



Basic information

NPO name *

NPO registration number

Why has the NPO chosen to have a Jersey connection?

If, in your phase one non-profit organisation risk assessment you advised us that you have a UK connection, please specify which part(s) of the UK this refers to, selecting all that are applicable

☐ England

☐ Scotland

☐ Northern Ireland

☐ Wales

Risk Assessment

Does the NPO have a written and up-to-date risk assessment in place which sets out the risks (threats and vulnerabilities) it may be exposed to and how they may be mitigated?

☒ No ☐ Yes

If yes, does the risk assessment make reference to Jersey's National Risk Assessment for Terrorist Financing? (published in April 2021)

☒ No ☐ Yes

If you have a risk assessment, does it include diversion risk, and the value of NPO's resources or activities to a diversionary (e.g. to a terrorist/terrorist organisation, or a person sympathising with terrorists/terrorist organisations, promoting a terrorist ideology or activities, including where they are located in countries/territories where there have been no reported terrorist acts)?

☒ No ☐ Yes

If you have a risk assessment, does it include local context (in areas where the non-profit organisation operate)?

☐ No

☐ Yes, it considers local infrastructure

☐ Yes, it considers power dynamics

☐ Yes, it considers local need

☐ Yes, it considers proximity to terrorists, terrorist organisations and their sympathisers

☐ Yes, it considers whether the non-profit organisation or any partner it works with operates in or close to a conflict zone

Systems and controls (including policies and procedures)

What written policies and procedures does the non-profit organisation have in place to: (i) deter the threat of divergence from manifesting the risk (ii) detect if the risk has materialised and (iii) respond to any materialised risk?

☐ The non-profit organisation has no such policies and procedures in place

☐ Includes incident reporting

☐ Includes an anti-diversion policy

☐ Includes a quick response plan

☐ Other

If Other, please let us know what they are

If funds are being disbursed abroad, especially to conflict zones or close to conflict zones, are there additional safeguards in place (e.g. enhanced monitoring and supervision procedures)? The term abroad includes countries forming part of the United Kingdom

☒ No ☐ Yes

If yes, what additional safeguards are in place?

What screening/vetting/due diligence is undertaken in terms of the non-profit organisation's:

Board/Senior management and Officer(s)?

- | | | |
|--|---|--|
| <input type="checkbox"/> No checks are undertaken | <input type="checkbox"/> Copy passport/identification document | <input type="checkbox"/> Copy utility bill |
| <input type="checkbox"/> Police checks | <input type="checkbox"/> Verification of previous experience (e.g. obtaining references/curriculum vitae) | <input type="checkbox"/> Sanctions checks (against the UK Sanctions List and the OFSI Consolidated List) |
| <input type="checkbox"/> Obtaining assurances that the person is not a member of an organisation mentioned in the UK proscribed terrorist groups or organisations list | <input type="checkbox"/> Open source/Google searches | <input type="checkbox"/> Other checks |

Trustee(s)

- | | | |
|--|---|--|
| <input type="checkbox"/> No checks are undertaken | <input type="checkbox"/> Copy passport/identification document | <input type="checkbox"/> Copy utility bill |
| <input type="checkbox"/> Police checks | <input type="checkbox"/> Verification of previous experience (e.g. obtaining references/curriculum vitae) | <input type="checkbox"/> Sanctions checks (against the UK Sanctions List and the OFSI Consolidated List) |
| <input type="checkbox"/> Obtaining assurances that the person is not a member of an organisation mentioned in the UK proscribed terrorist groups or organisations list | <input type="checkbox"/> Open source/Google searches | <input type="checkbox"/> Other checks |

Beneficial owner(s) and Controller(s)

- | | | |
|--|---|--|
| <input type="checkbox"/> No checks are undertaken | <input type="checkbox"/> Copy passport/identification document | <input type="checkbox"/> Copy utility bill |
| <input type="checkbox"/> Police checks | <input type="checkbox"/> Verification of previous experience (e.g. obtaining references/curriculum vitae) | <input type="checkbox"/> Sanctions checks (against the UK Sanctions List and the OFSI Consolidated List) |
| <input type="checkbox"/> Obtaining assurances that the person is not a member of an organisation mentioned in the UK proscribed terrorist groups or organisations list | <input type="checkbox"/> Open source/Google searches | <input type="checkbox"/> Other checks |

Staff/volunteers?

- | | | |
|--|--|--|
| <input type="checkbox"/> No checks are undertaken | <input type="checkbox"/> Police checks | <input type="checkbox"/> Sanctions checks (against the UK Sanctions List and the OFSI Consolidated List) |
| <input type="checkbox"/> Obtaining assurances that the person is not a member of an organisation mentioned in the UK proscribed terrorist groups or organisations list | <input type="checkbox"/> Open source/Google searches | <input type="checkbox"/> Other checks |

Partners, including their beneficial owners, controllers and associates?

- | | | |
|--|--|---|
| <input type="checkbox"/> We don't work with any partners | <input type="checkbox"/> No checks are undertaken | <input type="checkbox"/> Police checks |
| <input type="checkbox"/> Sanctions checks (against the UK Sanctions List and the OFSI Consolidated List) | <input type="checkbox"/> Checks against the UK proscribed terrorist groups or organisations list | <input type="checkbox"/> Obtaining assurances that the partner is not a member of an organisation mentioned in the UK proscribed terrorist groups or organisations list |
| <input type="checkbox"/> Open source/Google searches | <input type="checkbox"/> Research a partners track record for delivering on projects | <input type="checkbox"/> Consulting with other non-profit organisations/charities that may have worked with the partner |
| <input type="checkbox"/> Verifying that the partner complies with legislative/regulatory requirements in their own country | <input type="checkbox"/> Other checks | |

How many non-Jersey residents form part of the non-profit organisation's:

Board/Senior management and Officer(s)?

Add country

Name ↑

There are no records to display.

Trustee(s)

Add country

Name ↑

There are no records to display.

Beneficial owner(s) and Controller(s)

Add country

Name ↑

There are no records to display.

Staff/volunteers?

Add country

Name ↑

There are no records to display.

How are your non-Jersey partners selected?

What controls are in place in order to ensure that your non-Jersey partners are undertaking work only in line with your expectations and agreement (e.g. ensuring that donations only are made to legitimate beneficiaries only)?

- ☐ No checks are undertaken ☐ We enter into contract clearly setting out the terms of engagement
- ☐ We undertake spot checks to verify compliance ☐ Other checks

What screening/vetting/due diligence is undertaken in terms of non-Jersey based beneficiaries?

- ☐ No checks are undertaken ☐ Sanctions checks (against the UK Sanctions List and the OFSI Consolidated List)
- ☐ Checks against the UK proscribed terrorist groups or organisations list ☐ Other checks

How are the non-Jersey based beneficiaries selected?

What screening/vetting/due diligence is undertaken in terms of parties providing services to the NPO? E.g. vendors, suppliers and consultants

- ☐ No checks are undertaken ☐ Police checks
- ☐ Sanctions checks (against the UK Sanctions List and the OFSI Consolidated List) ☐ Checks against the UK proscribed terrorist groups or organisations list
- ☐ Obtaining assurances that the person is not a member of an organisation mentioned in the UK proscribed terrorist ☐ Open source/Google searches
- ☐ Credit checks ☐ Other checks

What checks are undertaken in terms of a material Donor's identity?

- ☐ No checks are undertaken ☐ Sanctions checks (against the UK Sanctions List and the OFSI Consolidated List) ☐ Checks against the UK proscribed terrorist groups or organisations list
- ☐ Open source/Google searches ☐ Other checks ☐ We don't have any material donor(s)

What checks are undertaken in terms of a material Donor potentially being connected to a higher risk jurisdiction(s)?

- ☐ No checks are undertaken ☐ Open source/Google searches ☐ Other checks
- ☐ We don't have any material donor(s)

What checks are undertaken in terms of material Donor's source of funds?

- ☐ No checks are undertaken ☐ Sanctions checks (against the UK Sanctions List and the OFSI Consolidated List) ☐ Checks against the UK proscribed terrorist groups or organisations list
- ☐ Requesting where funds emanate from ☐ Asking questions as to whether funds emanate from crowdfunding activities ☐ Open source/Google searches
- ☐ Other checks ☐ We don't have any material donor(s)

Other (free text)

If the non-profit organisation has collected funds/assets/services which are being disbursed to a third party, what controls are in place to ensure that the non-profit organisation's funds/assets/services/reputation are safeguarded and reach their intended destination/legitimate beneficiaries?

Does the non-profit organisation provide its staff (also including its Board/senior management/volunteers) with anti-diversion training?

☒ No ☐ Yes

if yes, how often is the training provided?

- ☐ Upon recruitment ☐ Annually ☐ Less frequently than annually

How does the non-profit organisation keep itself aware of potential sanctions applying or proscribed parties operating?

- ☐ Automated screening against the UK Sanctions List, the OFSI Consolidated List and the UK proscribed terrorist groups or organisations List
- ☐ Manual screening against the UK Sanctions List, the OFSI Consolidated List and the UK proscribed terrorist groups or organisations List

If Other, please explain how

Reporting of suspicious activities/transactions and suspicious sanctions breaches

To whom should suspicions of crimes, such as money laundering and terrorist financing, be reported?

- ☐ N/A - Not required to report suspicions of crime
- ☐ The Minister for External Relations and Financial Services
- ☐ the Joint Financial Crimes Unit (an arm of the States of Jersey Police)
- ☐ the Jersey Financial Services Commission
- ☐ the Jersey Charities Commissioner

To whom should you report if you have been approached by a sanctioned person, or by a party acting for and on behalf of a sanctioned person, or if you suspect that sanctions legislation may have been breached?

- ☐ N/A - Not required to report suspicions of crime
- ☐ The Minister for External Relations and Financial Services
- ☐ the Joint Financial Crimes Unit (an arm of the States of Jersey Police)
- ☐ the Jersey Financial Services Commission
- ☐ the Jersey Charities Commissioner

Financial statements, financial records and audit

Does the non-profit organisation produce annual financial statements?

- ☒ No
- ☐ Yes

Does the non-profit organisation have an auditor to review its financial statements or financial records?

- ☒ No
- ☐ Yes

If an auditor has been used, has there ever been any issues identified as part of an audit?

- ☒ No
- ☐ Yes

If yes, please describe the issue(s)

If an auditor has been used, is the auditor regulated or supervised by a recognised trade body or regulator?

- ☒ No
- ☐ Yes

If yes, by whom is the auditor regulated or supervised?

Submit