

深圳市递爱福公益基金会

关于专业人员担任合格捐赠人资格预审员、慈善账户督导员、慈善专家顾问入库管理办法

Administrative Measures for Admission of Professionals into the Databases of Donor Qualification Examiners, Charitable Account Supervisors, and Philanthropic Expert Consultants of the China DAF Charity

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1 总则

General Provisions

依据《中华人民共和国慈善法》《基金会管理条例》及中国相关法律、法规的规定，参照《深圳市递爱福公益基金会章程》《深圳市递爱福公益基金会捐赠、投资、捐助指引》等相关文件的要求，深圳市递爱福公益基金会（以下简称“本基金”）制定《深圳市递爱福公益基金会关于专业人员担任合格捐赠人资格预审员、慈善账户督导员、慈善专家顾问入库管理办法》（以下简称“本办法”），对合格捐赠人资格预审员、慈善账户督导员、慈善专家顾问的入库登记、任职确认登记等进行管理。

According to the *Charity Law of the People's Republic of China* (hereinafter the 'Charity Law'), the *Regulation on Foundation Administration*, and relevant laws and regulations of China, as well as in reference to other relevant documents, such as the Articles of Organization of the China DAF (Donor Advised Fund) Charity (hereinafter the 'Articles of Organization'), the Contribution Prospectus of the China DAF (Donor Advised Fund) Charity (hereinafter the 'Contribution Prospectus'), and the Contribution, Investment, and Granting Guidelines of the China DAF Charity (hereinafter the 'Guidelines'), the China DAF (Donor Advised Fund) Charity (hereinafter the 'Charity') formulates the Administrative Measures for Admission of Professionals into the Databases of Donor Qualification Examiners, Charitable Account Supervisors, and Philanthropic Expert Consultants of the China DAF Charity (hereinafter the 'Measures') in order to manage the admission registration and appointment confirmation of donor qualification examiners, charitable account supervisors, and philanthropic expert consultants.

本基金会对合格捐赠人资格预审员、慈善账户督导员、慈善专家顾问的管理及合格捐赠人资格预审员、慈善账户督导员、慈善专家顾问提供的服务主要遵循如下原则：

The Charity conforms to the following principles when managing donor qualification examiners, charitable account supervisors and philanthropic expert consultants, as do these professionals when they offer their services.

1.1 以专业建立公信力的原则

Building Accountability Through Professionalism

为了控制本基金会的运营管理风险，对本基金会的各个环节进行有效监督，充分发挥专业人员的专业优势，本基金会积极鼓励具有专业资格的相关人员提供相关慈善服务，倡导以专业建立公信力。建立以专业人员服务为基础的风险管控制度，是本基金会安全、稳健、合规运行的重要基石。

In order to control the operational risk of the DAF (Donor Advised Fund) Charity (hereinafter the ‘Charity’), effectively supervise every process of the Charity and fully utilize the professional capabilities of professionals, the Charity actively encourages persons with professional qualifications to provide charitable services and advocate building accountability through professionalism. Risk management and control systems based on professional services are the cornerstone of a secure, steady and compliant operation of the Charity.

1.2 提供公益慈善服务的原则

Providing Charitable Services

根据《中华人民共和国慈善法》第六十一条第一款的规定，慈善服务是指慈善组织和其他组织以及个人基于慈善目的，向社会或者他人提供的志愿无偿服务以及其他非营利服务。根据《中华人民共和国慈善法》第六十一条第二款的规定，慈善组织开展慈善服务，可以自己提供或者招募志愿者提供，也可以委托有服务专长的其他组织提供。据此，本基金会战略合作伙伴指定的合格捐赠人资格预审员、慈善账户持有人提名的慈善账户督导员、本基金会邀请的慈善专家顾问，均以个人的名义或以其所在执业机构的名义向相关方提供基于慈善目的的服务，而非商业性服务。

According to Article 61 Paragraph 1 of the *Charity Law*, “charitable services” refers to voluntary and free services, and other non-profit services provided by charitable organizations, other organizations, and individuals, for the public or other persons for charitable purposes. According to Article 61 Paragraph 2 of

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the *Charity Law*, a charitable organization may provide charitable services by itself, may recruit volunteers to do so, or may authorize any other organization with service expertise to provide such services. Hence, donor qualification examiners who have been appointed by Strategic Cooperation Partners, charitable account supervisors who have been nominated by charitable account holders, and philanthropic expert consultants who have been invited by the Charity, may provide charitable services either in their own names or in the names of their affiliated organizations in lieu of commercial services.

为了助力专业人员履行社会责任，本基金鼓励、倡导战略合作伙伴指定的合格捐赠人资格预审员、慈善账户持有人提名的慈善账户督导员、本基金邀请的慈善专家顾问，以专业人员个人的名义或以其所在执业机构的名义，向相关非营利组织提供相关的专业志愿服务（Pro Bono 服务）。¹

To help professionals fulfill their social responsibilities, the Charity encourages and advocates donor qualification examiners who have been appointed by Strategic Cooperation Partners, charitable account supervisors who have been nominated by charitable account holders, and philanthropic expert consultants who have been invited by the Charity, to provide Pro Bono services either in their own names or in the names of their affiliated organizations to relevant non-profit organizations.

在提供公益慈善服务的同时，合格捐赠人资格预审员、慈善账户督导员、慈善专家顾问将在家族财富管理、家族企业长远发展规划的基础上，使

¹ 专业志愿服务（Pro Bono）是拉丁文“Pro bono publico”的缩写；英文为“*For the public good*”，即“为了公共利益”，简称为“Pro Bono”，起源于法律和医疗服务，通常是指由专业人士为了公共的利益，自愿捐出自己的时间、专业的技能、智慧的经验和社会资源，为社会无偿提供专业援助的服务。Pro Bono 是专业人员履行社会责任的重要方式，具有自愿性、无偿性、组织性、专业性、公益性等特点，并且对专业志愿者的服务时间具有一定的要求（例如，美国律师协会鼓励执业律师每年提供不低于 50 个小时的 Pro Bono 服务）。

Pro bono is short for the Latin phrase pro bono publico, which means "for the public good." It originated from legal and medical services. The term generally refers to professional voluntary services that are rendered by professionals who voluntarily donate their time, professional skills, wise expertise, and social resources for the society free of charge. Pro Bono is an important method for professionals to fulfill their social responsibilities. Pro Bono services are 'voluntary', 'free of charge', 'organizational', 'professional', and 'for the public good', with certain requirements for the service time of professional volunteers (for instance, the American Bar Association recommends that all lawyers donate 50 hours a year to pro bono work.)

得慈善财产的捐赠成为客户整体财产战略配置的重要组成部分，推动在家族传承基础上的战略慈善。

Donor qualification examiners, charitable account supervisors, and philanthropic expert consultants will encourage their clients to make the contribution of charitable assets an important part of the strategic allocation of their assets, which shall be based on family wealth management and the long-term development of family enterprise, promoting the strategic philanthropy based on family legacy.

1.3 公益补偿的原则

Charitable Compensation

为补偿合格捐赠人资格预审员、慈善账户督导员以及慈善专家顾问的无偿、志愿慈善服务，本基金鼓励作为服务提供方的合格捐赠人资格预审员、慈善账户督导员或慈善专家顾问，与接受其服务的相关方，均在本基金会开设慈善账户，以服务提供方所提供的具体慈善服务工作量为基础，由接受其服务的相关方以直接捐赠或账户互转的方式，对相关服务提供方进行公益补偿，从而实现服务提供方与服务接受方之间的公益互换，尝试在公益领域建立“有人（专业人员）出力（提供专业慈善服务），有人（捐赠人）出钱（公益捐赠）”的公益生态模式。

In order to compensate donor qualification examiners, charitable account supervisors and philanthropic expert consultants for their voluntary and free charitable services, the Charity encourages the parties that either provide or receive charitable services to open charitable accounts in the Charity, so that service receivers may contribute or transfer charitable assets to service providers as charitable compensation based on the workload of specific charitable services provided. This will result in the charitable exchange between service providers and service receivers, and the establishment of the charitable eco-model of ‘Some (i.e. professionals) Contribute Efforts (by providing professional charitable service) and Some (i.e. donors) Contribute Funds (by conducting charitable contribution)’.

1.4 专业人员入库公示的原则

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DAF[®] DAF Charity[®] 递爱福[®] 岱福[®]

Disclosure of Professionals Admitted into Databases

所有完成入库登记的合格捐赠人资格预审员、慈善账户督导员、慈善专家顾问都将被列入合格捐赠人资格预审员库、慈善账户督导员库、慈善专家顾问库中，并将于本基金会官方网站上公示。

All donor qualification examiners, charitable account supervisors and philanthropic expert consultants who have finished registration of database admission shall be listed in the corresponding databases, and be disclosed on the official website of the Charity.

2 合格捐赠人资格预审员的界定、范围及服务对象

Definition and Scope of Donor Qualification Examiners and Parties They Serve

2.1 合格捐赠人资格预审员的界定

Definition of Donor Qualification Examiners

本办法所称“合格捐赠人资格预审员”，是指由本基金会战略合作伙伴指定的，对战略合作伙伴向本基金会直接推荐的合格捐赠人（仅限于《深圳市递爱福公益基金会捐赠说明书》确定的信用良好的特定机构或人员）进行资格复核并代表其所在的专业执业机构出具单独或整体的复核意见的专业人员。

The term ‘donor qualification examiners’ refers to professionals who have been appointed by Strategic Cooperation Partners of the Charity to conduct qualification review of qualified donors that have been directly recommended by Strategic Cooperation Partners and issue individual or group review opinions on behalf of their affiliated organizations. The aforementioned qualified donors are limited to specific institutions or personnel in good credit as determined under the Contribution Prospectus.

2.2 合格捐赠人资格预审员的范围

Scope of Donor Qualification Examiners

合格捐赠人资格预审员的范围限于正在中国境内执业的律师、注册会计师、税务师、资产评估师、公证员。

The scope of ‘donor qualification examiners’ is limited to lawyers, certified public accountants, tax advisors, asset appraisers and notaries, who are practicing in China.

2.3 合格捐赠人资格预审员的服务对象

Parties Served by Donor Qualification Examiners

合格捐赠人资格预审员主要向本基金会的战略合作伙伴提供专业慈善服务。

Donor qualification examiners provide professional charitable services for Strategic Cooperation Partners of the Charity.

3 慈善账户督导员的界定、范围及服务对象

Definition and Scope of Charitable Account Supervisors and Parties They Serve

3.1 慈善账户督导员的界定

Definition of Charitable Account Supervisors

本办法所称“慈善账户督导员”，是指由慈善账户持有人提名，负责监督慈善账户合规性运作、了解慈善账户财务及交易情况并对慈善账户相关方进行培训教育的专业人员。

The term ‘charitable account supervisors’ refers to professionals who have been nominated by charitable account holders to supervise the compliant operation of charitable accounts, keep track of the financial situation and transactional activities of charitable accounts, and provide education and training for relevant parties of charitable accounts.

3.2 慈善账户督导员的范围

Scope of Charitable Account Supervisors

慈善账户督导员的范围限于正在中国境内执业的律师、注册会计师、税务师、资产评估师、公证员。

The scope of ‘charitable account supervisors’ is limited to lawyers, certified public accountants, tax advisors, asset appraisers and notaries, who are practicing in China.

3.3 慈善账户督导员的服务对象

Parties Served by Charitable Account Supervisors

慈善账户督导员主要向本基金会的相应慈善账户相关方提供专业慈善服务。

Charitable account supervisors mainly provide professional charitable services for related parties of charitable accounts.

4 慈善专家顾问的界定、范围及服务对象

Definition and Scope of Philanthropic Expert Consultants and Parties They Serve

4.1 慈善专家顾问的界定

Definition of Philanthropic Expert Consultants

本办法所称“慈善专家顾问”，是指由本基金会邀请，按照本办法的相关规定，在一定的服务期限内，以自己的时间、知识、技能和资源等自愿为本基金会及本基金会合作的相关机构或项目提供专业慈善服务的人员。

The term ‘philanthropic expert consultants’ refers to professionals who have been invited by the Charity to provide professional charitable services for the Charity or the Charity’s cooperative institutions or programs. According to the Measures, they shall utilize their own time, knowledge, skills and resources voluntarily in their service term.

4.2 慈善专家顾问的范围

Scope of Philanthropic Expert Consultants

慈善专家顾问的范围为：正在中国境内执业的律师、注册会计师、税务师、资产评估师、公证员，海内外有关专家学者，以及其他经验丰富的海内外资深人士及专业技术人员等。

The scope of ‘philanthropic expert consultants’ includes lawyers, certified public accountants, tax advisors, asset appraisers and notaries who are practicing in China, as well as domestic and overseas experts, scholars, experienced practitioners and technicians, among others.

4.3 慈善专家顾问的服务对象

Parties Served by Philanthropic Expert Consultants

慈善专家顾问主要向本基金会或本基金会合作的相关机构或相关项目提供专业慈善服务。

Philanthropic expert consultants mainly provide professional charitable services for the Charity or its related institutions or programs.

5 合格捐赠人资格预审员、慈善账户督导员、慈善专家顾问的入库登记

Registration of Database Admission for Donor Qualification Examiners, Charitable Account Supervisors and Philanthropic Expert Consultants

5.1 入库登记申请

Application for Registration of Database Admission

为了便捷对专业人员的管理，合格捐赠人资格预审员、慈善账户督导员或慈善专家顾问须在递爱福（DAF）账户服务系统“官方网站的注册/登录页面-新用户注册-专业人员注册”界面完成合格捐赠人资格预审员、慈善账户督导员或慈善专家顾问的分别入库登记申请，即完成相关的注册流程。关于合格捐赠人资格预审员、慈善账户督导员、慈善专家顾问的具体入库登记申请的流程分别参见本办法第7条、第12条、第15条的规定。

In order to facilitate the management of professionals, potential donor qualification examiners, charitable account supervisors and philanthropic expert consultants shall apply for respective registration of corresponding database admission on the “Signup/Login-New User Registration-Professionals” page, which will be deemed as completion of their signup. For more details on the processes of their respective database admission, please refer to Articles 7, 12 and 15 of the Measures.

5.2 入库审核确认

Admission Review and Confirmation

本基金会相关部门或人员将根据合格捐赠人资格预审员、慈善账户督导员或慈善专家顾问提交的注册信息，对其进行入库审核确认。关于合格捐赠人资格预审员、慈善账户督导员、慈善专家顾问的具体入库审核确认的流程分别参见本办法第7条、第12条、第15条的规定。

The relevant department or staff of the Charity shall review and confirm the database admission based on registration information submitted by donor qualification examiners, charitable account supervisors and philanthropic expert consultants. For more details on the processes of database admission review and confirmation, please refer to Articles 7, 12 and 15.

5.3 入库登记

Registration of Database Admission

合格捐赠人资格预审员、慈善账户督导员、慈善专家顾问通过入库审核确认即视为其完成合格捐赠人资格预审员、慈善账户督导员、慈善专家顾问的入库登记流程。入库登记是具体任职确认登记的前提，所有完成入库登记的人员都将在本基金会官方网站被公示。

Once donor qualification examiners, charitable account supervisors and philanthropic expert consultants have passed the admission review and are confirmed by the Charity, their registration of corresponding database admission will be deemed to be completed. Registration of database admission is a prerequisite for specific registration of appointment confirmation. Those who have completed the registration of database admission shall be disclosed on the official

website of the Charity.

6 对合格捐赠人资格预审员、慈善账户督导员、慈善专家顾问的具体任职确认登记

Specific Registration of Appointment Confirmation for Donor Qualification Examiners, Charitable Account Supervisors and Philanthropic Expert Consultants

6.1 对合格捐赠人资格预审员、慈善账户督导员进行具体的任职确认登记

Specific Registration of Appointment Confirmation for Donor Qualification Examiners and Charitable Account Supervisors

6.1.1 从合格捐赠人资格预审员库、慈善账户督导员库中选择: 合格捐赠人资格预审员、慈善账户督导员, 在通过入库审核确认、完成入库登记并在专业人员数据库中进行公示以后, 本基金会的战略合作伙伴、慈善账户持有人有实际的业务需求时, 可以从合格捐赠人资格预审员库、慈善账户督导员库中选择相应的专业人员, 完成相应的、具体的任职确认登记。

Selection from the Databases of Donor Qualification Examiners and Charitable Account Supervisors: After donor qualification examiners and charitable account supervisors have completed the database admission review and confirmation, finished the registration of database admission and have been disclosed in the corresponding databases, Strategic Cooperation Partners and charitable account holders with actual business needs may select corresponding professionals from the respective databases, and then complete the corresponding and specific registration of appointment confirmation.

6.1.2 拟指定的相关人员未在合格捐赠人资格预审员库、慈善账户督导员库中: 如战略合作伙伴拟指定的合格捐赠人资格预审员未在合格捐赠人资格预审员库中, 或慈善账户持有人拟提名的慈善账户督导员未在慈善账户督导员库中, 则战略合作伙伴或慈善账户持有人可以按照本办法相关规则, 向本基金会推荐专业人员(正在中国境内执业的律师、注

册会计师、税务师、资产评估师、公证员)成为合格捐赠人资格预审员、慈善账户督导员,进而完成具体的任职确认登记。

If Appointed Professionals Are Not in the Database of Donor Qualification Examiners or Charitable Account Supervisors: If the donor qualification examiner to be appointed by a Strategic Cooperation Partner or the charitable account supervisor to be nominated by a charitable account holder is not in the corresponding database, the Strategic Cooperation Partner or charitable account holder may, according to the Measures, recommend professionals (lawyers, certified public accountants, tax advisors, asset appraisers or notaries who are practicing in China) to be donor qualification examiners or charitable account supervisors and the specific registration of appointment confirmation can then be completed.

6.2 慈善专家顾问完成入库登记即视为完成具体的任职确认登记

Registration of Database Admission for Philanthropic Expert Consultants Is Regarded as the Specific Registration of Appointment Confirmation

本基金会慈善专家顾问完成入库登记,即视为完成具体的任职确认登记。对本基金会慈善专家顾问,将不再进行单独的任职确认登记。如果慈善专家顾问的服务时间不符合本办法第 19.1 条规定的“慈善专家顾问服务时间的要求”,则本基金会会有权取消其入库登记,并通知该慈善专家顾问。

Registration of database admission for philanthropic expert consultants is regarded as the specific registration of appointment confirmation. For the Charity's philanthropic expert consultants, there will be no separate registration of appointment confirmation. If the service time of philanthropic expert consultants does not meet the “requirements of philanthropic expert consultants' service time” as stated in Article 19.1 of the Measures, the Charity has the right to cancel their registration of database admission and notify them.

7 合格捐赠人资格预审员的入库登记

Registration of Database Admission for Donor Qualification Examiners

7.1 合格捐赠人资格预审员的入库登记申请

Application for Registration of Database Admission for Donor Qualification Examiners

合格捐赠人资格预审员具体的入库登记申请程序为：

The procedures of applying for registration of database admission for donor qualification examiners include:

- (1) 拟申请成为合格捐赠人资格预审员的专业人员或战略合作伙伴拟指定的合格捐赠人资格预审员，须登录本基金会官方网站的“注册/登录”页面，点击左侧“新用户注册-专业人员注册-注册合格捐赠人资格预审员”的入口；

Professionals who intend to become donor qualification examiners or donor qualification examiners whom Strategic Cooperation Partners intend to appoint shall click on the “New User Registration – Professionals – Donor Qualification Examiners” button on the left side of the login and registration page of the Charity’s official website;

- (2) 该专业人员须在线填写基本的注册信息：姓名、性别、中国身份证号码、出生年月日、工作单位、电子邮箱、联系电话、微信号、联系地址、简历及其他须提供的有关信息；

Professionals shall submit basic information for registration online, including: name, gender, Chinese ID number, date of birth, employer, e-mail, contact number, WeChat ID, contact address, résumé and any other required relevant information; and

- (3) 该专业人员须在线提交相关执业证书或专业技术资格证书等足以证明其执业资格的相关材料（扫描件）；

Professionals shall submit (scanned copies of) relevant materials proving their practicing qualification, such as practicing certificates or professional and technical qualification certificates.

7.2 合格捐赠人资格预审员的入库审核确认

Database Admission Review and Confirmation

本基金会捐赠管理部门须对该名专业人员进行入库审核确认；通过本基金会捐赠管理部门的入库审核确认后，本基金会捐赠管理部门将对该名合格捐赠人资格预审员进行入库登记。

The Contribution Management Department shall review and confirm the professional's database admission. With review and confirmation of the database admission by the Contribution Management Department, the Contribution Management Department shall conduct registration of database admission for the donor qualification examiner.

8 合格捐赠人资格预审员具体的任职确认登记

Specific Registration of Appointment Confirmation for Donor Qualification Examiners

在本基金会的战略合作伙伴有实际的业务需求，即战略合作伙伴需要指定一名或多名合格捐赠人资格预审员时，有权从合格捐赠人资格预审员数据库中选择一名或多名合格捐赠人资格预审员，由本基金会捐赠管理部门对该名专业人员进行具体的任职确认登记。据此，该专业人员将成为该战略合作伙伴的合格捐赠人资格预审员。

When Strategic Cooperation Partners of the Charity have actual business needs, for example, when they need to appoint one or more donor qualification examiners, the corresponding professionals can be selected from the database and the Contribution Management Department will then conduct their specific registration of appointment confirmation. After that, such professionals become donor qualification examiners for the corresponding Strategic Cooperation Partners.

8.1 战略合作伙伴指定一名或多名合格捐赠人资格预审员

One or More Donor Qualification Examiners Appointed by a Strategic Cooperation Partner

根据《慈善组织公开募捐管理办法》第三条的规定，“依法取得公开募捐资格的慈善组织可以面向公众开展募捐。不具有公开募捐资格的组织和个人不得

开展公开募捐。”因此，为符合法律法规的规定，满足监管部门对非公募基金会募集捐赠财产的要求，便于对战略合作伙伴向本基金直接推荐的合格捐赠人的特定化来源进行记录和审查，根据战略合作伙伴与本基金签署的《深圳市递爱福公益基金会战略合作协议标准文本》的约定，战略合作伙伴可以指定一名或多名符合条件的合格捐赠人资格预审员作为该战略合作伙伴的合格捐赠人资格预审员。

Article 3 of the *Administrative Measures for Charitable Organizations' Fundraising from the Public* reads: “Charitable organizations that have obtained qualifications for fundraising from the public according to the law may raise funds from the public. Organizations or individuals without qualifications for fundraising from the public shall not raise funds from the public.” Therefore, for the purposes of abiding by the law, satisfying the requirements of the regulatory authorities for the fundraising of non-public charitable organizations, as well as recording and inspecting the particularized source of qualified donors, a Strategic Cooperation Partner may, in accordance with the Standard Version of the Strategic Cooperation Agreement of the China DAF (Donor Advised Fund) Charity (hereinafter the ‘Strategic Cooperation Agreement’), appoint one or more qualified donor qualification examiners as its donor qualification examiners.

8.2 合格捐赠人资格预审员对战略合作伙伴出具的无异议的初审意见进行复核

Donor Qualification Examiners Review the No Objection Preliminary Review Opinions Issued by Strategic Cooperation Partners

在战略合作伙伴提交通过其初审的合格捐赠人名单、辅助的证明与说明材料以及初审意见至其所指定的一名合格捐赠人资格预审员处时，该合格捐赠人资格预审员将对战略合作伙伴直接推荐的合格捐赠人（仅限于《深圳市递爱福公益基金会捐赠说明书》确定的信用良好的特定机构或人员）及战略合作伙伴出具的无异议的初审意见进行复核，代表其所在的专业执业机构对该初审意见出具单独或者整体的复核意见至战略合作伙伴以及本基金。

After a Strategic Cooperation Partner submits supporting documents, a preliminary opinion and a list of the qualified donors that have passed its preliminary review,

the corresponding donor qualification examiner shall review the qualifications of the recommended donor (limited to the specific institutions or persons in good credit standing mentioned in the Contribution Prospectus) as well as the no objection preliminary review opinion submitted by the Strategic Cooperation Partner, and shall issue an individual or group review opinion to the Strategic Cooperation Partner and the Charity on behalf of their affiliated institution.

9 合格捐赠人资格预审员出具复核意见的标准

Standard of Secondary Review Opinions Issued by Donor Qualification Examiners

9.1 合格捐赠人资格预审员对被推荐的合格捐赠人特定化来源的复核标准

Standard of Secondary Review Regarding the Particularized Source of Qualified Donors Conducted by Donor Qualification Examiners

9.1.1 《中华人民共和国慈善法》对定向募捐的要求：根据《中华人民共和国慈善法》第二十三条、第二十八条、第二十九条的规定，慈善组织开展定向募捐，应当符合如下的要求²：

Requirements for targeted fundraising in the *Charity Law*: According to Articles 23, 28 and 29 of the *Charity Law*, targeted fundraising by charitable organizations shall meet the following requirements:

- (1) 限定在特定对象的范围之内。公开募捐与定向募捐的最大区别在于募捐对象是否特定，对象特定是指募捐对象的范围是可控的，限制在一定的范围之内，即慈善组织的发起人、理事会成员、会员以及其他特定对象等。

Fundraising shall be limited to particularized targets. The biggest difference between public fundraising and targeted fundraising is whether or not fundraising targets are particularized. Particularization means that the scope of the fundraising object is controllable and limited

² 于建伟主编：《中华人民共和国慈善法学习问答》，中国法制出版社 2016 年版，第 86 页至第 87 页。
Chief Editor, Jianwei, YU, Questions and Answers in Learning the Charity Law of the People's Republic of China, China Legal Publishing House, edition of year 2016, pp86-87.

to a certain extent; that is, founders, members of the Board of Directors, members of charitable organizations, and other particularized targets, etc;

- (2) 向募捐对象说明募捐目的。该募捐目的须符合《慈善法》第三条的规定以及慈善组织章程规定的慈善宗旨。

The purpose of fundraising shall be explained to fundraising targets. Purposes of fundraising shall be in accordance with Article 3 of the *Charity Law* and the charitable purposes stipulated in the articles of organization of charitable organizations;

- (3) 向募捐对象说明募得款物的用途。慈善组织有义务及时向募捐对象公开相应信息，包括但不限于募捐情况、募得款物用途等。

The use of contributions shall be explained to fundraising targets. Charitable organizations must disclose relevant information to fundraising targets promptly, including but not limited to the situation of fundraising and the use of funds; and

- (4) 不得采用或者变相采取公开募捐的方式，即不得采用如下方式，例如：（1）在公共场所设置募捐箱；（2）举办面向社会公众的义演、义赛、义卖、义展、义拍、慈善晚会等；（3）通过广播、电视、报刊、互联网等媒体发布募捐信息；（4）其他公开募捐方式。

Charitable organizations shall not adopt the following methods to conduct (disguised) public fundraising: (1) Setting up contribution boxes in public places; (2) Organizing charitable shows, charitable matches, charitable sales, charitable shows, charitable auctions, charitable parties, and so on. (3) Publishing information related to fundraising through media, such as radio, television, newspapers, and the Internet; or (4) Other methods of public fundraising.

9.1.2 合格捐赠人资格预审员对战略合作伙伴直接推荐的合格捐赠人特定化来源的具体复核标准：合格捐赠人资格预审员在复核本基金会战略合作伙伴向本基金会直接推荐的合格捐赠人的资格时，应该以上述“慈善组织开展定向募捐的要求”为复核标准，对被推荐的合格捐赠人的特定化来源进行记录和审查。

Detailed standard of secondary review by donor qualification examiners regarding the particularized source of qualified donors recommended directly by Strategic Cooperation Partners: Requirements for charitable organizations conducting targeted fundraising as mentioned above shall be used as the standard for secondary review. The donor qualification examiners shall use these requirements to record and review the particularized source of recommended qualified donors.

9.1.3 合格捐赠人资格预审员对战略合作伙伴直接推荐的合格捐赠人特定化来源的具体复核方式

Specific Methods for Donor Qualification Examiners to Conduct Secondary Review Regarding the Particularized Source of Qualified Donors Recommended Directly by Strategic Cooperation Partners

- (1) 为了便于合格捐赠人资格预审员对战略合作伙伴向本基金会直接推荐的合格捐赠人的特定化来源进行审查以及出具复核意见,合格捐赠人资格预审员可以提前拟定相应资料清单,并指导战略合作伙伴收集相关资料。例如,被推荐的合格捐赠人向战略合作伙伴提交的相关材料或被推荐的合格捐赠人在战略合作伙伴系统中填写的相关信息、用于证明被推荐的合格捐赠人为战略合作伙伴员工的劳动合同或聘用协议等文件、用于证明被推荐的合格捐赠人为战略合作伙伴客户的服务合同或合作协议等文件、战略合作伙伴提供的“未采用或者变相采取公开募捐的方式”的相关说明文件等。

Donor qualification examiners shall review the particularized source of qualified donors that have been recommended directly by Strategic Cooperation Partners and issue secondary review opinions. In order to prepare such opinions, they shall draft a list of materials needed and then instruct Strategic Cooperation Partners to collect them. For example, materials submitted by qualified donors to Strategic Cooperation Partners or information stored in the systems of Strategic Cooperation Partners may be submitted by qualified donors. Labor contracts or employment agreements will be submitted as evidence

for qualified donors as employees of Strategic Cooperation Partners. Service contracts or cooperation agreements will be submitted as evidence for qualified donors as clients of Strategic Cooperation Partners. Relevant documents of the ‘non-use of (disguised) public fundraising’ provided by Strategic Cooperation Partners will be submitted.

- (2) 战略合作伙伴应当依照合格捐赠人资格预审员所列资料清单收集相关资料，并进行统一汇总整理，而后与其所出具的无异议的初审意见一并提交至合格捐赠人资格预审员，供其复核。

Strategic Cooperation Partners shall collect, arrange, and submit relevant materials listed together with the no objection preliminary review opinions to donor qualification examiners for secondary review.

- (3) 合格捐赠人资格预审员依据战略合作伙伴整理并提供的资料，就战略合作伙伴出具的无异议的初审意见出具复核意见。只有当战略合作伙伴出具无异议的初审意见以及合格捐赠人资格预审员出具无异议的复核意见时，合格捐赠人的资格审批才会进入本基金捐赠管理部门的内部审批环节。如果合格捐赠人资格预审员认为确有必要，可以对战略合作伙伴相关人员及其直接推荐的相关合格捐赠人进行访谈并形成访谈日记，或者对相关事项进行补充调查，进一步核实相关问题。

Based on materials arranged and provided by Strategic Cooperation Partners, donor qualification examiners shall issue secondary review opinions regarding the no objection preliminary review opinions. The Contribution Management Department’s internal approval process can only commence following no objection preliminary and secondary review opinions. If necessary, donor qualification examiners may interview relevant personnel of Strategic Cooperation Partners and qualified donors recommended directly by Strategic Cooperation Partners, prepare memorandums, or conduct additional investigation to verify relevant questions.

10 合格捐赠人资格预审员的辞任

Resignation of Donor Qualification Examiners

10.1合格捐赠人资格预审员的辞任流程

Resignation Procedures of Donor Qualification Examiners

除合格捐赠人资格预审员存在损害战略合作伙伴或本基金会利益的行为外，战略合作伙伴无权随意变更合格捐赠人资格预审员。合格捐赠人资格预审员可向本基金会提出辞任申请，并提出辞任理由，经本基金会捐赠管理部门批准，抄送并通知其服务的所有战略合作伙伴，原合格捐赠人资格预审员始得辞任，原合格捐赠人资格预审员的相关权利义务始得被解除；合格捐赠人资格预审员也可以直接向相应的战略合作伙伴进行辞任，但该战略合作伙伴需要取得本基金会同意后，始得同意该合格捐赠人资格预审员的辞任。

Strategic Cooperation Partners have no right to change donor qualification examiners at will, unless the donor qualification examiner has acted against the profits and interests of either the Strategic Cooperation Partners or the Charity. Donor qualification examiners can submit an application for resignation to the Charity and state the reasons for such application. The Contribution Management Department may approve the resignation and shall then forward it to all Strategic Cooperation Partners that the donor qualification examiner has served, for notification in order to complete the resignation and relieve the donor qualification examiner from relevant rights and obligations. The donor qualification examiner may submit the application for resignation directly to the corresponding Strategic Cooperation Partner; however, the Strategic Cooperation Partner must first receive approval from the Charity before it can approve such resignation.

10.2战略合作伙伴应及时指定新的合格捐赠人资格预审员

Strategic Cooperation Partner Shall Promptly Appoint a New Donor Qualification Examiner

原合格捐赠人资格预审员辞任后，战略合作伙伴应及时指定新的合格捐赠人资格预审员，并进行具体的任职确认登记，以确保战略合作伙伴至少有一名符合条件的合格捐赠人资格预审员。

Following resignation of the former donor qualification examiner, the Strategic Cooperation Partner shall promptly appoint a new donor qualification examiner and conduct a specific registration of appointment confirmation in order to ensure that at least one donor qualification examiner is in place.

10.3合格捐赠人资格预审员辞任后的通知

Notification of Resignation of a Donor Qualification Examiner

原合格捐赠人资格预审员成功辞任后，递爱福（DAF）账户服务系统将自动向其所服务的战略合作伙伴发送邮件或以其他方式进行通知。

After the former donor qualification examiner has successfully resigned, the System will automatically send emails to Strategic Cooperation Partners that the former donor qualification examiner previously served or notify them in other ways.

11 合格捐赠人资格预审员的权利及职责

Rights and Obligations of Donor Qualification Examiners

11.1合格捐赠人资格预审员的权利

Rights of Donor Qualification Examiners

合格捐赠人资格预审员享有如下权利：

Donor qualification examiners are entitled to the following rights:

- (1) **作为战略合作伙伴的推荐人：**有权作为战略合作伙伴的推荐人，向本基金推荐战略合作伙伴，并出具推荐意见；

To Act as Recommenders of Strategic Cooperation Partners: To

recommend Strategic Cooperation Partners to the Charity as their recommender and issue corresponding recommendations;

- (2) **协助战略合作伙伴签署协议:** 有权协助拟推荐的战略合作伙伴与本基金会签署《深圳市递爱福公益基金会战略合作协议标准文本》;

To Assist Strategic Cooperation Partners in Signing the Agreement: To assist recommended Strategic Cooperation Partners in signing the Strategic Cooperation Agreement with the Charity;

- (3) **列入“合格捐赠人资格预审员库”:** 有权列入本基金会“合格捐赠人资格预审员库”, 并在本基金会官方网站上进行公示;

To Be Listed in the Database of Donor Qualification Examiners: To be listed in the database of donor qualification examiners and be publicized on the official website of the Charity;

- (4) **获得合理补偿:** 在战略合作伙伴同意对其指定的合格捐赠人资格预审员提供的慈善服务给予合理补偿的前提下, 以合格捐赠人资格预审员的具体慈善服务工作量为标准, 有权获得战略合作伙伴的合理补偿;

To Receive Reasonable Compensation: To receive reasonable compensation from Strategic Cooperation Partners based on the workload of specific charitable services rendered, provided that the Strategic Cooperation Partners agree to such compensation;

- (5) **成为迪爱福公益培训工程项目的合格受益人候选人:** 有权申请成为本基金会“迪爱福公益培训工程”项目的合格受益人候选人; 由本基金会按照《慈善法》第五十八条的规定³, 坚持公开、公平、公正的原则, 将合格捐赠人资格预审员确认为本基金会“迪爱福公益培训工程”项目的合格受益人;

To Be a Beneficiary Candidate of the DAF-Giving Charitable Training Projects: To apply to be a beneficiary candidate of the DAF-Giving

³ 《中华人民共和国慈善法》第五十八条: 慈善组织确定慈善受益人, 应当坚持公开、公平、公正的原则, 不得指定慈善组织管理人员的利害关系人作为受益人。

Charity Law, Article 58: A charitable organization shall determine the beneficiary under the principles of openness, fairness and impartiality, and shall not designate any interested party of managers of the charitable organization as the beneficiary.

Charitable Training Projects. In accordance with Article 58 of the *Charity Law*, the Charity shall adhere to principles of openness, fairness, and impartiality to confirm donor qualification examiners as beneficiaries of the DAF-Giving Charitable Training Projects;

- (6) **自动成为中国递爱福捐赠者建议基金论坛的普通会员：**完成入库登记的合格捐赠人资格预审员将自动成为中国递爱福捐赠者建议基金论坛的普通会员，享有《中国递爱福捐赠者建议基金论坛章程》授予的个人会员的权利；

To Become Ordinary Individual Members of the China DAF Forum Automatically: Donor qualification examiners who have completed the registration of database admission shall automatically become ordinary individual members of the China DAF (Donor Advised Fund) Forum and shall enjoy rights as stated in the Articles of Organization of the China DAF (Donor Advised Fund) Forum; and

- (7) **其他：**《深圳市递爱福公益基金会捐赠、投资、捐助指引》或《深圳市递爱福公益基金会捐赠说明书》等基金会相关文件授予合格捐赠人资格预审员的其他权利。

Other Rights: Other rights authorized by the Guidelines, the Contribution Prospectus, and other relevant documents of the Charity.

11.2合格捐赠人资格预审员的职责

Obligations of Donor Qualification Examiners

合格捐赠人资格预审员具有如下职责：

A donor qualification examiner has the following duties:

- (1) **对战略合作伙伴推荐的合格捐赠人进行资格复核：**对战略合作伙伴直接推荐的合格捐赠人进行资格复核，代表其所在的专业执业机构出具单独或整体的复核意见；

To Conduct a Secondary Qualification Review of Qualified Donors: To conduct a secondary qualification review of qualified

donors that have been directly recommended by Strategic Cooperation Partners and to issue individual or group review opinions on behalf of their affiliated organizations;

- (2) **配合完成相关入库手续:** 配合本基金会捐赠管理部门完成入库登记及具体的任职确认登记;

To Finish Procedures of Database Admission: To finish registration of database admission and specific registration of appointment confirmation in coordination with the Contribution Management Department of the Charity;

- (3) **见证相关协议签署的真实性:** 在本基金会要求的前提下,以独立的第三方见证人或证明人的身份,见证或证明战略合作伙伴单方出具的《关于〈深圳市递爱福公益基金会战略合作协议标准文本〉之确认函》、本基金会与战略合作伙伴之间签署的《关于〈深圳市递爱福公益基金会战略合作协议标准文本〉之确认备忘录》、本基金会与合格捐赠人签署的《捐赠协议》、本基金会与合格受赠组织签署的《捐助协议》等签字/盖章的真实性;

To Witness or Attest the Authenticity of Signatures or Seals on Relevant Agreements: To witness or attest, as the Charity requires, the authenticity of the signatures or seals on (1) the Confirmation Letters Regarding the Strategic Cooperation Agreement issued by Strategic Cooperation Partners; (2) the Confirmation Memorandums Regarding the Strategic Cooperation Agreement signed between the Charity and Strategic Cooperation Partners; (3) Contribution Agreements signed between the Charity and qualified donors; and (4) Grant Agreements signed between the Charity and qualified grantees, and so on, as an independent third-party attester or witness.

- (4) **配合完成信息更新:** 当合格捐赠人资格预审员在递爱福(DAF)账户服务系统中填写并提交的信息与实际情形不一致时(例如,合格捐赠人资格预审员的工作单位、邮箱地址、联系电话等信息发生变更),合格捐赠人资格预审员应当及时登录递爱福(DAF)

账户服务系统对有关信息进行更新，自信息变更情形发生之日起一个月内未在递爱福（DAF）账户服务系统中进行信息更新的，本基金会有权取消其入库登记；

To Update Their Information: To promptly update their information in the System when the information is inconsistent with the actual situation (such as changes of work organization, e-mail, contact number, etc.). If they fail to do so within one month of such changes, the Charity has the right to cancel their registration of database admission; and

- (5) **其他:**《深圳市递爱福公益基金会捐赠、投资、捐助指引》或《深圳市递爱福公益基金会捐赠说明书》等本基金会有关文件规定的合格捐赠人资格预审员的其他职责。

Other Duties: To adhere to other duties stipulated in the Guidelines, the Contribution Prospectus and other relevant rules and regulations of the Charity.

12 慈善账户督导员的入库登记

Registration of Database Admission for Charitable Account Supervisors

12.1 慈善账户督导员的入库登记申请

Application for Registration of Database Admission for Charitable Account Supervisors

慈善账户督导员的具体入库登记申请程序为：

The application procedures of registration of database admission for charitable account supervisors include:

- (1) 拟申请成为慈善账户督导员的专业人员或慈善账户持有人拟提名的慈善账户督导员，须登录本基金会有官方网站的“注册/登录”页面，点击左侧“新用户注册-专业人员注册-注册慈善账户督导员”的入口；

Professionals who intend to become charitable account supervisors or charitable account supervisors whom charitable account holders intend to nominate shall click on the “New User Registration – Professionals – Charitable Account Supervisors” button on the left side of the login and registration page of the Charity’s official website;

- (2) 该专业人员须在线填写基本的注册信息：姓名、性别、中国身份证号码、出生年月日、工作单位、电子邮箱、联系电话、微信号、联系地址、简历及其他须提供的有关信息；

Professionals shall submit basic registration information online, including: name, gender, Chinese ID number, date of birth, working organization, e-mail, contact number, WeChat ID, contact address, résumé and any other relevant information required;

- (3) 该专业人员须在线提交相关执业证书或专业技术资格证书等足以证明其执业资格的相关材料（扫描件）。

Professionals shall submit (scanned copies of) relevant materials proving their practicing qualification, such as practicing certificates or professional and technical qualification certificates.

12.2 慈善账户督导员的入库审核确认

Database Admission Review and Confirmation of Charitable Account Supervisors

本基金会捐赠管理部门须对该名专业人员进行入库审核确认；通过本基金会捐赠管理部门的入库审核确认后，本基金会捐赠管理部门将对该名慈善账户督导员进行入库登记。

With review and confirmation conducted by the Contribution Management Department for professionals, the Contribution Management Department shall conduct registration of database admission for charitable account supervisors.

13 慈善账户督导员具体的任职确认登记

Specific Registration of Appointment Confirmation for Charitable Account Supervisors

13.1 慈善账户持有人提名慈善账户督导员

Charitable Account Holders Nominate Charitable Account Supervisors

在慈善账户持有人有实际的业务需求时，慈善账户持有人可按照本基金会的要求，提名 1-3 名具有完全民事行为能力的自然人担任慈善账户督导员，且慈善账户持有人须事先征得该拟任慈善账户督导员的同意。当慈善账户持有人在递爱福 (DAF) 捐赠用户注册/登录系统中提名拟任慈善账户督导员的人选后，递爱福 (DAF) 账户服务系统会自动向被提名的慈善账户督导员发送确认邮件，被提名的慈善账户督导员依据邮件提示，登录递爱福 (DAF) 运营管理系统确认同意后，本基金会的相关人员将在运营管理系统中对慈善账户督导员的任职进行审核确认。

With prior consent of the nominated charitable account supervisor, the charitable account holder may, when actual needs arise, nominate one to three people with full capacity for civil acts as charitable account supervisors, as the Charity requires. When a charitable account holder nominates a potential charitable account supervisor in the DAF contribution-related user registration and login system, the System will automatically send a confirmation email to the nominated person. Once they confirm acceptance of the nomination in the DAF operation management system, according to instructions given in the email, relevant personnel of the Charity will conduct specific appointment confirmation of this nominated person in the DAF operation management system.

13.2 慈善账户持有人必须提名慈善账户督导员的情形

Conditions Under Which Charitable Account Holders Shall Nominate Charitable Account Supervisors

在下列情形下，慈善账户持有人必须向本基金会提名 1-3 名具有完全民事行为能力的自然人担任慈善账户督导员：

The charitable account holder must nominate one to three individuals with full civil capacity as charitable account supervisors to the Charity under the following conditions:

- (1) 慈善账户持有人为法人或非法人组织;

The charitable account holder is a legal person or an unincorporated organization;

- (2) 慈善账户持有人为自然人, 且该慈善账户的捐赠金额累计达到30万元人民币以上;

The charitable account holder is a natural person, and the contribution amount of the charitable account totals more than RMB 300,000 Yuan;

- (3) 第三方捐赠人向该慈善账户进行捐赠(为维护第三方捐赠人的利益, 在该慈善账户首次出现第三方捐赠人之时, 递爱福(DAF)账户服务系统应当自动通知慈善账户持有人提名慈善账户督导员);

Third-party donors contribute to the charitable account (in order to protect the interest of third-party donors, the System shall automatically inform the charitable account holders to appoint charitable account supervisors when the charitable account receives a third-party contribution for the first time); or

- (4) 其他本基金会要求必须提名慈善账户督导员的情形。

Other situations where the Charity requires the appointment of charitable account supervisors.

14 慈善账户督导员的权利和职责

Rights and Duties of Charitable Account Supervisors

14.1 慈善账户督导员的权利

Rights of Charitable Account Supervisors

慈善账户督导员享有如下权利:

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DAF[®] DAF Charity[®] 递爱福[®] 岱福[®]

Charitable account supervisors have the following rights:

- (1) **作为战略合作伙伴的推荐人:** 有权作为战略合作伙伴的推荐人, 向本基金会推荐战略合作伙伴, 并出具推荐意见;

To Act as Recommenders of Strategic Cooperation Partners:

To recommend Strategic Cooperation Partners to the Charity as their recommender and issue corresponding recommendations;

- (2) **协助战略合作伙伴签署协议:** 有权协助拟推荐的战略合作伙伴与本基金会签署《深圳市递爱福公益基金会战略合作协议标准文本》;

To Assist Strategic Cooperation Partners in Signing the Agreement:

To assist recommended Strategic Cooperation Partners in signing the Strategic Cooperation Agreement with the Charity;

- (3) **查询慈善账户的基本信息:** 有权查询由其担任慈善账户督导员的慈善账户的基本信息 (如当前账户余额、当前交易状态等);

To View the Basic Information of Charitable Accounts:

To view the basic information of the charitable accounts they serve as charitable account supervisors (such as current account balance, current transaction status, etc.);

- (4) **查询历史交易记录:** 有权查询由其担任慈善账户督导员的慈善账户之捐赠财产的捐赠、投资、捐助等历史交易情况;

To View Historical Transaction Information:

To view historical transaction information regarding contribution, investment and grant in the charitable accounts they serve as charitable account supervisors;

- (5) **接收慈善账户的通知:** 有权接收由其担任慈善账户督导员的慈善账户的通知或相关声明、报告;

To Receive Notifications:

To receive notifications, relevant

statements, or reports concerning the charitable accounts they serve as charitable account supervisors;

- (6) **列入“慈善账户督导员库”**: 有权列入本基金会“慈善账户督导员库”, 并在本基金会官方网站上进行公示;

To Be Listed in the Database of Charitable Account Supervisors: To be listed in the database of charitable account supervisors and be disclosed in a list on the official website of the Charity;

- (7) **获得合理补偿**: 在慈善账户持有人同意对其提名的慈善账户督导员提供的慈善服务给予合理补偿的前提下, 以慈善账户督导员的具体慈善服务工作量为标准, 有权获得慈善账户持有人的合理补偿;

To Receive Reasonable Compensation: To receive reasonable compensation from charitable account holders based on the workload of specific charitable services rendered, provided that charitable account holders agree to such compensation;

- (8) **成为迪爱福公益培训工程项目的合格受益人候选人**: 有权申请成为本基金会“迪爱福公益培训工程”项目的合格受益人候选人, 由本基金会按照《慈善法》第五十八条的规定, 坚持公开、公平、公正的原则, 将慈善账户督导员确认为本基金会“迪爱福公益培训工程”项目的合格受益人;

To Be Beneficiary Candidates of the DAF-Giving Charitable Training Projects: To apply to be beneficiary candidates of the DAF-Giving Charitable Training Projects; in accordance with Article 58 of the *Charity Law*, the Charity shall adhere to the principles of openness, fairness, and impartiality in confirming charitable account supervisors as beneficiaries of the DAF-Giving Charitable Training Projects;

- (9) **答复慈善账户相关方的咨询问题或对慈善账户相关方进行教育**: 对慈善账户的相关方(包括第三方捐赠人、与慈善账户相关的合

格受赠组织的人员)的任何咨询问题均可以提出意见,经慈善账户相关方请求,可对慈善账户相关方进行教育培训;

To Give Opinions on Questions Raised by Relevant Parties of the Charitable Accounts and Provide Education for Them: To give opinions on any consultative issues raised by relevant parties of the charitable accounts (including third-party donors and staff of qualified grantees related to charitable accounts) and provide education and training for them upon their request;

- (10) **自动成为中国递爱福捐赠者建议基金论坛的普通个人会员:** 完成入库登记的慈善账户督导员将自动成为中国递爱福捐赠者建议基金论坛的普通个人会员,享有《中国递爱福捐赠者建议基金论坛章程》授予的个人会员的权利;

To Automatically Become Ordinary Individual Members of the China DAF Forum: Charitable account supervisors who have completed the registration of database admission shall automatically become ordinary individual members of the China DAF (Donor Advise Fund) Forum and enjoy the rights thereof as stated in the Articles of Organization of the China DAF (Donor Advised Fund) Charity; and

- (11) **其他:**《深圳市递爱福公益基金会捐赠、投资、捐助指引》或《深圳市递爱福公益基金会捐赠说明书》等基金会相关文件授予慈善账户督导员的其他权利。

Other Rights: Other rights authorized by the Guidelines, the Contribution Prospectus, and other relevant documents of the Charity.

14.2 慈善账户督导员的职责

Duties of Charitable Account Supervisors

慈善账户督导员具有如下职责:

A charitable account supervisor has the following duties:

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- (1) **配合完成相关入库手续:** 配合本基金会捐赠管理部门完成入库登记及具体的任职确认登记;

To Finish Procedures of Database Admission: To finish registration of database admission and specific registration of appointment confirmation in coordination with the Contribution Management Department;

- (2) **对慈善账户运作的合规性进行监督:** 以个人名义或其所在执业机构的名义监督与相应慈善账户相关的慈善账户持有人、慈善专家顾问、慈善账户第三方捐赠人、本基金会的合格受赠组织、本基金会的战略合作伙伴、投资管理机构及合格捐赠人资格预审员等的相关活动(包括定期自我核查、自我监督),提出质询或意见,在发现任何损害本基金会的利益、滥用捐赠财产、违反本基金会相关规定的行为时,及时向本基金会秘书长办公会反映情况;

To Supervise the Compliant Operation of Charitable Accounts: To supervise relevant activities of charitable account holders, charitable account advisors, third-party donors of relevant charitable accounts, qualified grantees of the Charity, Strategic Cooperation Partners, the Investment Management Department and donor qualification examiners (including regular self-examination and self-supervision), in their own name or in the name of their affiliated organization. They may also raise questions or give advice, and report any damages to the interests of the Charity, abuse of contributed property, or violation of relevant regulations of the Charity to the Secretary-General's Staff Meeting of the Charity.

- (3) **见证相关协议签署的真实性:** 在本基金会要求的前提下,以独立的第三方见证人或证明人的身份,见证或证明战略合作伙伴单方出具的《关于〈深圳市递爱福公益基金会战略合作协议标准文本〉之确认函》、本基金会与战略合作伙伴之间签署的《关于〈深圳市递爱福公益基金会战略合作协议标准文本〉之确认

备忘录》、本基金会与合格捐赠人签署的《捐赠协议》、本基金会与合格受赠组织签署的《捐助协议》等签字/盖章的真实性；

To Witness or Attest the Authenticity of Signatures or Seals on Relevant Agreements: To witness or attest, as the Charity requires, the authenticity of the signatures or seals on (1) the Confirmation Letters Regarding the Strategic Cooperation Agreement issued by Strategic Cooperation Partners; (2) the Confirmation Memorandums Regarding the Strategic Cooperation Agreement signed between the Charity and Strategic Cooperation Partners; (3) Contribution Agreements signed between the Charity and qualified donors; and (4) Grant Agreements signed between the Charity and qualified grantees, etc., as an independent third-party attester or witness.

- (4) **配合完成信息更新:** 当慈善账户督导员在递爱福 (DAF) 账户服务系统中填写并提交的信息与实际情形不一致时 (例如, 慈善账户督导员的工作单位、邮箱地址、联系电话等信息发生变更), 慈善账户督导员应当及时登录递爱福 (DAF) 账户服务系统对有关信息进行更新, 自信息变更情形发生之日起一个月内未在递爱福 (DAF) 账户服务系统中进行信息更新的, 本基金会 有权取消其入库登记;

To Update Their Own Information: To update their information in the System promptly when the information there is inconsistent with the actual situation (such as changes of working organization, e-mail, contact number, etc.). If they fail to do so within one month of such changes, the Charity has the right to cancel their registration of database admission;

- (5) **协助慈善账户持有人/慈善账户顾问处理争议:** 在慈善账户持有人要求的前提下, 协助慈善账户持有人/慈善账户顾问进行相关联络、沟通及处理相关争议/纠纷 (例如, 在本基金会与合格受赠组织之间发生争议/纠纷时, 可由慈善账户督导员协助慈善账户持有人/慈善账户顾问与相关方进行沟通);

To Assist Charitable Account Holder or Advisor in Communication and Dispute Settlement: As the charitable account holder requires, to assist charitable account holder or advisor in communicating and settling disputes. (For example, assist charitable account holder or advisor in communicating and settling disputes between the Charity and qualified grantees); and

- (6) **其他:**《深圳市递爱福公益基金会捐赠、投资、捐助指引》或《深圳市递爱福公益基金会捐赠说明书》等基金会相关文件规定的慈善账户督导员的其他职责。

Other Duties: Other duties as stipulated in the Guidelines, the Contribution Prospectus, and other relevant rules and regulations of the Charity.

15 慈善专家顾问的入库登记

Registration of Database Admission for Philanthropic Expert Consultants

15.1 慈善专家顾问的入库登记申请

Application for Registration of Database Admission of Philanthropic Expert Consultants

除海外人士须根据本办法第 20 条的规定线下完成慈善专家顾问入库登记外，正在中国境内执业的律师、注册会计师、税务师、资产评估师、公证员，国内有关专家学者，以及其他经验丰富的国内资深人士及专业技术人员，申请成为慈善专家顾问的入库登记程序为：

While overseas persons are required to complete the offline registration of database admission for philanthropic expert consultants in accordance with Article 20 of the Measures, domestic professionals who are practicing in China, such as lawyers, certified public accountants, tax advisors, asset appraisers and notaries, and other domestic experts, scholars, experienced practitioners and technicians, shall complete the following registration procedures of database admission:

- (1) 拟申请成为慈善专家顾问的专业人员或本基金会主动邀请的慈善专家顾问，须登录本基金会官方网站的“注册/登录”页面，点击左侧“新用户注册-专业人员注册-注册慈善专家顾问”的入口；

A professional who intends to become a philanthropic expert consultant, or a philanthropic expert consultant whom the Charity invites on its own initiative, shall click on the “New User Registration – Professionals – Philanthropic Expert Consultants” button on the left side of the login and registration page on the official website of the Charity;

- (2) 该名人员须在线填写基本的注册信息：姓名、性别、中国身份证号码、出生年月日、工作单位、电子邮箱、联系电话、微信号、联系地址、简历及其他须提供的有关信息；

The professional shall submit basic information for registration online, including: name, gender, Chinese ID number, date of birth, working organization, e-mail, contact number, WeChat ID, contact address, résumé and any other relevant information required;

- (3) 该名人员须选择一个本人擅长或感兴趣的具体服务领域，包括但不限于：①捐赠服务领域；②投资服务领域；③捐助服务领域；④其他领域；

The professional shall select a specific service field in which they are skilled or interested, including but not limited to ① the contribution service field; ② the investment service field; ③ the granting service field; and ④ other service fields;

- (4) 该名人员（限于正在中国境内执业的律师、注册会计师、税务师、资产评估师、公证员等专业人员）须在线提交相关执业证书或专业技术资格证书等足以证明其执业资格的相关材料（扫描件）；

The professional (limited to professionals who are practicing in China, such as lawyers, certified public accountants, tax advisors, asset appraisers, notaries, etc.) shall submit (scanned copies of) relevant materials online to prove their practicing qualification, such as practicing certificates or professional and technical qualification certificates;

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- (5) 该名人员须在线申明是否已经完成本基金会授权或认可的有关机构提供的相应培训课程的学习且已经通过前述机构组织的“统一入库考核”，并提交相应的证明材料。

The professionals shall clarify online whether or not they have finished training courses in relevant institutions that are authorized or recognized by the Charity, and have passed the ‘unified examination of admission into the database’ held by such institutions. Documents related to the courses and the examination shall also be submitted.

15.2 慈善专家顾问的入库审核确认

Database Admission Review and Confirmation of Philanthropic Expert Consultants

本基金会捐赠/投资/捐助管理部门根据该名专业人员选择的服务领域，须对该名专业人员提出初步的入库审核确认意见并将该意见报本基金会秘书长或执行秘书长；本基金会秘书长或执行秘书长对该名人员进行入库审核确认，通过后即视为完成慈善专家顾问的入库登记。

The Contribution, Investment, and Grant-Making Management Departments shall, in accordance with service fields selected by the professional, submit a preliminary review opinion on their qualification for admission into the database to the Secretary-General or the Executive Secretary-General of the Charity; The Secretary-General or the Executive Secretary-General of the Charity shall review and approve the qualification of the professional for admission into the database. With approval, the Contribution Management Department shall conduct registration of database admission for such philanthropic expert consultant.

15.3 慈善专家顾问入库审核确认的标准及方式

Standards and Forms of Admission Review and Confirmation of Philanthropic Expert Consultants

慈善专家顾问入库审核确认的标准及方式有如下两种：

There are two standards and forms of admission review and confirmation of

philanthropic expert consultants:

15.3.1 本基金会相关部门有权直接进行入库审核确认

Relevant Departments of the Charity Are Authorized to Review and Confirm the Database Admission

为鼓励专业机构的合伙人、其他机构的部门负责人副职以上的特定人员或其他符合条件的相关人员提供公益慈善服务，在特别情形下，本基金会相关部门有权直接对拟担任慈善专家顾问的专业机构的合伙人、其他机构的部门负责人副职以上的特定人员或其他符合条件的相关人员进行入库审核确认。

In order to encourage (1) partners of professional institutions, (2) specific persons with a position above the head deputy of departments from other institutions, or (3) other qualified persons to provide charitable services, under special circumstances, relevant departments of the Charity have the authority to directly review and confirm the database admission for these three types of persons.

15.3.2 慈善专家顾问的候选人应在本基金会授权或认可的有关机构完成相关培训并通过前述机构组织的统一入库考核，本基金会相关部门有权优先对其进行入库审核确认

Candidates for the Position of Philanthropic Expert Consultant Shall Finish Relevant Training in Institutions Authorized or Recognized by the Charity and Passed the ‘Unified Examination of Admission into the Database’ Held by Such Institutions. Relevant Departments of the Charity Have the Authority to First Conduct the Database Admission Review and Confirmation for Them.

为使慈善专家顾问的候选人能够系统学习与本基金会业务相关的专业知识，除符合本办法第 15.3.1 条的规定外，慈善专家顾问候选人均应在本基金会授权或认可的相关机构完成相关培训，并参加前述机构组织的统一入库考核。对通过统一入库考核且成绩符合要求的慈善专家顾问，本基金会相关部门有权优先对其进行入库审核确认。

In order to enable candidates for the positions of philanthropic expert consultants to systematically learn the knowledge associated with the

Charity's business, unless they meet the requirements stated in Article 15.3.1 of the Measures, these candidates shall finish relevant training in the institutions authorized or recognized by the Charity and pass the 'unified examination of admission into the database' held by such institutions. Relevant departments of the Charity have the authority to first conduct the database admission review and confirmation for candidates who have passed the examination with required grades.

16 慈善专家顾问具体的任职确认登记

Specific Registration of Appointment Confirmation for Philanthropic Expert Consultants

经本基金会秘书长或执行秘书长或理事会执行委员会(限于海外人士申请的情形)批准后,慈善专家顾问完成入库登记,即视为慈善专家顾问完成任职确认登记。

After receiving approval from the Secretary-General, the Executive Secretary-General, or the Executive Committee, philanthropic expert consultants will then complete the registration of database admission, which shall also be regarded as completion of specific registration of appointment confirmation. The Executive Committee may only approve the registration of philanthropic expert consultants located overseas.

如果该名慈善专家顾问为正在中国境内执业的律师、注册会计师、税务师、资产评估师、公证员,该慈善专家顾问同时有权申请担任合格捐赠人资格预审员和/或慈善账户督导员。如果该名慈善专家顾问以合格捐赠人资格预审员和/或慈善账户督导员的身份提供相应慈善服务时与本基金会产生利益冲突,应主动申明并进行回避,慈善专家顾问未主动申明并进行回避,则视为不存在利益冲突。

If the philanthropic expert consultant is a lawyer, certified public accountant, tax advisor, asset appraiser, or notary who is practicing in China, they may also apply to become a donor qualification examiner and/or a charitable account supervisor. If there is a conflict of interest during provision of their charitable services as a donor qualification examiner and/or a charitable account supervisor, they shall take the initiative to disclose it and make a recusal. If they fail to make a disclosure or a recusal, the conflict of interest shall be deemed to be nonexistent.

17 慈善专家顾问的辞任

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Resignation of Philanthropic Expert Consultants

17.1 慈善专家顾问的辞任流程

Resignation Process for Philanthropic Expert Consultants

除慈善专家顾问存在损害本基金会或其他相关方利益的行为、慈善专家顾问未通过本基金会的年审之外，本基金会无权随意取消慈善专家顾问的任职。慈善专家顾问可以主动向本基金会提出辞任申请，经本基金会捐赠/投资/捐助管理部门初步确认同意，并报本基金会秘书长或执行秘书长或理事会执行委员会（仅限于海外人士申请的情形）批准后，原慈善专家顾问始得辞任，原慈善专家顾问的相关权利义务始得被解除。

The Charity has no right to dismiss philanthropic expert consultants at will, unless a philanthropic expert consultant has acted against the profits and interests of the Charity or other relevant parties, or has failed to pass the annual review. The philanthropic expert consultant may take the initiative to submit an application of resignation to the Charity. With the preliminary confirmation of the Contribution, Investment, or Grant-Making Management Department and the approval of the Secretary-General, the Executive Secretary-General, or the Executive Committee, the resignation will be completed. The philanthropic expert consultant is then relieved of their rights and obligations. The Executive Committee shall only approve the resignation of philanthropic expert consultants located overseas.

17.2 慈善专家顾问辞任后的通知

Notification After the Resignation of a Philanthropic Expert Consultant

原慈善专家顾问成功辞任后，递爱福（DAF）账户服务系统将自动向其所有服务的战略合作伙伴、慈善账户相关方等发送邮件（或以其他方式进行通知），并及时在慈善专家顾问库及本基金会官方网站上进行更新。

After the successful resignation of a former philanthropic expert consultant, the System will automatically send emails (or use other methods) to notify Strategic Cooperation Partners and relevant parties of the charitable account that the former philanthropic expert consultant has resigned, and promptly update the information in the database of philanthropic expert consultants and on the official website of the Charity.

18 慈善专家顾问的权利和职责

Rights and Duties of Philanthropic Expert Consultants

18.1 慈善专家顾问的权利

Rights of Philanthropic Expert Consultants

慈善专家顾问享有如下权利:

A Philanthropic Expert Consultant has the following rights:

- (1) **作为本基金会的战略发展咨询委员会成员:** 有权作为本基金会的战略发展咨询委员会成员, 以自己的名义向本基金会直接推荐合格捐赠人; 非经基金会书面授权, 不得以本基金会、战略发展咨询委员会、战略发展咨询委员会成员名义推荐捐赠人或从事与基金会相关的其他相关活动;

To Act as Members of the Strategic Development Advisory Committee of the Charity: To act as members of the Strategic Development Advisory Committee of the Charity and directly recommend qualified donors to the Charity in their own names; Philanthropic Expert Consultant shall not recommend donors or engage in other relevant activities related to the Charity in the name of the Charity, the Strategic Development Advisory Committee, without written authorization from the Charity;

- (2) **作为战略合作伙伴的推荐人:** 有权作为战略合作伙伴的推荐人, 向本基金会推荐战略合作伙伴, 并出具推荐意见;

To Act as a Recommender of Strategic Cooperation Partners: To recommend Strategic Cooperation Partners to the Charity as their recommender and issue corresponding recommendations;

- (3) **协助战略合作伙伴签署协议:** 有权协助战略合作伙伴(包括合格捐赠人资格预审员和慈善账户督导员推荐的战略合作伙伴)与本基金会签署《深圳市递爱福公益基金会战略合作协议标准文本》;

To Assist Strategic Cooperation Partners in Signing the Agreement: To assist recommended Strategic Cooperation Partners (including those recommended by donor qualification examiners and charitable account

supervisors) in signing the Strategic Cooperation Agreement with the Charity;

- (4) **列入“慈善专家顾问库”**: 有权列入本基金会“慈善专家顾问库”, 并在本基金会官方网站上进行公示;

To Be Listed in the Database of Philanthropic Expert Consultants: To be listed in the database of philanthropic expert consultants and be disclosed on the official website of the Charity;

- (5) **获得聘书**: 有权获得本基金会单独或联合海内外第三方共同颁发的聘书;

To Receive the Letter of Appointment: To receive the letter of appointment issued by the Charity either independently or in conjunction with the CGPI or third parties both domestically and abroad;

- (6) **成为迪爱福公益培训工程项目的合格受益人候选人**: 有权申请成为本基金会“迪爱福公益培训工程”项目的合格受益人候选人, 由本基金会按照《慈善法》第五十八条的规定, 坚持公开、公平、公正的原则, 将慈善专家顾问确认为本基金会“迪爱福公益培训工程”项目的合格受益人;

To Be Beneficiary Candidates of the DAF-Giving Charitable Training Projects: To apply to be beneficiary candidates of the DAF-Giving Charitable Training Projects; in accordance with Article 58 of the *Charity Law*, the Charity shall adhere to the principles of openness, fairness, and impartiality to confirm philanthropic expert consultants as beneficiaries of the DAF-Giving Charitable Training Projects.

- (7) **自动成为中国递爱福捐赠者建议基金论坛的普通个人会员**: 完成入库登记的慈善专家顾问将自动成为中国递爱福捐赠者建议基金论坛的普通个人会员, 享有《中国递爱福捐赠者建议基金论坛章程》授予的个人会员的权利;

To Automatically Become Ordinary Individual Members of the China DAF Forum: To automatically become ordinary individual members of the China DAF Forum and enjoy membership rights granted by the Articles of Organization of the China DAF (Donor Advised Fund) Forum after the completion of the registration of database admission; and

- (8) **其他:**《深圳市递爱福公益基金会捐赠、投资、捐助指引》或《深圳市递爱福公益基金会捐赠说明书》等基金会相关文件授予慈善专家顾问的其他权利。

Other Rights: Other rights granted by the Contribution, Investment, and Grant-Making Guidelines of the China DAF (Donor Advised Fund) Charity, the Contribution Prospectus of the China DAF (Donor Advised Fund) Charity, and other relevant documents.

18.2 慈善专家顾问的职责

Duties of Philanthropic Expert Consultants

慈善专家顾问具有如下职责:

A philanthropic expert consultant has following duties:

- (1) **配合完成相关入库手续:** 配合本基金会完成入库登记;

To Finish Procedures of Database Admission: To finish registration of database admission in coordination with the Charity;

- (2) **见证相关协议签署的真实性:** 在本基金会要求的前提下,以独立的第三方见证人或证明人的身份,见证或证明战略合作伙伴单方出具的《关于〈深圳市递爱福公益基金会战略合作协议标准文本〉之确认函》、本基金会与战略合作伙伴之间签署的《关于〈深圳市递爱福公益基金会战略合作协议标准文本〉之确认备忘录》、本基金会与合格捐赠人签署的《捐赠协议》、本基金会与合格受赠组织签署的《捐助协议》等签字/盖章的真实性;

To Witness or Attest the Authenticity of Signatures or Seals on Relevant Agreements: To witness or attest, as the Charity requires, the authenticity of the signatures or seals on (1) the Confirmation Letters Regarding the Strategic Cooperation Agreement issued by Strategic Cooperation Partners, (2) the Confirmation Memorandums Regarding the Strategic Cooperation Agreement signed between the Charity and Strategic Cooperation Partners, (3) Contribution Agreements signed between the Charity and qualified donors, (4)

Grant Agreements signed between the Charity and qualified grantees, etc., as an independent third-party attester or witness.

- (3) **担任迪爱福公益培训工程项目受益人遴选委员会的委员：**按照《深圳市递爱福公益基金会迪爱福公益培训工程项目管理制度》的规定履行相关职责，慈善专家顾问担任受益人遴选委员会委员提供的服务原则上为无偿志愿服务，其工作时间将列入本办法第19.1条规定的服务时间；

To Serve as a Member of the Beneficiary Selection Committee:

To serve as a member of the Beneficiary Selection Committee of the DAF-Giving Charitable Training Projects and perform relevant obligations stipulated in the Project Management Rules for the DAF-Giving Charitable Training Projects of the China DAF Charity. In principle, the aforementioned service is voluntary without compensation; however, the working hours shall be counted as service time as specified in Article 19.1 of the Measures.

- (4) **担任XX项目管理咨询委员会的委员：**经本基金会邀请及协商同意，按照《深圳市递爱福公益基金会捐赠说明书》的规定履行相关职责，慈善专家顾问担任XX项目管理咨询委员会委员提供的服务原则上为无偿志愿服务，其工作时间将列入本办法第19.1条规定的服务时间；

To Serve as a Member of the Project XX Management and Advisory Committee:

To serve as a member of the Project XX Management and Advisory Committee and perform relevant obligations as stipulated in the Contribution Prospectus with the invitation and agreement of the Charity. In principle, the aforementioned service is voluntary without compensation; however, the working hours shall be counted as service time as specified in Article 19.1 of the Measures.

- (5) **担任相关课程知识服务团队成员或相关专题培训项目的课程培训教练：**经邀请及协商同意，担任“递爱福-专业志愿服务

公益培训项目 (DAF-Pro Bono Charitable Training Project)”、

“迪爱福-战略慈善培训项目 (DAF Strategic Philanthropy Training Project)”等相关培训项目不同课程知识服务团队成员或者相关专题培训项目的课程培训教练，协助课程老师完成课程制作，为学员提供专业的知识服务，协助、配合、指导学员实际完成结课实践的相关内容或提供其他志愿服务。具体职责由《递爱福 (DAF) 家族传承办公室品控指南》进行进一步规定；

To Serve as a Course Service Team Member or a Course Tutor of Relevant Special Training Programs: When invited and agreed, to serve as a member of different course service teams or a course tutor of relevant special training programs, such as the DAF-Pro Bono Charitable Training Project, DAF Strategic Philanthropy Training Project, assist the course teacher to complete course production, provide professional knowledge services for learners, and assist, cooperate and guide learners in completing their course-closing practices or provide other voluntary services. The detailed duties of course service team member and course tutor are specified in the Quality Control Guide of the DAF Family Legacy Office.

- (6) **配合完成信息更新:** 当慈善专家顾问在递爱福 (DAF) 账户服务系统中填写并提交的信息与实际情形不一致时 (例如, 慈善专家顾问的工作单位、邮箱地址、联系电话等信息发生变更), 慈善专家顾问应当及时登录递爱福 (DAF) 账户服务系统对有关信息进行更新, 自信息变更情形发生之日起一个月内未在递爱福 (DAF) 账户服务系统中进行信息更新的, 本基金会有权取消其入库登记;

To Update Their Own Information: To update the philanthropic expert consultant’s own information in the System promptly when information is inconsistent with the actual situation (such as changes of working organization, e-mail, contact number, etc.). If they fail to do so within one month of such changes, the Charity has the right to

cancel their registration of database admission;

- (7) **对合格受赠组织入库资格进行复核:** 经非营利组织指定, 并经该名正在执业的律师类慈善专家顾问同意, 正在执业的律师类慈善专家顾问应对合格受赠组织入库资格进行复核;

To Review the Qualification of Qualified Grantees: If the philanthropic expert consultant is a practicing lawyer and has been designated by a non-profit organization, then they shall, with their prior consent, review the qualification of qualified grantees.

- (8) **协助本基金会进行相关联络、沟通及处理相关争议/纠纷:** 在本基金会要求的前提下, 协助本基金会进行相关联络、沟通及处理相关争议/纠纷 (例如, 在本基金会与合格受赠组织之间发生争议/纠纷时, 可由慈善专家顾问协助本基金会与合格受赠组织及其他相关方进行沟通);

To Assist the Charity in Communication and Settlement of Disputes: As the Charity requires, to assist the Charity in communication and settlement of disputes. (For example, assisting the Charity in communication with qualified grantees and other relevant parties in the event of a dispute arising between the Charity and qualified grantees);

- (9) **经邀请参与相关活动:** 经本基金会邀请参加本基金会、中国递爱福捐赠者建议基金论坛、递爱福 (DAF) 家族传承办公室等活动;

To Participate in Activities When Invited: To participate in activities held by the Charity, the China DAF Forum and the DAF Family Legacy Office when invited;

- (10) **经邀请列席相关会议:** 经邀请, 列席理事会执行委员会、秘书长办公会、监事会的相关会议并提出相关意见;

To Attend Relevant Meetings When Invited: To attend relevant meetings that are organized and presided over by the Executive Committee of the Board of Directors, the Secretary-General's Staff

Meeting, and the Board of Supervisors and give opinions at such meetings when invited;

- (11) **经邀请提供公益慈善服务:** 经本基金会邀请, 为本基金会捐助的合格受赠组织或公益项目提供公益慈善服务;

To Provide Charitable Services When Invited: To provide charitable services to qualified grantees or charitable projects receiving grants from the Charity when invited by the Charity.

- (12) **其他:** 《深圳市递爱福公益基金会捐赠、投资、捐助指引》或《深圳市递爱福公益基金会捐赠说明书》等基金会相关文件规定的慈善专家顾问的其他职责。

Other Duties: Other duties as stipulated in the Guidelines, the Contribution Prospectus, and other relevant rules and regulations of the Charity.

19 慈善专家顾问的服务时间

Service Time of Philanthropic Expert Consultants

19.1 慈善专家顾问服务时间的要求

Service Time Requirement for Philanthropic Expert Consultants

根据司法部发布的《关于促进律师参与公益法律服务的意见》的通知(司发通[2019]105号), 倡导每名律师每年参与不少于50个小时的公益法律服务或者至少办理2件法律援助案件。参考此文件所明确的公益服务时间要求, 慈善专家顾问提供的慈善服务, 除本基金会另有约定外, 原则上每年应不低于30个小时(包括经本基金会确认的公开宣讲的公益培训慈善服务, 担任迪爱福公益培训工程项目受益人遴选委员会委员提供的服务, 担任XX项目管理咨询委员会委员提供的服务, 参与本基金会举办的公益活动或相关培训, 参加本基金会、中国递爱福捐赠者建议基金论坛、递爱福(DAF)家族传承办公室等活动, 为本基金会的管理运营而提供公益服务、为本基金会捐助的合格受赠组织或公益项目而提供公益服务等)。

According to the No. [2019] 105 Opinions of the Ministry of Justice on Promoting

Lawyers' Participation in Pro Bono Legal Services, every lawyer shall be encouraged to render no less than 50 hours of pro bono legal services or handle at least two legal aid cases per year. Referring to the required charitable service time specified in this document, unless otherwise specified by the Charity, the working hours of charitable services provided by philanthropic expert consultants shall, in principle, be no less than 30 hours per year. The working hours include (1) public charitable training services confirmed by the Charity; (2) serving as members of the Beneficiary Selection Committee of the DAF-Giving Charitable Training Projects; (3) serving as members of the Project XX Management and Advisory Committee; (4) participating in charitable activities or relevant training organized by the Charity; (5) attending activities organized by the Charity, the DAF Family Legacy Office etc.; (6) offering charitable services related to the operation of the Charity; and (7) offering charitable services to qualified grantees or charitable projects receiving grants from the Charity.

19.2 慈善专家顾问及时向本基金会提交相关服务内容

Philanthropic Expert Consultants Shall Promptly Submit Information of Their Services

慈善专家顾问应当按照本办法的相关规定及时向本基金会提交相关服务内容(包括公开宣讲的公益培训慈善服务、参与公益活动或相关培训的详情等)。Philanthropic expert consultants shall promptly submit information of their services (including details of public charitable training services, charitable activities or relevant training) to the Charity in accordance with the Measures.

19.3 本基金会 对慈善专家顾问的年度审核

Annual Review of Philanthropic Expert Consultants

除双方另有约定外,自慈善专家顾问完成入库登记之日起每满三年,如果慈善专家顾问在该连续三年的时间内提供的慈善服务时间低于 90 个小时,且该名慈善专家顾问无法向本基金会说明合理理由的,本基金会 有权取消该慈善专家顾问的入库登记(即具体的任职确认登记)。

Unless otherwise agreed upon by both parties, from the day the philanthropic expert consultant finishes the registration of database admission, if the

philanthropic expert consultant provides less than 90 hours of charitable services for three consecutive years and fails to offer acceptable reasons for this to the Charity, the Charity has the right to cancel their registration of database admission (i.e. the specific registration of appointment confirmation).

如果该名慈善专家顾问同时担任合格捐赠人资格预审员及慈善账户督导员，取消该慈善专家顾问的入库登记（即具体的任职确认登记）并不必然取消其担任的合格捐赠人资格预审员及慈善账户督导员的入库登记及具体的任职确认登记。

If the philanthropic expert consultant also serves as both the donor qualification examiner and the charitable account supervisor, cancellation of the philanthropic expert consultant's registration of database admission (i.e. the specific registration of appointment confirmation) does not include the cancellation of their registration as a donor qualification examiner or charitable account supervisor.

20 海外人士的任职

Appointment of Overseas Persons

20.1 海外人士可申请慈善专家顾问入库登记

Overseas Persons Can Apply for Registration of Database Admission

鉴于慈善专家顾问为本基金会邀请的以志愿服务的方式提供相关服务的专业人员，因此，除正在中国境内执业的律师、注册会计师、税务师、资产评估师、公证员及境内专家学者、经验丰富的资深人士及专业技术人员有权申请慈善专家顾问入库登记外，海外有关专家学者、其他经验丰富的海外资深人士及专业技术人员也可申请慈善专家顾问入库登记。

Philanthropic expert consultants are invited by the Charity, as volunteers, to offer relevant charitable services. Therefore, the application for registration of database admission for philanthropic expert consultants shall not only be limited to lawyers, certified public accountants, tax advisors, asset appraisers and notaries who are practicing in China, domestic professionals, and experienced practitioners or experts, but shall also be available to overseas experienced practitioners, professionals and experts.

20.2 除非具有中国境内相关执业资格且在中国境内的执业机构执业，海外人士不得担任合格捐赠人资格预审员、慈善账户督导员

Unless Practicing in China with Practicing Qualification, Overseas Persons Shall Not Serve as Donor Qualification Examiners or Charitable Account Supervisors

鉴于本基金会的运作及慈善活动的开展适用中华人民共和国境内的相关法律、法规，合格捐赠人资格预审员、慈善账户督导员须以专业人员的身份出具具有法律效力的相关意见，因此，除非海外人士获得中国境内律师、注册会计师、税务师、资产评估师、公证员等执业资格且在中国境内的执业机构执业，海外人士不得担任合格捐赠人资格预审员、慈善账户督导员。

The operation of the Charity and charitable activities shall be subject to Chinese laws and regulations, and donor qualification examiners and charitable account supervisors shall issue opinions with legal effect. Therefore, overseas persons shall not serve as donor qualification examiners or charitable account supervisors, unless they obtain practicing qualification and are practicing in China as lawyers, certified public accountants, tax advisors, asset appraisers, or notaries, etc.

20.3 海外人士须线下完成慈善专家顾问入库登记程序

Overseas Persons Shall Complete Offline Registration of Database Admission for Philanthropic Expert Consultants

海外人士申请成为慈善专家顾问时，须参考本办法第 15 条的规定填写相关信息、提交相关资料，线下完成慈善专家顾问的入库登记程序。

When applying to be philanthropic expert consultants, overseas persons shall submit relevant information and materials to complete offline registration of the admission into the database of philanthropic expert consultants in accordance with Article 15 of the Measures.

20.4 海外人士申请慈善专家顾问入库登记的审核流程

Review Procedure for Overseas Persons When Applying for the Registration of Database Admission for Philanthropic Expert Consultants

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DAF[®] DAF Charity[®] 递爱福[®] 岱福[®]

根据海外人士选择的服务领域（例如，①捐赠服务领域；②投资服务领域；③捐助服务领域；④其他领域等），本基金会捐赠/投资/捐助管理部门须对该名专业人员提出初步的入库审核确认意见⁴并将该意见报本基金会理事会执行委员会。本基金会理事会执行委员会对该名人员进行入库审核确认，通过后，即视为完成对慈善专家顾问的入库登记。

Based on the service fields (e.g., ① the contribution service field; ② the investment service field; ③ the granting service field; ④ other service fields) chosen by an overseas person, the Contribution, Investment, or Grant-Making Management Department shall issue a preliminary opinion on the person's database admission review and confirmation, and then submit it to the Executive Committee of the Board of Directors. The registration of database admission for that philanthropic expert consultant will be regarded as completed after the Executive Committee reviews and confirms such person's database admission.

21 递爱福慈善专家顾问证书培训项目

DAF Philanthropic Expert Consultant Training Program

本基金会将联合第三方机构共同举办“递爱福慈善专家顾问证书培训项目”（以下简称“慈善专家顾问证书培训项目”），开展对慈善专家顾问的培训。

The Charity, together with other third-party institutions, will establish the Training Program to conduct training for philanthropic expert consultants.

21.1 培训的定位

Positioning of the Training Program

慈善专家顾问证书培训项目主要面向拟申请入库登记的慈善专家顾问或已完成入库登记但未经培训的慈善专家顾问，通过向其提供与本基金会业务实操相关的系统性培训，并对其专业水平进行考核，使慈善专家顾问全面深入地了解其角色及职责，充分发挥其专业优势，更好地向相关人员提供慈善服务。

⁴ 如果海外人士选择的服务领域为“其他领域”，则由捐赠管理部门提出初步的入库审核确认意见。
If the overseas persons choose 'other service fields', the Contribution Management Department shall issue preliminary review opinions on their database admission review and confirmation.

The Training Program is mainly open to philanthropic expert consultants who intend to apply for registration of database admission or those who have finished such registration without training. Through systematic training concerning the practical operation of the Charity and assessment of their professional levels, philanthropic expertise consultants will obtain comprehensive understanding of their roles and duties, and then utilize their profession to offer better charitable services to relevant people.

21.2 培训依据的规则

Rules for Training

本基金会将制定《递爱福慈善专家顾问证书培训项目管理办法》，培训项目的各参与方将依据《递爱福慈善专家顾问证书培训项目管理办法》开展培训工作。

The Charity will formulate the Administrative Measures for the DAF Philanthropic Expert Consultant Training Program (hereinafter the ‘Administrative Measures for the Training Program’), according to which parties to the Training Program shall conduct work.

21.3 组建慈善专家顾问证书培训项目合作机构库

Establishing the Database of Cooperative Institutions of the Training Program

为建立有竞争力的培训平台，优化项目培训流程，专业高效地实现培训目的，本基金会将组建慈善专家顾问证书培训项目合作机构库（以下简称为“培训项目合作机构库”）。

In order to establish a competitive training platform, optimize the training process and efficiently achieve the training objectives, the Charity will establish the Database of Cooperative Institutions of the Philanthropic Expert Consultant Training Program (hereinafter the ‘Database of Cooperative Institutions of the Training Program’).

21.3.1 培训项目合作机构的类型

Types of Cooperative Institutions of the Training Program

培训项目合作机构的类型有如下两种:

Cooperative institutions of the Training Program are divided into following two types:

- (1) 本基金会授权或认可的非营利组织, 例如, 已经成为本基金会合格受赠组织的非营利组织;

Non-profit organizations authorized or recognized by the Charity, such as non-profit organizations which have become qualified grantees of the Charity;

- (2) 本基金会授权或认可的营利性组织, 例如, 营利性的项目管理公司或专业培训机构。

For-profit organizations authorized or recognized by the Charity, such as for-profit project management companies or professional training institutions.

21.3.2 成为培训项目合作机构的条件

Requirements for a Cooperative Institution of the Training Program

成为培训项目合作机构需要同时满足如下几个条件:

The requirements for a cooperative institution of the Training Program are as follows:

- (1) 该机构须已成为本基金会的战略合作伙伴;

The institution has become a Strategic Cooperation Partner of the Charity;

- (2) 在中国递爱福捐赠者建议基金论坛⁵成熟运营以后, 该机构须已注册成为中国递爱福捐赠者建议基金论坛的机构会员;

⁵为了促进 DAF、家族传承、影响力投资及公益金融的本土化发展, 搭建 DAF 生态链在中国生根建造的战略架构, 将 DAF 这一便捷化慈善捐赠工具的使用大众化、普惠化, 使慈善财产的捐赠成为捐赠人整体财产战略配置的重要组成部分, 上海高金金融研究院、(北京师范大学) 中国公益研究院及其他相关机构作为 DAF 论坛的发起机构, 于 2020 年 12 月 10 日发起设立以“交流(Networking)”“共享(Sharing)”“共识(Consensus Building)”“倡导(Advocacy)”“教育(Education)”为宗旨的“中国递爱福捐赠者建议基金论坛”(英文名称 China DAF (Donor Advised Fund) Forum, 以下简称“论坛”, 网址: www.DAF-forum.org.cn)。具体内容详见《中国递爱福捐赠者建议基金论坛章程》。

In order to improve the Donor Advised Fund's (DAF), family legacy, impact investment and social finance

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The institution has registered as an institutional member of the China DAF Forum when the Forum comes into its mature operation; and

(3) 具有本基金会认可的开展相关培训活动的条件。

The institution meets other requirements recognized by the Charity for carrying out relevant training activities.

21.3.3 培训项目合作机构的入库审核确认

Database Admission Review and Confirmation of Cooperative Institutions of the Training Program

本基金会秘书长办公会将对申请机构是否符合本办法第 21.3.2 条规定的条件进行入库审核确认，对于符合申请条件的机构，将列入慈善专家顾问证书培训项目合作机构库中，并在本基金会官方网站予以公示。

The Secretary-General's Staff Meeting will conduct the database admission review and confirmation for the applicant institution, to see if it meets the requirements set in Article 21.3.2 of the Measures. Qualified institutions will be listed in the Database of Cooperative Institutions of the Training Program and on the official website of the Charity.

21.3.4 培训项目合作机构的职责

Duties of Cooperative Institutions of the Training Program

培训项目合作机构应依据《递爱福慈善专家顾问证书培训项目管理办法》的规定举办慈善专家顾问证书培训项目，主要具有如下职责：

Cooperative institutions shall carry out the Training Program in accordance with the Administrative Measures for the Training Program. Main duties of cooperative institutions are as follows:

localization, to set up the strategic framework of the DAF ecosystem in China, to inclusively popularize the use of DAF as a convenient tool to make charitable contributions, and to make charitable contribution an important part of donors' overall asset allocation strategy, Shanghai Advanced Institute of Finance, (Beijing Normal University) China Philanthropy Research Institute, and other relevant institutions, as the Initiating institutions, established the China DAF (Donor Advised Fund) Forum (hereinafter the 'Forum', website: www.DAF-forum.org.cn) in December, 10th, 2020 with the purposes of "Networking", "Sharing", "Consensus Building", "Advocacy" and "Education". For more details, please refer to the Articles of Association of the China DAF (Donor Advised Fund) Forum.

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DAF[®] DAF Charity[®] 递爱福[®] 岱福[®]

- (1) 依据本基金会制定的培训大纲或培训要求，独立完成慈善专家顾问证书培训项目具体课程的培训，或者，将慈善专家顾问证书培训项目具体课程纳入到其已开发的课程体系中，作为其整体课程体系的一部分，通过完成系统课程的整体培训，进而完成慈善专家顾问证书培训项目具体课程的培训。

To carry out the Training Program, subject to training outlines or requirements set by the Charity, as a separate program or integrate the Training Program's courses into its developed curriculum, as part of its overall course system, in order to finish the Training Program through the completion of the systematic training of overall curriculum;

- (2) 针对慈善专家顾问证书培训项目的内容，制作统一入库考核的试题，并负责完成统一入库考核。

To design questions for the unified examination of admission into the database based on content of the Training Program, and to take charge of the unified examination;

- (3) 在培训项目合作机构请求的前提下，与本基金会联合向慈善专家顾问颁发培训证书。

To issue certificates of training, together with the Charity, to philanthropic expert consultants based on its own request.

21.4 培训的主要内容

Main Content of the Training

本基金会或相关合作培训机构可使用递爱福家族传承网络学习平台发布的“递爱福-专业志愿服务公益培训项目（DAF-Pro Bono Charitable Training Project）”的相应资料进行慈善专家顾问证书培训项目专题培训。

The Charity or cooperative institutions may use relevant learning materials of “DAF-Pro Bono Charitable Training Project” published on the DAF Family Legacy Online Learning Platform to conduct special training of the DAF Philanthropic Expert Consultant Training Program.

21.5 培训的考核方式

Assessment of the Training

培训项目合作机构有权选择以网络题库在线答题的方式，对完成培训的慈善专家顾问的候选人进行考核。考核可以以开卷的方式进行。

Cooperative institutions may select online question-answering examination as the form of assessment for candidates for the positions of philanthropic expert consultants who have finished the Training Program. It may be held as an open book test.

21.6 其他

Others

其他涉及培训目标、培训时间、培训场所、培训设备、培训教师、培训教材、培训规模、培训范围、培训方式、预算培训费用等内容，将在《递爱福慈善专家顾问证书培训项目管理办法》中予以详细规定。

Training goals, time schedules, places, equipment, teachers, materials, scale, scope, methods, as well as training budget and expenses will all be elaborated on in the Administrative Measures for the Training Program.

22 相关方自愿继续委托合格捐赠人资格预审员、慈善账户督导员、慈善专家顾问提供其他服务的情形

Situations Where Relevant Parties Voluntarily Commission Donor Qualification Examiners, Charitable Account Supervisors or Philanthropic Expert Consultants for Other Services

22.1 战略合作伙伴自愿继续委托合格捐赠人资格预审员提供其他服务的情形

Situations Where Strategic Cooperation Partners Voluntarily Commission Donor Qualification Examiners for Other Services

合格捐赠人资格预审员在进行公益慈善服务时，如果该战略合作伙伴或《深圳市递爱福公益基金会捐赠说明书》确定的信用良好的特定机构或人员，有意继续委托该合格捐赠人资格预审员提供进一步的其他服务，则双方可以自

行协商，以合法、合规的方式，形成独立的服务项目，该合格捐赠人资格预审员应以其所在执业机构的名义与相应的战略合作伙伴（或《深圳市递爱福公益基金会捐赠说明书》确定的信用良好的特定机构或人员）另行签署独立的《服务协议》。战略合作伙伴自愿单独委托合格捐赠人资格预审员所在机构继续提供服务且不属于本办法所约定的内容的，合格捐赠人资格预审员所在的执业机构提供的相关服务内容不代表本基金会，在此情形下，该战略合作伙伴与合格捐赠人资格预审员之间应就可能出现的与本基金会的相关利益冲突进行约定，并予以避免。

While donor qualification examiners perform charitable services, if the Strategic Cooperation Partner or other specific institutions or personnel in good credit, as determined under the Contribution Prospectus, intend to commission such donor qualification examiner for other services, the two parties may initiate negotiations and set up independent service projects in a lawful and compliant manner. The donor qualification examiner shall sign another independent service agreement with the corresponding Strategic Cooperation Partner (or specific institutions or personnel in good credit as determined under the Contribution Prospectus) in the name of their affiliated organization. If the Strategic Cooperation Partner voluntarily contracts with such organization for continuous services, but such services do not fall within the scope of the Measures, the organization will not provide such services through representation by the Charity. In this case, the Strategic Cooperation Partner and the donor qualification examiner shall agree on issues related to conflicts of interest with the Charity and find possible ways to avoid them.

22.2 慈善账户持有人自愿继续委托慈善账户督导员提供其他服务的情形

Situations Where Charitable Account Holders Voluntarily Commission Charitable Account Supervisors for Other Services

慈善账户督导员以个人名义或以其所在执业机构的名义完成前述公益慈善服务时，如果该慈善账户持有人，有意继续委托该慈善账户督导员提供进一步的其他服务，则双方可以自行协商，以合法、合规的方式，形成独立的服务项目，该慈善账户督导员所在执业机构应与相应的慈善账户持有人另行签署独立的《服务协议》。慈善账户持有人自愿单独委托慈善账户督导员所在

机构继续提供服务且不属于本办法所约定的内容的，慈善账户督导员所在执业机构提供的相关服务内容不代表本基金会。在此情形下，该慈善账户持有人与慈善账户督导员之间应就可能出现的与本基金会的相关利益冲突进行约定，并予以避免。

If the charitable account supervisor finishes the charitable services mentioned above either in their own name or in the name of their affiliated organization, and the charitable account holder intends to commission this charitable account supervisor for other services, the two parties may initiate negotiations and set up independent service projects in a lawful and compliant manner. The charitable account supervisor's affiliated organization shall sign another independent service agreement with the corresponding charitable account holder. If the charitable account holder voluntarily contracts with the aforementioned organization for continuous services, but such services do not fall within the scope of the Measures, the organization will not represent the Charity by providing such services. In this case, the charitable account holder and the charitable account supervisor shall agree on the issues related to conflicts of interest with the Charity and find possible ways to avoid them.

22.3 其他相关方自愿委托慈善专家顾问提供其他服务的情形

Situations Where Relevant Parties Voluntarily Commission Philanthropic Expert Consultants for Other Services

如果慈善专家顾问在进行公益慈善服务时的服务对象（如，本基金会的战略合作伙伴）有意委托该慈善专家顾问提供进一步的其他服务，则双方可以自行协商，以合法、合规的方式，形成独立的服务项目。

A party (such as a Strategic Cooperation Partner of the Charity) may enjoy a certain philanthropic expert consultant's charitable services. If such party intends to commission that philanthropic expert consultant for other services, the two parties may initiate negotiations and set up independent service projects in a lawful and compliant manner.

22.3.1 如果该慈善专家顾问为正在中国境内执业的专业人员：该慈善专家顾问应以其所在执业机构的名义与相应的委托人另行签署独立的《服

务协议》。委托人自愿单独委托慈善专家顾问所在执业机构继续提供服务且不属于本办法规定的内容的，慈善专家顾问所在执业机构提供的相关服务内容不代表本基金会，在此情形下，该委托人与慈善专家顾问所在的执业机构应就可能出现的相关利益冲突进行约定，并予以避免。

Philanthropic Expert Consultants Who Are Professionals Practicing in China: The philanthropic expert consultant's affiliated organization shall sign another independent service agreement with the corresponding party. If there is a party voluntarily contracting with the aforementioned organization for continuous services, but such services do not fall within the scope of the Measures, the organization will not represent the Charity in providing such services. In this case, the two parties shall agree on potential issues related to conflicts of interest with the Charity and find possible ways to avoid them.

22.3.2 如果该慈善专家顾问非为正在中国境内执业的专业人员：该慈善专家顾问应以其个人名义与相应的委托人另行签署独立的《服务协议》。委托人自愿单独委托慈善专家顾问继续提供服务且不属于本办法规定的内容的，慈善专家顾问提供的相关服务内容不代表本基金会，在此情形下，该委托人与慈善专家顾问应就可能出现的相关利益冲突进行约定，并予以避免。

Philanthropic Expert Consultants Who Are Not Professionals Practicing in China: The philanthropic expert consultant shall sign another independent service agreement with the corresponding party in their own name. If there is a party voluntarily contracting with the philanthropic expert consultant for continuous services, but the services do not fall within scope of the Measures, the philanthropic expert consultant will not represent the Charity in providing such services. In this case, the two parties shall agree on potential issues related to conflicts of interest with the Charity and find possible ways to avoid them.

23 本基金会出具志愿服务证明或公益服务时间证书

Issuing Voluntary Service Certificates or Charitable Service Time Certificates

根据合格捐赠人资格预审员、慈善账户督导员或慈善专家顾问的申请，本基金会可以为该合格捐赠人资格预审员、慈善账户督导员或慈善专家顾问如实地出具志愿服务证明或公益服务时间证书。

The Charity may issue voluntary service certificates or charitable service time certificates to donor qualification examiners, charitable account supervisors or philanthropic expert consultants at their request.

24 对合格捐赠人资格预审员、慈善账户督导员、慈善专家顾问的合理补偿

Reasonable Compensation for Donor Qualification Examiners, Charitable Account Supervisors and Philanthropic Expert Consultants

24.1 合格捐赠人资格预审员的合理补偿

Reasonable Compensation for Donor Qualification Examiners

24.1.1 合格捐赠人资格预审员原则上应无偿、自愿地提供慈善服务。在战略合作伙伴同意对其指定的合格捐赠人资格预审员提供的慈善服务给予合理补偿的前提下，以合格捐赠人资格预审员的具体慈善服务工作量为标准，合格捐赠人资格预审员有权获得战略合作伙伴给予的一定的合理补偿。

In principle, donor qualification examiners shall provide charitable services voluntarily without compensation. However, donor qualification examiners have the right to receive reasonable compensation from Strategic Cooperation Partners based on the workload of specific charitable services rendered, provided that the Strategic Cooperation Partners agree to such compensation.

24.1.2 对于战略合作伙伴应当向合格捐赠人资格预审员支付的合理补偿，如果该名合格捐赠人资格预审员已在本基金会开设了慈善账户，经其同意后，战略合作伙伴可以以捐赠的形式，将相应补偿款项直接捐赠至该合格捐赠人资格预审员已开设的慈善账户中。

In relation to reasonable compensation for donor qualification examiners, if they have opened charitable accounts in the Charity, the Strategic

Cooperation Partners may, with their consent, contribute the corresponding compensation directly to their charitable accounts.

24.2 慈善账户督导员的合理补偿

Reasonable Compensation for Charitable Account Supervisors

24.2.1 慈善账户督导员原则上应无偿、自愿地提供慈善服务。在慈善账户持有人同意对其提名的慈善账户督导员提供的慈善服务给予合理补偿的前提下，以慈善账户督导员的具体慈善服务工作量为标准，慈善账户督导员有权获得慈善账户持有人给予的一定的合理补偿。

In principle, charitable account supervisors shall provide charitable services voluntarily without compensation. However, charitable account supervisors have the right to receive reasonable compensation from charitable account holders based on the workload of specific charitable services rendered, provided that charitable account holders agree to such compensation.

24.2.2 对于慈善账户持有人应当向慈善账户督导员支付的合理补偿，如果该名慈善账户督导员已开设了慈善账户，经其同意后，慈善账户持有人可以以捐赠的形式，将相应补偿款项直接捐赠至该名慈善账户督导员已在本基金会开设的慈善账户中。

In regards to reasonable compensation for charitable account supervisors, if the charitable account supervisor has opened a charitable account, the charitable account holder may, with their consent, contribute the corresponding amount of compensation directly to the supervisor's charitable account established in the Charity.

24.3 慈善专家顾问的合理补偿

Reasonable Compensation for Philanthropic Expert Consultants

慈善专家顾问原则上应无偿、自愿地提供慈善服务。以慈善专家顾问的具体慈善服务工作量为标准，本基金会可以对其给予一定的合理补偿。如果该名慈善专家顾问已在本基金会开设了慈善账户，经其同意后，本基金会可以以账户互转的形式，将相应款项从公共慈善账户转至慈善专家顾问开设的慈善账户中。

In principle, philanthropic expert consultants shall provide charitable services voluntarily without compensation. However, philanthropic expert consultants have the right to receive reasonable compensation from the Charity based on the workload of specific charitable services rendered. If the philanthropic expert consultant has opened a charitable account in the Charity, the Charity may, with their consent, transfer the corresponding compensation from the Charity's general charitable account to their charitable account.

25 必要费用的承担

The Charity Bears Necessary Expenses

经本基金会事先确认，慈善专家顾问从事志愿服务所发生的食宿、交通等必要费用可由本基金会承担。

With prior confirmation by the Charity, necessary expenses generated by philanthropic expert consultants for issues related to charitable services, such as accommodation and transportation, shall be borne by the Charity.

26 权利行使的方式及限制

Ways and Limitations of Exercising Relevant Rights

为控制本基金会的运营风险，除应当以律师、注册会计师、税务师、资产评估师、公证员所在执业机构的名义出具专业意见的情形以外，原则上，合格捐赠人资格预审员、慈善账户督导员、慈善专家顾问，均以个人名义行使相关权利、进行相关活动。无论如何，未经本基金会书面特别授权，合格捐赠人资格预审员、慈善账户督导员、慈善专家顾问，均不得、也无权以本基金会的名义开展任何活动，从事有损于本基金会的任何行为，也不得作出对本基金会有任何约束力的承诺、签署对本基金会有任何约束力的法律文件。

In order to control operational risks, the donor qualification examiners, charitable account supervisors, and philanthropic expert consultants shall, in principle, exercise relevant rights and conduct relevant activities in their own names. However, if the professionals are lawyers, certified public accountants, tax advisors, asset appraisers and notaries, the opinions may be given in the names of their affiliated organizations. In any event, donor qualification examiners, charitable account supervisors, or

philanthropic expert consultants are not allowed, nor do they have the right to conduct any activities in the name of the Charity, engage in any activities detrimental to the Charity, make any binding commitments, or sign any binding legal documents for the Charity without special written authorization from the Charity.

27 关联交易的处理原则

Principles of Handling Related-Party Transactions

如果本基金会的合格捐赠人资格预审员、慈善账户督导员、慈善专家顾问的相关活动涉及相关关联交易，则应按照《深圳市递爱福公益基金会关联交易管理办法》所确立的原则予以处理。

If the activities of donor qualification examiners, charitable account supervisors or philanthropic expert consultants involve related-party transactions, the Measures on the Administration of Related-Party Transactions of the China DAF Charity shall be the governing principles.

28 合格捐赠人资格预审员、慈善账户督导员、慈善专家顾问的评估考核

Assessment of Donor Qualification Examiners, Charitable Account Supervisors and Philanthropic Expert Consultants

28.1 合格捐赠人资格预审员、慈善账户督导员两年内未进行具体的任职确认登记

Donor Qualification Examiners or Charitable Account Supervisors Fail to Conduct the Specific Registration of Appointment Confirmation Within Two Years

如果合格捐赠人资格预审员、慈善账户督导员自完成入库登记之日起两年内，未进行具体的任职确认登记，则本基金会将有权取消其入库登记，并通知该合格捐赠人资格预审员、慈善账户督导员。

If a donor qualification examiner or a charitable account supervisor fails to conduct the specific registration of appointment confirmation within two years of the date of completion of registration of database admission, the Charity has the right to cancel their registration of the admission into the database and notify that person.

28.2 对合格捐赠人资格预审员、慈善账户督导员、慈善专家顾问的投诉

Complaints Against Donor Qualification Examiners, Charitable Account Supervisors and Philanthropic Expert Consultants

如果本基金会接收到任何第三方对合格捐赠人资格预审员、慈善账户督导员、慈善专家顾问的三次及以上投诉，情况属实，且对本基金会或该专业服务对象造成恶劣影响，情节严重的，本基金会将有权取消其入库登记及具体的任职确认登记，并通知该专业人员及其相应的服务对象。如果该专业人员的行为构成违反执业纪律的，应按照本办法第 29 条处理。

If the Charity receives complaints against a donor qualification examiner, a charitable account supervisor, or a philanthropic expert consultant from any third party three or more times, and all complaints are real and true, and have a negative impact on the Charity or the party this professional is serving, the Charity has the right to cancel their registration of database admission and the specific registration of the appointment confirmation, and then inform the professional and relevant parties they are serving. If the professional's behavior constitutes a violation of practice disciplines, Article 29 of the Measures shall be the governing principles.

29 法律责任

Legal Liabilities

29.1 担任合格捐赠人资格预审员、慈善账户督导员、慈善专家顾问的律师、注册会计师、税务师、资产评估师、公证员及其所在机构违法违规行为的处理

Dealing with Violations of Laws and Regulations by Lawyers, Certified Public Accountants, Tax Advisors, Asset Appraisers, Notaries (All Serving as Donor Qualification Examiners, Charitable Account Supervisors, or Philanthropic Expert Consultants), and Their Affiliated Organizations

29.1.1 担任合格捐赠人资格预审员、慈善账户督导员、慈善专家顾问的律师及其所在律师事务所，在从事服务活动过程中，如违反相关法律法规的规定，有权的相关方将根据《中华人民共和国律师法》《律师执业管理办法》《律师事务所管理办法》《中华全国律师协会章程》《律师协会会员违规行为处分规则（试行）》《律师和律师事务所违法行为处罚办法》等规定，对律师及其所在律师事务所进行相关惩戒工作。

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If a lawyer, serving as a donor qualification examiner, charitable account supervisor, or philanthropic expert consultant, and the law firm where they are practicing, violate relevant laws or regulations when providing services, they will be punished by relevant authorities according to the *Law of the People's Republic of China on Lawyers*, the *Administrative Measures for the Practice of Law by Lawyers*, the *Administrative Measures for Law Firms*, the *Articles of All China Lawyers Association*, the *Disciplinary Rules for the Violations of Members of Lawyer Association (Trial)*, and the *Measures for Punishing Outraging Lawyers and Law Firms for Their Illegal Acts*.

- 29.1.2** 担任合格捐赠人资格预审员、慈善账户督导员、慈善专家顾问的注册会计师及其所在会计师事务所，在从事服务活动过程中，如违反相关法律法规的规定，有权的相关方将根据《中华人民共和国注册会计师法》《中国注册会计师协会会员执业违规行为惩戒办法》《中国注册会计师协会章程》《会计师事务所执业许可和监督管理办法》等规定，对注册会计师及其所在会计师事务所进行相关惩戒工作。

If a certified public accountant, serving as a donor qualification examiner, a charitable account supervisor, or a philanthropic expert consultant, and the accounting firm where they are practicing, violate relevant laws or regulations when providing services, they will be punished by relevant authorities according to the *Law of the People's Republic of China on Certified Public Accountants*, the *Disciplinary Measures for the Practicing Violations of China CPA Association Members*, the *Regulations of China CPA Association*, and the *Measures for the Administration of the Practice Licensing and Supervision of Accounting Firms*.

- 29.1.3** 担任合格捐赠人资格预审员、慈善账户督导员、慈善专家顾问的税务师及其所在税务师事务所，在从事服务活动过程中，如违反相关法律法规的规定，有权的相关方将根据《注册税务师管理暂行办法（征求意见稿）》《中国注册税务师协会会员执业违规行为惩戒办法（2011修正）》《中国注册税务师协会章程》等规定，对税务师及其所在税务师事务所进行相关惩戒工作。

If a tax advisor, serving as a donor qualification examiner, a charitable

account supervisor, or a philanthropic expert consultant, and the tax agency where they are practicing violate relevant laws or regulations when providing services, they will be punished by relevant authorities according to the *Interim Measures for the Administration of CTAs (Draft for Consultation)*, the *Disciplinary Measures for Practicing Violation of China CTA Association Members (Amendment 2011)*, and the *Regulations of China CTA Association*.

- 29.1.4** 担任合格捐赠人资格预审员、慈善账户督导员、慈善专家顾问的资产评估师及其所在资产评估机构，在从事服务活动过程中，如违反相关法律法规的规定，有权的相关方将根据《中华人民共和国资产评估法》《中国资产评估协会会员管理办法》《中国资产评估协会章程》《中国资产评估协会执业会员管理办法（试行）》《资产评估机构综合评价办法》等规定，对资产评估师及其所在资产评估机构进行相关惩戒工作。

If an asset appraiser, serving as a donor qualification examiner, a charitable account supervisor, or a philanthropic expert consultant, and the asset assessment agency where they are practicing, violate relevant laws or regulations when providing services, they will be punished by relevant authorities according to the *Asset Evaluation Law of the People's Republic of China*, the *Measures for the Administration of Members of China Asset Appraisal Association*, the *Regulations of China Asset Appraisal Association*, the *Measures for the Administration of Certified Members of China Asset Appraisal Association (Trial)*, and the *Comprehensive Evaluation Method on Asset Appraisal Institutions*.

- 29.1.5** 担任合格捐赠人资格预审员、慈善账户督导员、慈善专家顾问的公证员及其所在公证机构，在从事服务活动过程中，如违反相关法律法规的规定，有权的相关方将根据《中华人民共和国公证法》《中国公证员协会章程》《公证员执业管理办法》《公证员惩戒规则（试行）》等规定，对公证员及其所在公证机构进行相关惩戒工作。

If a notary, serving as a donor qualification examiner, a charitable account supervisor, or a philanthropic expert consultant of the Charity, and the notary office where they are practicing, violate relevant laws or regulations when providing services, they will be punished by relevant authorities

according to the *Notary Law of the People's Republic of China*, the *Regulations of China Notary Association*, the *Measures for the Administration of Notaries*, and the *Notary Disciplinary Rules (Trial)*.

29.2对于接受相关惩戒的律师、注册会计师、税务师、资产评估师、公证员等专业人员，本基金会将取消该名专业人员担任合格捐赠人资格预审员、慈善账户督导员、慈善专家顾问的入库登记，同时通知所有该名专业人员所服务的相关机构或人员。

For lawyers, certified public accountants, tax advisors, asset appraisers, notaries and other professionals who are punished, the Charity will cancel their registration of database admission into the corresponding databases, and notify all organizations and individuals that they previously served.

30 附则

Supplementary Provisions

30.1本基金会理事会授权理事会执行委员会，根据我国立法、政策的发展、变更、届时的市场环境等，对本办法的内容予以修改、重述。

The Board of Directors of the Charity has authorized the Executive Committee of the Board of Directors to amend or restate the contents of the Measures in order to keep up to date with developments and changes in China's laws and policies, as well as changes in market environments.

30.2本办法未尽事宜，按照《深圳市递爱福公益基金会章程》《深圳市递爱福公益基金会捐赠说明书》以及《深圳市递爱福公益基金会捐赠、投资、捐助指引》有关规定执行。

Issues not covered in the Measures shall be governed by the Articles of Organization, the Contribution Prospectus, and the Guidelines.

30.3根据实际需要，本基金会理事会执行委员会可以根据本办法，制定具体的实施细则。

According to actual needs, the Executive Committee of the Board of Directors may formulate detailed implementation rules in accordance with the Measures.

30.4 本办法的解释权由本基金会理事会授权本基金会理事会执行委员会行使。

The Executive Committee of the Board of Directors is authorized by the Board of Directors to interpret the Measures.

30.5 本办法于【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，于【2022】年【12】月【16】日经本基金会理事会执行委员会予以修改、重述。原版本办法于新版本办法生效之日起被替代且失去效力。

The Measures were passed and approved by the first Board of Directors at its second meeting on September 20th, 2018, and were amended and restated by the Executive Committee of the Board of Directors on December 16th, 2022. The original version of the Measures shall be replaced by the new version when the amendment or restatement comes into effect.

30.6 本办法用中英文书写，如有不一致之处，以中文为准。

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

附件:

Appendix:

《合格捐赠人资格预审员、慈善账户督导员、慈善专家顾问相关内容对比表》

Comparison Table of Donor Qualification Examiners, Charitable Account Supervisors and Philanthropic Expert Consultants

	合格捐赠人资格预审员 Donor Qualification Examiners	慈善账户督导员 Charitable Account Supervisors	慈善专家顾问 Philanthropic Expert Consultants
专业人员的范围 Scope of Professionals	正在中国境内执业的律师、税务师、注册会计师、资产评估师、公证员等具有专业资格的人员 Persons with professional qualifications who are practicing in China, such as lawyers, tax advisors, certified public accountants, asset appraisers and notaries, etc.		(1) 正在中国境内执业的律师、税务师、注册会计师、资产评估师、公证员等具有专业资格的人员; Persons with professional qualifications who are practicing in China, such as lawyers, tax advisors, certified public accountants, asset appraisers, notaries, etc.; (2) 海内外有关专家学者, 以及海内外其他经验丰富的资深人士及专业技术人员等 Domestic and overseas experts, scholars and other experienced practitioners and professionals
专业人员的服务对象 Parties Served by Professionals	主要向本基金会的战略合作伙伴提供慈善服务 Strategic Cooperation Partners of the Charity	主要向本基金会的相应慈善账户相关方提供慈善服务 Relevant parties of the charitable accounts in the Charity	主要向本基金会或本基金会合作的相关机构或相关项目提供慈善服务 The Charity

<p>有权指定/ 提名 /邀请专业人员 的相关方 Parties Who Can Appoint, Nominate or Invite Professionals</p>	<p>由战略合作伙伴指定 Appointed by Strategic Cooperation Partners</p>	<p>由慈善账户持有人提名 Nominated by charitable account holders</p>	<p>由本基金会邀请 Invited by the Charity</p>
<p>进行入库审核确 认的部门或人员 The Department or the Personnel Conducting the Qualification Review and the Registration of the Admission into the Database</p>	<p>本基金会捐赠管理部 门进行入库审核确认 The Contribution Management Department of the Charity shall conduct the admission review and the registration of the admission into the database.</p>	<p>本基金会捐赠管理部 门进行入库审核确认 The Contribution Management Department of the Charity shall conduct the admission review and the registration of the admission into the database.</p>	<p>(1) 本基金会捐赠/投资/ 捐助管理部门提出初步入 库审核确认意见; The Contribution, Investment, and Grant- Making Management Departments of the Charity issues the preliminary opinion concerning the professional’s qualification for the registration of database admission; (2) 正在中国境内执业的 律师、税务师、注册会计 师、资产评估师、公证员 等具有专业资格的人员， 国内有关专家学者，以及 其他经验丰富的国内资深 人士及专业技术人员申请 入库登记: 秘书长/执行秘 书长进行入库审核确认 Registration of database admission for lawyers, certified public accountants, tax advisors, asset appraisers and notaries who are practicing in China: The Secretary-General or Executive Secretary-General of the Charity reviews the professional’s qualification for the registration of the admission into the database, and the Contribution</p>

			<p>Management Department conducts the professional's registration of database admission.</p> <p>海外人士申请入库登记: 理事会执行委员会进行入库审核确认</p> <p>Registration of database admission for overseas persons: The Executive Committee conducts the admission review, and then the Contribution Management Department conducts the professional's registration of database admission.</p>
<p>进行具体的任职确认登记的部门或人员</p> <p>The Department or the Personnel Conducting the Specific Registration of Appointment Confirmation</p>	<p>本基金会捐赠管理部门</p> <p>The Contribution Management Department of the Charity</p>	<p>本基金会捐赠管理部门</p> <p>The Contribution Management Department of the Charity</p>	<p>慈善专家顾问完成入库登记, 即视为完成具体的任职确认登记</p> <p>Philanthropic expert consultants' completion of the registration of database admission by the Contribution Management Department is regarded as completion of the specific registration of appointment confirmation.</p>
<p>主要职责</p> <p>Main Obligations</p>	<p>战略合作伙伴就其直接推荐的合格捐赠人的特定化来源出具书面初审意见后, 合格捐赠人资格预审员对战略合作伙伴直接推荐的合格捐赠人进行复核, 并出具单独或整体的复核意见。</p> <p>The Strategic Cooperation Partner issues a written preliminary opinion on the particularized</p>	<p>对慈善账户运作的合规性进行监督。</p> <p>To supervise the compliant operation of charitable accounts.</p>	<p>(1) 根据本基金会的要求或规定, 有义务向相关方提供一定时间的公开的公益培训以及本基金会指派的其他公益慈善服务;</p> <p>To provide relevant parties with public charitable training for a certain period of time and to provide other charitable services designated by the Charity, in accordance with requirements and rules of the Charity;</p>

	<p>source of qualified donor recommended directly by it, and the donor qualification examiner will conduct a secondary review of qualified donors recommended directly by the Strategic Cooperation Partner and issue individual or group review opinions.</p>	<p>(2) 担任迪爱福公益培训工程项目受益人遴选委员会的委员，按照《深圳市递爱福公益基金会迪爱福公益培训工程项目管理制度》的规定履行相关职责；</p> <p>To serve as members of the Beneficiary Selection Committee of the DAF-Giving Charitable Training Projects and perform relevant obligations stipulated in the Project Management Rules for the DAF-Giving Charitable Training Projects of the China DAF Charity;</p> <p>(3) 担任 XX 项目管理咨询委员会的委员，按照《深圳市递爱福公益基金会捐赠说明书》的规定履行相关职责；</p> <p>To serve as members of the Project XX Management and Advisory Committee and perform relevant obligations as stipulated in the Contribution Prospectus;</p> <p>(4) 经邀请及协商同意，担任相关培训项目不同课程知识服务团队成员或相关专题培训项目的课程培训教练，如“递爱福-专业服务公益培训项目”、“迪爱福-战略慈善培训项目”；</p> <p>When invited and agreed, to serve as a member of different course service teams or a course tutor of relevant special training programs, such as the DAF-Pro Bono Charitable Training Project, DAF</p>
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			<p>Strategic Philanthropy Training Project;</p> <p>(5) 根据本基金会的要求或规定, 原则上每年应提供不低于 30 个小时的公益慈善服务。</p> <p>The working hours of the charitable services shall, in principle, be no less than 30 hours per year.</p>
<p>主要权利 Main Rights</p>	<p>(1) 有权列入本基金会“合格捐赠人资格预审员库”, 并在本基金会官方网站上进行公示;</p> <p>To be listed in the database of donor qualification examiners and disclosed on the official website of the Charity;</p> <p>(2) 有权获得战略合作伙伴的合理补偿;</p> <p>To receive reasonable compensation from Strategic Cooperation Partners;</p> <p>(3) 有权申请成为本基金会“迪爱福公益培训工程”项目的合格受益人候选人;</p> <p>To apply to be a beneficiary candidate of the DAF-Giving Charitable Training Projects;</p> <p>(4) 有权向本基金会推荐战略合作伙伴;</p> <p>To recommend</p>	<p>(1) 有权列入本基金会“慈善账户督导员库”, 并在本基金会官方网站上进行公示;</p> <p>To be listed in the database of charitable account supervisors and disclosed on the official website of the Charity;</p> <p>(2) 有权获得慈善账户持有人的合理补偿;</p> <p>To receive reasonable compensation from charitable account holders;</p> <p>(3) 有权申请成为本基金会“迪爱福公益培训工程”项目的合格受益人候选人;</p> <p>To become a beneficiary candidate of the DAF-Giving Charitable Training Projects;</p> <p>(4) 有权向本基金会推荐战略合作伙伴;</p> <p>To recommend Strategic Cooperation Partners to the Charity;</p> <p>(5) 有权协助拟推荐的战略合作伙伴与本基金会签署《深圳市递爱福公益基金会战略合作协</p>	<p>(1) 有权列入本基金会“慈善专家顾问库”, 并在本基金会官方网站上进行公示;</p> <p>To be listed in the database of philanthropic expert consultants and disclosed on the official website of the Charity;</p> <p>(2) 有权获得本基金会单独或联合海内外第三方共同颁发的聘书;</p> <p>To receive the letter of appointment issued by the Charity either independently or in conjunction with the CGPI or third parties both domestically and abroad;</p> <p>(3) 有权申请成为本基金会“迪爱福公益培训工程”项目的合格受益人候选人;</p> <p>To apply to be a beneficiary candidate of the DAF-Giving Charitable Training Projects;</p> <p>(4) 作为本基金会的战略发展咨询委员会成员, 有权向本基金会直接推荐合格捐赠人;</p> <p>To act as members of the Strategic Development Advisory Committee and</p>

	<p>Strategic Cooperation Partners to the Charity;</p> <p>(5) 有权协助拟推荐战略合作伙伴与本基金会签署《深圳市递爱福公益基金会战略合作协议标准文本》。</p> <p>To assist the recommended Strategic Cooperation Partners in signing the Strategic Cooperation Agreement with the Charity.</p>	<p>议标准文本》;</p> <p>To assist the recommended Strategic Cooperation Partners to sign the Strategic Cooperation Agreement with the Charity;</p> <p>(6) 对慈善账户的相关方（包括第三方捐赠人、与慈善账户相关的合格受赠组织的人员）的任何咨询问题均可以提出意见，经慈善账户相关方请求，可对慈善账户相关方进行教育培训。</p> <p>To give opinions on any consultative issues raised by relevant parties of the charitable accounts (including third-party donors and staff of qualified grantees related to charitable accounts) and provide education and training for them upon their request.</p>	<p>directly recommend qualified donors to the Charity;</p> <p>(5) 有权向本基金会推荐战略合作伙伴;</p> <p>To recommend Strategic Cooperation Partners to the Charity;</p> <p>(6) 协助本基金会与战略合作伙伴（包括合格捐赠人资格预审员、慈善账户督导员推荐的战略合作伙伴）签署《深圳市递爱福公益基金会战略合作协议标准文本》。</p> <p>To assist the Charity in signing the Strategic Cooperation Agreement with Strategic Cooperation Partners (including Strategic Cooperation Partners recommended by donor qualification examiners and charitable account supervisors).</p>
<p>是否有偿</p> <p>With or Without Compensation</p>	<p>原则上为无偿、志愿的慈善服务</p> <p>In principle, charitable services are provided voluntarily without compensation.</p>		
<p>合理补偿</p> <p>Reasonable Compensation</p>	<p>在战略合作伙伴同意对其指定的合格捐赠人资格预审员提供的慈善服务给予合理补偿的前提下，以合格捐赠人资格预审员的具体慈善服务工作量为标准，合格捐赠人资格预审员有权获得战略合作伙伴给予的一定的合理补偿。</p>	<p>在慈善账户持有人同意对其提名的慈善账户督导员提供的慈善服务给予合理补偿的前提下，以慈善账户督导员的具体慈善服务工作量为标准，慈善账户督导员有权获得慈善账户持有人给予的一定的合理补偿。</p> <p>Charitable account</p>	<p>以慈善专家顾问的具体慈善服务工作量为标准，本基金会可以对其给予一定的合理补偿。</p> <p>Philanthropic expert consultants have the right to receive reasonable compensation from the Charity based on the workload of specific charitable services rendered.</p>

	<p>Donor qualification examiners have the right to receive reasonable compensation from Strategic Cooperation Partners based on the workload of specific charitable services rendered, provided that Strategic Cooperation Partners agree to such compensation.</p>	<p>supervisors have the right to receive reasonable compensation from charitable account holders based on the workload of specific charitable services rendered, provided that charitable account holders agree to such compensation.</p>	
<p>权利的行使名义 Rights Shall Be Exercised in Whose Name</p>	<p>除应当以律师、注册会计师、税务师、资产评估师、公证员所在执业机构的名义出具专业意见的情形外，专业人员可以以个人名义行使相关权利。</p> <p>The donor qualification examiners, the charitable account supervisors and the philanthropic expert consultants of the Charity shall, in principle, exercise relevant rights in their own names. However, if the professionals are lawyers, certified public accountants, tax advisors, asset appraisers and notaries, the opinions may be given in the names of their affiliated organizations.</p>		