QUESTIONNAIRE
IDENTIFYING NON PROFIT ORGANISATIONS (NPOS) IN ANTIGUA AND BARBUDA

INTRODUCTION

In line with the overall national effort to strengthen regulatory frameworks, this questionnaire is designed to assist with the risk assessment of NPOs operating in Antigua and Barbuda by obtaining data on the structure, nature of activities/services, procedures and resources.

Kindly complete each section. Where the question does not apply, please indicate by responding accordingly (N/A). You may utilize and attach a separate sheet to provide all necessary or further information, when the space provided is limited. Please indicate the question the respective information belongs to.

The information is to be emailed to the Registrar of the Antigua and Barbuda Intellectual Property and Commerce Office (ABIPCO) at abipco@ab.gov.ag by 18th April, 2024.

Thank you for your co-operation on this matter.

PART A: ENTITY INFORMATION

1. Name of Person Completing the Survey:_____
2. Position Held:_____
3. Date: _____
4. Name of organisation. ☐ Non Profit Company ☐ Friendly Society

   _____

   _____

5. **CONTACT INFORMATION FOR YOUR ORGANISATION:**

   Address:_____

   _____

   Telephone Number(s):_____

Email Address(es):_____

Contact person(s):_____

PART B: GENERAL DESCRIPTION (STRUCTURE AND MEMBERSHIP)

6. Date of incorporation or registration with ABIPCO?

   _____

7. Names of persons associated with the organisation?

   - Board Member :_____
   - CEO :_____
   - Treasurer :_____
   - Trustee :_____
   - Other (Describe)

     _____

8. Main purpose(s) of your organisation?

   Social services ☐

   Housing ☐

   Religious Activities ☐

   Educational Activities ☐

   Health ☐

   International Activities and Funding ☐

   Community Developement ☐

   Culture and Art ☐

   Patriotic ☐

Philanthropic ☐

Charitable ☐

Scientific ☐

Literary ☐

Historical ☐

Professional ☐

Fraternal ☐

Sporting or athletic nature ☐

Other (Describe) ☐

_____

_____

_____

PART C: FINANCIAL ACTIVITIES AND FUNDING SOURCES

9. Main recipients/beneficiaries of your organisation's activities?

Individuals ☐

Other Organisations ☐

Government ☐

Other (Describe) ☐

_____

_____

_____

10. Does the NPO/ raise funds to undertake good works (charitable, educational, religious or social purposes)? ☐ Yes ☐ No

_____

_____

_____

11. Does the NPO/ disburse funds to undertake good works (charitable, educational, religious or social purposes)? ☐ Yes ☐ No

_____

_____

_____

12. If the NPO/ is a part of a global organization, identify name of group.

_____

_____

_____

13. Does your organisation receive funds from overseas?

☐ Yes ☐ No

If yes, state the countries/territories from which funds have been received within the last 6 years.

Country Amount:

Year	Country	Amount
2019		
2020		
2021		

2022		
2023		
2024		

14. Name(s) and address(es) of any branch(es) or associated organisation(s).

_____

_____

_____

15. Does your organisation fund overseas beneficiaries?

☐ Yes ☐ No

If yes, state the countries/territories and distribution of funding within the last 3 years.

Caribbean .....%

Outside Caribbean .....%

_____

_____

_____

16. List types of local sources of funding of your organisation.

Fundraisers ☐

Private Donations ☐

Public Appeals ☐

Corporates ☐

Government ☐

Other (Describe) ☐

_____

_____

_____

17. State the amount of funding received by your organisation per year for the last 6 years. (If you do not know the exact amount, give an approximate figure):

    2019 : _____

    2020 : _____

    2021 : _____

    2022 : _____

    2023 : _____

    2024 : _____

18. State the organisation's total annual income per year for the last 6 years. (If you do not know the exact amount, give an approximate figure):

    2019 : _____

    2020 : _____

    2021 : _____

    2022 : _____

    2023 : _____

    2024 : _____

19. Summary of funding transactions completed by your organisation within the last year:

	CASH TRANSACTIONS	**CHEQUE TRANSACTIONS**	**BANK TRANSFERS**	**OTHER(S) (PLEASE SPECIFY)**
Less than $5k				
$5001 – 10k				
$10001-$20k				
$20001 - $40k				
Over $40k				

20. Have you implemented any measures to protect your organisation from being abused by terrorist entities?

☐ Yes ☐ No

If yes, please outline these measures.

_____

_____

_____

_____

_____

_____

_____

_____

Thank you for completing this questionnaire.

Please return to ABIPCO via hand delivery or email to abipco@ab.gov.ag