



**COMMONWEALTH OF THE BAHAMAS
VALUE ADDED TAX DEPARTMENT**

**APPLICATION FOR APPROVAL AS A CHARITABLE ORGANISATION IN ACCORDANCE
WITH THE VALUE ADDED TAX ACT**

A. TAXPAYER INFORMATION

1. Tax Identification Number
2. Registered Name
3. Trade Name
4. Mailing Address

B. GOVERNING DOCUMENTS

5. Is the organisation incorporated?
Yes No
6. Is the organisation registered as a non-profit organisation under Section 14 of the Companies Act?
Yes No
7. Is the organisation resident for the purposes of the Exchange Control Regulations and VAT Act?
Yes No
8. State the type of document that governs the organisation, and attach a copy including all amendments, if applicable (please tick all that apply).
- Constitution Trust Memorandum/ Articles of Association
- Articles of Incorporation Other

C. STRUCTURE

9. Has the organisation received, or will it receive, more than 50% of its income or asset(s) from one person (individual, corporation, trust etc.) or a group of persons who are not at arm's length (e.g., related by blood, marriage, business or employer/employee relationships) with each other ?

Yes No

10. If you answered yes to the previous question, identify the source of the income or asset(s) and indicate the relationship(s) between the contributor(s) and yourself.

11. Will the major contributor(s), or anyone not at arm's length with the major contributor(s) have any ongoing involvement whatsoever with the organisation? If yes, please describe.

12. Identify any personal or business relationship(s) that exist between the organisation's officials (for example directors or trustees) and any major beneficiaries of the organisation.

13. What does your organisation do and how do these activities benefit the public (attach additional pages if necessary)?

D. CHARITABLE FUNCTION

14. What category does your organisation fall under (tick all that apply)?

Poverty relief

Education

Civic Improvement

Social Welfare

Other

(Please specify)

15. Please indicate section of governing documents (memorandum, articles of association, etc.) that describes how the organisation must use and disburse its income or assets.

16. Please indicate section of governing documents (memorandum, articles of association, etc.) that describes how the assets and liabilities of the organisation must be treated upon dissolution.

17. What are your sources of income (please indicate the percentage of each and Attach a copy of your Financial Statements)?

Fund raising

Sponsorship

Donations

Other

(Please specify)

18. Please enter the following information about all members of the organisation's board of directors/ trustees (attach additional pages if necessary).

Name	Position in organisation	Compensation / Salary from organisation	Email

19. How many employees does the organisation currently employ?

20. What is the gross annual salary/wages expense paid to all employees of the organisation?

E. CERTIFICATION

21. Name of Authorized Person

22. We hereby declare that the information provided (including the attached documents) is correct, complete and current to the best of our knowledge and belief, and that we have the authority to make this disclosure and declaration.

23. Signature

24. Date Signed