**THE COMMUNITY CHEST DUE DILIGENCE REVIEW PROCESS FOR 2021/2022 FINANCIAL YEAR**

 **NOW OPEN**

The Community Chest Due Diligence Review Process is a voluntary process.

Your organisation will be vetted according to the Community Chest’s requirements.

**Required documents for 2021/2022 Due Diligence process will be as follows:**

1. Registration Certificate (NPO / NPC or Trust certificate)
2. PBO and Section18A approval letter from SARS
3. Founding Document (Constitution, Trust Deed, Memorandum of Incorporation or University Statute)
4. Proof of physical address (e.g. Municipal Bill, Creditors account, etc.)
5. Bank Account Details - bank confirmation letter
6. Tax Compliance Status PIN / Verification - 2021
7. B-BBEE Affidavit / Certificate for 2021 – must reflect beneficiary breakdown – see attached template to complete
8. Service Registration Certificate from Social Development, Department of Health or Department of Education (If Applicable)
9. 2019/2020 Audited Financial Statements – see attached Financial Statement Requirements
10. 2019/2020 Annual Report / Chairman’s Report tabled at the AGM
11. 2020 AGM Minutes / Board / Trustee Meeting minutes - where Financials statements were presented
12. List of Board Member
13. List of Senior Staff Members

**HOW TO COMPLETE THE DUE DILIGENCE PROCESS:**

1. Click on the link below to access the application form.
2. Ensure that you have all the required documentation and information to comply with the Community Chest Due Diligence assessment.
3. Once the application is completed and submitted and the necessary documents uploaded, the application will be vetted by our Due Diligence team.
4. Organisations deemed compliant will receive a Certificate of Compliance that will be valid for 12 months. (1 April 2021 – 31 March 2022)
5. If not ALL the required supporting documents are submitted, your application will be deemed Incomplete.
6. Please Note: The assessment questionnaire must be completed from start to finish, as the system does not allow you to save and return.

Click link below to apply:

<http://comchest.org.za/due_diligence>

For more details please visit our website: www.comchest.org.za or email duediligence@comchest.org.za

Regards

Community Chest Due Diligence Team