A picture containing text

Description automatically generated

**Charities, Societies, and Not-for-profits Questionnaire**

| For both Charities and Societies, please complete the questions in sections 1 and 2.  For **Charities specifically,** please ensure additional questions in sections 3-5 are completed.  For **Societies/NFPs specifically**, please ensure additional questions in sections 6-8 are completed.  This form is required to be approved and signed off by one of the following roles:   * Chairman/President * Treasurer | | |
| --- | --- | --- |

| **Ref** | **Required Information** | **Response** |
| --- | --- | --- |
| **1** | **Basic Information** |  |
| 1.1 | Legal Name of Institution | Click or tap here to enter text. |
| 1.2 | Incorporation Number and Place of Incorporation | Click or tap here to enter text. |
| 1.3 | Date of Incorporation | Click or tap here to enter text. |
| **2** | **For Charities, Societies, & NFPs** | **Response** |
| 2.1 | What is the primary purpose and mission of the organization? | Click or tap here to enter text. |
| 2.2 | What is the source of the organization's funding (e.g., donations, membership fees, grants, public funding, business activities)? | Click or tap here to enter text. |
| 2.3 | What are the intended purposes of the account with Airwallex (e.g., general operational expenses, specific projects, payroll)? | Click or tap here to enter text. |
| 2.4 | Who are the main individuals or entities authorized to operate the account and provide instructions? | Click or tap here to enter text. |
| 2.5 | What is the estimated volume and value of transactions you expect to process monthly? | Click or tap here to enter text. |
| **3** | **Charities only - Specific Additional Questions** | **Response** |
| 3.1 | What are the main types of donors (e.g., public, private, corporate, international, anonymous)? | Click or tap here to enter text. |
| 3.2 | Are large, one-off donations expected? If so, what is the policy for verifying the source of funds for such donations? | Click or tap here to enter text. |
| 3.3 | Do you receive donations from high-risk or politically unstable countries? | Click or tap here to enter text. |
| 3.4 | What is your process for managing anonymous donations? Do you have a policy of not accepting donations over a certain threshold unless the donor's identity is known? | Click or tap here to enter text. |
| **4** | **Charities only - Use of Funds** | **Response** |
| 4.1 | What are the main beneficiaries of your charitable activities? | Click or tap here to enter text. |
| 4.2 | Do you send or receive funds from foreign countries? If so, which ones, and for what purpose? | Click or tap here to enter text. |
| 4.3 | Do you have any programs or activities in high-risk or sanctioned jurisdictions? | Click or tap here to enter text. |
| 4.4 | How do you ensure that funds reach their intended beneficiaries and are not diverted? Provide further information on your internal controls, third-party partners, and monitoring processes. | Click or tap here to enter text. |
| **5** | **Charities Only - Governance and Transparency** | **Response** |
| 5.1 | What are your internal controls for financial management and accountability? | Click or tap here to enter text. |
| 5.2 | How do you screen individuals involved in your organization (e.g., Governing Board members, key officers, project managers) against sanctions lists and adverse media? | Click or tap here to enter text. |
| 5.3 | Is your charity registered on the ACNC or New Zealand Charity Services register and has the Tick of Charity Registration? | Click or tap here to enter text. |
| **6** | **Societies & NFPs Only - Membership & Leadership** | **Response** |
| 6.1 | What is the criteria for membership? Do you have members who are foreign nationals or reside overseas? | Click or tap here to enter text. |
| 6.2 | Who are the current and former members of the Management Committee? Are any of them Politically Exposed Persons (PEPs) or close associates of PEPs? | Click or tap here to enter text. |
| 6.3 | Are any of your members, key officers, or associated individuals on a sanctions list or subject to adverse media reports? | Click or tap here to enter text. |
| **7** | **Societies & NFPs Only - Funding & Activities** | **Response** |
| 7.1 | What are the main sources of income (e.g., membership fees, event revenue, grants)? | Click or tap here to enter text. |
| 7.2 | Do you receive any funds from foreign governments or foreign political organizations? | Click or tap here to enter text. |
| 7.3 | What are the main activities of the society? Do these activities involve any political advocacy, lobbying, or activities in high-risk jurisdictions? | Click or tap here to enter text. |
| **8** | **Societies & NFPs Only - Purpose and Operations** | **Response** |
| 8.1 | How are the funds used? Do they go towards member benefits, events, or specific projects? | Click or tap here to enter text. |
| 8.2 | Do you have any subsidiaries or related entities that are not registered under the same name? | Click or tap here to enter text. |
| I understand and certify that Airwallex cannot be used to receive donations and will not be used for this purpose.  I certify that I have read and understood this declaration, that the answers provided in this questionnaire are complete and correct to my honest belief, and that I am authorized (as above) to execute this declaration on behalf of the charity, society, or not-for-profit organisation.  **Name:**  **Role:** | | |
|
| **Signed:** [Initial/Name here to Electronically-Sign]  **Date Signed:**  [Date Signed] | | |