

TERMS FOR REGISTERED CHARITIES, ORGANISATIONS AND GROUPS

1. These Terms apply to all Singapore registered charities, organisations and groups which set up a Giving.sg account (“Applicant”).
2. NVPC may, in its absolute discretion, approve or reject an application for a Giving.sg account. Applicants shall furnish all required information via Giving.sg or to NVPC directly and shall also submit the following forms where applicable:
 - a. Registered charities shall submit a [Direct Credit Authorisation Form](#).
 - b. Other registered organisations including government bodies, educational institutions, companies, registered societies and associations shall submit a [Letter of Authorisation](#).
 - c. Ground-up movements shall submit an [Interview Form](#).
3. The Applicant has no right to assign or transfer any of its rights hereunder and shall remain fully liable for all its obligations, and for the due performance thereof.
4. The Applicant and NVPC shall not be deemed to be a partner or agent of the other nor shall anything herein, in particular the disbursement of the funds by NVPC be construed as creating a partnership, joint association, trust or collaboration and the Applicant agrees that it shall not represent, make any commitment or bind NVPC to third parties in any way.
5. The Applicant will:
 - a. Use Giving.sg solely for the following purposes:
 - i. If it is an organisation or group without registered charity status in Singapore: To recruit volunteers for volunteering activities and/or to raise funds for a registered charity or an Institution of a Public Character (“IPC”) only; and
 - ii. If it is either a registered charity or an IPC, with the exclusion of religious and politically-affiliated charities: To raise funds and/or recruit volunteers for volunteering activities;
 - b. Not use Giving.sg for any commercial purpose;
 - c. Keep confidential information relating to access to Giving.sg, including but not limited to user name and password;
 - d. Be solely responsible for any and all use of the Giving.sg account under Applicant’s user name and/or password and not sell, transfer or allow any other party to use the account. Without prejudice to the generality of the foregoing, Applicant will notify NVPC immediately if unauthorised use of password and/or account is suspected;
 - e. Ensure that all equipment used to access Giving.sg are well maintained and free from computer viruses and programs of any kind which may cause harm or damage, including but not limited to use of updated anti-virus programs to prevent such equipment from acquiring and transmitting such viruses or programs;
 - f. Be responsible for a bank account in Singapore to receive online donations;
 - g. Thank donors and/or acknowledge donations received, where donor information has been provided;
 - h. Where Applicant is an IPC, issue tax deductible receipts for donations made by donors if requested by donors and submit donors’ particulars to IRAS for tax deduction;
 - i. Where personal data about a donor or volunteer is known to the Applicant, as defined under the Personal Data Protection Act 2012 (No. 26 of 2013) (“Personal Data”), Applicant shall provide protection of such Personal Data in accordance with the Act;
 - j. Be responsible for true and updated information about the Applicant, its programmes, its use of donations and other information material to donors in Giving.sg. Without prejudice to the generality of the foregoing, Applicant shall inform NVPC immediately in writing if there are changes to the former’s charity and/or IPC status;
 - k. Be accountable for donations received through Giving.sg, including but not limited to enquiries from donors regarding Applicant’s programmes, financial information and use of funds;

- l. Maintain a link to Giving.sg on Applicant's website if this exists;
 - m. Make timely payments to NVPC and other parties (see "Payments" below);
 - n. Comply with all laws and regulations including but not limited to those regarding fundraising and personal data protection; and
 - o. Use best efforts to ensure the safety and well-being of its volunteers.
6. NVPC has obtained the consent of donors/volunteers to disclose their Personal Data to the Applicants only to allow the Applicants to process and administer the donation or volunteer activity. Applicants shall not use such Personal Data for any other purpose (including without limitation, sending marketing materials to the donors/volunteers) without first seeking express consent from the donors/volunteers.

PAYMENTS

7. Registered charities shall pay the following except where waived by NVPC:
 - a. Annual subscription fee of up to \$200: waived by NVPC until further notice;
 - b. Transaction fee: 3% of donations received; plus prevailing GST on transaction fee.
8. NVPC shall disburse donations received to registered charities weekly and the charity shall notify NVPC in writing of any error or omission within 14 calendar days of the disbursement date, failing which NVPC's record of donations received shall be final and binding on the charity.
9. NVPC shall invoice registered charities for transaction fees on a quarterly basis for donations received in the preceding quarter. Charities shall notify NVPC of any error or omission in the invoice within 14 days of the invoice date, failing which the invoice shall be final and binding on the charity.
10. Any payment made to NVPC is not refundable.
11. Fees shall be payable when due. Fees owed shall be recoverable as a debt due from the Applicant to NVPC.

GENERAL

12. Personal Data provided on Giving.sg by Applicant shall be subject to the [NVPC Privacy Policy](#).
13. NVPC reserves the right, at its sole discretion, to vary the above terms from time to time and all changes will be posted on this page.
14. Use and/or continued use of Giving.sg constitutes agreement by the Applicant to be bound by the terms and conditions, which may change from time to time. If you do not agree to these terms, please do not use Giving.sg.