

Please complete this form electronically when possible. If your form is illegible it may be returned.



GOVERNMENT OF BERMUDA

CHARITIES ACT 2014 ANNUAL REPORT FOR CHARITIES

This information is being collected to determine the suitability of registered charities and associated persons for continued registration under the Charities Act 2014. Questions about this Form or the collection of the information can be directed to the Registrar General at the address below, via email at charityinfo@gov.bm or via telephone at 246-8949.

RETURN THIS FORM TO:		The Registrar General Government Administration Building, 1 st Floor 30 Parliament Street Hamilton HM 12		Email: charityinfo@gov.bm	
1. Name of Charity:					
2. Phone Number:		3. Email Address:			
4. Address of charity (street address):		5. Mailing address (if different from street address):			
6. Registered Charity Number:		7. Registration Expiry Date (if applicable):			
8. Financial Year covered by this report:		9. Has this report been submitted within 6 months of the charity's financial year end?			
10. If you are a registered company please provide your company registration number and details on your Shareholders:					
11. If the charity has a trading subsidiary or subsidiaries please list them below or indicate N/A (a trading subsidiary is a company owned and controlled by the charity to trade on its behalf):					
12. If the charity has a trade name please provide it below or indicate N/A:					
13. Please select <u>only one</u> primary charitable purpose that best describes your charity and (if applicable) <u>only one</u> secondary charitable purpose (follow the link HERE for guidance):					
	Primary	Secondary		Primary	Secondary
• The prevention of relief of poverty	<input type="checkbox"/>	<input type="checkbox"/>	• The advancement of sport	<input type="checkbox"/>	<input type="checkbox"/>
• The advancement of education	<input type="checkbox"/>	<input type="checkbox"/>	• The advancement of the arts, culture, heritage or science	<input type="checkbox"/>	<input type="checkbox"/>
• The advancement of religion	<input type="checkbox"/>	<input type="checkbox"/>	• The advancement of animal welfare	<input type="checkbox"/>	<input type="checkbox"/>
• The advancement of health or the saving of lives	<input type="checkbox"/>	<input type="checkbox"/>	• The relief of those in need because of youth, age, ill-health, disability, financial hardship or other disadvantage	<input type="checkbox"/>	<input type="checkbox"/>
• The advancement of citizenship or community development	<input type="checkbox"/>	<input type="checkbox"/>	• The advancement of environmental protection or improvement	<input type="checkbox"/>	<input type="checkbox"/>
• The advancement of human rights, conflict resolution or reconciliation, or the promotion of religious or racial harmony or equality and diversity	<input type="checkbox"/>	<input type="checkbox"/>	• The promotion of the efficiency of the armed forces of the Crown or of the efficiency of the police, fire and rescue services or ambulance services	<input type="checkbox"/>	<input type="checkbox"/>
• The provision of recreational or similar facilities in the interests of social welfare	<input type="checkbox"/>	<input type="checkbox"/>	• Recreational and similar facilities	<input type="checkbox"/>	<input type="checkbox"/>

14. GENERAL OBLIGATIONS

- a) Does the charity work with persons who are considered vulnerable because of their age, physical or mental ability, or ill health?
- b) If you answered **YES** to question a), are you in compliance with the Vulnerable Persons Policy Document that has been issued by the Registrar General and Charities Commissioners for charities?
- c) Is your charity in compliance with the Anti-Money Laundering and Anti-Terrorist Financing obligations for charities under the Charities Act 2014 and the Charities (Anti-Money Laundering, Anti-Terrorist Financing and Reporting) Regulations 2014?
- d) During the past year, did the charity notify the Registrar General of any changes to its **trustees, address, Bye-laws, Constitution, or other particulars** within 30 days? (Section 17 of the Charities Act 2014)
- e) Are the charity's financial statements for the year to which this Annual Report relates attached?
- f) Have the financial statements been submitted within 6 months of the end of the charity's financial year end? (Section 37 of the Charities Act 2014)
- g) Have the financial statements been signed by the Treasurer and one other officer or trustee?
- h) If the financial statements have been audited have they been signed by the auditor?
- i) Has the charity paid the relevant annual fee to the Registrar General?
- j) Charities must re-confirm their Bye-Laws/ Constitution every 5 years if there have been no changes. If this applies, have you included a copy with your application?

15. If you answered NO to any of questions b) - g) or i) - j), or if your charity is not in compliance with any of the requirements of the Charities Act 2014 or the Charities Regulations 2014, please provide an explanation:

16. Please identify the primary objectives of your charity and its main beneficiaries:

17. Please explain how the charity's objectives and aims are of benefit to the public. You may wish to refer to the "Guidance on Charitable Purposes and Public Benefit" document issued by the Registrar General and Charity Commissioners, which is available [HERE](#):

18. Trustees are required to account for the activities undertaken to further its charitable purpose each year. Please attach your annual report and/or use the space below to identify the information required under Section 38 of the Charities Act 2014. This includes the nature of any fundraising activities, projects and programmes that the organization engaged in during the past year, any changes during the year to its trusts, and information on the charity's anti-money laundering and anti-terrorist financing systems and controls. If it does not engage in fundraising, please state how it is financed. You may attach any additional materials (e.g. formal annual report, flyers, newspaper articles, etc.) that evidence the activities of your charity. Should you require additional space, please include on a separate sheet. (Please refer to Section 38 of the Charities Act 2014 - link [HERE](#) - for more details before completing this section):

19. LIST ALL TRUSTEES, DIRECTORS AND OFFICERS OF THE CHARITY (attach a separate sheet if necessary)

Official Title:			
Name:			
Street Address:			
Phone:	(C):	(H):	Email:
Official Title:			
Name:			
Street Address:			
Phone:	(C):	(H):	(Email:)
Official Title:			
Name:			
Street Address:			
Phone:	(C):	(H):	(Email:)
Official Title:			
Name:			
Street Address:			
Phone:	(C):	(H):	(Email:)
Official Title:			
Name:			
Street Address:			
Phone:	(C):	(H):	(Email:)
Official Title:			
Name:			
Street Address:			
Phone:	(C):	(H):	(Email:)
Official Title:			
Name:			
Street Address:			
Phone:	(C):	(H):	(Email:)
Official Title:			
Name:			
Street Address:			
Phone:	(C):	(H):	(Email:)
Official Title:			
Name:			
Street Address:			
Phone:	(C):	(H):	(Email:)
Official Title:			
Name:			
Street Address:			
Phone:	(C):	(H):	(Email:)

20. In the last 5 years, have any of the charity's trustees, directors, or officers, whether under the laws of Bermuda or any other jurisdiction:

- a) been charged or convicted of an offence (excluding traffic violations) under any criminal law or other law in force?
- b) been the subject of, or convicted in any regulator, civil, or other action or proceeding?
- c) been the subject of bankruptcy or receivership proceedings?
- d) been the subject of a court judgment or writ, or failed to satisfy a judgment or writ?
- e) had a business license or registration refused, suspended, or cancelled?

21. If the answer is YES to any of the questions above, please provided details (attach a separate sheet if necessary):

22. ANTI-MONEY LAUNDERING & ANTI-TERRORIST FINANCING REPORT

- a) If your charity's net worth is over \$50,000 have you appointed a Compliance Officer?
- b) Name of Compliance Officer or indicate N/A:
- c) Has the charity's Compliance Officer received AML/ATF training from the Registry General Department?
- d) If the Charity's net worth is under \$50,000, have at least 2 trustees received the AML/ATF training from the Registry General Department?
- e) Has the charity provided its most current bank mandate(s) to the Registry General Department?
- f) If your bank mandate has not changed in the last 3 years, is a copy included with your application?
- g) Please list the names of the **local** bank(s) your charity has an account with along with the number and type of account(s):
- h) Please list the names of any **foreign** bank(s) your charity has an account with along with the number and type of account(s) or indicate N/A:

23. If the answer is NO to questions a), c), d), e) or f) above, please provide details:

24. KNOW YOUR DONORS

- a) Have the trustees taken reasonable and appropriate steps to ensure they know who the charity's donors are?
- b) Does the charity have a well-established relationship with them?
- c) Have any individual donors given more than \$5,000 during the last financial year?
- d) In what form(s) are the funds received? (cash, cheque, bank transfer, etc – list all that apply:
- e) Has the charity received any unusual or one-off donations?
- f) Have there been any conditions attached to such donations?
- g) Have any public concerns been raised about any of the charity's donors or their activities?
- h) Have any donations been made on the condition that the funds are only to be retained by the charity for a period of time and then returned to the donor, with the charity retaining the interest?
- i) Have any donations been made on the condition that a particular third party be used to apply the funds?
- j) Have any donations been made on the condition that the funds be applied for the benefit of particular individuals, either directly or indirectly?
- k) Has the charity been asked to act as an intermediary to move funds for a third party?
- l) Have any donations been made in Bermuda dollars or another currency, with a requirement that they be returned in a different currency?
- m) Have any donations been received from unknown bodies or international sources where financial regulation or the legal framework are not rigorous?

25. If the answer is YES to any of the questions e) to m) above please provide details:

26. Please list the names of your 10 largest individual and corporate donors along with their total donations over the past financial year, or if less than 10 please list all donors:

27. KNOW YOUR PARTNERS

If the charity has partners or agents:

- a) have the trustees taken reasonable and appropriate steps to ensure they know who they are?
- b) does it have influence or control over them?
- c) does it have a long term relationship with them?
- d) do any of them operate in territories or areas known for terrorism or other criminal activity?

If the answer is NO to questions a) to c) or YES to question d) please provide details:

28. KNOW YOUR BENEFICIARIES

- a) Does the charity verify how its beneficiaries use the funds or other resources provided to them?
- b) Are any of the charity's beneficiaries located outside Bermuda?
- c) Has the charity received any unusual requests from its beneficiaries?
- d) Are any of the charity's beneficiaries located in territories or areas that are known for terrorism or other criminal activity?
- e) Are any of the charity's beneficiaries located in territories or areas that are subject to sanctions by the Government of Bermuda? (please see [International Sanctions Measures | Government of Bermuda](#))

29. If the answer is NO to question a) or YES to questions b) to e) please provide details:

30. KNOW YOUR STAFF

- a) Does the charity engage the service of volunteers (not including trustees/board members)?
- b) Does the charity employ any part-time or full-time staff?
- c) If you answered YES to question b), is the charity current with all of its statutory financial obligations to its employees with respect to payroll tax, health insurance, pension payments or any other obligations?
- d) If you answered YES to questions a) or b), does the charity have a screening process in place to ensure all volunteers and staff are suitable for their roles, especially if the charity interacts with vulnerable individuals?

31. If the answer is NO to questions c) or d) please provide details:

32. If applicable, please list the numbers of any volunteers and the numbers of any paid staff that were employed during the financial year covered in this report, along with their positions and salaries (do not include personal details such as names):

We hereby certify that the particulars contained in this Annual Report, which is submitted under the requirements of sections 38 and 47 of the Charities Act 2014, are true and correct to the best of our knowledge and belief.

Signature

Date

Print Name

Position in Charity

Signature

Date

Print Name

Position in Charity