**[Official Letter Template A – Where third-party fund-raiser is engaged]**

**Reference Number:** [insert serial number]\*

**Conduct of Public Charitable Appeal (“the Appeal”) [Use minimum font size Arial 13 or Times New Roman 14]**

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| --- | --- | --- |
| Purpose of Appeal\* | : | [Insert campaign name, if applicable] and [Purpose of appeal]\* |
| Name of beneficiary charity/FRFCP^ permit holder  | : |  |
| Appeal period\* | : | [DD MM YYYY] to [DD MM YYYY] |
| Location(s)\* | : | [List of location(s) where the appeal would be conducted]  |
| Name of third-party fund-raiser (including commercial fund-raiser or commercial participator)\* | : | [Name]\*[Note: All third-party fund-raisers must keep a list of all the details of their collectors.]  |
| Method determining the remuneration of third-party fund-raiser[[1]](#footnote-1)  | : | [e.g. X% of the gross or net proceeds or specify other methods will be used to pay the third-party fund-raiser]  |
| QR code generated from the Charity Portal\* | : | More information can be found on the Charity Portal (by the Ministry of Culture, Community and Youth). You can verify the authenticity of the Appeal by scanning the QR code. [insert QR code] |
| Any other queries | : | [phone number]\* and [email address]\* of charity/ FRFCP permit holder]\*  |

Signature Signature

Name: [Charity Representative] Name: [Third-party fund-raiser]

Designation: [Chairman/CEO or equivalent] Designation: [CEO or equivalent]

Date: Date:

|  |
| --- |
| ***Note to charities/FRFCP permit holder:*** *\*This denotes a compulsory field where the letter* ***must*** *contain this information. The information provided in this letter should correspond with the information submitted via the Charity Portal relating to the appeal.**^FRFCP permit holder refers to a person who has been granted a permit by the Commissioner of Charities to fund-raise for foreign charitable purposes.** *Pursuant to Regulation 20D of the Charities (Fund-Raising Appeals for Local and Foreign Charitable Purposes) Regulations 2012, the fund-raiser is required to carry a letter from the charity/FRFCP permit holder when conducting appeals on the ground.*
* *This template is an example only. Please review the letter template and assess if you need to make any changes to this template before using it.*
* *Apart from the identification letter, for greater transparency, the following documents should also be brought along when soliciting for funds:*
	+ *Printout of the disclosure of the Appeal submitted on Charity Portal;*
	+ *Letter from the third-party fund-raiser authorizing the individual to be a collector for the Appeal, or employee pass showing that the collector is employed by the third-party fund-raiser.* ***Note: This is not applicable to collections carried out by students as part of their curriculum.***
	+ ***[For commercial fund-raiser and commercial participators only]*** *All solicitations should also be accompanied with a written statement containing details under Regulation 16 of the Charities (Fund-Raising Appeals for Local and Foreign Charitable Purposes) Regulations 2012.*
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1. This information is mandatory for solicitations carried out by commercial fund-raisers and/or commercial participators under Regulation 16 of the Charities (Fund-Raising Appeals for Local and Foreign Charitable Purposes) Regulations 2012. [↑](#footnote-ref-1)