

Non-profit organisations need to complete an online form\* by **5 October** to provide us with current information about their purpose, objectives and activities.

Below is an outline of what we are requesting from you so you can have the information to hand when you start to complete your form.

You will need to submit your information in one go; it cannot be resubmitted.

**Make sure you complete the right form if you look after multiple non-profit organisations.**

If you want to keep a copy of the form for your records, you will need to print it using the print option in your browser before submitting to us.

**\*Trust company businesses**

If you are trust company business that administers one or more non-profit organisations, you will need to provide your information to us by completing an Excel workbook via myJFSC.

Below we have set out a separate table with additional information that applies only to trust company businesses and the information you need to provide on behalf of the non-profit organisations you administer.

[Log into myJFSC to submit your information.](#)

## Basic information

Name of non-profit organisation: <ul style="list-style-type: none"><li>› Registration number (auto-complete)</li><li>› Full name of non-profit organisation (auto-complete)</li><li>› Alternative/trading name</li></ul>	Insert any other name by which the non-profit organisation is commonly known
Contact details: <ul style="list-style-type: none"><li>› Full name of the main contact/principal person who administers the non-profit organisation</li><li>› Address</li><li>› Telephone number</li><li>› Email</li></ul>	<p>The main contact/principal person is the person who administers the non-profit organisation and who we would contact for further information.</p> <p>You should include the address and email of the non-profit organisation rather than details for the main contact/principal person (if the address is different)</p>

## Structural information

Type of non-profit organisation: <ul style="list-style-type: none"><li>› Trust</li><li>› Limited company</li><li>› "Fidéicommis" or incorporated association</li><li>› Foundation</li><li>› Unincorporated association</li><li>› Other</li></ul>	<p>This selection of types appears in the Schedule to the <a href="#">Non-profit Organisation Law</a>. If you select "Other" make sure you explain why.</p> <p>"Fidéicommis" is similar to a trust and is created under the Fidéicommis Law of 1862. There is only a limited number of these in Jersey, which will have registered with the States Greffe.</p>
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<p>Is the non-profit organisation part of a wider international enterprise which includes any of the following located and/or operating outside of Jersey?</p> <ul style="list-style-type: none"> <li>› A head office</li> <li>› A connected entity</li> <li>› A branch/representative office of the Jersey non-profit organisation</li> <li>› A company owned by the Jersey non-profit organisation</li> </ul> <p>If the answer to any of the above is yes, please provide a list of countries.</p>	<p>If you answer yes, provide us with a list of countries where they are located and/or operating.</p> <p>This will give us a better understanding of the non-profit organisation's exposure to risk. This is a critical component in our risk assessment efforts.</p>
<p>Bank account</p> <ul style="list-style-type: none"> <li>› Account with bank based in Jersey?</li> <li>› Account with bank outside of Jersey?</li> </ul> <p>If yes, in which countries?</p> <p>If no bank account, how does the non-profit organisation manage its funds?</p>	<p>This provides us with a better understanding of risk exposure.</p>
<p>Does the non-profit organisation use any other method of disbursing funds – if yes, please specify how:</p> <ul style="list-style-type: none"> <li>› Money remitter</li> <li>› Cash</li> <li>› Hawala</li> <li>› Virtual currency</li> <li>› Other (if selected, please provide additional information)</li> </ul>	<p>There are numerous ways of distributing funds and some, like Hawala payments, are more common in countries where people may not be accustomed to having their own bank accounts. Hawala refers to a traditional system of transferring money without money movement. It is done with the help of a brokering third party and it is predominantly used in the Middle East, Africa and South Asia. These payment systems may also be referred to as Hundi or Havala.</p>
<p>Does the non-profit organisation operate in any currency other than Sterling?</p> <p>If yes, please specify which currencies.</p>	<p>This provides us with a better understanding of risk exposure</p>

## Purpose and objective

<p>What is the purpose of the non-profit organisation?</p> <ul style="list-style-type: none"> <li>› Charitable</li> <li>› Social</li> <li>› Religious</li> <li>› Fraternal</li> <li>› Cultural</li> <li>› Educational</li> </ul>	<p>These purposes are referenced in the <a href="#">Non-profit Organisation Law</a>.</p> <p>Select all that apply.</p>
<p>Select the objectives that apply</p>	<p>For ease, the objectives we have listed align with those of the Charities Commissioner. Since non-</p>

<ul style="list-style-type: none"> <li>› Prevention/relief of poverty</li> <li>› Advancement of education</li> <li>› Advancement of religion</li> <li>› Advancement of health</li> <li>› Saving of lives</li> <li>› Advancement of citizenship and community development</li> <li>› Advancement of arts, culture, heritage and science</li> <li>› Advancements of public participation in sport</li> <li>› Provision of recreational facilities, or the organisation of recreational activities, with the object of improving the conditions of life for the persons for whom the facilities or activities are primarily intended</li> <li>› Advancements of human rights, conflict resolution or reconciliation</li> <li>› Promotion of religious or racial harmony</li> <li>› Promotion of equality and diversity</li> <li>› Advancement of environmental protection and improvement</li> <li>› Relief of those in need by reason of age, ill-health, disability, financial hardship or other disadvantage.</li> <li>› Advancement of animal welfare</li> <li>› Other (please explain)</li> </ul>	<p>profit organisations and charities are different, we are anticipating that you may need to add to the options available.</p>
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## Activities

Does the non-profit organisation work in partnership with non-governmental organisations (NGOs)/any other partner, in another country to help them run projects, provide money or assets (goods and services)?

If yes, add the relevant countries

Do you have a social media presence?

Briefly describe the non-profit organisations' activities.

Working with a partner overseas may both add and alleviate risk. The information you provide will give us a better understanding of where such activities may take place.

The information you provide to us in terms of your activities will help us gain a better and up-to-date understanding of both your fund raising activities and who may benefit from them. It also explains to us more about what you do and this will inform our understanding of the risks you may be exposed to.

## Collections and disbursements

<p>How is the non-profit organisation funded?</p> <ul style="list-style-type: none"> <li>› Government grant</li> <li>› Membership fees</li> <li>› Private donations</li> <li>› Grants from other non-profits/charities</li> <li>› Public donations</li> <li>› Private donations</li> <li>› Trading/provision of services</li> <li>› Other (please describe)</li> </ul>	<p>The information you share with us will inform our understanding of your funding efforts. We anticipate not having captured all the ways in which you raise funds. Provide more details under “Other”.</p> <p>We are not looking to capture bank and investment interest, just donations and fundraising.</p>
<p>Does the non-profit organisation receive any donations in the form of goods and services (i.e. not cash).</p>	<p>Cash includes notes, coins and direct deposits into a bank account.</p> <p>You may, for example, receive clothes donations.</p>
<p>In which countries do you:</p> <ul style="list-style-type: none"> <li>› raise funds/receive benefits.</li> </ul>	<p>This is similar to the next question, however focuses on raising/receiving i.e. when the non-profit organisation benefits.</p> <p>It may help to consider if the non-profit organisation receives money/benefits from abroad, including from the UK?</p>
<p>In which countries do you:</p> <ul style="list-style-type: none"> <li>› disburse funds/provide benefits.</li> </ul>	<p>This focuses on disbursement (i.e. distributions/provision to others). This is when the non-profit organisation benefits another.</p> <p>It may help to consider if the non-profit organisation is sending money/goods/services abroad, including to the UK?</p> <p>The list of countries provides us with a better understanding of the exposure to risk. This is a critical component in our risk assessment efforts.</p> <p>We are only interested in the non-profit organisations primarily engaging in collating/disbursing of funds/goods/services, not the expenses simply to “run the non-profit” itself.</p> <p>By way of example, if the non-profit organisation is an animal welfare organisation that is shopping for animal feed in a supermarket, we are not looking to capture the origin of items bought, for example cat food from Germany etc.</p> <p>However, we are interested about where the services are being provided, for example the animals are being cared for in Jersey or funds are sent overseas to care for animals there.</p>
<p>The following four questions are similar, however, each is asking for different information. The ranges for the amounts have been taken from the <a href="#">Non-Profit Organisation Law</a>.</p> <p>Covid-19 has had a significant impact on the activities of many organisations. In order to build what we believe may be a more accurate picture, the average amount over a three year period has been requested.</p>	

<p>If the non-profit organisation has not been in existence for the last three years, provide us with the average for the years it has been, or indeed the gross amount for 2020 if the organisation was founded this year.</p>	
<p>What was the average gross amount of funds collected, or the equivalent value of goods and services donated, per year (for 2018, 2019 and 2020) from individuals/organisations based outside of Jersey?</p> <ul style="list-style-type: none"> <li>› £0 - £1,000</li> <li>› £1,001 - £19,999</li> <li>› £20,000 - £99,999</li> <li>› £100,000 - £499,999</li> <li>› £500,000 - £999,999</li> <li>› £1,000,000+</li> </ul>	<p>This focuses on the non-profit organisation having benefited <b>from</b> parties <b>outside Jersey</b>.</p>
<p>What was the average gross amount of funds disbursed, or the equivalent value of goods and services donated, per year (for 2018, 2019 and 2020) to individuals/organisations based outside of Jersey?</p> <ul style="list-style-type: none"> <li>› £0 - £1,000</li> <li>› £1,001 - £19,999</li> <li>› £20,000 - £99,999</li> <li>› £100,000 - £499,999</li> <li>› £500,000 - £999,999</li> <li>› £1,000,000+</li> </ul>	<p>This focuses on the non-profit organisation having provided benefits <b>to</b> a person <b>outside Jersey</b>.</p>
<p>What was the average gross amount of funds collected, or the equivalent value of goods and services donated, per year (for 2018, 2019 and 2020), from individuals/organisations based in Jersey?</p> <ul style="list-style-type: none"> <li>› £0 - £1,000</li> <li>› £1,001 - £19,999</li> <li>› £20,000 - £99,999</li> <li>› £100,000 - £499,999</li> <li>› £500,000 - £999,999</li> <li>› £1,000,000+</li> </ul>	<p>This focuses on the non-profit organisation having benefited <b>from</b> parties <b>in Jersey</b>.</p>
<p>What was the average gross amount of funds disbursed, or the equivalent value of goods and services donated, per year (for 2018, 2019 and 2020), to individuals/organisations based in Jersey?</p> <ul style="list-style-type: none"> <li>› £0 - £1,000</li> <li>› £1,001 - £19,999</li> <li>› £20,000 - £99,999</li> <li>› £100,000 - £499,999</li> <li>› £500,000 - £999,999</li> <li>› £1,000,000+</li> </ul>	<p>The fourth question focuses on the non-profit organisation having provided benefits <b>to</b> a person <b>in Jersey</b>.</p>

Trust company businesses that administer non-profit organisations need to provide some additional information to us. We need information for each non-profit organisation, including their name(s).

You should submit your data through myJFSC. [Log in to myJFSC](#)

## Questions that only apply to trust company business that administer non-profit organisations:

Is the regulated non-profit organisation separately registered with the JFSC?	We want to know this information so we can ensure that we are not double-counting when preparing our statistical data. This is because a non-profit organisation may voluntarily register with us, as well as being administered by a trust company business.
<p>Provide the information regarding the class of prescribed service provided</p> <ul style="list-style-type: none"> <li>› Class G (director of a Jersey company)</li> <li>› Class G (director if a non-Jersey company)</li> <li>› Class L (trustee of an express trust)</li> <li>› Class OA (member of the council of a foundation)</li> <li>› Private trust company acting as trustee of a trust</li> </ul>	
<p>Provide the information regarding the purpose of the non-profit organisation.</p> <ul style="list-style-type: none"> <li>› Purely philanthropic</li> <li>› Head of an orphan structure</li> <li>› Other (provide details)</li> </ul>	This information will assist us to better understand the risk exposure of the non-profit organisations.
<p>If the regulated non-profit organisation sits as the head of an orphan structure, is the structure time limited? If yes, then the below will be required:</p> <p>What year is the structure expected to be liquidated?</p>	We recognise that for the majority the answer to this question may be “no”.