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| **fsc logo1 (2)** | **TURKS & CAICOS ISLANDS FINANCIAL SERVICES COMMISSION** | | | | | | | | |
| **Application for Registration of**  **Non-Profit Organisations** | | | | | | | | |
| 1. **Who should use this form?**   This form should be used by an entity that intends to be registered as a non-profit organisation as defined under the Proceeds of Crime Ordinance [Cap.03.15]. Please also refer to the NPO Registration and Supervision Guidance.  ***1.1 How to submit this form***  This application and supporting documents can be submitted electronically via email [aml\_supervision@tcifsc.tc](mailto:aml_supervision@tcifsc.tc%20) or a paper version can 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’s Offices.  Where necessary, more information may be provided using a Continuation Sheet suitably cross referenced to the main registration form.  If you need advice or guidance on this process, please contact an Analyst of the AML Supervision Department, Financial Services Commission at (649) 946 5314/941 8311 or email [aml\_supervision@tcifsc.tc](mailto:aml_supervision@tcifsc.tc%20) . | | | | | | | | | |
| **2 General Information** | | | | | | | | | |
| **2.1 Name of Organisation** | |  | | | | | | | |
| **2.2 What is (or will be) the legal form of the applicant[[1]](#footnote-1)?** | | Unincorporated Association  Non-Profit Company  Other | | | | | | | |
| ***If the organisation is a Non-Profit Company at time of applying for registration –*** | | | | | | | |
| Provide the registered number | | | |  | | | |
| The name of the Registered Agent | | | |  | | | |
| The address of the Registered Office | | | |  | | | |
| **2.4 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. | | Address of the Organisation | | | |  | | | |
| Telephone number | | | |  | | | |
| Email address | | | |  | | | |
| Website | | | |  | | | |
| **2.5 Is the organisation affiliated to any other non-profit organisation in the TCI?** | | | | Yes  No | | | | | |
| If yes, please state the full name of the non-profit organisation(s). | | | |  | | | | | |
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| **2.6 Is the organisation affiliated to any other non-profit organisation outside the TCI?** | | | | Yes  No | | | | | |
| If yes, please state the full name of the non-profit organisation(s). | | | | ***Affiliated NPO*** | | | | | ***Country where based*** |
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| **2.7 How many members does the organisation have?** | | | |  | | | | | |
| **2.8 Does (or will) the organisation carry on a business?** | | | | Yes  No | | | | | |
| If yes, please describe the business being carried on and provide a copy of the business license and business name certificate (if any). | | | | | | | | | |
| **2.9 Purpose of Non-Profit Organisation**  **Which of the following categories best describe the purpose of this organisation? Tick all that apply.** | | | | | | | | | |
| **Charitable Purpose** | | | | | **Select which apply to your organisation** | | | **Is this the core or primary purpose of the organisation?** | |
| The prevention or relief of poverty | | | | |  | | | Yes  No | |
| The advancement of education | | | | |  | | | Yes  No | |
| The advancement of religion | | | | |  | | | Yes  No | |
| The advancement of sports | | | | |  | | | Yes  No | |
| The advancement of the arts, culture, heritage or science | | | | |  | | | Yes  No | |
| The advancement of animal welfare | | | | |  | | | Yes  No | |
| The advancement of environmental protection or improvement | | | | |  | | | Yes  No | |
| The advancement of health or the saving of lives | | | | |  | | | Yes  No | |
| The advancement of citizenship or community development | | | | |  | | | Yes  No | |
| The advancement of human rights, conflict resolution or reconciliation, or the promotion of religious or racial harmony or equality and diversity | | | | |  | | | Yes  No | |
| Other (Please state) | | | | |  | | | Yes  No | |
| **2.10 Programs, services, and fundraising activities of the organisation** | | | | | | | | | |
| **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.* | | |

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| Program or Service | Countries where program or service delivered (or will be delivered) |
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| **3 Financial Information of the organisation** | | | | | | | | | |
| ***3.1 Generation of funding for the organisation*** | | | | | | | | | |
| **3.2 Details of Contributions** | | | | | | | | |
| **Activity Type** | **Estimated amount to be raised[[2]](#footnote-2)** | | | **Countries where funds to be raised *(please indicate the percentage of the funds raised from the named countries)*** | | | | |
| Membership fees | $ | | |  | | | | % |
|  | | | | % |
|  | | | | % |
| Donations | $ | | |  | | | | % |
|  | | | | % |
|  | | | | % |
| Grants | $ | | |  | | | | % |
|  | | | | % |
|  | | | | % |
| Fund raising events/activities | $ | | |  | | | | % |
|  | | | | % |
|  | | | | % |
| Other | $ | | |  | | | | % |
|  | | | | % |
|  | | | | % |
| **3.3 Use of Funds** | | | | | | | | |
| **Activity Type** | **Estimated amount to be expended** | | | **Countries where funds are used *(please indicate the percentage of the funds expended to the named countries)*** | | | | |
| Funds donated or contributed in accordance with NPO’s purpose | $ | | |  | | | % | |
|  | | | % | |
|  | | | % | |
| Contributions/Donations to other causes | $ | | |  | | | % | |
|  | | | % | |
|  | | | % | |
| Salaries | $ | | |  | | | % | |
|  | | | % | |
|  | | | % | |
| Rent | $ | | |  | | | % | |
|  | | | % | |
|  | | | % | |
| Other expenses (e.g. insurance, utilities, travel, etc.) | $ | | |  | | | % | |
| **3.4 Banking Arrangements** | | | | | | | | |
| **Name of Bank** | | |  | | | | | |
| **Bank Address** | | |  | | | | | |
|  | | | | | | | | | |
| **4 Declaration**  Only an authorised official of the organisation should sign this form. The persons considered to be the controllers of the organisation are ultimately responsible for the accuracy of the information provided on this form.  I declare that   * I have the 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** | |  | | | | | | | |

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| ***Checklist*** | | |
| The following information must accompany this application. Please place a tick (**√**) next to each item provided. | | |
| 1. Completed NPO Application Form | |  |
| 1. Personal Declaration Questionnaire for each individual controller | |  |
| 1. Evidence of Payment of NPO Registration Fee of $150[[3]](#footnote-3) | |  |
| 1. Provision of the organisation’s financial information for the last three years if already in operation | |  |
| 1. List of all the person making up the decision-making body of the organisation i.e. the controllers | |  |
| 1. Signed NPO Controllers Declaration[[4]](#footnote-4) | |  |
| 1. Governing document for the organisation (rules, bylaw, constitution, etc) | |  |
| **Governing Document**  Indicate the section of the governing document where the requirements listed are provided for. **Please note** **that the governing document must be signed by the initial controllers of the organisation and the date of establishment of the organisation must also be stated in the document.** | | |
| **Items required to be included in the governing document** | **Section of governing document** | |
| 1. Name of the organisation |  | |
| 1. Date of establishment of the organisation |  | |
| 1. Place where the organisation was established |  | |
| 1. Organisation’s purpose, objectives and activities |  | |
| 1. Membership rules (including eligibility, suspension and expulsion) and terms of office (length of terms, limits on re-election) |  | |
| 1. Duties and responsibilities of individual officers and of members (e.g. to pay membership fees) |  | |
| 1. Minimum number of board members/office-bearers |  | |
| 1. Minimum number of board meetings and method of convening meetings |  | |
| 1. Decision-making procedures (number needed for quorum, how to vote and record decisions) with explicit indications that decisions are to be taken collectively |  | |
| 1. Record of Board meeting minutes |  | |
| 1. Office-bearer with primary responsibility for managing or otherwise dealing with the organisation’s money and their powers |  | |
| 1. General statement about the way the finances of the organisation should be handled, including what should happen to the organisation's funds if the organisation is dissolved. Detailed financial procedures including the amount and collection procedures for dues, if any, should also be outlined |  | |
| 1. Identification of the officer responsible for maintaining records of income and expenditure and a statement obligating such officer to provide full details of the organisation’s finances to the general membership at a General Meeting |  | |
| 1. Date for the end of the organisation’s financial year (if applicable) |  | |
| 1. Organisation’s income and property are not distributable to its members or office-bearers, except as reasonable compensation for services rendered in furtherance of the organisation’s objectives |  | |
| 1. Procedure for amending the governing document |  | |
| 1. Procedure by which the organisation may be wound up or dissolved and provision for assets/liabilities of the organisation to be transferred to another non-profit organisation having similar objectives. |  | |
| 1. Signature section |  | |

1. Where an applicant intends to form as a non-profit company, the NPO Supervisor will inform the Registrar of Companies of its approval of the incorporation of the applicant as a non-profit company, provided that the entity is established within a period of 21 days from the date of the notice. [↑](#footnote-ref-1)
2. Where an applicant for registration is an existing organization, the NPO Supervisor may require at least three years financial statements. [↑](#footnote-ref-2)
3. 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-3)
4. Each controller must submit a signed NPO Controller Declaration. Controllers are persons who control or direct the activities of the organisation, including, as appropriate, senior officers, directors and trustees. [↑](#footnote-ref-4)