 **MEMBER ORGANISATION PROFILE FORM**

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| **ORGANISATION**  |  |

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| **CONTACT DETAILS** |  |  |  |
| **Name of Contact Person** | **Designation** | **Contact No.** | **Email** |
| **1.** |  |  |  |
| **2.** |  |  |  |
| **3.** |  |  |  |
| **4.** |  |  |  |
| **KEY APPOINTMENT HOLDERS** |
| **Name**  | **Designation** | **Contact No.** | **Email** |
| **1.** | **Chairman** |  |  |
| **2.** | **Spiritual Director** |  |  |
| **3.** |  |  |  |
| **4.** |  |  |  |
| **VOLUNTEERS** |
| **Number of Total Volunteers** |  | **Number of Active Volunteers** |  |
| **ORGANISATION DETAILS**  |
| **Background History** | **Description (***may be adopted in CHARIS Annual Reports***)** |
| **Mission & Purpose** | **Description** *(may be adopted in CHARIS Annual Reports)* |
| **Countries of Mission Work** | **List of the Key Countries Served:****1.****2.****3.** |
| **Nature of Mission** | **[ ]  Education** | **[ ]  Health Care**  | [ ]  **Food & Nutrition** |
| [ ]  **Shelter & Non-food Items** | [ ]  **Water, Sanitation & Hygiene** | **[ ]  Protection (from violence, abuse, harm)** |
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| **OTHER MEMBERSHIPS/AFFILIATIONS** |
| **Name of Catholic****Organisation in Singapore**  *(If Applicable)* | **1.** |
| **2.** |
| **Name of Global Network/Organisation***(if Applicable)* | **1.**  |
| **2.** |
| **MISSION ACTIVITIES** |
| **Average Number of Regular Meetings** |  |
| **Average Number of Overseas Mission Trips Per Year** |  |
| **PAST-MISSION TRIPS (Recent Examples)** |
| **Date of Mission** | **Host Country** | **Description of Work** | **No. of Participants** |
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| **PLANNED-MISSION TRIPS (Immediate Ones Only)** |
| **Date of Mission** | **Host Country** | **Description of Work** | **No. of Participants** |
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| **FINANCIAL** |
| **Do you currently raise, or intend to raise, funds for overseas beneficiaries? YES [ ]  NO [ ]**  |
| **Average no. of Fundraising Events Per Year** |  |
| **Average Amount Raised Per Year** |  |
| **Average Grants from CHARIS Per Year** |  |
| **Average Amount Disbursed Per Year** |  |
| **Average Bank Balance** |  |
|  |
| **REFERENCES** |  |
| **S/N** | **Name** | **Email** | **Contact** | **Relationship** |
| **1** |  |  |  |  |
| **2** |  |  |  |  |
| **DECLARATIONS** |  |
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| By submitting this form, we hereby fully and irrevocably DECLARE AND AGREE that: |
| 1. the information stated herein is complete, true and accurate as at the date of this form, and we shall keep CHARIS promptly updated of any change to such information;
 |
| 1. our key appointment holders are at the point of submitting this form of good standing, and none of us:
* are under criminal investigation or have been convicted whether within Singapore or elsewhere of any offenses involving fraud or dishonesty or breach of trust;
* are served with a notice of bankruptcy, made or discharged as a bankrupt;
 |
| 1. we have submitted or will within 1 month of this form submit to CHARIS the Certificate of Clearance (<https://eservices.police.gov.sg/content/policehubhome/homepage/certificate-of-clearance-hub.html>) of all key appointment holders;
 |
| 1. we have the continuing obligation to CHARIS to ensure the truth, accuracy and completeness of the declarations in this form at all times, such obligation to include making any annual declaration that may be required by CHARIS, and will inform CHARIS promptly in the event of any change in the declarations;
 |
| 1. CHARIS is authorized to collect, use, store, retain, release and transmit to any approved third party and process the information in this form for the purposes of undertaking the mission and purpose of CHARIS and in accordance with the data protection policies of Singapore and the Roman Catholic Archdiocese of Singapore;
 |
| 1. we will comply with the laws and regulations of Singapore and overseas’ and further abide by the operating procedures and guidelines set out in the Member Organization Handbook (https://charis-singapore.org/wp-content/uploads/2024/02/MO-Handbook-V2.3.pdf) stipulated by CHARIS at any time; in particular, procedures and guidelines relating to fundraising activities and the remittance of funds to overseas beneficiaries, including taking best efforts to combat money-laundering and terrorism financing, and (where necessary) the signing of the Agency Agreement (or any other document prepared by CHARIS); and
 |
| 1. we shall fully indemnify and hold CHARIS (and its directors, staff and officers) harmless from and against any claims, damages, deficiencies, losses, costs, liabilities and expenses directly or indirectly incurred by CHARIS as a result of any inaccuracy in or breach of the declarations made by us herein, and/or any contravention of the operating procedures and guidelines prescribed by CHARIS, and/or the breach of the terms of Agency Agreement (where applicable).
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| **Name of Authorised Officer : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **Designation : Chairman****Signature of Authorised Officer : \_\_\_\_\_\_\_\_\_\_\_­­­\_\_\_\_\_\_\_\_\_\_\_­­­­­­­\_** |
|  |
| **Date : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  |