

APPLICATION FORM

SPONSORSHIP/ DONATION FOR NON-PROFIT ORGANISATIONS ONLY

Kindly complete the following fields and submit the completed form together with its supporting documents to:

- a. Email to starfoundation@thestar.com.my; or
- b. Mail / courier to:

Star Foundation
Menara Star, 15 Jalan 16/11
46350 Petaling Jaya, Selangor

Note: If space provided is insufficient, kindly use a separate sheet.

GENERAL	
Date of submission	
Source	<input type="checkbox"/> Direct <input type="checkbox"/> Referred (<i>specify who</i>) _____
Category of donation	<input type="checkbox"/> First time <input type="checkbox"/> Repeat (<i>specify year, amount, and how donations were utilised</i>) _____
Type of request	<input type="checkbox"/> Direct donation <input type="checkbox"/> Others (<i>please specify</i>) _____
Purpose of funding	<p><i>*where funding is required for a project(s), please complete Schedule B</i></p>

THE APPLICANT	
Name of organisation	
Registration number	
Signatory <i>Name and designation</i>	

Type of organisation <i>Shelter home/ education centre/ etc</i>	
Date of establishment	
Committee members	
Organisation objective(s)	
Types of services provided	
Beneficiaries/ dependents	<p>Number of persons : _____</p> <p>Age group : _____</p> <p>Collection of fees/ payment : <input type="checkbox"/> Yes (<i>describe and specify amount</i>) <input type="checkbox"/> No <i>Membership/ registration/ etc</i></p> <p style="text-align: center;">_____</p> <p>Number of persons staying at centre/ premise, if any : _____</p> <p>Types of activities conducted and how often : _____</p>
Regular donors	
Average monthly operating cost <i>Provide breakdown in separate attachment or complete Schedule A</i>	
Contact person <i>Provide name and contact number</i>	

SUPPORTING DOCUMENTS

- Average monthly operating cost sheet/ completed Schedule A
- A formal letter, printed on the letterhead of organisation, to indicate application for financial support
- Audited financial statement for the last fiscal year or any other document reflecting the annual income and expenditure of the previous year
- Completed Schedule B (if applicable)
- A copy of registration certificate from Companies Commission of Malaysia/ Registrar of Societies
- A copy of all licenses, certificates, permits and/or any other document (e.g., fire certificate, etc) required by law for the operations of the organisation
- A copy of tax exemption certificate
- Copies of utilities bill (water, electricity, etc) for the past 3 months
- A copy of bank account statement clearly indicating organisation name and account number
- Relevant brochure/ photographs/ programme booklet
- Photographs of organisation and activities

- You hereby confirm that the warranties, representations and/or information provided in this form are true and accurate. You hereby expressly acknowledge and agree that Star Foundation may refuse/terminate your application without further notice in the event any of the above is untrue or inaccurate.

Authorised signatory and official stamp

Name:

IC Number:

Designation:

Date:

Personal Data Protection Act 2010 ("Act") governs the processing of personal data by Star Foundation, together with its holding company, affiliates and related corporations (collectively, "Star Media Group"). By submitting this form, you hereby expressly consent to the processing of your personal data and other information (collectively, "Personal Data") which you provide or have provided herein for the purposes as set out in the Privacy Policy of Star Media Group (<https://www.thestar.com.my/privacy/>). You may at any time hereafter make inquiries, request in writing for access to, or correction of, your Personal Data or withdraw your consent for future marketing communication by contacting Star Foundation at 03-79671388 or email to starfoundation@thestar.com.my

IMPORTANT

Star Foundation also runs:

- (i) **Medical Fund Programme** which aims to raise funds for needy individuals suffering from chronic illnesses; and
- (ii) **Wheelchair Programme** which provides wheelchairs to those in desperate need of mobility support.

Should your organisation require assistance in these areas or know of anyone with such needs, contact us at starfoundation@thestar.com.my.

FOR INTERNAL USE ONLY

Remarks by Star Foundation:

Recommendation:

- Yes. Amount recommended: _____
- No

SCHEDULE A
Average Monthly Operating Cost

I PREMISE(S)	
a.	Rental
b.	Water Bill
c.	Electricity Bill
d.	Phone Bill
e.	Internet Bill
f.	Repairs/ Maintenance
g.	Insurance
h.	Quit Rent/ <i>Cukai Tanah</i>
i.	Assessment Tax/ <i>Cukai Taksiran</i>
j.	Others (<i>please specify</i>):
	1)
	2)
	3)
TOTAL	

II TRANSPORTATION AND MAINTENANCE OF VEHICLE(S)	
a.	Instalment
b.	Maintenance
c.	Petrol
d.	Toll
e.	Parking
f.	Others (<i>please specify</i>):
	1)
	2)
	3)
TOTAL	

III STAFF	
a.	Salary
b.	EPF
c.	SOCSSO
d.	Others (<i>please specify</i>):
	1)
	2)
	3)
TOTAL	

IV BENEFICIARIES/ DEPENDENTS	
a.	Education
b.	Insurance
c.	Medical Attention
d.	Allowance
e.	Others <i>(please specify)</i> :
	1)
	2)
	3)
TOTAL	

V ADMINISTRATION	
a.	Printing
b.	Stationery
c.	Others <i>(please specify)</i> :
	1)
	2)
	3)
TOTAL	

VI GENERAL EXPENSES/ MISCELLANEOUS	
a.	Food & Beverage
b.	Others <i>(please specify)</i> :
	1)
	2)
	3)
TOTAL	

**Please provide supporting documents (receipts, bills, quotations, etc) where applicable*

THE AVERAGE MONTHLY OPERATING COST OF THE ORGANISATION IS RM _____

SCHEDULE B

Project(s)

For purposes of this application, a project(s) is a one-off initiative where funds raised will only be used for the completion and success of the same project(s).

Please complete this Schedule B if the request for funding is for a specific project(s).

a.	Title
b.	Location(s)
c.	Estimated time of completion
d.	Budget breakdown
e.	Number of beneficiaries

f.	Brief description (<i>purpose, impact, sustainability, etc</i>)
	<p>The organisation agrees to provide updates on the project(s), by way of email, to Star Foundation at starfoundation@thestar.com.my quarterly from the date of disbursement of funds or as otherwise agreed between the parties.</p> <p>_____</p> <p><i>Authorised Signatory</i></p> <p>Name:</p> <p>IC number:</p> <p>Designation:</p> <p>Date:</p>