



## Charity Law and Administration

### Introduction

Professionals and executives working for charities and not-for-profit organisations need to be law-aware. This course will provide the participants with an understanding of the legal environment in which their organisations function, its relevance in day-to-day operations, strategic planning, and policy formation, and equip them with the legal skills to apply the understanding.

### Course Contents

- Sources of law
- The legal system and legal method, understanding how law is made and interpreting legislation
- Basic principles of property law and the law of trusts – their application in charitable and other not-for-profit activities
- Charities Act (Cap.37), Companies Act (Cap.50), Societies Act (Cap. 311) and Trustee Act (Cap.337)
- Forms of charity organisations – their legal structures and governance issues
- Other branches of the law: contract, and the tort (civil wrong) of negligence.

Course Dates: 5, 12, 19 & 26 June 2009  
(4 full days)

Time: 9.30 am – 5.30 pm

Venue: SAICSA Training Centre  
149 Rochor Road, #04-06,  
Fu Lu Shou Complex

\*Course fees: \$856  
\$171.20 (After 80% VCF funding)  
\$744 (After SDF funding)

\*Course fee includes 7% GST, refreshment and course materials.

### For Whom

Professionals and executives of charities, IPCs and VWOs.

### Trainer

Mdm Lim Ting Yin is an Advocate & Solicitor of the Supreme Court of Singapore and is to be appointed as Board member of New Life Community Services Centre, a not-for-profit voluntary welfare organization. She began corporate legal practice at Colin Ng & Partners. Since 1996, her stints as corporate counsel included statutory boards and Temasek Holdings as well as 2 listed companies. She was most recently Group Vice President (Legal) with Parkway Holdings Ltd where she was also company secretary for a few group companies.

Ting Yin has taught law at NUS, NTU, SIM University, Temasek Polytechnic & Ngee Ann Polytechnic. She was also part of the teaching faculty for the University of New South Wales, Asia and for the Law Society's Paralegal Certification Course. She has contributed to "Company Law in Asia" published by CCH Asia and is presently co-authoring "Company Secretary's Practice, Singapore" (CCH Asia).

### Enquiries

For enquiries: please contact SAICSA at Tel 6334 4302, Fax: 6334 4669 or email: [enquiry@saicsa.org.sg](mailto:enquiry@saicsa.org.sg)

## Funding Details

Applicant can only apply for **one funding** for this course that is either VCF funding or SDF funding.

### VCF Funding

Status	Amount Payable
Singaporean / PR (80% VCF funding)	\$171.20
Employment Pass / Work Permit Holder (60% VCF funding)	\$342.40

- For Charities/IPC's that are members of National Council of Social Service (NCSS), kindly apply VCF funding online at <https://www.ncssapp.org.sg> at least **one week** before course commencement.
- Charities and IPC's only need to pay after-funding amount if the VCF application is approved.
- For charities/IPC's that are not members of NCSS, please download the application form at <https://www.charities.gov.sg/charity/index.do> and submit to VCF Secretariat at least **one week** before course commencement.
- For enquiries on VCF Funding, please contact:  
VCF Secretariat  
Capability & Community Funding Department  
Hotline : 6210 2555 /Fax : 6210 2530 /Email : [ncss\\_vcf@ncss.gov.sg](mailto:ncss_vcf@ncss.gov.sg)

### SDF Funding (For SME company only)

Course Fee (after SDF funding)	\$744
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- SME Companies who have registered with SDF EasyNet, need to submit the SDF application online **before** course commencement.
- SME Companies only need to pay after-funding amount if the SDF application is approved.
- SME Companies who have not registered with SDF EasyNet, are advised to register online at least 2 weeks **before** the commencement date.
- For more information on SDF, please visit SDF website: [www.sdf.gov.sg](http://www.sdf.gov.sg)

**SDF Eligibility Criteria:** Company must be SME and registered in Singapore.

Company has to issue a cheque payment for the course fee.

Applicant must be company-sponsored direct employee.

Applicant must be either citizen or PR of Singapore.

Applicant is required to achieve at least 75% attendance.

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### **Terms & Conditions**

- A place will be reserved for you upon receipt of registration form.
- Upon confirmation, an email will be sent one week before the commencement of the course.
- Payment is due **5 working days** prior to the commencement of the course.
- There would be no cancellation and/or refund if participant fails to attend the conference.
- Full payment is chargeable for withdrawal after commencement, partial attendance or no show on the day of the course.
- A replacement from the same company is allowed. The replacement applicant who meets the funding eligibility can attend the course without penalty. Otherwise, full course fee will be charged.
- Notice of withdrawal must be made in writing.
- For withdrawal given in writing 8 working days or more **before** commencement of the course, no cancellation fee will be charged.
- For withdrawal given in writing **less** than 8 working days prior to commencement of the course, a 50% of the full fee will be charged.
- SAICSA reserves the right to change the date, time and venue or cancel the course due to unforeseen circumstances.

## Registration Form

Fax: 6334 4669



## Charity Law And Administration

Course dates: 5, 12, 19 & 26 June 2009 ~ Time: 9.30 am – 5.30 pm ~ Venue: SAICSA Training Centre ~

Name: ( Mr  Ms  Mrs  Dr ) \_\_\_\_\_ NRIC No.: \_\_\_\_\_

Nationality:  Singaporean  Singapore PR  Other: \_\_\_\_\_

Membership Status:  FCIS  ACIS  Grad ICOSA  Affiliate Member  Non-Member

Designation: \_\_\_\_\_ Email: \_\_\_\_\_

Organisation: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

Contact Person: \_\_\_\_\_ Designation: \_\_\_\_\_

(If different from participant)

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Organisation Sector Category \*(Please tick in the box):

- |  |   |
|--|---|
| 1. Education <input type="checkbox"/>          | 5. Community <input type="checkbox"/>                       |
| 2. Health <input type="checkbox"/>             | 6. Sports <input type="checkbox"/>                          |
| 3. Arts and Heritage <input type="checkbox"/>  | 7. Others <input type="checkbox"/> (Please indicate): _____ |
| 4. Social and Welfare <input type="checkbox"/> |   |

### VCF Grant

Apply for VCF grant: Yes, 80%  Yes, 60%  No

Please attached a copy of the VCF approved letter with the registration form if applying for VCF grant.

### SDF Grant

Apply for SDF grant: Yes  No

Please apply for SDF grant via [www.sdf.gov.sg](http://www.sdf.gov.sg) before course commencement.

Note: To obtain VCF or SDF funding, participant must meet the funding eligibility, achieve **75% attendance of the course**, and submit the course evaluation form at the end of the course. Otherwise, participant has to pay the full amount of the course fee.

### Administrative Details:

- For enquiries: please contact SAICSA at Tel 6334 4302, Fax: 6334 4669 or email: [enquiry@saicsa.org.sg](mailto:enquiry@saicsa.org.sg)
- Please ensure that you have read the terms and conditions
- All cheque payments should be made to “SAICSA”
- Please mail your registration form with payment to :  
**SAICSA, 149 Rochor Road, #04-06 , Fu Lu Shou Complex, S(188425)**

### For Office Use

Invoice No:	Cheque No/Cash/Nets:	Amount:	Receipt No.