

## Instructions for application for extended validity period for 90-accounts

### General

According to § 4 of the Swedish Financial Supervisory Authority's standards for 90-accounts (hereinafter refer to as standards), 90-accounts are granted for a certain period, at most three years.

The application for an extended period of validity must be submitted in plenty of time before the end of the validity period.

### Documents

The following documents must be submitted to the Swedish Fundraising Control.

1. The form 'Application for extended validity period for 90-accounts'

If the change has not been previously notified:

2. The fundraising organisation's statutes or other standards
3. Minutes
4. Credit information
5. List of recipient organisations
6. Agreements

All documents submitted to the Swedish Fundraising Control must be in Swedish.

The form must be filled in as follows

#### 1. Application for extended validity period for 90-accounts

The application is made on the Swedish Fundraising Control's form, which may be found on the website, [www.insamlingskontroll.se](http://www.insamlingskontroll.se). All fields in the form must be filled in. If there is not room for all board members, deputies, auditors or signatories on the application form, an extra sheet may be obtained on the website.

##### 1.1 Organisation

The organisation's name, registration number, visitor's and postal address, all 90-account numbers for both PlusGiro and/or Bankgiro (no other PlusGiro or bankgiro numbers), daytime telephone number, e-mail address and information about the website address are all indicated here.

##### 1.2 The organisation's representative/contact person

The person who is responsible for ongoing contacts with the Swedish Fundraising Control is specified here. The person who is indicated as being the representative/contact must be a person who is easy to reach and must live in Sweden. If

the person cannot be reached at a particular time, this must be notified to the Swedish Fundraising Control. Telephone number refers to the telephone where the contact person can be reached during the daytime.

#### *1.3 Board of directors*

The people who are on the board of directors on the day when the extension is requested must be specified here. The number of board members and deputies in your organisation must not be below the Swedish Fundraising Control's minimum requirement as regards the number of people on the board, and the residency requirement must be satisfied (§ 2 paragraph 4 of the standards). There must be at least three ordinary board members.

Deputies may be appointed. If a foundation has attached administration, i.e. is administered by a legal entity, this must be specified. Under such circumstances, the same requirements apply to the legal entity's, the administrator's, board of directors. It is then this board that must be noted on the form.

A board member or deputy may be resident in a country outside of the European Economic Area, provided at least two of the members or deputies are resident within said area. At least one of the board members, who can receive notifications on behalf of the fundraising organisation, must be resident in Sweden.

All board members and deputies must comply with the Swedish Fundraising Control's requirements for suitability and proficiency regarding economic issues.

The civic registration number, name and daytime telephone number of board members and deputies must be indicated. (The home address (PO Box addresses are not permitted) and e-mail address must be stated here.

The board's details will be registered with the Swedish Fundraising Control for internal processing. Information about what personal information is processed may be sent to registered individuals upon written and signed application.

#### *1.4 Auditor*

According to § 2 paragraph 7 in the standards, all fundraising organisations must have at least one auditor authorised by the Supervisory Board of Public Accountants. This individual's or these individuals' civic registration number, daytime telephone number, the name of the auditing firm, the work address and the e-mail address must be specified on the form. Deputies must also be registered. In such a case, the deputy must also be an authorised auditor to be able to act in place of the normal auditor. Once the auditor has confirmed the assignment on the application form and undertaken to comply with the Swedish Fundraising Control's standards and guidelines in his or her investigations, the Swedish Fundraising Control approves the auditor as auditor for the 90-account organisation. Any general examiners must not be specified on the form.

#### *1.5 Signatory*

The signatory boxes are filled in if it has been decided within the organisation that somebody other than the entire board of directors is to be able to represent the organisation externally, e.g. one or more board members or somebody outside of the board (e.g. a senior official). Telephone number refers to the telephone where the signatory can be reached during the daytime.

## *1.6 Other information*

### *1.6.1 Fundraising form*

State here what form of fundraising the organisation will employ. Examples of different forms of fundraising include collection of money, collection of clothing or other items, sale of goods and services and collection by donation certificates.

### *1.6.2 Recipients*

If recipients exist, this must be specified here. If yes, see point 5.

### *1.6.3 Does another organisation handle collection*

If another organisation handles the collection, this must be stated here. If yes, see point 6.

### *1.6.4 Links to other organisations*

State here whether the organisation is a parent, subsidiary or sister organisation to another Swedish or foreign organisation.

## *1.7 Declaration*

The individuals who represent the organisation and act as signatories must sign the declaration and undertaking. Newly elected board members, deputies and signatories must also sign the declaration and undertaking in the application, in order to confirm their responsibility in relation to the Swedish Fundraising Control. If the change notification has been done during the year and no changes occurred afterwards, new signatures are not needed.

Each board member and deputy is included in an agreement with the Swedish Fundraising Control with a declaration to comply with the Swedish Fundraising Control's standards and guidelines. The new board members and deputies must have access to the Swedish Fundraising Control's standards (can be downloaded from the website under Rules) and must read through these before signing. Before signing, everyone must also read through the declaration and undertaking on the form, to ensure that they understand their responsibility in relation to the Swedish Fundraising Control.

## *1.8 Auditor's confirmation*

The auditor's confirmation only needs to be signed by the auditor if he or she is newly appointed. It is the authorised auditor that the fundraising organisation proposes who must sign the confirmation that he or she will take on the assignment, and will undertake to follow the Swedish Fundraising Control's standards (cf. § 1 paragraph 4 and § 3 paragraph 3 in the standards). Any elected representative auditors must consequently not enter their signature here. Inform the new auditor that the assignment as auditor for a 90-account holder is more comprehensive than applies for a normal audit. This is evident from the standards and the Swedish Fundraising Control's instructions for auditors of 90-account organisations.

## **If the change has not been previously notified**

## **2. The fundraising organisation's statutes or other standards**

If the organisation's statutes or other standards have changed since the foundation last submitted these, the new statutes must be attached. For foundations, the

Kammarkollegiet's decision on permutation, a decision from the county council or other document that demonstrates that the change occurred as statutorily required must be enclosed.

Non-profit associations and religious communities must enclose statutes if these have been changed since the organisation last submitted them. Please note the requirement in § 2 final paragraph of the standards. Minutes of the annual general meeting must be attached, showing the decision to change the statutes.

### **3. Minutes**

Regarding registered new board members, deputies or signatories, the fundraising organisation must submit minutes of the annual general meeting showing that they been appointed as board members, deputies and signatories, as well as minutes from the statutory board meeting showing the composition of the board of directors.

### **4. Credit information**

Credit information regarding new members and deputies must be attached to the application. Such information must *not* be *more than four weeks old*. The credit information must be issued by a company that has been approved by the Data Inspection Board to conduct credit information activities, see [www.datainspektionen.se](http://www.datainspektionen.se).

Credit information is free from credit information companies if it is sought by a board member or deputy in person, although it can take a couple of weeks before it arrives. The person to whom the information relates may write to the credit information company and refer to his or her right, according to § 26 of the Personal Data Act, to receive an extract from the register. The person must then give his or her civic registration number, name and address. If the organisation wishes to request credit information itself, or would like the request processed more quickly, the information agency will charge a fee. The Swedish Fundraising Control can assist in providing credit information against a fee of SEK 250 per person. Note § 2 paragraph 5 in the standards. A board member or deputy who has a record for non-payment of a debt and/or unpaid tax liabilities, has been declared bankrupt or banned from engaging in business must leave the board of directors in order for the organisation to maintain its 90-account.

If the board member or deputy is resident abroad, similar information must be obtained from the country in which the board member is resident. If such in formation is not available, certification must be provided by the bank where the board member is a customer. The certification must state that the board member is solvent and that there are no adverse comments from the bank regarding the board member's ability to pay or otherwise manage his or her affairs.

### **5. List of recipient organisations**

Organisations that have recipient organisations in Sweden or abroad must submit a list of these organisations no later than 30 June every year, including information about their projects, the location and country where they work, as well as a description of how the organisation ensures that the funds that have been handed over to the organisations are used without unreasonable costs for promoting the intended project. The form may be found on the website, under the tab Application. With the form there are instructions on how to fill it in. Instead of using the form, the notification can be made by means of

the organisation's own list, prepared according to the instructions. Registration will only take place when funds have been transferred to other organisations, i.e. not when private individuals are the recipients. Only current recipient organisations have to be specified. If the list of recipient organisations for the year in question has already been submitted, there is no need to enclose it.

## **6. Agreements**

Attach current agreements with external companies that the organisation uses for sales or collection (§ 11 paragraph 6 of the standards).

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