth/ Box
 Donation Form/ Appeal Letter
 Electronic Platform (Ezlink App, QR Code or PayNow)
 Pledge Cards
 Sale of Merchandise
 Others; Please specify

Location(s) of Public Fund-Raising

islandwide

Name of Third-Party Fund-Raiser(leave blank if not applicable)

ABC Pte Ltd

Percentage of the total gross receipts from the fund-raising appeal expected to be used to pay for the expenses incurred for the appeal

20

I hereby declare that a written agreement has been established between the charity and the third-party fund-raiser per Regulation 14 of the Charities (Fund-raising Appeals for Local and Foreign Charitable Purposes) Regulations 2012
 I hereby declare that the charity has conducted its due diligence and ascertained that the third-party fund-raiser is fit and proper
 [If applicable] I hereby declare that the charity has secured a date for the conduct of its island-wide appeal(s) prior to the submission of this disclosure via the Charity Portal

Email Address (for donor to contact charity) xyzcharity@charity.com
 Contact Number (for donor to contact charity) 61234567

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.

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 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	Organisation Activities	Income and Governance	Affiliations	Particulars of Patronage
UEN No. S95SS0015H	Please select the activities/ programmes: - Direct Services	Main sources of your organisation's income: - Donations	Affiliation refers to a company or organisation that your organisation is affiliated with. Does your organisation have any affiliations? No	Does your organisation have any particular patrons? No
Name of Organisation ANTIOCH MISSIONS	Are the activities/ programmes conducted in Singapore? No	Beneficial Area: 30 % in Singapore 70 % outside of Singapore	[If applicable] The charity has secured a date for the conduct of its island-wide appeal(s) prior to the submission of this disclosure via the Charity Portal. Yes	
Date of Establishment 02/02/2019	Are fees charged for the activities/ programmes? No	Mode(s) of Collection: is - Flag Day Collection Box/ Bag/ Tin	The charity has conducted its due diligence and ascertained that the third-party fundraiser is fit and proper. Yes	
Type of Entity Others	Location(s) of Public Fund-Raising Activity (e.g. island-wide appeal): islandwide	Third-Party Fund-Raiser (leave blank if not applicable): ABC Pte Ltd	Written agreement has been established between the charity and the third-party fundraiser per Regulation 14 of the Charities (Fund-raising Appeals for Local and Foreign Charitable Purposes) Regulations 2012. Yes	
IPC Period of Approval 01/01/2019 to 31/12/2020	Nature of Public Fund-Raising Appeal: Street collection	Percentage of the total gross receipts from the fund-raising appeal expected to be used to pay for the expenses incurred for the appeal: 20%	Email Address (for donor to contact charity): txyz@charity.com	Contact Number (for donor to contact charity): 61234567
Primary Sector and Classification: Education - Foreign Educational Institutions - Foundations & Trusts	Details of Public Fund-Raising Appeal (e.g. The funds raised will be used for construction of a new building.) Project X is our annual islandwide Flag Day which fund-raises to provide financial assistance to students from disadvantaged backgrounds. Your contribution to Project X will provide continued support for our beneficiaries in their school fees, food, transport, uniform and other education related expenses.		Back to Declaration Submit	
Objectives, Vision and Mission: Objectives Please describe the objectives of your organisation. Objectives				
Vision and Mission: Please describe the vision and mission of your organisation. Vision and Mission				

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



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](#)

View Public Fund-Raising Appeals

Click **View Charity Profile** from the left menu, followed by the **Public Fund-Raising Appeals** tab to print out the QR Code and the public fund-raising plans for your charity. This QR Code is exclusive to your charity and must (if applicable) be incorporated in your charity's relevant fund-raising appeal materials for donors' ease of verification. The QR Code will lead the user directly to the charity's public fund-raising appeal records displayed on the Charity Portal.

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

Note: Fund-raising appeal records will not be displayed on the Charity Portal after one year from the last day of the collection period.

The screenshot displays the 'View Charity Profile' page on the Charity Portal. The left-hand navigation menu includes 'Home', 'Charity Profile', 'Update Charity Profile', 'Disclose Public Fund-Raising Appeals', 'Application for Approval as an Institution of a Public Character (IPC)', 'Annual Submissions', and 'Application for Deregistration as a Charity'. The 'Charity Profile' dropdown menu is open, with 'View Charity Profile' highlighted. The main content area is titled 'CHARITY METHOD' and features a breadcrumb trail: 'Person and Organisation Setup' > 'Particulars of Organisation' > 'Particulars of Personnel and Patrons' > 'Governing Instrument' > 'Financial Information' > 'Public Fund-Raising Appeals'. The 'Public Fund-Raising Appeals' tab is selected and highlighted in green. Below the tab is a QR code. The main content area displays the following information:

Purpose(s) of Public Fund-Raising Appeal	Start and End Date of Collection Period
o Building Fund	22/07/2023 to 31/08/2023
Detail of Public Fund-Raising Appeal (e.g. The funds raised will be used for construction of a new building.)	
aa	
Location(s) of Public Fund-Raising Activity (e.g. island-wide appeal)	Nature of Public Fund-Raising Appeal
location	Street collection
Mode(s) of Collection	
o Donation Booth/ Box	
Name of Third-Party Fund-Raiser (leave blank if not applicable)	Percentage of the total gross receipts from the fund-raising appeal expected to be used to pay for the expenses incurred for the appeal
test	20%
I hereby declare that the charity has conducted its due diligence and ascertained that the third-party fund-raiser is fit and proper	I hereby declare that a written agreement has been established between the charity and the third-party fund-raiser per Regulation 14 of the Charities (Fund-raising Appeals for Local and Foreign Charitable Purposes) Regulations 2012
Yes	Yes
[If applicable] I hereby declare that the charity has secured a date for the conduct of its island-wide appeal(s) prior to the submission of this disclosure via the Charity Portal	
Yes	
Email Address (for donor to contact charity)	Contact Number (for donor to contact charity)
yun20@hotmail.com	12345678



Contact Us



Helpdesk (6337 6597)



MCCY_Charities@mccy.gov.sg

Thank You



@MCCYsg



mccy.gov.sg