

Supplementary Claim Form

Please adhere to the instructions provided below to facilitate the completion of the Supplementary Claim Form ("Form"). This Form includes validation checks to guide your claim submission in OSG.

S/N	Instructions	Tab
Cash Income		
1	Fill in the "Start Date" and "End Date" of your project	Cash Income
2	Fill in the Total Income Raised and Total Income Submitted	
3	Provide the breakdown of cash income	
4	Indicate if the donor is a key officer/related party or charity	
Cash Expenditure		
5	Provide the breakdown of cash expenditure	Cash Expenditure
Income and Expenditure In-kind		
6	Provide the breakdown of in-kind income and expenditure	In-kind Income and Expenditure
Finalised Form		
7	You may refer to the table when filling up the form in OSG	Summary

	To fill in
	Auto populated
	Warning - to check and resolve before claim submission in OSG

S/N	Instructions	Table
1	Fill in the "Start Date" and "End Date" of the project	1
2	Fill in the Total Income Raised and Total Income Submitted (exclude income in-kind)	1
3	Fill in the Income Details	3

Table 1	Please enter below (mandatory)	
Project start date		01/12/2023
Project end date		25/03/2024
Total Income Raised	\$	100,000.00
Total Income Submitted	\$	50,000.00

Table 2 (auto populated)	Amount	
Individual/Corporate	\$	10,000.00
Related party	\$	5,000.00
Charities	\$	30,000.00
Key Officer	\$	5,000.00
Total Amount	\$	50,000.00

Income Details

1. Donation Received Date should be within approved project period (both start & end date inclusive).
2. For all payment methods except digital crowd funding platforms, Bank Credit Date should be within approved project period.
3. Input Donors' full name.
4. Indicate if the donor is a Key Officer/Related Party or Charities listed with Commissioner of Charities

Definition of Key Officer, Related Party & Charities	
1	Key Officer - shall have the same meaning as that of "key officer" in Clause 2(1) of the Charities Act.
2	Related Party - a third party that has common shareholders/directors/management staff with your charity, or a third party where any shareholder/director/management staff has a family relationship with any shareholder/director/management staff of your charity
3	Charities - as defined in the Charities Act of Singapore, registered with Commissioner of Charities

Table 3

Donation received date (DD/MM/YYYY)	Bank Credit Date	Payment Method	Donor Name	Amount (S\$)	Key Officer/ Related party or Charities	URL (if applicable)
01/12/2023	01/12/2023	Cash	XYZ Pte Ltd	5000.00	Related party	https://charities corporate webpage for the fund raising project
01/12/2023	03/12/2024	DeeDa	Lim Zhi Hao	5000.00	Key Officer	https://charities corporate webpage for the fund raising project
01/12/2023	24/03/2024	Online Direct Fund Transfer	ABC Foundation	30000.00	Charities	https://charities corporate webpage for the fund raising project
01/12/2023	01/12/2024	Give.asia	HU Ltd	200.00	Individual/Corporate	https://give.asia/campaign/
01/12/2023	01/02/2024	Giving.sg	David Ng	39.00	Individual/Corporate	https://www.giving.sg/donate/campaign/
03/12/2023	15/12/2023	Cash	Helen Tan	50.00	Individual/Corporate	
24/03/2024	24/03/2024	Cash	Kelvin Ler	9711.00	Individual/Corporate	

Expenditure Details

1. Report all expenditure incurred for the project paid by **your Charity** (Excluding Expenditure In-Kind)

Total Amount

\$ 6,000.00

Category	Amount (\$)	Remarks (if any)
Venue	5000.00	
Digital Crowdfunding Platform Fee	1000.00	

Income In-kind details

1. Examples of item: watches, paintings
2. Provide any estimated value of the goods/items donated to the fund-raising project.
3. Donation Received Date should be within approved project start or end date (both date inclusive)

Total Amount \$ 3,000.00

Item	Amount (\$\$)	Remarks (if any)
Watches	3000.00	

Expenditure In-kind details

1. Report all expenditure incurred for the project donated/sponsored/paid by **third party**.
2. Examples: rental of dinner venue covered by corporate fund-raising partner, transport cost covered by pro
3. For Category 'Others', please indicate the details in the Remarks field.

Total Amount \$ 9,000.00

Category	Amount (\$\$)	Remarks (if any)
Gifts	3500.00	
Others	5500.00	Stationery

Summary of Cash Income & Expenditure

Income													
Item	(\$)												
Cash	14,761.00												
Cheque	-												
Credit & Debit Card / E-Wallet	-												
Online Direct Fund Transfer	30,000.00												
Digital fund raising on TB approved digital crowdfunding platforms	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Deeda</td> <td style="text-align: right;">5,000.00</td> </tr> <tr> <td>Give.asia</td> <td style="text-align: right;">200.00</td> </tr> <tr> <td>Giving.sg</td> <td style="text-align: right;">39.00</td> </tr> <tr> <td>SimplyGiving</td> <td style="text-align: right;">-</td> </tr> <tr> <td>Ray of Hope</td> <td style="text-align: right;">-</td> </tr> <tr> <td>SimplyGiving</td> <td style="text-align: right;">-</td> </tr> </table>	Deeda	5,000.00	Give.asia	200.00	Giving.sg	39.00	SimplyGiving	-	Ray of Hope	-	SimplyGiving	-
Deeda	5,000.00												
Give.asia	200.00												
Giving.sg	39.00												
SimplyGiving	-												
Ray of Hope	-												
SimplyGiving	-												
Total	50,000.00												
Expenditure													
Item	(\$)												
Advertising	-												
Delivery	-												
Digital Crowdfunding Platform Fee	1,000.00												
Food & Beverage	-												
Gifts	-												
Marketing	-												
Transport	-												
Venue	5,000.00												
Others	-												
Total	6,000.00												
Expenditure/Income (E/I) Ratio	12.00%												

Summary of Income & Expenditure In-Kind

Income	
Item	(\$)
Total	3,000.00
Expenditure	
Item	Cash (\$)
Total	9,000.00