



# SCHEDULE 1 FORM 2

[Section 13(3)]

## Non-Profit Organisation (NPO) Renewal Registration Form

(in accordance with the NPO Act, 2012)

### PART A

#### 1. Organisation's Details

Name <i>(As it appears in the constitution)</i>		
NPO Registration Number		
Contact Person	Name	Telephone Number
	Position/Title	
a) Is your organisation incorporated or unincorporated? _____		
b) If yes, insert company number _____		

#### 2.

#### Revenue and Expenditure Information

a. Please review the Certificate of Registration and indicate the year the Certificate expired.

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mm/dd/yyyy

*(The year in which the certificate expired is the renewal year due. For example, if your certificate expires on 25<sup>th</sup> September, 2016 the renewal year is 2016.)*

b. Please attach with the application the organisation's financial statement of its last fiscal year detailing the organisation's revenue and expenditure.

c. The financial statement shall include in accordance with Section 23(3) (a) and (b) of the Act:

- A list of donors who have donated in excess of ten thousand dollars as a single donation or cumulatively, during the year; (See Part C for sample). If the organisation has not received such donation please provide a Declaration in form stated in Part C; and
- A breakdown of any funds raised, or donations received and disbursed by any association of persons operating under and subject to the control of the organisation (See Part C for samples).

d. If your gross annual income exceeds \$250,000 the organisation is required to provide financial statement certified by an accountant.

e. If the organisation has a subsidiary or branch organisations which are NPOs, please complete Part C and attach to this application information requested under Section 2 (b),(c) and (d).

**PART B**

**3. Subsidiary/Branch Information**

Name (As it appears in the constitution)
1.
2.
3.
4.
5.

Please tick that you have attached in relation to each of your subsidiary/branch organisation:

- Financial statement; certified if the income exceeds \$250,000;
- A list of donors who singly or collectively donated in excess of \$10,000;
- A breakdown of funds raised; and
- A breakdown of funds distributed.

I \_\_\_\_\_ certify that the information provided in this application is true. I understand that false or incomplete statements are grounds for refusal of registration.

I also understand that knowingly providing false information on this registration form is an offence under section 12(5) of the Non-profit Organisation Act 2012 and if convicted, I may be liable to a fine \$5,000 or to imprisonment for a term not exceeding one year, or both.

Signature \_\_\_\_\_

Name in BLOCK Letters \_\_\_\_\_

Position Held in NPO \_\_\_\_\_

Date \_\_\_\_\_

OFFICE USE ONLY

**Part C - Annual Earnings – United States Dollar**

- *“Funds”, means assets of every kind, whether tangible or intangible, movable or immovable. Example, money, property, vehicles, furniture, artwork, etc.*
- *“Raised”, in respect to the funds of an NPO, includes funds given to the NPO but does not include:*
  - *income earned on the funds of the NPO, i.e. bank interest etc.; or*
  - *new or remaining members fees.*
- *“Distributed”, in respect to the funds of an NPO, does not include the disbursement of funds paid to the NPO person to become or remain members of the NPO if those funds only benefits members of the NPO.*

**Sample List for Funds Raised Annually**

Total Amount		Total amount raised from within the BVI	Total amount raised from outside of the BVI
Details of Fundraising			
Date	Events	Purpose of Event	Amount Raised
1.			

**Sample List for Funds Received Through Donations Annually**

Total Amount		Total amount raised from within the BVI	Total amount raised from outside of the BVI
Details of Donations			
Date	Events	Name of Donor	Amount Donated
1.			

**Sample List of For Funds Distributed Annually**

Total Amount		Total amount raised from within the BVI	Total amount raised from outside of the BVI
Details of Fundraising			
Date	Events	Purpose	Amount Distributed
1.			

**Written notification should be sent to the NPO Board within 14 days of change in relation to the principal place of business, the purposes, the objectives (stated in your constitution), the activities and the executive body. Failure to give notice commits an offence under Section 22(3) of the Act and is liable to a penalty up to \$10,000 dollars.**

**DECLARATION OF FULL DISCLOSURE  
NON-PROFIT ORGANISATION APPLICATION  
FOR RENEWAL OF REGISTRATION**

WE, [NAME OF NPO], confirm that no individual has donated, gifted, tithed or caused to be transferred for the benefit of [NAME OF NPO] funds (assets of every kind, whether tangible, or intangible, moveable or immovable and includes money, property, vehicles furniture, artwork, etc.) in excess of US\$10,000.00 (Ten Thousand United States Dollars) during the fiscal year to which this application relates.

WE, [NAME OF NPO], understand that we have a duty to disclose any contribution in excess of US\$10,000.00 (Ten Thousand United States Dollars) by any individual and have complied with that duty.

\_\_\_\_\_  
[NAME]  
President

\_\_\_\_\_  
[DATE]