

Due Diligence Checklist – for Association / Club / Society

To be completed by the Charity and/or NPO concerned.

General assessment factors: -

<u>Assessment Factors</u>	<u>Comments</u>
1. For Singapore-registered Charities and/or IPC, please check the portal: https://www.charities.gov.sg/	
2. Please provide, where applicable, geographic locations served, including headquarters and operational jurisdictions / areas [<i>This question entails providing a broader description of the Group entities and/or structure, where relevant</i>].	
3. Purpose and nature of the Organisation, including mission(s), stated objectives, programs, activities, and services.	
4. The organizational structure, including key principals and management.	
5. General information about the donor base, funding sources, and fundraising methods, and, for public charities, the level of support from the general public.	
6. Does the Organisation work with professional fundraisers or commercial participator(s)? If yes, please provide explanation on the processes.	
7. Affiliation with other charities and Non-Profit Organisations, governments, or groups, if any	
8. Information pertaining to the Organisation's operating policies, procedures, and internal controls with	

<u>Assessment Factors</u>	<u>Comments</u>
respect to the funds received / disbursed.	
9. General information about beneficiaries and criteria for disbursement of funds, including guidelines/standards for qualifying beneficiaries and any intermediaries that may be involved.	

Overall Assessment: -

Please provide the Organisation's self-assessment in respect of the financial accountability and transparency of funds; covering the following areas: -

- Safeguards against Money Laundering and Terrorist Financing Risks
 - How are potentially suspicious activities detected?
 - Is there a formal channel to report suspicious activities and/or transactions?
- Governance to ensure that funds are applied in furtherance of the organisation's objectives.