

Instructions for application for 90-account

Demands placed on applicants

Carefully read through the Swedish Fundraising Control's standards for 90-accounts (hereinafter referred to as the standards) before applying for a 90-account.

A precondition for being granted a 90-account is that the organisation that is applying conducts *public fundraising*, i.e. *fundraising among the general public*. This means that fundraising activities must be directed at a wider circle than the members of the association or family and friends.

Check whether the organisation and its management satisfy the Swedish Fundraising Control's requirements as to who may be granted a 90-account. The requirements are set out in § 2 of the standards. Also note the requirements in §§ 3, 5-8 and 11-17 in the standards.

Documents

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

1. Application for a 90-account
2. The fundraising organisation's statutes or other standards
3. Decision regarding corporate registration number and registration certificate
4. Application for a 90-PlusGiro account and application for a 90-bankgiro number
5. Minutes
6. Credit information
7. Annual report
8. Budget
9. List of recipient organisations
10. Project form
11. Description of activities
12. Agreements

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

The form must be filled in as follows

1. Application for a 90-account

The application is made on the Swedish Fundraising Control's form, which may be found under the tab "ansökan" (application) on the website, 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, corporate registration number, visitor's and postal address, telephone number on which the organisation can be reached during the daytime, e-mail address and website address are all indicated here. P.O. Box addresses alone are not approved as visitor's addresses, there has to be a street address as well.

It must not be possible to confuse the organisation's name with the name of another fundraising organisation that already has a 90-account.

1.2 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. This person must also be aware of his/her obligation to hand over information from the Swedish Fundraising Control to the board of directors and the person or persons within the fundraising organisation to whom the information relates. Telephone number refers to the telephone where the contact person can be reached during the daytime.

1.3 Legal status

The Legal status box indicates the type of legal entity that is applying. As a general rule, only legal entities with a registered office in Sweden that are foundations, non-profit associations and religious organisations may be granted 90-accounts (cf. § 2 paragraph 3 of the standards).

1.4 Board of directors

The number of board members and deputies on the organisation's board must not be less than the Swedish Fundraising Control's minimum requirements and the residency requirement must be complied with. 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 other information. In such circumstances, the Swedish Fundraising Control places the same demands on the legal entity's, the administrator's, board of directors as if the organisation had its own 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 addresses (PO Box addresses are not permitted) and e-mail addresses must be stated here.

If the board of directors changes – regardless of whether this relates to regular board members or deputies

– before the application has been granted, this change must be notified to the Swedish Fundraising Control *immediately* (cf. § 17 of the standards). The agreement that is entered

into between the Swedish Fundraising Control and the fundraising organisation is always with the individuals on the board of directors. The Swedish Fundraising Control checks that the board members and the deputies satisfy the requirements set out in the standards. The board of directors is responsible for ensuring compliance with the Swedish Fundraising Control's standards and guidelines.

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.

1.5 Auditor

One requirement for granting a 90-account is that the fundraising organisation 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 elected representative auditors must not be specified on the form.

The auditor'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.

1.6 Signatory

The organisation's signatories are stated here. These may be one or more board members or someone not on the board (such as an executive employee). Telephone number refers to the telephone where the signatory can be reached during the daytime.

The signatory'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.

1.7 Other information

1.7.1 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.

1.7.2 Recipients

If recipients exist, this must be specified here. If yes, see p.9.

1.7.3 Does another organisation handle collection

If another organisation handles the collection, this must be stated here. If yes, see point 12.

1.7.4 Links to other organisations

If the organisation is a parent, subsidiary or sister organisation to another Swedish or foreign organisation, or is otherwise linked to such an organisation, this must be stated here.

1.7.5 Date of the establishment of the organisation

The date of the establishment of the organisation is stated here.

1.8 Declaration and undertaking

All individuals who are listed as being board members, deputies and signatories must sign the declaration and undertaking etc. in the application, in order to confirm their responsibility in relation to the Swedish Fundraising Control. 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 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. Note that the board of directors has e.g. a responsibility to ensure good order within the organisation, and to ensure that funds go to the project without unreasonable costs.

1.9 Auditor's confirmation

It is the authorised auditor(s) that the fundraising organisation proposes as auditor, as well as deputies for these, who must sign the confirmation that they will take on the assignment, as well as undertaking to follow the Swedish Fundraising Control's standards and guidelines (cf. § 1 paragraph 4 and § 3 paragraph 3 in the standards). Any elected representative auditors must consequently not enter their signature here. Inform the proposed auditor that the assignment as auditor for a 90-account organisation 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. These can be downloaded under the Rules tab on the website.

2. The fundraising organisation's statutes or other standards

For foundations, copies of all documents that were prepared in conjunction with the establishment of the foundation must be submitted. In the case of a foundation, the foundation deed, the board's undertaking to administer and documents that demonstrate that a roll call has occurred must be attached. If the foundation's standards have changed since it was formed, 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 organisations must submit their currently valid statutes.

3. Decision regarding corporate registration number and registration certificate

Non-profit associations and foundations must attach the Swedish Tax Agency's decision regarding the corporate registration number. Foundations must also submit a registration certificate from the county administrative board (the registration authority) in the county in which the board or administrator has its registered office. Registered religious organisations must submit registration certificates from the Legal, Financial and Administrative Services Agency.

4. Application for a 90-PlusGiro account and application for a 90-bankgiro number

The forms 'Application to be approved as the holder of a 90-PlusGiro account at Nordea Bank' and 'Application for a 90-bankgiro number for Bankgirocentralen' must be filled in and submitted. The forms must be signed by the signatories for the organisation. When the Swedish Fundraising Control has granted a 90-account, the original is sent back. This must be submitted to Nordea Bank AB or to your bank in conjunction with your application to receive a 90-PlusGiro account or a 90-bankgiro number. When the forms are filled in, ensure that the

address and the fundraising project on the forms are the same as the address and the project that are specified for fundraising in your statutes.

The organisation must always begin by applying for a 90-PlusGiro account and can choose to only have one such account. However, the organisation cannot have only one 90-bankgiro number as there is a risk of another 90-account holder acquiring a corresponding PlusGiro number. The bank is always responsible for finally determining, on business grounds, whether the organisation is to become their customer.

If the organisation applies for a 90-account at both Nordea Bank AB Bankgirocentralen at the same time, and the Swedish Fundraising Control approves the organisation as a 90-account holder, the organisation will receive the approved application regarding PlusGiro account first. When Nordea Bank AB has opened the 90-PlusGiro account, Swedish Fundraising Control will return the application for a 90-bankgiro number with the corresponding 90-bankgiro number.

5. Minutes

The fundraising organisation must submit minutes of the annual general meeting or similar documents showing who has been appointed as board members and deputies, as well as minutes from the statutory board meeting showing the composition of the board of directors and who are signatories.

6. Credit information

Credit information regarding all 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.

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 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. 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 be granted a 90-account.

If the board member is resident abroad, similar information must be obtained from the country in which the board member is resident. If such information 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.

7. Annual report

Organisations that have prepared an annual report or annual accounts must submit this.

8. Budget

A budget must be prepared showing future planned economic events. As the budget is an important tool in the work of steering an organisation's finances, the Swedish Fundraising Control requires that all organisations applying for a 90-account must prepare *a budget on the form* intended for this purpose. The budget form, with instructions on how it is to be filled in, *may be obtained from the website under the tab Application*. The budget must be drawn up for the next financial year. It is also possible to present the past year's results as a comparison with the budgeted period. The budget form must be signed by the chair of the board and the authorised signatories.

9. List of recipient organisations

Organisations that have recipient organisations in Sweden or abroad must submit a list of these organisations, 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.

10. Project form

In order for the information on our website to be correct, you have to fill in the Project information form. This form can be downloaded from the website under the tab Application. There must be a link to the project paragraph in the organisation's statutes.

If possible, you should fill in boxes in each group, i.e. active in, Project and Business area.

11. Description of activities

A full description of the activities that the organisation conducts or is intending to conduct must be submitted as an appendix to the application. The activities must be within the scope of the aim set out in the organisations statutes or foundation deed (§ 3 paragraph 1 on the standards). The fundraising project must not be in contravention of the requirements in § 2 paragraphs 1 and 2 in the standards.

12. Agreements

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

After the 90-account is opened

Period of validity

According to § 4 in the standards, a 90-account will be granted for a certain period, at most three years. A 90-account for a new 90-account holder is normally only granted for a shorter period. The Swedish Fundraising Control issues a reminder to apply for an extension in good time before the validity of the 90-account expires.

Arrangement fee

If the Swedish Fundraising Control grants a fundraising organisation a 90-account, the holder must pay an account arrangement fee in accordance with § 16 in the standards. This fee currently stands at SEK 5,000. When the holder has opened the 90-PlusGiro account, the Swedish Fundraising Control sends an invoice for this amount. If the organisation only applies for a PG account and at a later date applies for a BG account or another PG account, an arrangement fee of SEK 2,500 per account is charged.

The Swedish Fundraising Control's website

When the Swedish Fundraising Control is advised by Nordea Bank AB and Bankgirot that the 90-accounts have been opened, information about the organisation is published on the Swedish Fundraising Control website under the headings 90-accounts and news. The Swedish Fundraising Control also issues a press release via MyNewsdesk stating that the organisation has been approved as a 90-account holder.

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