

**深圳市递爱福公益基金会  
证书和印章管理制度**  
**Certificate and Seal Management Rules 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](mailto: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.

## 第一章 总 则

### Chapter I: General Provisions

**第一条** 为加强本基金会证书和印章的管理与使用，确保证书、印章管理的合法性、规范性、严肃性和安全性，有效维护基金会利益，根据深圳市民政局、深圳市公安局关于社会组织印章管理有关规定和本基金会章程，结合实际，制定本制度。

For the purposes of enhancing the management and use of the certificates and seals of the China DAF (Donor Advised Fund) Charity (hereinafter the ‘Charity’), ensuring the legality, compliance, solemnness and security of the management of certificates and seals, and effectively safeguarding the interests of the Charity, the Certificate and Seal Management Rules (hereinafter the ‘Rules’) are hereby formulated in accordance with the relevant regulations of the Shenzhen Municipal Civil Affairs Bureau and the Shenzhen Public Security Bureau regarding the certificate and seal management of social organizations, as well as the Articles of Organization of the Charity, and in consideration of the Charity’s own situation as well as the prevailing practices in the industry.

**第二条** 本制度所称证书是指本基金会的《法人登记证书》、《税务登记证证书》、《组织机构代码证书》、《银行开户许可证》的正副本以及其他相关证书。本制度所称印章是指本基金会名称印章、办事机构印章和专用印章。

The term ‘certificate’ as used in the Rules refers to both the original and copy of the ‘Certificate of Legal Person Registration’, ‘Certificate of Tax Registration’, ‘Certificate of Organization Code’, ‘License for Opening Bank Accounts’ and

other relevant certificates of the Charity. The term ‘seal’ as used in the Rules refers to the name seal of the Charity, the seals of departments and other bodies of the Charity, and special seals.

## 第二章 证书管理

### Chapter II: Certificate Management

**第三条** 基金会法人登记证书、税务登记证书挂在基金会对外办公的显著位置，其他证书和证书副本由专人妥善保管，具体由理事会审议确定具体部门和负责人。

The Certificate of Legal Person Registration and Certificate of Tax Registration shall be hung prominently in the place of business where the public has access. Other certificates and their copies shall be properly kept by designated persons. The specific department and persons responsible shall be decided by the Board of Directors.

**第四条** 对外使用基金会证书，须经理事长或秘书长同意，并在外出使用证书申请上签字后，方可外出使用，并按要求及时归还。

The use of certificates outside the Charity shall be approved by the Chairman of the Board or the Secretary-General with the affixation of their signatures on the application for the use of certificates outside the Charity. The certificates used outside the Charity shall be returned in a timely manner in accordance with relevant requirements.

**第五条** 不得涂改、出租、出借基金会证书。

It is forbidden to alter, rent, or lend the certificates of the Charity.

**第六条** 凡因证书使用或保管不当而造成严重事故者，将追究保管者的责任。

If a serious accident occurs due to improper use or custody of the certificates, the custodian shall be held accountable.

### 第三章 印章管理

#### Chapter III: Seal Management

**第七条** 印章的启用或废止按照深圳市民政局、深圳公安局关于社会组织印章管理有关规定执行。

The use or annulment of the seals shall be done in accordance with relevant regulations of the Shenzhen Municipal Civil Affairs Bureau and the Shenzhen Public Security Bureau regarding management of seals of social organizations.

**第八条** 印章的日常保管：

Daily custody of the seals:

(一) 理事会授权由理事长不时确定的人员保管基金会印章；

The Board of Directors authorizes the Chairman of the Board to designate a staff to keep the seals of the Charity.

(二) 保管人员要坚持原则，严格照章用印。用印前要核实签发人姓名、用印件内容与落款。盖印位置要恰当，印迹要端正清晰；

The custodian shall adhere to principles and use the seals strictly in accordance with the regulations and rules. Before using the seals, the custodian shall verify the name of the issuer, the content, and the signature on the document to be affixed with the seals. The location of the stamp shall be appropriate, and the imprint shall

be correct and clear.

- (三) 印章存放地点要求安全保险，严禁未经授权携带印章离开用印办公地点。对外使用基金会印章，须经理事长或秘书长同意，并在外出使用印章申请上签字后，方可外出使用，并按要求及时归还。

The storage location of the seals shall be secure. It is strictly prohibited to take the seals away from the storage location without authorized. The use of seals outside the Charity shall be approved by the Chairman of the Board or the Secretary-General with the affixation of their signatures on the application for the use of seals outside the Charity. The seals used outside the Charity shall be returned in a timely manner in accordance with relevant requirements.

**第九条** 凡因印章使用或保管不当而出现严重事故者，将追究保管者的责任。

If a serious accident occurs due to the improper use or custody of the seals, the custodian shall be held accountable.

**第十条** 印章使用程序和批准权限：

Procedures and approval authority for using the seals:

- (一) 一般性事务用印由基金会秘书长批准；

Usage of the seals for general matters shall be approved by the Secretary-General of the Charity.

- (二) 重大事务用印由基金会理事长批准；

Usage of the seals for important matters shall be approved by the Chairman of the Board.

- (三) 特别重大事务须经理事会会议批准。

Usage of the seals for particularly important matters shall be approved by the Board of Directors.

#### 第四章 附 则

#### Chapter IV: Supplementary Provisions

**第十一条** 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.

**第十二条** 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 20<sup>th</sup>, 2018 and restated by the first Board of Directors at its tenth meeting on December 16<sup>th</sup>, 2022. The original Rules shall then be replaced by the new version of the Rules when the amendment or restatement comes into force..

**第十三条** 本制度解释权归基金会理事会执行委员会。

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

**第十四条** 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.