



e-Services Guide

Update Charity Basic Profile

Last updated in March 2025

Definitions, Acronyms and Abbreviations

No.	Abbreviation / Acronym	Definition
1	IPC	Institution of a Public Character
2	UEN	Unique Entity Number
3	SSIC	Singapore Standard Industrial Classification

Homepage

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

A Singapore Government Agency Website

CHARITY PORTAL (43) Logout

Hi, E [Name]

HOME

Home

A [Icons]

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 [Name],

You are representing: **[Company Name]**

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

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

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 	

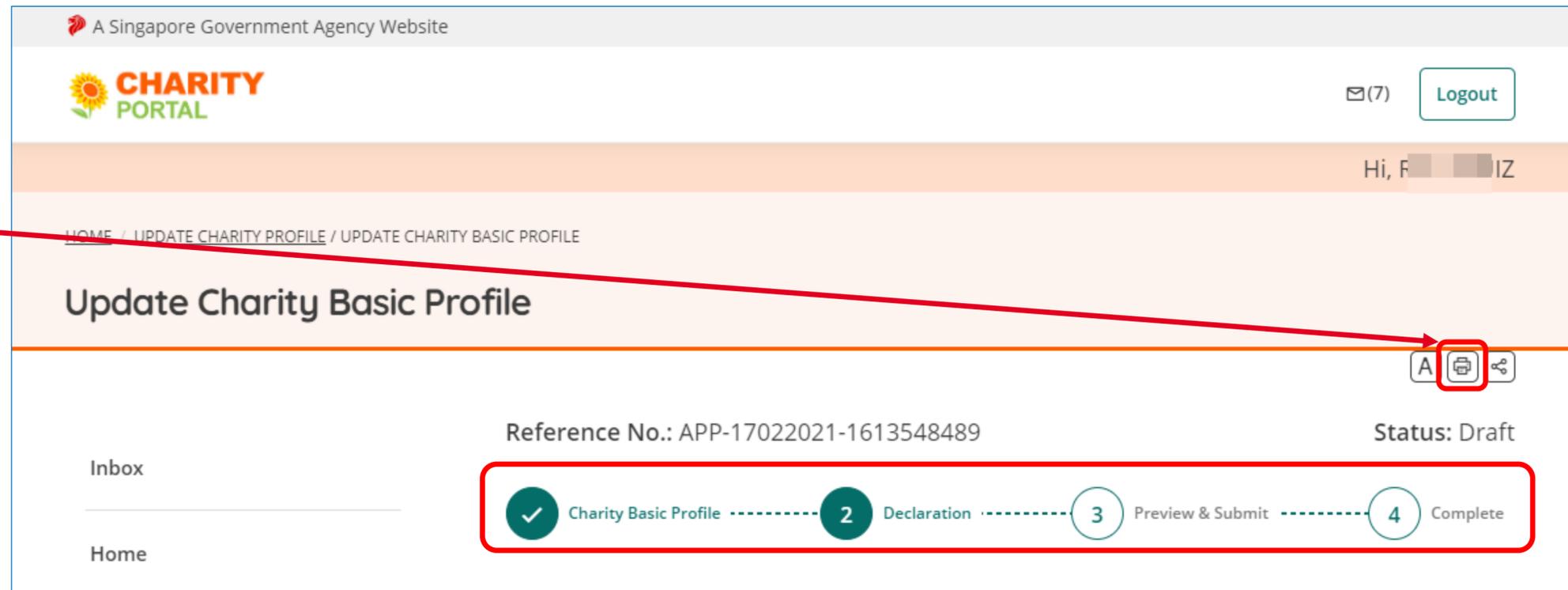
Estimated time to complete: 10 - 20 mins

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."

0 / 500 character

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

SSIC

Click on **PDF** to download a list of activity and choose the activity that best suits your charity.

Enter **Activity Code** and click **Retrieve Activity** to prepopulate the SSIC description.

Activity Code:
The Singapore Standard Industrial Classification (SSIC) Code is used to classify an entity's activities that are carried out in Singapore. You may refer to the [PDF](#) to choose the activity that best suits your charity.

Enter activity co... **Retrieve Activity**

Activity Description:

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

Government grants

Rental

Others; Please specify:

Merchandise sales

Direct services ?

Investments

Has your organisation received any funding from the Government in the past 3 years?

Yes
 No

Please ensure that the Name of Grantmaker is completed for each funding record.

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.

G

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
<i>No record found - Please add at least 1 Affiliation</i>		

[+ Add Affiliation](#)

Add Affiliation
×

Nature of Affiliation

Country Based in

UEN No.

Name of Organisation

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

Yes
 No

Please Specify:

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

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

UEN No.
S95SS0015H

Name of Organisation
ANTIOCH MISSIONS

Date of Establishment
02/02/2019

Type of Entity
Others

IPC Period of Approval
01/01/2019 to 31/12/2020

Primary Sector and Classification
Education

- Foreign Educational Institutions
- Foundations & Trusts

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

Organisation Activities

Please select the activity your organisation is involved in:

- Direct Services

Are the activities/ programmes of the organisation open to the public?
No

Are fees charged for the activities/ programmes?
No

Beneficial Area:

30 % in Singapore
70 % outside of Singapore

Income and Government Funding

Main sources of your organisation's income:

- Donations

Has your organisation received any funding from the Government in the past 3 years?
No

Affiliations

Affiliation refers to a connection with another organisation. ⓘ

Does your organisation have any affiliations with other organisations?
No

Particulars of Patrons

Does your organisation have any Patrons?
No

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

 Charity Basic Profile

 Declaration

 Preview & Submit

 Complete

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](#)

Contact Us



Helpdesk (6337 6597)



MCCY_Charities@mccy.gov.sg

Thank You



@MCCYsg



mccy.gov.sg