

## **General Conditions for Foreign Fund-Raising Permit**

- 1. Application:** The applicant must be an organization (corporate or unincorporated) in Singapore. The application should be made by an official on behalf of the organization and must be submitted to the Commissioner of Charities at least 30 days before the appeal starts.
- 2. Use of Proceeds:** The applicant must undertake to apply within Singapore not less than 80% of the net proceeds received in response to the fund-raising appeal, unless the Commissioner allows otherwise.
- 3. Recipients of Funds:** When funds are raised for a foreign charity, the foreign charity must be a bona fide non-profit making organization. When the funds are raised for humanitarian purposes overseas, the relief projects and the organization in the affected country responsible for operating the humanitarian project must first be identified.
- 4. Fund-raising Expenses:** The fund-raising appeal expenses should not exceed 30% of the total funds raised. In the event that this limit is exceeded, the applicant should undertake to bear the excess expenses.
- 5. Fund-raising Appeals:** The applicant must comply with any other conditions stipulated in the permit which the Commissioner may impose for the issue of the permit. The appeal should not commence before or continue at any time beyond the approved period specified in the permit.
6. The applicant must implement and comply with strict control measures to protect the funds raised during the fund-raising event.
7. If the application is made by a student organization of an educational institution, a letter from the education institution supporting the appeal project must be submitted together with the application.
- 8. Accounts and Records:** Proper accounts and records in respect of the fund-raising appeal and all necessary actions to ensure payments out of the proceeds are correctly made and authorized must be kept by the applicant.
9. The statements of accounts audited by an approved auditor by the Commissioner of Charities, the auditor's report, the remittance advice/ acknowledgement of receipt from beneficiary and evidence of usage of funds must be submitted to the Commissioner of Charities not later than 60 days from the close of the appeal or within such extended period as may be allowed by the Commissioner.