



Registration form for fundraising at NHMCC

يَا أَيُّهَا الَّذِينَ آمَنُوا أَوْفُوا بِالْعُقُودِ (المائدة: 1)

'O you who have believed, fulfill [all] contracts'

Details of the charity / organisation

Name of the organisation	
Charity registration number	
Company registration number (if not a CIO (Charitable Incorporated Organisation))	
Full address of the organisation with post code	
Telephone number	
Mobile number	
Email	

Details of the Fundraiser (to whom correspondence will be sent)

Full name of person in charge	
Name of organisation (if different from organisation making booking request)	
Your position within organisation	
Full address with post code	
Telephone number	
Mobile number	
Email	

Details of facilities required

Purpose of the fundraising	
How will the funds be used?	
Are you registered with the Fundraising regulator? (Please include your registration number)	
Proposed date and time of visit (Monday to Thursday, and Sunday)	
Will you require time to make announcement? Name of person authorised, on your behalf, to make announcement	
How many male staff will be attending?	
How many female staff will be attending?	
Who is authorised to give receipt of all funds collected on the day.	

Please note the following:

1. A maximum of 10 minutes talk will be given to the organisation before or after the prayer.
2. Collected fund must be counted in the presence of one of NHMCC staff.
3. A receipt or a certification of the amount collected must be provided on the day of the fundraising.
4. NHMCC will not talk on behalf of the visiting organisation.
5. The visiting organisation must bring their own buckets to be used in collecting the fund.
6. The visiting organisation must have their own volunteers to collect the fund.
7. The volunteers must wear a clear Hi-Vis vest with the logo of the organisation.
8. We are unable to provide parking in our car park.