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| **fsc logo1 (2)** |  |
| **Voluntary De-Registration Form for****Non-Profit Organisations (NPO)** |
| If you would like to deregister an NPO and you are a controller of the organisation or an authorised person of the organisation, please complete this form. This form must be completed either electronically or in your handwriting and submitted along with the required documents to the Commission’s offices in Providenciales or Grand Turk. If you are closing your organisation or merging with another organisation, you must follow your NPO’s governing documents (such as your constitution, rules or trust deed). Registered NPOs governing documents should have a clause that says what must happen to any assets when the NPO is closing (for example, that they are given to another registered NPO with similar purposes). The governing documents may set out a procedure for distributing the assets (for example, a procedure for choosing the NPO that will receive any assets). Please contact the NPO Supervisor via aml\_supervision@tcifsc.tc or (649) 946-5314, if you need further information or assistance. |

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| **1** | **NON-PROFIT ORGANISATION INFORMATION** |

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| NPO Name |       | NPO Registration No |       |

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| **2** | **REASON FOR DEREGISTRATION** |

► Please tick below the most relevant reason for deregistration and follow on to the indicated section.

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|  [ ]  | The NPO is closing down permanently | If your NPO is closing, please enter the name of the person that this activity has been assigned to      |

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|  [ ]  | The NPO is merging with another registered NPO | If your NPO is merging with another registered NPO, please enter the full name of that organisation      |

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|  [ ]  | The NPO no longer meets the requirements for registration | If your NPO no longer meets the requirements to continue being a registered NPO (e.g. the NPO now has converted to a for-profit structure), briefly explain below how the NPO no longer meets the requirements       |

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|  [ ]  | Other reason | If your NPO is deregistering for any other reason than those mentioned above, briefly explain the reason below:      |

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| **3** | **NPO FINANCIAL INFORMATION** |

► As at the date of submission of this form, what was the value of the NPO’s total assets and liabilities? Your best estimate of the value of your NPO’s assets and liabilities is sufficient.

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| Total Assets | $ |       |

|  |  |  |
| --- | --- | --- |
| Total Income | $ |       |

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| --- | --- | --- |
| Total Liabilities[[1]](#footnote-1) | $ |       |

► Please tell us what has happened to, or what your plans are for your charity’s accumulated assets and income[[2]](#footnote-2).

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| **4** | **DECISION OF THE CONTROLLERS TO VOLUNTARILY DE-REGISTER** |

By agreement of the controllers of the organisation named in section 1 of this form, acting in accordance with the governing document of the organisation, the controllers do hereby pass, certify and affirm the following resolutions: -

1. RESOLVED that the organisation be de-registered with immediate effect;
2. RESOLVED that all steps have been taken to conclude the affairs of the organisation and dispose of any and all assets and liabilities of the organisation;
3. RESOLVED that the original certificate of registration be returned to the NPO Supervisor;
4. RESOLVEDthat the person named in section 5 of this form be duly authorised to sign this form.

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| The controllers are duly authorized to deliver this resolution to the NPO Supervisor on this day of  ,  . |
| Controller 1 | Full Name |       | Signature |  |
| Controller 2 | Full Name |       | Signature |  |
| Controller 3 | Full Name |       | Signature |  |
| Controller 4 | Full Name |       | Signature |  |
| Controller 5 | Full Name |       | Signature |  |

**Please Note: Where this form concerns an NPO which has been formed as a Non-Profit Company, the organisation will need to follow the procedures set out in its Articles of Incorporation concerning minutes and resolutions of the directors, and in respect of winding up.**

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| **5** | **Declaration and Authorisation** |

*Only an authorised official of the organisation should sign this form.*

I, the controller identified below, declare that –

* I have authority to sign this form.
* I have answered every question and included all relevant details.
* 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 on this form.
* I will provide any further information as the Commission may consider appropriate to support this request.

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| Full Name |       |  Position |       |

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| --- | --- | --- | --- |
| Email |       |  Phone |       |

|  |  |  |  |
| --- | --- | --- | --- |
| Signature |       |  Date |       |

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| **What happens once you submit your request for deregistration?** The request for de-registration should take up to five working days to be processed. A notice of de-registration in the form of a letter confirming de-registration will be provided to the person signing this form. The NPO Register will be updated with the details of the de-registration. Upon de-registration, the NPO must immediately return the original NPO Certificate of Registration to the NPO Supervisor. |

1. Please note that liabilities should take into account any fees due to the NPO Supervisor for submission of annual financial statements [↑](#footnote-ref-1)
2. Please provide copies of any document(s) evidencing the closure of all bank accounts and the division of assets as required under NPO Regulations and its governing documents. [↑](#footnote-ref-2)