|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **fsc logo1 (2)** |  | | | |
| **Application for Exemption from Registration for**  **Non-Profit Organisations** | | | |
| 1. **Who should use this form?**   This form should be used by an organisation that intends to be exempted from the requirement to register as a non-profit organisation as defined under Regulation 6(3) of the Non-Profit Organisations Regulations 2014.  ***1.1 How to submit this form***  A paper version together with all attachments must be submitted by hand to the Commission Offices in Providenciales or Grand Turk.  The application must be accompanied by payment for the non-refundable one time registration fee of $150.00. Cheques are payable to the Financial Services Commission. Payment may also be made by VISA or MasterCard at the Commission Offices.  If considered necessary, more complete information may be provided using a Continuation Sheet suitably cross referenced to the main registration form.  ***1.2 Communication***  Please provide the information below for the person with whom the Commission should communicate about this application or in relation to future matters involving this organisation. This person should be someone of seniority within the organisation. | | | | |
| Name of person completing this form |  | | | |
| Status in the Organisation[[1]](#footnote-1) | Director | Officer  (e.g. Secretary, Treasurer, President, Vice President) | Trustee | Agent |
| Other |  | | |
| Contact Telephone Number |  | | | |
| Email Address |  | | | |
| ***1.3 Additional information***  If you need advice please telephone an Analyst of the AML Supervision Department, Financial Services Commission (649) 946 5314/941 8311 or email [aml\_supervision@tcifsc.tc](mailto:aml_supervision@tcifsc.tc%20) . | | | | |

|  |  |
| --- | --- |
|  | |
| ***1.4 Checklist***  The following information must accompany this application. Please place a tick (**√**) next to each item provided. | |
| Completed NPO Exemption Application Form |  |
| Evidence of Payment of NPO Registration Fee of $150[[2]](#footnote-2) |  |
| Statement of the organisation’s purpose, objectives and activities |  |
| Provision of the organisation’s financial information  Note: If the organisation has been in operation before registering as an NPO, the NPO Supervisor will require the organisation to provide financial accounts for each year of the Organisation’s existence. |  |
| List of all the persons making up the decision-making body for the organisation |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **2 General Information** | | | | | | |
| **2.1 Name of Organisation** |  | | | | | |
| **2.4 Present Legal Structure** | Incorporated | | | | Unincorporated | |
| ***If the organisation is incorporated*** | | | | | |
| Provide the registered number | | | |  | |
| The name of the Registered Agent | | | |  | |
| The address of the Registered Office | | | |  | |
| **2.5 Contact Details for the Organisation**  If no specific operating address for NPO please ensure that address, telephone and email address of principal point of contact is quoted in this section. If details are the same as section 1.2 please state “refer to Section 1.2” | Address of the Organisation | | | |  | |
| Name of contact person for regular contact | | | |  | |
| Telephone number | | | |  | |
| Email address | | | |  | |
| Website | | | |  | |
| **2.5.1 Where was the organisation formed?** | | |  | | | |
| **2.5.2 Which date was the organisation formed** | | |  | | | |
| **2.5.3 Identify the countries that the organisation interacts with.** | | |  | | | |
|  | | | |
|  | | | |
|  | | | |
|  | | | |
|  | | | |
|  | | | |
| **2.5.6 How many members does the organisation have?** | | |  | | | |
| **2.5.7 How many volunteers does the organisation have?** | | |  | | | |
| **2.5.8 Does (or will) the organisation carry on a business?** | | | Yes  No | | | |
| If yes, please describe the business being carried on and provide a certified copy of the business license and business name certificate (if any): | | | | | | |
| ***2.6 Affiliation with Foreign Organisations*** | | | | | | |
| **2.6.1 Identify any Foreign or Domestic Organisation affiliated with the organisation.** | Name of Organisation | | | | Country of Operation | |
|  | | | |  | |
|  | | | |  | |
|  | | | |  | |
|  | | | |  | |
|  | | | |  | |
|  | | | |  | |
|  | | | |  | |
|  | | | | | | |
| ***2.7 Details of the persons who direct, own and/or control the Organisation*** | | | | | | |
| **2.7.1 List each person who direct or control the entity** | State the position held by the person | | | | State the person’s principal residential address | |
|  |  | | | |  | |
|  |  | | | |  | |
|  |  | | | |  | |
|  |  | | | |  | |
|  |  | | | |  | |
| ***2.8 Purpose, Objectives and Activities of Non-Profit Organisation*** | | | | | | |
| Please complete this section by describing **purpose, objectives** and **activities** of the NPO.  Note: Inclusion of any of fund raising scheme in this registration application does not negate the requirement to obtain any legal permissions which must be obtained prior to fund raising. | | | | | | |
| **Purpose of the organisation** | | | | | | |
| *Describes what the NPO has been set up for and is usually restricted to one or two sentences. It is helpful to include a description of how the public will benefit.* | | | | | | |
| **Objectives of the organisation** | | | | | | |
| *Similar to purpose but expressed in more detail and usually will consist of a series of objectives. “Who does the organisation help” Consider this in the context of the people and their geographical location. It is not expected that individual beneficiaries are named but certain groups of people or the public in general.* | | | | | | |
| **Activities of the organisation** | | | | | | |
| *Activities may be expressed as a combination of day to day activities related to the objectives together with a description of fund raising scheme. Also to be included in activities are programs or services offered by the organisation:*  *Example of programs and services:-* | | | | | | |
| **See examples of programs and services below:-** | | | | | | |
| * *arranging for the purchase and delivery of aid to disaster areas;* * *co-operating with others to get aid to the right place;* * *identifying the real needs of those affected by disaster and ways of meeting those needs.* | | * *educational programmes in the community;* * *promoting neighbourhood watch schemes;* * *liaising with the Police on addressing the causes of crime in the area;* | | | | * *professional development course;* * *providing a conciliation service; providing advice and support to victims and offenders.* |
| **See examples of fund raising schemes below:-** | | | | | | |
| * *fashion show* * *treasure hunt* * *crowd-funding online* * *donations (individuals or corporate)* * *silent disco* * *neighborhood street party* * *tip night (where a local restaurant or café donate tips or a percentage of sales for the night to your NPO)* * *game night.* | | * *auction* * *public collections* * *government grants* * *singles charity night* * *music festival* * *movie festival* * *garage sale* * *golf tournament* * *membership dues* * *poker tournament* * *tea party* | | | | * *carnival* * *gaming activities such as lotteries, raffles etc.* * *open house* * *costume party* * *photo exhibition* * *car wash* * *tennis tournament* * *run, fun walk* * *slam dunk competition* * *cook-off competition* |
| ***List all the Programs or Services offered (or that will be offered) by the organisation.*** | | | | ***List all the fundraising schemes used by the organisation*** | | |
|  | | | |  | | |
|  | | | |  | | |
|  | | | |  | | |
|  | | | |  | | |
|  | | | |  | | |
|  | | | |  | | |
|  | | | |  | | |
|  | | | |  | | |
|  | | | |  | | |
|  | | | |  | | |

|  |  |  |
| --- | --- | --- |
| **3 Financial Information of the organisation** | | |
| ***Generation of funding for the organisation*** | | |
| **3.1.1 What is the total amount of funds being injected into the organisation as at the date of completing this application? Where the organisation is already in existence, please indicate the total amount of funds injected into the organisation as at the date of its establishment.** |  |
| **3.1.2 What is the source of the funds in 2.7.1.1 i.e. how were the funds in 2.7.1.1 acquired?** E.g. the funds were acquired from individual contributions of members in the amount of $20.00 per person. |  |
| **3.1.3 What is the projected gross annual income of the organisation[[3]](#footnote-3)?** |  |
| **3.1.4 What is the total value of underlying assets (in dollar figure) of the organisation as at the date of completing this application?**  **Your response must include property and cash holdings.** |  |
| **3.1.5 If any of the assets of the organisation are located outside TCI, identify the countries where they are held.** |  |
| **3.1.6 How much of the organisation’s money is or will be generated outside TCI[[4]](#footnote-4)? Please express in percentage.** | % |
| **3.1.7 Identify the countries where these funds will be or are generated from.** |  |
| **3.1.8 Explain the primary method for generating these funds[[5]](#footnote-5).** |  |
| **3.2 Disbursement of the organisation’s funds** | | |
| **3.2.1 What is the annual expenditure of the organisation[[6]](#footnote-6)?** |  |
| **3.2.1.1 State the number of employees the organisation has** (if applicable)**.** |  |
| ***International Payments*** | |
| **3.2.2 Indicate the percentage of the organisation’s funds paid outside of TCI.** | % |
| **3.2.3 Describe the persons outside of TCI who are recipients of money from the organisation[[7]](#footnote-7).** |  |
| ***Domestic Payments*** | |
| **3.2.4 Indicate the percentage of the organisation’s funds paid within TCI.** | % |
| **3.2.5 Describe the persons within TCI who are recipients of money from the organisation[[8]](#footnote-8).** |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  | | | |
| **4 Declaration**  *Only an authorised official of the organisation should sign this form. The persons considered to be the persons who direct and/or control the organisation are ultimately responsible for the accuracy of the information provided on this form.*  I declare that   * I have authority to sign this form. * I have answered every question and included all relevant details. Where necessary, I have continued my answers on a separate sheet of paper which is attached to this form. * The information given is true and complete * I understand that I must advise the Commission in writing as soon as possible of a material change or significant inaccuracies in any information or documentation provided in this application. * I will provide any further information as the Commission may consider appropriate to support this application | | | |
| **Name** |  | | |
| **Signature** |  | **Date** |  |
| **Position in the Organisation** |  | | |
| **Contact Telephone Number** |  | | |

1. References in this application to “organisation” include organisations which are proposed and have not yet been formed. [↑](#footnote-ref-1)
2. Providing the payment receipt from the Finance and Administration Department of the Financial Services Commission is sufficient to evidence payment of the NPO registration fee. [↑](#footnote-ref-2)
3. If the organisation has not yet been formed, please provide an estimate of the income expected each year. [↑](#footnote-ref-3)
4. The response should take account of any fundraising activities, donations, membership contributions, etc. [↑](#footnote-ref-4)
5. The response should indicate whether the primary method is fundraising activities, donations, membership contributions, etc. [↑](#footnote-ref-5)
6. If the organisation has not yet been formed, please provide an estimate of the expense expected each year. [↑](#footnote-ref-6)
7. E.g. persons on social welfare, persons suffering from kidney failure, less fortunate students scoring above 70% in a school year, less fortunate members of the church, etc. [↑](#footnote-ref-7)
8. E.g. persons on social welfare, persons suffering from kidney failure, less fortunate students scoring above 70% in a school year, less fortunate members of the church, etc. [↑](#footnote-ref-8)