NEW BENEFICIARY APPLICATION FORM

01
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 section 2 of our terms and conditions. To allow us to process your application you must complete this form in full.

02
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.
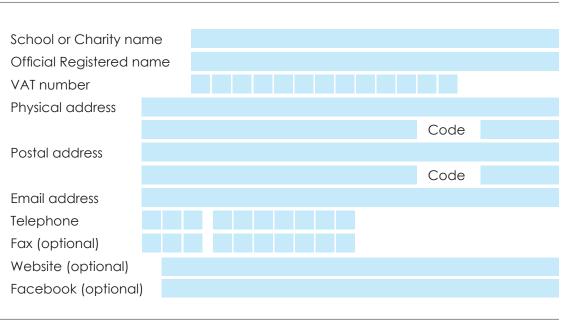
03
Submit your application

Once you have completed the application form and collected the necessary supporting documents, please send it to cs@myschool.co.za. 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.

04
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.
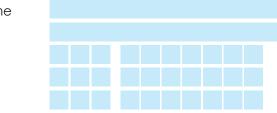
Details of the **School** or **Charity**

School or Charity name

Official Registered name

VAT number

Physical address

Code

Postal address

Code

Email address

Telephone

Fax (optional)

Website (optional)

Facebook (optional)
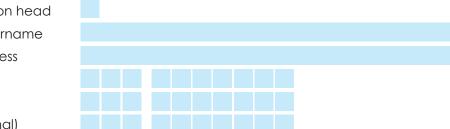
People we may **contact**

Organisation head

Name & surname

Email address

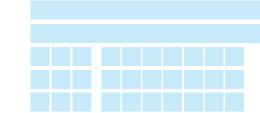Telephone

Cellphone

Fax (optional)

Primary contact person

Organisation head

Name & surname

Email address

Telephone

Cellphone

Fax (optional)

Secondary contact person

Organisation head

Name & surname

Email address

Telephone

Cellphone

Fax (optional)

Finance contact person

Organisation head

Name & surname

Email address

Telephone

Cellphone

Fax (optional)

Bank details
of the school or charity

Account name

Bank

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 number (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 information

What is the focus area of the organisation?

Physical footprint   National

Regional   Which region?

PBO/NGO registration number

How do you communicate with your supporters, donors and sponsors?

Website   Newsletters

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

Date | Y | Y | Y | Y | M | M | D | D |

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 _____