**NPO CONTROLLER DECLARATION**

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| **Name of Organisation** |  |

I, the undersigned, declare that I am a member of the body of controllers[[1]](#footnote-1) of the organisation named above, and is therefore deemed a ‘controller’. I do hereby confirm and declare that I understand that:-

1. The body of controllers, however described, has ultimate control of the organisation.
2. Although I am a controller, I do not have any authority to act on my own.
3. The body of controllers (of which I am a member) is responsible for the proper administration of the organisation.
4. As a member of the body of controllers, I understand that the organisation is required to, inter alia:
   1. inform the NPO Supervisor of changes to the organisation’s purposes, objectives and activities,
   2. inform the NPO Supervisor of changes of office-bearers and their addresses and other contact details,
   3. inform the NPO Supervisor of changes of the organisation’s address and other contact details,
   4. inform the NPO Supervisor of changes to the governing document,
   5. keep records pursuant to regulation 12 of the Non-Profit Organisations Regulations 2014
   6. submit financial statements to the NPO Supervisor each year, either within six months of the end of the organisation’s financial year or by 30th June, pursuant to regulation 14 of the NPO Regulations (unless the organization is deemed exempt), and
   7. safeguard and protect the assets of the organisation
5. To the best of my ability, perform my functions as a controller in accordance with the laws of the Turks and Caicos Islands and the relevant other governing documents of the organization.
6. To the best of my ability take steps to avoid any conflict between my personal interests and those of the organisation.

**Please Note: For a copy of the NPO Regulations 2014 (as amended 2018), please** [**click here**](https://tcifsc.tc/wp-content/uploads/2020/01/NPO-Regulation-Reprint-2018.pdf) **or navigate to the Legislation section of the Turks and Caicos Islands Financial Services Commission’s website at** [**www.tcifsc.tc/non-profit-organizations-legislation-regulation/**](http://www.tcifsc.tc/non-profit-organizations-legislation-regulation/)**.**

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| **Signed:** |  | **Date:** |  |
| **Print Name:** |  | | |
| **Position in the Organisation** |  | | |

1. A controller is defined by regulation 2 of the Non-Profit Organisations Regulations 2014 (as amended 2018) as a person who owns, controls or directs a non-profit organisation and includes — where the NPO is established as any of the foregoing, a trustee of a trust, a director of a company; a general partner of a partnership; a person responsible for the management and administration of an unincorporated association;a person not specified above, orwhere the NPO is established by that person; a person deemed a controller by the NPO Supervisor. [↑](#footnote-ref-1)