

Appendix 3 - Charitable Donations and Sponsorships Due Diligence Form

This form should be completed before any charitable donations and sponsorship is given. If any of the due diligence requirements are not met, the request must be referred to the Financial Crime Compliance team so that it may be subjected to greater scrutiny.

Section One – Your Details	
Name of Employee	
Department	
Line Manager's Name/ Designation	
Section Two – Details of the Charitable Donation or Sponsorship	
Explain the justification of the charitable donation or sponsorship	
Provide the organisation's registration number or suitable alternative	
Record the organisation's clearly defined objectives	
<p>The organisation and its connected parties¹ are identified and subjected to name screening.</p> <p>a) Are there any positive matches on a relevant international or local sanctions list? or</p> <p>b) Are there any current bribery and corruption or other criminal investigations, prosecutions or allegations in the public domain connected to them? or</p> <p>c) Have there been any PEPs/RCAs identified?</p>	
Are there concerns that the receiving bank account does not belong to the organisation?	
Are there any conflicts of interest that exist in relation to the person requesting the sponsorship / donation, the organisation or connected individuals?	
Has the organisation refused to provide complete details of all connected parties which are required for name screening?	
Are there any individuals or for-profit organisations that own or benefit from the	

organisation's income and assets other than as outlined in the organisation's activities? (only applies to charitable donations)	
Is there activity that includes the propagation of religious beliefs, or excludes participants / beneficiaries that belong to a particular religion?	
Is the organisation in the process of winding up/dissolving?	
Is the payment being made to a High or Very High Risk rated country as defined in the Singlife Jurisdiction Index?	
Section Three – Please complete if the Charitable Donation is greater than S\$10,000	
Has the organisation failed to provide, or are there concerns with the organisation's annual accounts?	

¹ A connected party means any director or any natural person having executive authority in the organisation.