

This **AGENCY AGREEMENT** (this "Agreement") is made and entered into as of the [●] day of [●], 2021 (the "Effective Date")

**BY AND BETWEEN:**

- (1) **CARITAS HUMANITARIAN AID & RELIEF INITIATIVES (SINGAPORE) LTD** (Company registration no. 201715440W), a company limited by guarantee and incorporated in Singapore, having its principal office at 55 Waterloo Street, #07-02 Catholic Centre, Singapore 187954 (the "CHARIS"); and
- (2) [●] [(Company registration no. [●]), a company [limited by guarantee and] incorporated in Singapore], having its principal office at [●] (the "Member Organisation"); *or*  
  
[●] [an individual with Singapore identification number [●] who is the person responsible for an unincorporated Catholic organisation that has its principal place of business at [●] (the "Member Organisation").

**WHEREAS:**

- (a) CHARIS is an umbrella entity for overseas disaster relief and humanitarian aid by the Catholic Archdiocese of Singapore. As the umbrella entity, CHARIS is to coordinate the archdiocesan responses to overseas disasters and requests for humanitarian aid by working with its Member Organisations and approved Catholic organisations that share the same or similar mission (broadly referred as the "Affiliated Entities", and each of them, the "Affiliated Entity") of providing overseas humanitarian assistance to victims of disasters, crises or adverse circumstances ("Overseas Relief");
- (b) The Overseas Relief provided by CHARIS and the Affiliated Entities includes, *amongst others*, funding, medical assistance, educational support and volunteers for immediate relief as well as the long-term support for overseas victims of different types of disasters, crises or adverse circumstances (the "Beneficiaries" and "Beneficiary" refers to any one of such Beneficiaries);
- (c) As part of the mission of providing Overseas Relief to Beneficiaries, CHARIS and the Affiliated Entities undertake fund-raising activities from donors;
- (d) At the time of this Agreement, CHARIS is issued a fundraising permit (the "Permit") by the Commissioner of Charities, Ministry of Culture, Community and Youth pursuant to the *Charities (Fund-Raising Appeals for local and foreign charitable purposes) Regulations 2012* (hereafter the "Regulations") to raise funds "for the provision of overseas humanitarian assistance to victims of various forms of disasters, crises or adverse circumstances" (the "Approved Purpose"), subject to renewal by the Commissioner of Charities and compliance with specified conditions. The Permit with its prescribed conditions and the Regulations are annexed hereto at Annexure A;
- (e) As holder of the Permit, CHARIS is desirous of ensuring that the fund-raising activities for Overseas Relief by itself and any of the Affiliated Entities are undertaken with best practices

and control, as well as in compliance with the prescribed conditions of the Permit, the Regulations and the relevant laws and legislations of Singapore;

- (f) Member Organisation is an Affiliated Entity that provides Overseas Relief to Beneficiaries;
- (g) CHARIS desires to appoint Member Organisation as its authorized and legal agent to raise funds for and on behalf of CHARIS under the Permit, and Member Organisation desires to be so appointed;
- (h) CHARIS shall enter into this Agreement with Member Organisation for the purpose of setting out the procedures and guidelines that govern Member Organisation's authority as agent to raise funds for and on behalf of CHARIS using the Permit.

**NOW, THEREFORE**, in consideration of the mutual promises, covenants, agreements and conditions contained herein, CHARIS and Member Organisation agree as follows:

## **1. APPOINTMENT**

- (a) Subject to the terms and conditions set out in this Agreement, CHARIS hereby with effect from the Effective Date appoints Member Organisation as its non-exclusive agent, and grants Member Organisation the non-exclusive rights to raise funds under the Permit ("Fundraising Services").
- (b) Regardless of the Fundraising Services, CHARIS reserves for itself all rights to raise funds by itself under the Permit, in any other form, as well as to appoint other agents and/or entities to do the same kind of fundraising under the Permit.
- (c) Member Organisation shall inform its donors that it is raising and collecting Funds as agent for and on behalf of CHARIS. Where necessary, CHARIS shall provide Member Organisation with a written statement stating that Member Organisation has been appointed by CHARIS to perform the Fundraising Services.
- (d) The scope of the Fundraising Services by Member Organisation as agent of CHARIS is subject to the Regulations and the prescribed conditions of the Permit, and the Fundraising Services shall be undertaken in accordance with the working standards and protocols set out by CHARIS in writing at any time and from time to time, including the written fund-raising and donor management policies and approaches, such standards and protocols to be circulated and notified by CHARIS to Member Organisation promptly and in writing. Where necessary and reasonable, CHARIS would agree with Member Organisation to amend any standard and protocol in order to facilitate Member Organisation's performance of its obligations under this Agreement.

For the avoidance of doubt, except where otherwise agreed by CHARIS, Member Organisation shall still submit the fund-raising information to CHARIS for approval prior to each fund-raising activity proposed to be undertaken by Member Organisation under the Permit.

## 2. FUNDRAISING SERVICES

- (a) Subject to the terms and conditions set out in this Agreement, CHARIS and Member Organisation agree that the Fundraising Services shall be carried out by Member Organisation in the following way:
- (i) With no less than two (2) months' period prior to each proposed fund-raising activity, and unless express written waiver of this requirement has been obtained from CHARIS, to complete and submit for CHARIS' approval the "Checklist for Fund-Raising Appeal" (the "Checklist", as annexed hereto at Annexure B) or any other checklist from time to time prescribed by CHARIS for this purpose, and to provide the relevant supporting documents that are deemed necessary by CHARIS for submission.
  - (ii) to institute internal policies and controls, as much as practicable, to ensure and maintain good governance, transparency and best practices in relation to all donations and funds raised from donors by Member Organisation acting as agent pursuant to this Agreement (the "Funds"), including the following:
    - (1) insofar as it is practicable, to maintain the register of donors and upkeep the donors' information, such information to include legal name, email and contact information of the donors, and to provide the information to CHARIS;
    - (2) properly account for Funds collected, and exercise adequate segregation of duties to ensure that there are sufficient checks and supervision over the Funds collected, including ensuring that adequate security measures and accountability are taken, especially in the event of cash collection;
    - (3) adequately segregate duties and approvals to ensure that no person is to approve payment of its own claims and expenses;
    - (4) set in place systems and protocols that ensure accurate accounting and tracking of all expenses, invoices and claims arising from each fund-raising activity, including having authorised signatory(ies) of Member Organisation verifying and authorising each payment;
    - (5) properly review, approve and document all related party transactions (e.g., vendors, suppliers, contractors, service providers); and
    - (6) observe CHARIS guidelines and any other procedures or requirements that may be prescribed by CHARIS from time to time and notified in writing to Member Organisation so as to ensure that there are adequate internal controls.
  - (iii) in the course of the fund-raising activities as agent of CHARIS, Member Organisation shall clearly indicate to the donors that all Funds are to be deposited directly into CHARIS' bank account, and not into any other account. In other words, all cheques and electronic transfers shall be made in favour of CHARIS, and no other.
  - (iv) Member Organisation shall deposit all collected cheques and cash with CHARIS at pre-agreed intervals during the fund-raising activity, together with a listing of donors and donations for each deposit.

- (v) prior to each fund-raising activity, Member Organisation shall obtain the necessary bank account information for the purpose of cheque collections and electronic transfers.
  - (vi) upon the conclusion of the fund-raising activity,
    - (1) where practicable based on circumstances of each instance, Member Organisation shall render to CHARIS within two (2) months from the end of each fund-raising activity, a statement of accounts stating the donations collected as well as the expenses incurred;
    - (2) where Member Organisation has paid for costs and expenses incurred for the fund-raising activity, CHARIS shall reimburse the costs and expenses to Member Organisation based on the statement of costs and expenses, along with properly verified and approved invoice and/or receipts furnished to CHARIS; and
    - (3) after reimbursements for costs and expenses to Member Organisation, the balance sum ("Net Funds") shall be kept with CHARIS' bank account.
  - (vii) For the avoidance of doubt, notwithstanding that Member Organisation has been appointed as CHARIS's agent for fund-raising, CHARIS may decide in its sole discretion, and Member Organisation shall not object to CHARIS, to participate in the fund-raising activities as and when CHARIS deems necessary to support the fund-raising efforts by Member Organisation.
- (b) In undertaking the Fundraising Services, Member Organisation shall consult with CHARIS in relation to all promotional activities in relation to the fund-raising activities including (without limitation) all promotional materials and announcements, and where applicable or at CHARIS' request, Member Organisation shall include the reference of "CHARIS" or "Caritas Humanitarian Aid & Relief Initiatives (Singapore) Ltd" in the fund-raising information brochures, emails, letters, pamphlets and other promotional or communication materials.
  - (c) All fundraising costs and expenses incurred in connection with the Fundraising Services shall be withdrawn from the Fund subject to Member Organisation adhering to the "70/30" principle that requires the total fundraising costs and expenses in any fundraising activity to be capped at 30% of the total funds raised at the end of each accounting year of CHARIS. All fundraising costs and expenses here include travelling, office, promotion, clerical and general expenses.
  - (d) As an extension of the Fundraising Services, CHARIS agrees for either (i) Member Organisation, or (ii) any of the Beneficiaries recommended by Member Organisation (either of which is referred as the "Grant Applicant"), to apply to CHARIS for the disbursements from Net Funds to be applied towards the Beneficiary(ies) and purpose(s) as specified in the Checklist, PROVIDED THAT the application by the Grant Applicant is made within the period not exceeding 24 months from the date the statement of accounts are furnished to CHARIS (the "Grant Period").

In the event that the Grant Applicant fails to make the application within the Grant Period, and no further extension of time is given by CHARIS, CHARIS shall seek Member Organisation's prior written approval to disburse the Net Funds to other Beneficiaries that require Overseas Relief. In such an instance, Member Organisation shall be responsible to obtain the approval of its donors for the proposed alternative Beneficiary of the Net Funds. If Member Organisation's or the donors' approval cannot be obtained for disbursement of the Net Funds to a different Beneficiary, CHARIS shall return the unutilized Net Funds to Member Organisation without any liability to Member Organisation and Member Organisation's donors for the aborted purpose originally donated for and Member Organisation shall in turn refund the unutilized Net Funds to its donors.

- (e) In applying to disburse the Net Funds, the Grant Applicant shall make a grant application to CHARIS in accordance with the Approved Purpose as well as the procedures and processes stipulated by CHARIS. In this regard, the Grant Applicant shall submit the grant application to CHARIS based on the directions given in the website for CHARIS. Where necessary and reasonable, CHARIS would agree with Member Organisation to amend the aforesaid procedures and processes in order to facilitate Member Organisation's performance of its obligations under this Agreement.
- (f) CHARIS shall have the full discretion (such discretion to be reasonably exercised) to ensure disbursements of the Funds to be in compliance with the Approved Purpose, and Member Organisation shall to the best of its abilities support the exercise of such discretion.
- (g) Upon the disbursements of the Funds to the Beneficiary(ies) recommended by Member Organisation, and subject to the nature of the Approved Purpose, the Beneficiary(ies) shall provide CHARIS with either an one-off or regular progress reports verified and supported by Member Organisation, where applicable, to satisfy CHARIS that the Approved Purpose has been achieved.

### **3. DUTIES OF CHARIS AND MEMBER ORGANISATION**

- (a) Subject to the terms of this Agreement, CHARIS and Member Organisation shall collaborate with each other by providing each other with information and assistance as is reasonably necessary to ensure the legal and proper use of the Permit, including:
  - (i) Member Organisation shall use, and require its shareholders, officers, directors, employees and anyone duly authorized to act on its behalf to use only legitimate and ethical business practices in the activities contemplated by this Agreement, which shall include reasonably appropriate steps to comply with anti-money laundering and counter financing of terrorism and anti-corruption laws;
  - (ii) CHARIS shall provide to Member Organisation to the best of its knowledge the updated conditions of the Permit as well as the laws and regulations governing the fund-raising activities for Overseas Relief;
  - (iii) Member Organisation shall perform the Fundraising Services according to the terms and conditions agreed hereunder and any other conditions as may be amended, modified and changed by CHARIS from time to time during the Agreement and

notified to Member Organisation in writing, including for the purposes of satisfying the conditions of the Permit;

- (iv) Member Organisation shall comply strictly with the law, all local legal, quasi-legal and regulatory requirements governing the activities of fund-raising and keep CHARIS informed of any such requirements which may be relevant to the same;
- (v) Member Organisation shall provide to CHARIS audited statement of accounts in respect of each fund-raising activity at the end of the accounting year where applicable. CHARIS shall have the right to rely on the information furnished by Member Organisation as true, accurate and complete unless otherwise qualified by Member Organisation for good reasons in its submissions;
- (vi) Member Organisation shall keep true, complete and accurate records of the donors, in as much as practicable, in each fund-raising activity;
- (vii) Member Organisation shall keep CHARIS always informed of any significant incident, occurrence or information of which Member Organisation becomes aware which are likely to have any adverse impact on the Permit and which are disadvantageous to the interests of CHARIS and the archdiocese as a whole;
- (viii) The Grant Applicant shall make grant applications to CHARIS to disburse the Net Funds to the Beneficiaries within the Grant Period; and
- (ix) CHARIS shall approve the grant applications by the Grant Applicant to use the Net Funds for the Beneficiaries without unreasonable rejection or denial of application for grants.

#### **4. TERM AND TERMINATION**

- (a) The parties agree that
  - (i) CHARIS may terminate this Agreement immediately in the event that the Permit is not renewed for any reason whatsoever;
  - (ii) either party hereto may upon providing to the other reasonable cause and no less than three months' prior written notice to terminate this Agreement

In respect of termination under this sub-clause (a), CHARIS and Member Organisation are not liable and have no duty to pay any sort of indemnification to each other.

- (b) Each of CHARIS and Member Organisation may terminate this Agreement, effective upon written notice to the other party, in the event of a breach of this Agreement by the other party, and such breach is incapable of cure, or with respect to a breach capable of cure, the other party

does not cure such breach within sixty (60) days after receipt of written notice of such breach or within such extended time agreed to by the parties.

- (c) For the avoidance of doubt, in the event that there are Net Funds remaining in CHARIS' account upon the termination of this Agreement, the rights and obligations of CHARIS and Member Organisation in the grant applications and disbursements of Net Funds as contemplated in this Agreement shall be fully performed as much as practicable.

## 5. GENERAL

- (a) Force Majeure. Neither CHARIS nor Member Organisation shall bear any responsibility or liability for any losses proved arising out of any delay in or interruption of their performance of their obligations under this Agreement due to any act of God, governmental authority, or public enemy or due to war, riot, fire, flood, civil commotion, insurrection, labour difficulty (including, without limitation, any strike or other work stoppage or slowdown), infectious diseases, severe or adverse weather condition or other cause beyond the reasonable control of the Party affected.
- (b) Modification, amendment or waiver. No modification, amendment, supplement to or waiver of this Agreement or any of its provisions shall be binding upon the parties unless made in writing and duly signed by both Parties.
- (c) Entire Agreement. The terms and conditions of any and all schedules and other attachments to this Agreement are incorporated herein by this reference and shall constitute part of this Agreement as if fully set forth herein. This Agreement constitutes the entire Agreement between the Parties and supersedes all previous or contemporaneous agreements, promises, representations, whether written or oral, between the Parties with respect to the subject matter hereof. Each Party acknowledges that it has not relied on any oral or written representation made to it by the other Party or its employees or Member Organisations and has made its own independent investigations into all relevant matters. This clause shall not apply to any fraudulent representations made by either Party.
- (d) Assignment. This Agreement and the rights and obligations set forth hereunder shall not be transferred or assigned by Member Organisation without the prior written consent of CHARIS. Member Organisation hereby irrevocably agrees that CHARIS may freely assign or transfer its rights and obligations hereunder, at any time, to any of its Member Organisations, without prior notice or consent of Member Organisation.
- (e) Applicable law and jurisdiction.
  - (i) This Agreement shall be governed by and construed in accordance with the laws of Singapore.

- (ii) All disputes, controversies, or differences arising out of or in connection with this Agreement shall first be submitted to the Archbishop's office for resolution. The disputes, controversies or differences shall be referred within ninety (90) days from the time they arose. The Parties agree to participate in mediation in good faith and undertake to abide by the terms of any settlement reached.
  - (iii) The submission of the Parties to mediation shall not prevent the Parties to invoke protection of judicial local courts in order to obtain an injunction or other equitable relief available under the applicable law to preserve the status quo or to prevent irreparable harm, with such measures not considered a breach of this arbitration clause and the applicable law. In this respect, the Parties submit to the non-exclusive jurisdiction of the courts of Singapore.
- (f) Relationship. The relationship of the Parties shall be that of independent contractors. Both Parties declare there is no relationship of partnership or employment between CHARIS and Member Organisation and each Party shall be responsible for its own employees, Member Organisations, and everyone acting on its behalf. Except as provided under this Agreement, no Party will represent that it has any authority to assume or create any obligation, express or implied, on behalf of any other Party, or to represent any other Party as Member Organisation, employee, or in any other capacity, except as specifically provided herein.
- (g) Indemnity. Member Organisation agrees and undertakes to fully indemnify and hold CHARIS and its shareholders, directors, officers and employees harmless from and against any claims, damages, losses, costs, liabilities and expenses directly or indirectly caused by Member Organisation in connection with the arrangements under this Agreement.
- (h) Covenant of Good Faith and Fair Dealing. This Agreement imposes an obligation of good faith and fair dealing on the Parties in their performance and enforcement of this Agreement. The Parties, with a shared commitment to honesty and integrity and in order to facilitate the mission of the Catholic laity in Singapore as guided by the teachings of the Roman Catholic Church in the performance and administration of this Agreement, agree to the following mutual duties: (a) each will be held to a standard of good faith and fair dealing in the performance of its duties and obligations under this Agreement; (b) each will function within the laws and statutes applicable to their duties and responsibilities; (c) each will cooperate in the other's performance; (d) each will avoid hindering the other's performance; (e) each will proceed to fulfil its obligations under this Agreement diligently and honestly; and (f) each will cooperate in the common endeavour of administering and performing the mutual arrangements contemplated under this Agreement in a timely and efficient manner. The Parties shall provide each other all the reasonably necessary information, cooperation and support for the purposes contemplated under this Agreement in a timely and professional manner.



**IN WITNESS WHEREOF**, the Parties have caused this Agreement to be executed and delivered as a deed by their duly authorised officers as of the date first above written.

For and on behalf of

**CARITAS HUMANITARIAN AID  
& RELIEF INITIATIVES (SINGAPORE) LTD**

**By:**

---

[Insert name]

Director

In the presence of:

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[Insert name of witness]

[Insert address of witness]

For and on behalf of

**Member Organisation**

**By:**

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[Insert name]

Director

In the presence of:

---

[Insert name of witness]

[Insert address of witness]

**PERMIT No: 0057/2019**

01 October 2019

Miss Irene Lim  
 Caritas Humanitarian Aid & Relief  
 Initiatives (Singapore) Ltd.  
 55 Waterloo Street #07-02  
 Catholic Centre  
 Singapore 187954

DID: 6837 8528  
 Facsimile: 6837 8090  
 Email: catherine\_tan@mccy.gov.sg

Dear Miss Lim,

**APPLICATION FOR A PERMIT UNDER THE CHARITIES (FUND-RAISING APPEALS FOR LOCAL AND FOREIGN CHARITABLE PURPOSES) REGULATIONS 2012 - CARITAS HUMANITARIAN AID & RELIEF INITIATIVES (SINGAPORE) LTD ("CHARIS")**

We refer to your application for a permit under the above Regulations.

2 We are pleased to inform that your application for the above permit has been approved and Permit No. 0057/2019 is enclosed for your use. In addition, we have also enclosed the 'Note to the Permit Holders' for your compliance.

3 CHARIS is required to submit the following documents in relations to the funds raised under Permit 0057/2019 for the following periods in accordance to the stipulated timelines:

Documents	To be submitted by
<ul style="list-style-type: none"> <li>• Total amount collected from 1 October 2019 to 30 June 2020</li> <li>• Listing of recipients of donations from 1 October 2019 to 30 June 2020</li> </ul>	31 August 2020
<ul style="list-style-type: none"> <li>• Audited financial statements of CHARIS for the financial year ending 30 September 2020</li> <li>• Full progress report for the financial year ending 30 September 2020</li> <li>• Listing of recipients of donations from 1 July 2020 to 30 September 2020</li> </ul>	31 December 2020

4. Please noted that the permit is granted on the premise of CHARIS' governance structure and processes to manage Anti- Money Laundering and Counter Terrorism Financing (AML/ CTF). If at any time during this period, CHARIS fails to comply with the Regulations and/or its AML/CTF processes, the permit may be terminated or the permit period shortened.
5. Do feel free to contact me should you require further clarification.

Yours sincerely

A handwritten signature in black ink, featuring a stylized floral or starburst shape at the beginning of the name.

Catherine Tan  
nager (Sector Regulation)  
11 Commissioner of Charities  
nistry of Culture, Community and Youth

**PERMIT No: 0057/2019**

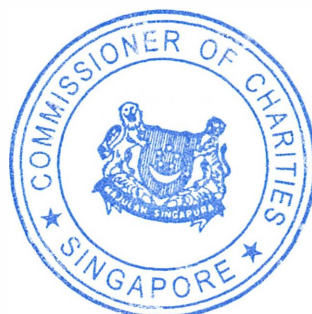
**THE CHARITIES (FUND-RAISING APPEALS FOR LOCAL AND FOREIGN CHARITABLE PURPOSES) REGULATIONS**

The Commissioner of Charities, in pursuance of the provisions of the Charities (Fund-raising Appeals For Local and Foreign Charitable Purposes) Regulations 2012, hereby grants **Caritas Humanitarian Aid & Relief Initiatives (Singapore) Ltd.** Permit No. 0057/2019 to raise funds up to \$3,000,000 from the targeted group during the period 01 October 2019 to 30 September 2020. 100% of the net funds raised will be distributed for the provision of overseas humanitarian assistance to victims of various forms of disasters, crises or adverse circumstances.

This permit is granted subject to:

- a) the applicant's compliance with the provisions of Regulations 22, 23, 24, 25 and 26 of the Charities (Fund-raising Appeals For Local and Foreign Charitable Purposes) Regulations 2012 and the conditions specified in the application form dated 30 August 2019;
- b) The amount collected must either be applied to the approved purpose directly by CHARIS or be remitted to other Catholic churches or Catholic organisations or Catholic groups. Specific approval from Archbishop, Archbishop Emeritus or any members of the College of Consultors must be obtained if the funds are given to non-Catholic groups for the carrying out of the approved purposes;
- c) Separate accounts are maintained for the general fund and specific (i.e. for specific disaster) funds;
- d) Donations collected must be remitted or used for the approved purpose within the next 2 financial years; and
- e) A copy of the audited statement of accounts to be submitted to the Commissioner not later than three months from the close of the appeal.

Dated this 30 September 2019.



MS SIM HUI TING  
DEPUTY COMMISSIONER OF CHARITIES  
MINISTRY OF CULTURE, COMMUNITY  
AND YOUTH

## ANNEXURE B: Checklist for Fundraising Appeal



<b>CHECKLIST FOR FUND-RAISING APPEAL (PART I)</b>	
<b>BASIC INFORMATION</b>	
Name of Organisation <sup>1</sup> :	
Address <sup>1</sup> :	
Fund-raising Activity <sup>2</sup> :	
Start & End Date:	
Location of Activity:	
Target Donors:	
Target Amount to raise:	
Purpose of Funds: (please elaborate in detail all activities and budgeted amounts where applicable)	
Particulars of overseas beneficiary <sup>3</sup> :	
Name:	
Registration number:	
Address:	
Catholic Affiliation (if any):	

<sup>1</sup> For the completion of Name of Organisation and Address fields;

- ii) where the person is an incorporated organisation, the name and address in Singapore of its registered office or principal place of business;
- iii) where the person is an unincorporated organisation, the name and address of an individual in Singapore appointed for the purposes of these Regulations as the designated person of the unincorporated organisation.

<sup>2</sup> Please provide details on how the fund-raising activity will be conducted and the modes of collections. Please note that apart from Fundraising Permit, other permits/licences may be required for certain fund-raising events, such as concerts.

<sup>3</sup> Permit states that the proceeds shall be applied to the approved purposes directly by CHARIS or other Catholic churches or Catholic organisations or Catholic groups (save for specific approval from the Archbishop, Archbishop Emeritus or any member of the College of Consultors)

## ANNEXURE B: Checklist for Fundraising Appeal



<b>CHECKLIST FOR FUND-RAISING APPEAL (PART II)</b>		
<b>QUESTIONNAIRE</b>	<b>YES</b>	<b>NO</b>
1) Have internal controls and proper procedures/policies been put in place to ensure that all proceeds would be properly accounted for?		
2) Controls and procedures/policies have been put in place to ensure security of the donations, especially for cash donations, to prevent any loss or theft of donations?		
3) Is there going to be online donations? If so, please provide details herewith, or in separate attachment, describing the channels and processes involved.		
4) Will commercial fund-raiser(s) be engaged in soliciting the donation?		
5) Have internal controls and proper procedures/policies been put in place to ensure that any expenses relating to this fund-raising activity will be accurately made and properly authorised?		
6) Have internal controls and proper procedures/policies been put in place for key processes, such as procurement and payment, revenue and receipts, and a system to ensure proper delegation of authority and appropriate limits of approval?		
7) Are there measures in place to ensure proper segregation of duties and adequate checks and balances, especially over financial matters such as the collection, handling of cash, depositing, transfer of funds and the issuing of receipts?		
8) Will there be any related party transactions expected (vendors, suppliers, contractors, service providers)?		
9) Is there any person below the age of 16 who will conduct or participate in the fund-raising without permission of the Commissioner of Charities?		
10) Will you be keeping a register of donors and be able to identify the donors and check the sources of your donations/funds where necessary?		
11) Is due diligence conducted, or some verification performed, on the ultimate beneficiary that you are supporting?		
12) Will the ultimate beneficiary provide progress report(s) and evidence to support the proper usage of funds raised?		
13) Was there agreement with the beneficiary(ies) for you to undertake this fund-raising?		

Name & Designation / Signature / Date .....