**[Official Letter Template B – Where no third-party fund-raiser is engaged e.g. letter to be used for charity’s volunteers only]**

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

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

|  |  |  |
| --- | --- | --- |
| 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]  |
| 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

Name: [Charity Representative]

Designation: [Chairman/CEO or equivalent]

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 Charity/FRFCP permit holder should also provide the volunteers with a printout of the disclosure of the Appeal submitted on Charity Portal.*
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