



STATEMENT OF SUITABILITY FOR MINISTRY (ONLINE)
APPLICATION FORM
(FOR FOREIGN LAITY)

PART I

Prior to any formal application, if there is any intention for a Singapore entity to engage foreign laity to exercise any form of online ministry to any group within the Archdiocese of Singapore, please advise Chancery of the following details and await our confirmation before proceeding to Part II.

Intended foreign laity's Full Name (Dr/Mr/Ms):

Religious Institute / Organisation:

Name and Country of Diocese:

PART II

Upon receiving confirmation of Part I from Chancery, kindly submit the following:

- a) Organiser Form completed by the Singapore Organiser (page 2-3).
- b) Statement of Suitability for Ministry (Online) Form completed by intended foreign laity's Parish Priest / Spiritual Director of the church organization to which he/she belongs and endorsed by the Diocesan Bishop (page 4-5).
- c) Agreement for Ministry Form completed by intended foreign laity and a copy of his/her valid passport (page 6)
- d) Organiser's Resume (if organiser is not from a parish group or archdiocesan organisation/entity)

IMPORTANT NOTES:

- This Statement of Suitability for Ministry must be duly completed and submitted to the Chancery at least two [2] months before the intended date of online ministry and submission of the Statement of Suitability Form does not automatically mean that approval is granted. It is subject to Chancery approval.
- The Organiser is required to save a digital recording of the meeting / event as well as any materials (e.g. presentation slides) used in the event for a period of six [6] months. Organiser should inform participants that the meeting is recorded.
- The Organiser will need to get an approval from Chancery prior to advertising the online event.



ORGANISER FORM

THIS FORM (PAGE 2-3) IS TO BE COMPLETED BY THE SINGAPORE ORGANISER.

The Organiser is to ensure that the necessary archdiocesan documents have been duly submitted and received approval prior to the conduct of the online event.

I. PERSONAL DATA PROTECTION ACT (PDPA)

| | | |
|---|---------|--------|
| Name of Organiser | | |
| UEN No./Company Reg. No. | | |
| Name of Contact Person | | |
| Contact Details | Mobile: | Email: |
| Name of Invited Laity | | |
| <p>By submitting this Organiser Form, I hereby give my consent to any personal data being collected, stored, retained, retrieved, used, transmitted and processed by the Catholic Archdiocese of Singapore in accordance with its Data Protection Policy, including the disclosure of the said personal data to approved third parties and the transferring of data outside of Singapore.</p> | | |
| Contact Person's Signature: | | |

II: DECLARATION OF MINISTRY

Please state the details of ministry to be carried out by the foreign laity online. The type of ministry indicated in this Organiser Form must be the same as that in the Statement of Suitability for Ministry (Online).

| | |
|--|--|
| Online Event Title: | |
| Online Event Date and Time: | |
| Online Platform Name or Mode of Communication: (Zoom, Youtube live stream, etc) | |
| City and Country of Transmission of Video / Teleconference: | |
| Expected number of participants: | |



CHANCERY OF THE ROMAN CATHOLIC ARCHDIOCESE OF SINGAPORE

| | | |
|----------------------------------|--|--|
| Type of Online Ministry: | <input type="checkbox"/> talk / seminar / workshop <input type="checkbox"/> spiritual retreat <input type="checkbox"/> religious musical performance | <input type="checkbox"/> Others (Please state): |
| Intended Online Audience: | <input type="checkbox"/> Individual Religious / Ministry Group <input type="checkbox"/> Parish Level <input type="checkbox"/> Diocesan Level | <input type="checkbox"/> Others (Please state): |

III. SUBMISSION OF DOCUMENTS

Please ensure that the following documents are submitted to Chancery for processing of approval. Documents that are incomplete or incorrectly submitted will be rendered invalid.

| Documents | Please tick (✓) |
|--|-----------------|
| Statement of Suitability for Ministry (Online) (page 4-5) | |
| Agreement for Ministry in the Archdiocese of Singapore & copy of valid passport (page 6) | |
| Organiser's Resume <i>If organiser is not from a parish group or archdiocesan organisation/entity</i> | |

IV. STATEMENT OF DECLARATION

I understand that:

- the abovementioned documents must be correctly completed and submitted;
- the successful applicant is only allowed to conduct his/her ministry work via the specific communication channels and date/s as indicated in the Statement of Suitability for Ministry (Online) and;
- the nature of ministry work is as specified in the Statement of Suitability for Ministry (Online) and Organiser Form.

Failing which, the Chancery reserves the right to request for a re-submission of this application.

Name of Spiritual Director

Signature

Date of submission



STATEMENT OF SUITABILITY FOR MINISTRY

THIS FORM (PAGE 4-5) IS TO BE COMPLETED BY THE ECCLESIASTICAL SUPERIOR OF FOREIGN LAITY.

Dear Archbishop William Goh DD,

I write as the Ecclesiastical Superior of:

Mr/Ms/Dr _____
[FULL NAME]

The abovementioned laity is of the
Diocese/Religious Institute of

[NAME OF DIOCESE/RELIGIOUS INSTITUTE]

Of

[PROVINCE, COUNTRY]

who currently resides in

[FULL ADDRESS OF CURRENT RESIDENCE]

He/she will be exercising his/ her ministry online in your Archdiocese,

From _____ to _____
[Day/Month/Year] [Day/Month/Year]

Purpose of Ministry (Please tick relevant box):

Conduct Talk/Seminar/Workshop

Conduct Spiritual Retreat

Conduct Religious Musical Performance

Others (Please state): _____



CHANCERY OF THE ROMAN CATHOLIC ARCHDIOCESE OF SINGAPORE

Please provide a description of the intended ministry, including a synopsis of the online talk(s) to be given. Please also include contextual information e.g. if this is part of a larger series of online workshops, or a one-off event.

Name of Singapore Organiser:

I am able to make the following statements (please tick):

- He / She is a person of good moral character and reputation.
- I know of nothing which would in any way limit or disqualify him/her from his/her ministry.
- He / She has never engaged, been convicted, charged or investigated for a crime of a sexual nature against a minor below the age of 18 yrs.
- I am unaware of anything in his/her background, which would render him/her unsuitable to work with minors/ children.
- For the purpose of submitting this Statement of Suitability for Ministry Form, the applicant named within is aware and consents to his/her personal data being collected, stored, retained, retrieved, used, transmitted and processed by the Catholic Archdiocese of Singapore in accordance with its Data Protection Policy, including the disclosure of the said personal data to approved third parties and the transferring of data outside of Singapore.

[Name of Parish Priest/Spiritual Director
(of the church organization to which the person belongs)/
Organization Head]

[Signature]

[Title and Date]

ENDORSEMENT BY DIOCESAN BISHOP

[Name & Signature of Diocesan Bishop]

[Official Stamp of Diocesan Bishop]
Date:



AGREEMENT FOR MINISTRY IN THE ARCHDIOCESE OF SINGAPORE
(FOR FOREIGN LAITY)

THIS FORM (PAGE 6) IS TO BE COMPLETED BY THE ONLINE FOREIGN SPEAKER.

I. On Foreign Fund Raising

The general regulations pertaining to fundraising in Singapore together with its consequences if there is a breach (refer to page 7-8). During my online ministry in the Archdiocese of Singapore, I (will / will not)^{*} conduct fundraising activities.

II. On Singapore's Inter-religious and Inter-racial Society

I understand that racial and religious harmony is a fundamental principle in Singapore. I hereby agree to abide by the law governing Religious Harmony in Maintenance of Religious Harmony Act (MRHA) during my online ministry in Singapore^{**}.

III. On Safe Environment

I have never engaged, been convicted, charged or investigated for a crime of a sexual nature against a minor below the age of 18 years.

**Delete as applicable*

***More details on MRHA can be found on page 8.*

In adherence to the Archdiocese of Singapore's Policy, I have understood the following:

Applicant's Name: _____

Applicant's Nationality & Passport Number: _____

(Attach a copy of valid passport)

Applicant's Signature: _____

Date: _____



MAINTENANCE OF RELIGIOUS HARMONY ACT (MRHA)

Maintenance of Religious Harmony Act (MRHA), a law passed in 1990, is an act which provides maintenance of religious harmony, empowering the Ministry of Home Affairs to act promptly and efficiently to prevent any situations which may harm the religious harmony in Singapore or refrain any religious leaders or members from acts that will cause tensions between religious and racial groups.

Reference to MRHA Chapter 167A:

<http://statutes.agc.gov.sg/aol/search/display/view.w3p?page=0;query=DocId%3A77026343-e30d-40e2-a32e-b1f5d46c5bd7%20%20Status%3Ainforce%20Depth%3A0;rec=0>

GENERAL CONDITIONS FOR FOREIGN FUND-RAISING PERMIT

<https://www.charities.gov.sg/Fund-Raising/Pages/Fund-Raising%20for%20Foreign%20Charitable%20Purposes.aspx>

- 1. Application:** The applicant must be an organization (corporate or unincorporated) in Singapore. The application should be made by an official on behalf of the organization and must be submitted to the Commissioner of Charities at least 30 days before the appeal starts.
- 2. Use of Proceeds:** The applicant must undertake to apply within Singapore not less than 80% of the net proceeds received in response to the fund-raising appeal, unless the Commissioner allows otherwise.
- 3. Recipients of Funds:** When funds are raised for a foreign charity, the foreign charity must be a bona fide non-profit making organization. When the funds are raised for humanitarian purposes overseas, the relief projects and the organization in the affected country responsible for operating the humanitarian project must first be identified.
- 4. Fund-raising Expenses:** The fund-raising appeal expenses should not exceed 30% of the total funds raised. In the event that this limit is exceeded, the applicant should undertake to bear the excess expenses.
- 5. Fund-raising Appeals:** The applicant must comply with any other conditions stipulated in the permit which the Commissioner may impose for the issue of the permit. The appeal should not commence before or continue at any time beyond the approved period specified in the permit.
- 6.** The applicant must implement and comply with strict control measures to protect the funds raised during the fund-raising event.
- 7.** If the application is made by a student organization of an educational institution, a letter from the education institution supporting the appeal project must be submitted together with the application.
- 8. Accounts and Records:** Proper accounts and records in respect of the fund-raising appeal and all necessary actions to ensure payments out of the proceeds are correctly made and authorized must be kept by the applicant.



CHANCERY OF THE ROMAN CATHOLIC ARCHDIOCESE OF SINGAPORE

9. The statements of accounts audited by an approved auditor by the Commissioner of Charities, the auditor's report, the remittance advice/ acknowledgement of receipt from beneficiary and evidence of usage of funds must be submitted to the Commissioner of Charities not later than 60 days from the close of the appeal or within such extended period as may be allowed by the Commissioner.

DUTY TO DONORS

<https://www.charities.gov.sg/manage-your-charity/Fund-raising%20and%20Related%20matters/Pages/Fund-Raising%20Matters.aspx>

- Any information provided to donors or to the general public is accurate and not misleading.
- To disclose the name of your organisation, intended use of funds raised (includes the cause and/or beneficiaries) and whether any commercial fund-raiser has been engaged in soliciting the donation.
- Information relating to donors is kept confidential. No information relating to a donor should be given to any other person without the consent of the donor.
- Arrangement to solicit donations must have adequate control measures and safeguards to ensure proper accountability and to prevent any loss or theft of donations

SCENARIOS WHICH WILL RAISE RED FLAGS

<https://www.charities.gov.sg/Fund-Raising/Pages/How%20and%20When%20to%20Report.aspx>

- Fund-raiser is ambiguous or unable to provide answers to queries on the fundraising (e.g. uses of funds received and name of the beneficiary)
- Information provided is verified to be bogus
- Charity or organisation is soliciting for donations without the relevant permit
- Charity or organisation is conducting unlawful fundraising activities
- Commercial or third-party fundraiser is unable to show proof that they are authorised by charity to raise funds
- Fund-raiser is being aggressive or abusive
- Donors are aware that large portion of the funds raised would be used to pay the fundraising expenses
- There is reason to believe that the funds raised are being misused