

## Donation Form 捐款表格

MY PARTICULARS		
Name/Company 姓名/公司	Name of Person-In-Charge (if applicable) 负责人	Designation (if applicable) 职位
Address 地址		Postal Code 邮区
Telephone/Mobile No. 电话/手机号码	Email Address 电子邮件地址	
FULL NRIC/UEN No. ( <b>mandatory</b> for issuance of Tax-Exempt Receipt, minimum of S\$10 donation applies) 身份证/UEN 机构号码 (免税收据, 最低捐款额为新币10元)		
MY DONATIONS		
I/We would like to make a donation of 我/我们捐献 \$ _____ via 通过		
<input type="checkbox"/> <b>PayNow</b> using QR Code or <b>UEN No: S95SS0103B</b>		
<input type="checkbox"/> <b>Cheque</b> payable to <b>Shan You</b> 支票受益人请填写 <b>Shan You</b>		
Bank (银行) : _____		
Cheque No. (支票号码) : _____		
Please mail Cheque & completed Donation Form to (请把填好的支票及表格寄至) : "Shan You, Blk 5 Upper Boon Keng Road, #02-15 Singapore 380005".		
<input type="checkbox"/> <b>Cash</b> 现金 For Cheque and cash donation, please complete the acknowledgement section on the second page.		
<input type="checkbox"/> I hereby consent to receiving future updates and emails from Shan You for information on programmes, activities, fundraising, volunteering and donor communications.		
TO SUPPORT		
Please indicate which Shan You services/ campaigns/ projects that you want to donate towards 请选择您希望支持的筹款项目:		
<input type="checkbox"/> <b>Growing with Shan You FY26/27: Strengthening Care in Our Community</b> 善友全面发展		
<input type="checkbox"/> <b>Warming Hearts, Warming Tummies FY26/27: A Community Meals &amp; Companionship Initiative</b> 善友暖心暖腹		
<input type="checkbox"/> <b>Food Ration FY26/27: Helping Families Fight Food Insecurity</b> 善友粮食分派		
<p style="text-align: center;"><b>Our Management and Staff of Shan You THANK YOU for your Generous Donations.</b> 善友的管理委员会及员工感谢您慷慨的捐助。</p>		



**ACKNOWLEDGEMENT (For Cheque and Cash only)**

- I hereby confirm that the above donation(s) has been handed over to the staff of Shan You.
- I hereby confirm that I have received the Temporary Receipt of the following receipt number.

Temporary Receipt No.

**Acknowledgement by Donor:**  
 Signature: \_\_\_\_\_  
 Full Name & Date : \_\_\_\_\_

**Acknowledgement by Staff A:**  
 Signature: \_\_\_\_\_  
 Full Name & Date : \_\_\_\_\_

**Acknowledgement by Staff B:**  
 Signature: \_\_\_\_\_  
 Full Name & Date : \_\_\_\_\_

**FOR SHAN YOU OFFICIAL USE**

**PART 1 INTERNAL HANDOVER**

**CASH / CHEQUE ( Delete where applicable)**

**HANDOVER BY STAFF A / STAFF B:**  
 Signature: \_\_\_\_\_  
 Full Name & Date : \_\_\_\_\_

**RECEIVED & VERIFIED\* BY FINANCE EXECUTIVE:  
 (OR APPOINTED STAFF)**  
 Signature: \_\_\_\_\_  
 Full Name & Date : \_\_\_\_\_

*\*Verified all details on donation form and temporary receipt*

**PART 2 VERIFICATION BY FINANCE AND CORPORATE SERVICE**

**FINANCE EXECUTIVE:**  
 Signature: \_\_\_\_\_  
 Full Name & Date : \_\_\_\_\_

**VERIFIED BY CORPORATE SERVICE MANAGER \*:**  
 Signature: \_\_\_\_\_  
 Full Name & Date : \_\_\_\_\_

*\*Get final verification and approval by corporate service manager before banking in*

*\*Verified all details on donation form and temporary receipt*

**PART 3 VERIFICATION\* OF RECEIPT OF FUNDS, PROVISION OF RECEIPT & LOGBOOK CHECKED**

**FINANCE EXECUTIVE:**  
 Signature: \_\_\_\_\_  
 Full Name & Date : \_\_\_\_\_

**CORPORATE SERVICE MANAGER:**  
 Signature: \_\_\_\_\_  
 Full Name & Date : \_\_\_\_\_

**EXECUTIVE DIRECTOR:**  
 Signature: \_\_\_\_\_  
 Full Name & Date : \_\_\_\_\_

*\*Verified banked-in funds to Shan You bank account. Check details in logbook are in order.*

*\*Final verification of logbook details for this donation.*