

NEW BENEFICIARY APPLICATION FORM

<u>Ol</u>

Complete this form

Before you complete this form, please make sure that you qualify to become a beneficiary. You can read all the requirements in <u>section 2 of our terms and conditions</u>. To allow us to process your application you must complete this form in full.

<u>02</u>

Attach the right documents We can only consider your application if you attach the correct supporting documents. We need:

Your letterhead.

A copy of your VAT registration form (VAT 103), if you are VAT registered.

In addition to the documents above, charities must also submit:

- Copy of the organisation's PBO/NGO registration certificate.
- A short company profile describing the organisation and what it does.
- A marketing and communication plan that outlines your communications and fundraising strategy. Explain how your organisation will manage the MySchool fundraising programme and include specific mention of the donors you currently have and how you currently communicate with them.

03
Submit your application

Once you have completed the application form and collected the necessary supporting documents, please send it to <u>cs@myschool.co.za</u>. If you are unable to send the documents electronically you may post them to:

MySchool MyVillage MyPlanet Fundraising Programme, P.O Box 3880

Cape Town

8001

Attention: National Sales and Partner Manager.

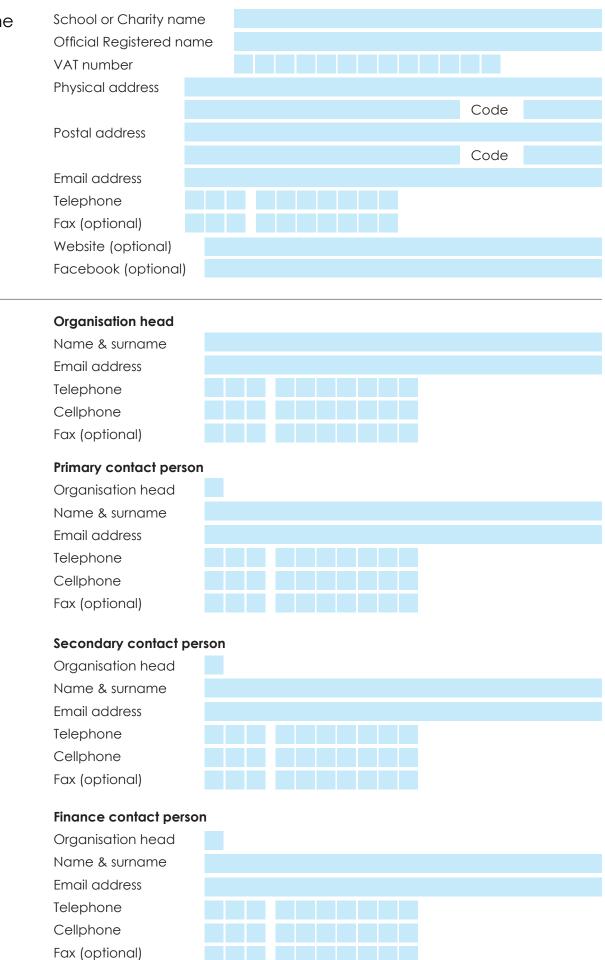
Wait for our email

It will take up to eight weeks for us to process your application. We will let you know by email whether your application has been declined or provisionally approved, and what steps to take to finalise the application process.



People we may

contact



Bank details of the school or charity	Account name Bank		
or criainly	Branch code		
	Account number		
School information	If you are applying on behalf of a charity, please skip this section and complete the next.		
	Total number of learners	Grades: from to	
	Type of school	Classification	
	Pre-primary	Private	
	Primary	Government	
	High	Other	
	Combined		
	Other		
	Departmental registration num	ber (if applicable)	
	NGO number (if applicable)		
	If you are not registered with either the Department of Education or as an NGO,		
	please provide a registration number of an accredited body, department or		
	organisation that you are affiliated with.		
	In terms of the BBBEE Act, please tell us what percentage of your learners are Black,		
	Coloured, Indian and Asian:	%	
Charity	What is the focus area of the o	rganisation?	
information	Physical footprint Nation	nal	
	Regio	nal Which region?	
	PBO/NGO registration number		
	How do you communicate with	n your supporters, donors and sponsors?	
	Website Newsl	etters	
	Facebook Other		
	How many active supporters and donors do you have?		
	From which other sources do you receive funding? (E.g. Government, fund raising,		
	International donors, etc.)		

Agree to our terms & conditions

By signing this application form I agree on behalf of my school / charity to the MySchool MyVillage MyPlanet Beneficiary Terms and Conditions which can be found at http://www.myschool.co.za/legal.

Authorised	
signature	

I confirm that I am legally authorised to request that this organisation be registered as a beneficiary in the MySchool MyVillage MyPlanet Fundraising Programme.

Print name

Signature

For office use	Approved Yes No Classification School Village Planet Status Nominated Supporter Reference number Regional classification Community organiser Official bank details Yes No Copy of PBO/NGO registration certificate Yes No VAT Registration form Yes No Authorised by Date