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| Name of Applicant: **(in the case of an unincorporated charitable organization, a governing board member)** | | Address: | | | |
| Name of Charitable Organization: | | Address: | | | |
| Telephone # |  | Email Address |  | | |
| Date of Application:  \_\_\_/\_\_\_\_/\_\_\_\_\_ (dd/mm/yyyy) | | Companies Office of Jamaica Registration Number, etc.: | | Charitable Organization TRN: | |
| Type of Charitable Organization:  Charitable Trust [ ]  Institution: Incorporated [ ] Unincorporated [ ]  Limited Liability Company [ ]  Unlimited Liability Company [ ]  Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | Under which Act is the entity Registered: **(not applicable to individuals operating unincorporated /unregistered organization )** | | | |
| Please indicate the applicate charitable purpose/s below   1. Prevention of relief of poverty. 2. The advancement of education. 3. The advancement of religion. 4. The advancement of health or the saving of lives. 5. The advancement of good citizenship or community development. 6. The advancement of arts, culture, heritage or science. 7. The advancement of amateur sport 8. The advancement of human rights, conflict resolution or reconciliation. 9. The promotion of religious or racial harmony or equality or diversity. 10. The advancement of environmental protection or improvement. 11. The relief of those in need because of youth, advanced age, ill-health, disability, financial hardship or other disadvantage (including temporary disadvantages such as the effects of a public disaster or public emergency). 12. The promotion of the efficiency of the armed forces or the efficiency of the police forces. 13. The advancement of animal welfare. 14. A purpose specified by the Minister, by order, analogous to a purpose mentioned in paragraphs 1 to 13 (state purpose). \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | [ ]  [ ]  [ ]  [ ]  [ ]  [ ]  [ ]  [ ]  [ ]  [ ]  [ ]  [ ]  [ ]  [ ] |

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| Number of Governing Board Members: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | |
| **Particulars of Governing Board Members  at the time of Application for Charitable Status** | | | | | | | |
| Names of Governing Board Members | Date of Appointment to Board | Job Title/  Occupation | Nationality | TRN | Residential Addresses: Email | Email Address | Contact # |
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***(All Governing Board Members are to complete and attach the Fit and Proper Questionnaire with a certified passport size picture)***

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| Name of Company Secretary, (if applicable): |
| Explain the charitable purpose and reason(s) for registration of the charitable organization: |
| State sections of the Constitution [Articles of Association and Memorandum of Association (applicable to companies incorporated before 2005) or Articles of Incorporation (Form 1B), (applicable to companies incorporated after 2005)], that specify how the assets and liabilities of the charitable organization will be treated upon dissolution. |
| Where the charitable organization is a body corporate, has a receiver been appointed to manage any of its assets? Yes [ ] No [ ] |
| State sections of the Constitution [Articles of Association and Memorandum of Association (applicable to companies incorporated before 2005) or Articles of Incorporation (Form 1B including Schedule 1) (applicable to companies incorporated after 2005)], that specify how proper books of accounts of the charitable organization are to be kept for inspection by an Inspector or any person duly authorised by the Charity Authority: |
| State year of previously Audited Financial Statement (if applicable) \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| List all major donors and Country of Origin (if applicable)   |  |  | | --- | --- | | Existing Donors | Country of Origin | |  |  | |  |  | |  |  | |  |  |   State all sources of funding:   1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ d. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ e. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ f. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   Please specify category for your Charity   |  |  | | --- | --- | | Categories | Tick all that apply | | Benevolent Societies |  | | Alumni/Past Students’ Association |  | | Church/ Church Affiliates |  | | Other Religious Organizations/ Affiliates |  | | Company Based |  | | Community Based |  | | Government Based Entity |  | | Trusts |  | | Overseas Based Entity |  | | Schools (Government and Private) |  | | Unincorporated Entity |  | | Other (state): |  | |
| **I hereby declare that the information submitted is true to the best of my knowledge and belief.**  Signature of Governing Board Member: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| |  |  | | --- | --- | | **Kindly submit all of the following documents** | | | * Application Fee * Charitable Organization’s Tax Registration Number (TRN) * Certificate of Registration / Certificate of Incorporation * Fit and Proper Questionnaire along with certified passport size photograph to be submitted by all the Directors and the Secretary * Detailed plan of charitable activities to be carried out or the plan for the disbursement of donor funds to further the charitable purposes of the organization; * Copy of the administrative and operations management policies and procedures of the charitable organization * Prior year financial statements, audited or unaudited \* | **√ documents submitted**  [ ]  [ ]  [ ]  [ ]  [ ]  [ ]  [ ] | | * Applicable constituent document:- [ ]   + Articles of Association and Memorandum of Association for companies incorporated before 2005   + Articles of Incorporation (Form 1 B) to include Schedule 1 for companies incorporated after 2005)   + Trust Deed for a Charitable Trust   + Registered Rules for Benevolent Societies   + Vested Act for entities that were incorporated by way of such instruments   + For unincorporated charitable organization, constituent document that have been stamped at the Stamp Office and lodged at the Registered General’s Department | | |

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| **For Official Use**  Date Application was received by the Charities Authority \_\_\_/\_\_\_/\_\_\_ (dd/mm/yyyy)  Date last Charitable Status was approved \_\_\_/\_\_\_/\_\_\_\_ (dd/mm/yyyy)  Checked by: Mrs., Mr., Miss \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Forms completed : Yes No Documents submitted : Yes No  Approval given: Yes No  **If no,** reason: . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .  . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .  . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . |