



ARCHBISHOP'S  
APPEAL

BIR DOC REG #

## DEED OF COVENANT - STATEMENT OF INTENT

Kindly complete this form as part of your application for a Deed of Covenant, in accordance with the Deed of Covenant Policy and Procedure for the Fundraising and Development Department.

<b>DONOR'S / COMPANY'S BIR REGISTERED NAME:</b>	
<b>DONOR'S POSITION:</b>	
<b>DONOR COMPANY'S CONTACT NAME:</b>	
<b>DONOR'S / COMPANY'S BIR REGISTERED ADDRESS:</b>	
<b>DONOR'S / COMPANY'S BIR #:</b>	
<b>DONOR'S PARISH:</b> <i>(if applicable)</i>	
<b>CONTACT NUMBER:</b>	
<b>EMAIL ADDRESS:</b>	
<b>DONATION AMOUNT:</b>	
<b>PERIOD VALID / # YEARS VALID:</b>	
<b>DONATION BENEFICIARY:</b> <i>Appeal / Parish / Other (please state)</i>	
<b>DONATION PURPOSE:</b> <i>Projects / Stewardship</i>	
<b>PAYMENT METHOD:</b> <i>Cash / Cheque / Standing Order / Online Transfer / Direct Deposit</i>	
<b>NOTES / INSTRUCTIONS:</b>	
<b>SIGNATURE / DATE:</b>	
<b>BIR STAMP DUTY AMOUNT</b> <i>Payable to BIR by Donor</i>	.....
<b>DEED OF COVENANT ADMINISTRATIVE FEE - \$150</b> <i>Payable by Donor</i>	<input type="checkbox"/> <i>Deduct Administrative Fee from Donation</i> <input type="checkbox"/> <i>Donor will pay this Process Fee separately</i>

### IMPORTANT NOTES:

- To process your application for a Deed of Covenant, the Donor is required to complete this Statement of Intent, to facilitate the preparation of the Deed of Covenant, to be registered at the Board of Inland Revenue (BIR).
- Kindly ensure that you submit your precise BIR Registered Name and BIR Registered Address.**
- Stamp Duty is charged by the BIR for each Deed of Covenant to be registered, payable on application.
- Board of Inland Revenue calculates the Stamp Duty as follows: 0.50¢ for every \$250.00 or part thereof (i.e., \$2 per \$1,000) X number of years on the Deed of Covenant.
- Deed of Covenant Administrative Fee is payable to the Archbishop's Appeal, either separately or via deduction from donation. Kindly tick the appropriate box.
- Acceptable methods of payment towards Deed of Covenant - Cash, Cheque, Standing Order, Online Bank Transfer, Direct Deposit, Direct Parish Payment. Kindly make cheques payable to **RC ABP POS / ARCHBISHOP'S APPEAL**. For online bank transfers, kindly ensure your name, with note regarding donation toward Deed of Covenant is included when completing transfer details.
- If paying via Standing Order, kindly provide a copy of the proof of transaction.
- If paying via Online Bank Transfers or Direct Deposit, kindly provide a copy of the Confirmation of Transaction, as proof of payment.
- If paying directly to the Parish, kindly provide a copy of the official Parish Receipt as proof of payment.

### RC ABP POS / ARCHBISHOP'S APPEAL BANK ACCOUNTS

Republic Bank #3400 0076 8901 • Scotiabank #74815 1203181

Royal Bank #11000 00006 66705 • First Citizens Bank #1877233