

**深圳市递爱福公益基金会
重大事项报告备案制度**
**Rules on the Reporting and Record-Filing
of Major Matters of the China DAF (Donor
Advised Fund) Charity**

(2018年9月20日经本基金会第一届理事会第二次会议批准通过，2022年12月16日经第一届理事会第十次会议予以修改和重述)
(Approved and adopted by the first Board of Directors at its second meeting on September 20th, 2018 and restated by the first Board of Directors at its tenth meeting on December 16th, 2022)

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本文件英文翻译已由母语为英文的人员审阅。

If you have any comments or suggestions on the content of this document, please send them to general-office@DAF-charity.org.cn. We value your feedback and help in improving this document. The English translation has been reviewed by native English speakers.

第一条 为规范本基金会重大事项,落实有关重大事项报告备案规定,积极配合有关部门的动态管理,及时获取相关服务与指导,促进本基金会重大事项决策的科学化与规范化,根据《中华人民共和国慈善法》《基金会管理条例》等规定和本基金会章程的规定,结合实际,制定本制度。

For the purpose of regulating important matters of the China DAF (Donor Advised Fund) Charity (hereinafter the ‘Charity’), implementing regulations on the reporting and record-filing of important matters, cooperating with the dynamic management of relevant governmental departments, promptly receiving services and guidance from governmental departments, and promoting the rationality and standardization of decision-making regarding major matters of the Charity, the Rules on the Reporting and Record-Filing of Major Matters (hereinafter the ‘Rules’) are hereby formulated in accordance with the *Charity Law of the People’s Republic of China, Regulation on Foundation Administration*, as well as the Articles of Organization of the Charity, and in consideration of both the Charity’s own situation and the prevailing practices in the industry.

第二条 法律、法规及有关文件规定应当办理审批、备案或者向有关部门报告的以下事项,本基金会应当向登记管理机关报告:
The Charity shall report the following matters to the registration authority, which require approval, filing or reporting to relevant authorities as stipulated by the laws, regulations, and relevant governmental documents:

(一) 变更登记、注销登记、修改章程、印章样式;

The registration of business modification, registration of cancellation, amendments to the Articles of

Organization, and changes to the design of seals of the Charity;

- (二) 设立慈善信托、受托人变更、信托事务处理情况及财务状况;

The establishment of charitable trusts, the change of a trustee, the handling of entrusted matters, and the financial situation of the charitable trusts;

- (三) 其他事项。

Other matters.

第三条 除本制度第二条规定的事项外,本基金会还应当向登记管理机关报告以下重大事项:

Apart from matters listed in Article 2 of the Rules, the Charity shall also report to the registration authority the following matters:

- (一) 本基金会召开成立大会、分支机构或代表机构成立大会;

Inaugural meetings convened by the Charity for itself, its branches or representative organization;

- (二) 本基金会召开换届会议,确定改选(增补)理事或监事、修改章程的会议;

Meetings of the Board re-election meeting, meetings for election or addition of Directors or Supervisors, and meetings for amending the Articles of Organization of

the Charity;

(三) 本基金会的重大投资、公益活动;

The major investment and charitable activities of the Charity;

(四) 本基金会的年度财务会计报告;

Annual financial accounting report of the Charity;

(五) 本基金会建立党组织, 党的组织形式或党组织负责人发生变更;

The Charity establishes its branch of the CPC, or the form or leader of the branch changes;

(六) 根据相关法律、法规, 其它应当报告的事项。

Any other matter which shall be reported according to relevant laws and regulations.

第四条 本基金会应当主动接受登记管理机关的指导和监督。

The Charity shall take the initiative to accept the guidance and supervision of the registration authority.

第五条 本制度未尽事宜或与有关规定不一致的, 按有关规定执行。

Matters not covered in the Rules or provisions in conflict with laws and regulations shall be settled by those laws and regulations.

第六条 本制度自 2018 年 9 月 20 日第一届理事会第二次会议审议通过, 于 2022 年 12 月 16 日经本基金会第一届理事会第十次会议予以修改、重述。原版本制度于新版本制度生效之日起被替代且失去效力。

The Rules came into force following approval by the first Board of Directors at its second meeting on September 20th, 2018 and restated by the first Board of Directors at its tenth meeting on December 16th, 2022. The original Rules shall then be replaced by the new version of the Rules when the amendment or restatement comes into force.

第七条 本制度解释权归基金会理事会执行委员会。

The Executive Committee of the Board of Directors is responsible for the interpretation of the Rules.

第八条 本文本用中英文书写，如有不一致之处，以中文为准。

The Rules are written in both Chinese and English. In case of inconsistency, the Chinese version shall prevail.