

**Charity Registration Information Required on the Charity Portal**  
**(www.charities.gov.sg)**

To proceed with submitting the online charity application form on the Charity Portal, please have the following information ready:

- a) Governing instrument of the Organization (Constitution, Memorandum & Articles of Association, Rules & Regulations)
- b) Statement of Accounts for last 3 financial years, if available
- c) Other information as listed below:-

<b>Part</b>	<b>Name of Section</b>	
<b>1</b>	<b>Particulars of Organization</b>	
	Name of Organization	
	Date of Establishment	
	Office Tel No.	
	Office Fax No.	
	Registered Address	
	Postal Address	
	Email Address	
	Website Address	
	No. of branches	
	Total current staff strength	
	Total number of volunteers	
	No. of Beneficiaries	
	Accounting/Financial Period	From _____ (Month) to _____ (Month)
	Primary classification	
<b>2</b>	<b>Particulars of Contact Person</b>	
	Name	
	ID Type (NRIC / FIN /Employment Pass / Foreign Passport / Others)	
	ID No	
	Email	

	Designation	
	Contact No (Home/Office/Mobile)	
<b>3</b>	<b>Particulars of Board Members/Trustees</b>	
	Name	
	ID Type (NRIC / FIN /Employment Pass/ Foreign Passport / Others)	
	ID No.	
	Date of Birth	
	Nationality	
	Highest Education Level Attained	
	Relationship (with other Board members/Trustees) (Business / Relative / Family / Friends / No Relationship)	
	Residential/Registered	
	Occupation	
	Name of Employer	
	Position on Board	
	Date of Appointment (dd/mm/yyyy)	
	Is Board member/Trustee in an affiliated organization, if any, to provide details (Yes / No)	
	Is Board member/Trustee receiving remuneration directly/indirectly, to provide details (Yes / No)	
	Experience working in charities, if any, to provide years of experience (Yes / No)	
	Email Address	
	Contact No (Home/Office/Mobile)	

	Foreign Address, if applicable	
<b>4</b>	<b>Particulars of Key Position Holders</b>	
	Name	
	ID Type (NRIC / FIN /Employment Pass/ Foreign Passport / Others)	
	ID No.	
	Date of Birth (dd/mm/yyyy)	
	Nationality	
	Highest Education Level Attained	
	Occupation	
	Name of Employer	
	Designation (within the organization)	
	Date of Appointment (dd/mm/yyyy)	
	Relationship (with other Board members) (Business / Relative / Family / Friends / No relationship)	
	Email Address	
	Contact No.:	
	Residential Address:	
<b>5</b>	<b>Particulars of Patrons, if any</b>	
	Salutation (Mr / Miss / Mrs / Mdm / Associated Professor / Professor / Dr)	
	Name	
	Occupation	
	Name of Employer	

<b>6</b>	<b>Objectives &amp; Vision/Mission</b>	
	Main Objectives	
	Governing Instrument	
	Vision/Mission	
<b>7</b>	<b>Principal Activities &amp; Beneficial Area</b>	
	Information on activities carried out by the organization to attain its objectives	
	Charity Activities	Select: Direct Services/Financial assistance, bursaries & scholarships/Grantmaking/Public awareness, promotion & advisory/Research/Support Other Charities/Training & Education/Others, please specify
	Are activities open to public? (Yes / No)	
	Fees charged? (Yes / No)	
	Beneficial area	_____ % in Singapore _____ % outside Singapore
<b>8</b>	<b>Annual Income and Main Sources of Income</b>	
	Annual Income in Previous Financial Year, if any (to provide attachments of the financial statement of accounts).	
	State main Sources of Income	
	Financial Statements (past 3 years, if your organization has been established for less than 3 years)	
	Has your organization received any funding from the Government in the past 5 years?	If any, specify: Period From Period To Amount of Grant Type of Grant: Operating/Development Matching Ratio Description of Grant
<b>9</b>	<b>Affiliations, if any</b>	
	Country based in	

	Name of Organization	
	Name of Affiliation e.g. Partnership, Parent Organization, etc.	
<b>10</b>	<b>Assets, if any</b>	
	Ownership (owned or rented)	
	Address	
	Purpose	
<b>11</b>	<b>Particulars of Personnel Allowed to Access Charity Portal</b>	
	Name	
	ID Type (NRIC/ FIN /Employment Pass/ Foreign Passport / Others)	
	ID No.	
	Email Address	
	Contact No: Home Mobile	
	Residential Address	
<b>12</b>	<b>Information of the person making the declaration &amp; submitting the application</b>	
	Name of Declarant	
	ID Type (NRIC / FIN /Employment Pass/ Foreign Passport / Others)	
	ID No.	
	Designation (within the organization)	