

Checklist for change notification

General

Section 17 of the Swedish Fundraising Council's regulations for 90-accounts (referred to below as the regulations) is worded as follows:

Amendments to the statutes or regulations of the AH (90-account holder) must immediately be notified to the Swedish Fundraising Council. If an AH, which has been granted a 90-account for fundraising for a specific purpose, also wishes to use the account for another purpose, the consent of the Swedish Fundraising Council is required.

In the event of a change within the AH's management, a change of authorised signatory or account auditor, or a change of address and telephone number, this must immediately be notified to the Swedish Fundraising Council.

The Swedish Fundraising Council has found that many 90-account holders forget to notify us of changes to fundraising purposes, statutes and regulations, changes to Board members, deputy members, authorised signatories and auditors, as well as new postal addresses, altered telephone numbers or new websites. For this reason, the Swedish Fundraising Council is issuing a reminder that, in accordance with Sections 5 and 17 of the regulations, such changes must be notified immediately and in certain cases be approved by the Swedish Fundraising Council. An amendment form can be found under the Forms tab on the Swedish Fundraising Council's website, www.insamlingskontroll.se. This form can also be ordered.

1. Changes to statutes or regulations

1.1 Change to statutes for a non-profit association or religious community

If a non-profit association or a religious community has altered its statutes, the new statutes as well as the minutes from the annual general meeting(s) must be submitted, demonstrating that the change to the statutes has been performed according to the provisions in the statutes of the non-profit making association or the religious community. Note that if the purpose is altered, the new purpose must be approved by the Swedish Fundraising Council before any fundraising may take place regarding the new purpose (see below). Such alterations must not be in conflict with the Swedish Fundraising Council's regulations, cf. the requirements in Section 2.

1.2 Changes to regulations in a foundation deed

If a foundation alters the regulations in a foundation deed, this must take place in the manner specified in Article 6 of the Foundations Act. The foundation must therefore submit a permutation decision from the Legal, Financial and Administrative Services Agency showing that the alterations have been approved or presenting a decision from the supervisory authority (the county administrative board).

1.3 Altered purpose

If the AH alters the purpose, the provisions of Section 6 first paragraph mean that the AH must apply to the Swedish Fundraising Council for approval of the new purpose before it may be marketed for fundraising. Note that in the event of an alteration to the purpose, the new purpose must fulfil the requirements of Section 2 first paragraph of the regulations. The Swedish Fundraising Council will reach a formal decision stating whether we accept that the new purpose may be used when fundraising. It is therefore appropriate for the AH to contact the Swedish Fundraising Council and to check whether the proposed purpose would be accepted by the Swedish Fundraising Council, before submitting an application regarding altering the purpose to the Legal, Financial and Administrative Services Agency in respect of a foundation's purpose or before the annual general meeting of an association decides on the alteration.

1.4 Change of name

In the event of a change to the name of the AH, check that the proposed new name cannot be confused with the name of another fundraising organisation with a 90-account, or with the name of an organisation that has held a 90-account, see Section 2 of the regulations with comments.

Minutes of a meeting at which a decision on a change of name has been taken must be submitted. Foundations must also submit a registration decision from the county administrative board (the supervisory authority) in which it can be seen that the new name has been registered.

2. Notification of minor changes such as address, telephone number, new website, new e-mail address, etc.

Minor changes such as a new address, new telephone number, new website or new e-mail address can be notified by e-mail. The same applies to a change of contact person or the temporary replacement of this person. When notifying such a change, do not forget to indicate the date from which the change applies. If a Board member should die or retire during the current period of office, this can also be notified by e-mail.

The Change notification form, which can be found under Forms on the website, may obviously also be used.

3. Change notification

The Change notification form is used when new Board members and deputy members, as well as authorised signatories and auditors, have been appointed. The form can be downloaded under Forms on the website, www.insamlingskontroll.se. It is a good idea to take the form along to the annual general meeting if the association is to elect new Board members, deputy members or authorised signatories. The same applies regarding the foundation's meeting when the foundation is to elect new persons.

The demands placed on Board members and deputy members that can be seen from Section 2 paragraphs 3, 4 and 5 in the regulations also apply after the organisation has been granted a 90-account. This must be observed by the Board of directors and the nominating committee. A Board member or deputy must therefore leave the Board if he or she no longer satisfies the

Swedish Fundraising Council's requirements. In order to ensure that Board members or deputy members are authorised at the time they are elected in accordance with the Swedish Fundraising Council's rules regarding whether they have a record for non-payment of a debt and/or comments regarding unpaid tax liabilities, the Board of directors of a non-profit association or religious community can recommend that the nominating committee should obtain credit information regarding prospective candidates. A foundation's Board of directors can also receive credit information before the election of new Board members or deputy members takes place.

Note that all documents must be in Swedish.

Take care when filling in the application form, and fill in all the boxes. If there is insufficient room for all the Board members, deputy members or authorised signatories on the application form, you can obtain additional sheets under the Application tab on the website, www.insamlingskontroll.se, or request an additional form from the Swedish Fundraising Council and then send in the application and the additional sheets. If there is not enough room for all the information about the activity that you wish to undertake at the bottom of page three, this information can also be provided under Other Information on the same page, or in a separate document that is attached to the application. The entire form must be filled in; even if there have been no changes since the previous application.

Advice is presented below on how the form is to be filled in. Take care when filling in the application form, and fill in all the boxes. If there is insufficient room for all the Board members, deputy members or authorised signatories on the application form, you can obtain additional sheets under the Application tab on the website, www.insamlingskontroll.se, or request an additional form from the Swedish Fundraising Council and then send in the application and the additional sheets.

3.1 Organisation

The organisation's name, registration number, visitor's address and postal address, 90-account numbers for both PlusGiro and Bankgiro (no other PlusGiro or Bankgiro numbers), daytime telephone number, e-mail address and information about the website address are all entered here. P.O. Box addresses alone are not accepted as visitor's addresses, and there has to be a street address as well.

3.2 The organisation's representative/contact person

The person who is responsible for ongoing contacts with the Swedish Fundraising Council is stated 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 during a particular period, this must be notified to the Swedish Fundraising Council. This is the person who receives all information from us and who we contact when we require additional information or details. This person must also be aware of his/her obligation to pass on information from the Swedish Fundraising Council to the Board of Directors and the person or persons within the fundraising organisation to whom the information relates.

Do not forget to enter the postal address, daytime telephone number, fax number (if applicable) and e-mail address.

3.3 This notification relates to change of

Under this heading, fill in what the change relates to. If the change relates to a change to statutes or regulations, read above what is to be attached to the application.

a. Change to the organisation's name

If the application relates to a change of name, see above what needs to be attached.

b. Change of address of organisation

When notifying a change of address, do not forget to indicate the date from which the change applies.

1.4 Board of Directors

The persons who are on the Board of Directors on the day when an extension is requested must be specified here. Check that the number of Board members and deputy members in your organisation is not below the Swedish Fundraising Council's minimum requirement as regards the number of persons on the Board, and that the residency requirement is satisfied (Section 2 fourth paragraph of the regulations). There must be at least three full Board members and three deputy members, i.e. at least six people, on the Board of Directors. If a foundation has attached administration, i.e. is administered by a legal entity, this must be stated. Under such circumstances, the same requirements apply to the Board of Directors of the legal entity, the administrator. It is then this Board that must be noted on the form.

Check that all Board members and deputy members satisfy the Swedish Fundraising Council's requirements for suitability and proficiency regarding financial issues in accordance with Section 2 fifth paragraph of the regulations.

Board members and deputy Board members may be a resident in a country outside the European Economic Area (EEA), provided at least half the numbers of members or deputy members are resident within said area; however, in an organisation that has its registered office in Sweden, there must always be a Board member registered in this country.

The civic registration number, name and daytime telephone number of Board members and deputy members must be indicated. Do not forget to specify the home addresses of these individuals (P.O. Box addresses are not approved) and ideally their e-mail addresses.

The Board's details will be registered with the Swedish Fundraising Council for internal processing. Details regarding what is included in the register can be distributed to the registered party.

1.5 Auditor

Please note that, according to Section 2 seventh paragraph of the regulations, all fundraising organisations must have at least one auditor authorised by the Supervisory Board of Public Accountants. This personal identity number and daytime telephone of this individual or these individuals, the name of the auditing firm, the work address and ideally the e-mail address must be stated on the form. Deputy auditors must also be registered. When the Swedish Fundraising Council has approved this person as an auditor, he or she is designated the account auditor (see Section 1 fourth paragraph of the regulations). Any honorary auditors are not to be specified on the form.

1.6 Authorised signatories

The signatory boxes are to be filled in if it has been decided within the organisation that someone other than the entire Board of Directors is to be able to represent the organisation externally, e.g. one or more Board members or someone outside of the Board (e.g. an executive officer) has been appointed to be a signatory for the organisation. Do not forget to

fill in details about the telephone number on which the authorised signatory can be reached during the daytime.

1.7 Operation: Fundraising purpose

The term fundraising purpose refers to the purpose for which the 90-account holder (AH) intends to conduct fundraising. If the fundraising is to be for the AH's entire purpose in accordance with its statutes or regulations, this must be specified in the application. According to the regulations, the Swedish Fundraising Council checks the entire organisation's activities, even if fundraising among the general public does not cover the 90-account holder's entire purpose.

Check that the 90-account holder is conducting the same fundraising purpose as according to the original application. According to Section 5 of the regulations, a 90-account must not be used for fundraising for any purposes other than that approved by the Swedish Fundraising Council. Check that the fundraising purpose is included within the purpose that is specified by the organisation's regulations or statutes, cf. Section 3 of the regulations. According to Section 17 of the regulations, the Swedish Fundraising Council's consent is required for fundraising for purposes other than that previously approved by the Swedish Fundraising Council.

1.8 Operation: Form of fundraising

Do not forget either to specify what form of fundraising the organisation is going to apply. The various fundraising forms that exist can be found in Section 1 final paragraph in the regulations. Note that if the organisation, in the event of sales or fundraising, employs external companies, the applicable agreement must be sent here for information purposes (Section 11 in the regulations).

1.9 Operation: Estimated turnover

When the estimated turnover is filled in, the organisation's entire operations must be stated (cf. Section 9 of the regulations), not only income that is expected to be received from fundraising or on the 90-account. If the applicant is a parent company according to the definition in the Swedish Annual Accounts Act, the entire Group's turnover must be stated.

1.10 Operation: Fundraising period

If the fundraising activities are intended to be continuous, this should be stated in the Fundraising period box. If the activities are one-off in nature and over a short period, this period must be specified.

1.11 Operation: Recipients

Any recipients in Sweden or abroad of the funds that are collected must always be presented on the application form. If there is not enough room for these on the form, a list can be attached. See also under point 5.

1.12 Operation: Links to other organisation(s)

Do not forget to fill in here whether the organisation is a parent, subsidiary or sister organisation of another Swedish or foreign organisation. The same applies to organisations or companies with which the fundraising organisation has entered into a cooperation agreement.

1.13 Operation: Date for the establishment of the organisation

Do not forget to fill in the date on which the organisation was founded.

1.14 Declaration and undertaking

The individuals who represent the organisation and act as authorised signatories must sign the declaration and undertaking. If an individual is a sole authorised signatory, he/she must sign the declaration and undertaking in the application. However, if there are two joint authorised signatories, both must sign the declaration and undertaking in the application. Newly elected Board members, deputy members and authorised signatories who have not been registered here previously must also sign the declaration and undertaking in the application, in order to confirm their responsibility in relation to the Swedish Fundraising Council. The new members and deputy members must have access to the Swedish Fundraising Council's regulations (which can be downloaded from the website). Before signing, all new members and deputy members must read through the declaration and undertaking, to ensure that they understand their responsibility in relation to the Swedish Fundraising Council. Each Board member and deputy member enters into an agreement with the Swedish Fundraising Council, and declares that they will comply with the regulations for 90-accounts as well as the guidelines that are provided.

1.15 Auditor's confirmation

The auditor's confirmation only needs to be signed by the auditor if he or she is newly appointed and has not been registered here previously. It is the authorised auditor that the fundraising organisation proposes as account auditor who must sign the confirmation that he or she will take on the engagement, and will undertake to follow the Swedish Fundraising Council's regulations (cf. Section 1 fourth paragraph and Section 3 second paragraph of the regulations). Any honorary auditors consequently are not to enter their signature here. If the auditor is new, do not forget to notify him or her that the engagement of account auditor is more extensive than being an ordinary auditor. This can be seen from the regulations and instructions for account auditors.

2. The fundraising organisation's statutes or other regulations

If the foundation's regulations have been amended since the foundation last submitted them, decisions regarding permutation and other documents must be submitted which show that the amendment has been made in the statutory manner.

Non-profit associations and religious communities must enclose statutes if these have been changed since the organisation last submitted them. Note the requirement in Section 2 final paragraph of the regulations.

3. Minutes

The fundraising organisation must submit minutes showing who have been appointed as Board members and deputy members, as well as minutes from the first meeting of the new Board showing the composition of the Board of Directors and who authorised signatories are.

4. Credit information

Credit information regarding new members and deputy members 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.

Credit information is free of charge from credit information companies if it is sought by a Board member or deputy member in person, although it can take a few weeks before it is received. The person to whom the information relates may write to the credit information company and refer to his or her right, according to Section 26 of the Personal Data Act, to receive an extract from the register. The person must then give his or her personal identity number, name and address. If the organisation wishes to request credit information itself, or would like the request to be processed more quickly, the information agency will charge a fee. Note Section 2 fifth paragraph of the regulations. A Board member or deputy member who has a record of non-payment of a debt and/or unpaid tax liabilities must resign from the Board of Directors in order for the organisation to retain its 90-account.

5. Recipients in Sweden and abroad

Also do not forget, if this has not been done previously, to submit a list of Swedish and foreign recipient organisations including information about their purposes, the location and country where they operate, and a description of how your organisation ensures that the funds that have been granted to recipient organisations are used without unnecessary costs to promote the intended purpose (cf. Section 11 third paragraph and the comments to this section of the regulations). The form for this can be found on our website, although it is also possible to prepare your own list containing the above information.

17/04/2013