

Ufund SERVICE (Uganda Development Services)

The Financial Manager, 3 Brookfield Drive, Newton, Chester, CH2 2EF

Tel. 01244 349157 – Email: ufund@ugandadev.com - Registered Charity No. 1040271

Transfer of Funds to Uganda

Uganda Development Services are very experienced in transmitting funds to Uganda. The attached documents set out how you can engage us to handle funds for you. As you see, we need your exact instructions for the disposal of the money, and there will be a modest charge for the service.

Please therefore carefully read the attached Application Form and Terms and Conditions. Clients, where applicable, can also sign Gift Aid forms, for tax reclaim by UDS to maximise the sum transferred to the recipient. Standing Order payments can also be set up by Clients if preferred. These forms can be supplied if required. Please note the following:

- All cheques should be made out to Uganda Development Services. (Technically the funds are a donation to UDS and are treated as 'Restricted Funds' i.e. for use only as you instruct.)
- Money is paid out in Uganda as a cheque in Uganda shillings or paid by UDS staff into the recipient's account. **Transfer of funds is made once per month from UK, for collection by recipients, or payment into a Kampala bank, on the 1st of the next month.** Money received by cheque before the 15th of a month will be available in Kampala on the first of next month. Standing Orders will be sent out the month after they appear in our bank statement, and will be available in Kampala on the first of the month after that.
- The Gift Aid form needs only to be signed once for all future gifts and can be cancelled by you at any time.
- Gift Aid does not apply if you do not pay UK tax or if the money comes from a public collection. If tax is reclaimed, it amounts to approximately 28.2% of the sum you send.
- Standing Orders, should you require your bank to forward funds regularly to us, are also covered by one form. You can instruct the bank to stop a Standing Order at any time.

Our charges are included in the enclosed Terms and Conditions. The attached Application Form should be completed as fully as possible. This will ensure that your money goes to the right person as smoothly as possible and that our files are up to date with current client and recipient information. Your signature on the Application Form confirms your agreement to these Terms and Conditions and will help us fulfil our legal obligations to see that your funds are used for the purpose intended.

Completed forms should be returned to us and should you have any problems, please do not hesitate to contact us.

Uganda Development Services **Ufund SERVICE** : TERMS AND CONDITIONS

Requirement from Clients:

- A completed and signed Application form to be returned by the Client to UDS UK office. This forms the basis on which the Client contracts UDS to undertake transactions on the Client's behalf.
- Clients are required to give as many contact details for the recipient as possible and, if UDS is to make the deposit, all the details of the recipient's bank account.
- All future requests to transfer funds to Recipients designated on the Application form will be deemed to be under this Agreement. *{Note: Any additional Recipients not initially included will require a further completed and signed Application Form.}*
- Gift Aid / Standing Order forms to be completed and returned to UDS by Client where appropriate.

UDS Procedures for Clients:

- Money will be transferred to Uganda monthly and will be available to be paid into the recipient's bank on the 1st of the following month.
- Cheques should be made payable to Uganda Development Services
- In order to meet the bank transfer deadline, UDS will have to receive funds by 15th of a month for them to be available in Uganda on the 1st of the following month.
- Charges as shown below, will be made on Clients' accounts.
- Statements of transfer activities will be forwarded twice a year to Clients and will include copies of signed receipts received from Recipients or of payment into a bank.
- To comply with charity regulations we are not able to supply advances to Recipients or to transfer money if the funds are not available in the relevant Client Account

UDS Procedures for Recipients:

- The UK office will initiate the transfer and email the following information to UDS Kampala office : details of the Recipient and of the amount; purpose of the funds
- We strongly urge you, when contacting your Recipient in Uganda, to advise him/her to await notification from UDS before travelling to the Kampala Office to collect the money. This will avoid unnecessary travel and waste of their time.
- Money is issued as a cheque in Uganda Shillings at the rate of exchange prevailing on the date of finalising the transfer from the UK. This is not negotiable by Client or Recipient. We prefer to pay the money into a bank account in Kampala, even if it then goes to a branch elsewhere in Uganda. If not, it is issued in the form of a cheque in any case.
- UDS is not liable for charges made on the recipients by their own bank after UDS has issued a cheque

Charges

We are in the process of updating this service and putting it into the hands of a professional paid person. These documents are not fully updated but can be used in their current form. The forms and basic procedures are the same and still valid. The fee structure, however, has changed. There is now no annual fee. We charge:

- 2% on donations for which we do not claim gift aid.
- 15% of the donation where Gift Aid is claimed by us, approx. 113.2% of the donation going to Uganda. Cheques etc should be made out to Uganda Development Services.

UDS reserves the right to amend these Terms and Conditions at any time.

Uganda Development Services *Ufund* SERVICE

CLIENT APPLICATION

UDS Ref.:

CLIENT DETAILS *(Please print clearly when completing this form)*

TITLE:		NAME	
POSTAL ADDRESS:			
POST CODE:		TELEPHONE NO:	
EMAIL ADDRESS:		FAX NUMBER:	-

GIFT AID RECLAIM?	YES	NO	STANDING ORDER?	YES	NO	DIRECT DEBIT?	YES	NO
FORM REQUIRED?	YES	NO	FORM REQUIRED?	YES	NO	<i>(Tick appropriate box)</i>		

Note : Full contact details, frequency of transfer and amount for each Individual Recipient / Project should be completed.

RECIPIENT DETAILS

NAME:			
PURPOSE FOR FUNDS:			
CONTACT ADDRESS:			
CONTACT NO:		EMAIL ADDRESS	
TRANSFER AMOUNT:		TRANSFER FREQUENCY:	
NAME OF OTHER AUTHORISED REPRESENTATIVE:			

RECIPIENT BANK DETAILS

NAME OF BANK:	
NAME OF BRANCH at which account is held:	
NAME OF ACCOUNT:	
ACCOUNT NUMBER:	

I / WE HEREBY REQUEST UGANDA DEVELOPMENT SERVICES TO UNDERTAKE THE TRANSFER OF FUNDS ON MY / OUR BEHALF AS SET OUT ABOVE, AND I / WE AGREE THAT I/WE HAVE READ AND AGREE TO THE ATTACHED TERMS AND CONDITIONS.

SIGNED:

DATE:

Please sign and date this form and return it to:
 The Financial Manager, UDS Ufund, 3 Brookfield Drive, Newton, Chester, CH2 2EF
 Tel. 01244 349157 Email: ufund@ugandadev.com Charity No 1040271

UDS REF. _____

UGANDA DEVELOPMENT SERVICES (*Ufund* Service)

Charity No. 1040271

GIFT AID DECLARATION

TITLE	<input type="text"/>	FORENAME	<input type="text"/>	SURNAME	<input type="text"/>
FULL ADDRESS	<input type="text"/>				
	<input type="text"/>				
	<input type="text"/>				
POST CODE	<input type="text"/>	PHONE NUMBER	<input type="text"/>		

This Declaration confirms that I wish for all donations made by me to Uganda Development Services, on or after 6th April 2000, to be under the new Gift Aid Scheme * I understand that I must pay an amount of Income Tax or Capital Gains Tax equal to any tax reclaimed by Uganda Development Services.

I confirm that I am a UK taxpayer, resident in the UK for tax purposes and that I will advise Uganda Development Services if this situation changes.

Note : You are entitled to notify us of the cancellation of this Declaration at any time.

<u>Signed</u>	<input type="text"/>
Date	<input type="text"/>

Please return this form to:

The Financial Manager, UDS Ufund, 3 Brookfield Drive, Newton, Chester, CH2 2EF
Tel. 01244 349157 Email: ufund@ugandadev.com

You are advised to keep a copy of this form

UGANDA DEVELOPMENT SERVICES (*Ufund* Service)
Charity No. 1040271

STANDING ORDER AUTHORITY FORM

TO: _____ BANK

FULL ADDRESS: _____

PLEASE PAY: National Westminster Bank plc, Frodsham Branch, 117 Main Street,
Frodsham, WA6 7AG **Sort Code** **60-08-30**

FOR THE CREDIT OF Uganda Development Services, Account Number 24064742

THE SUM OF £ _____ (amount in figures)

_____ (amount in words)

COMMENCING *now / *on _____ and thereafter every _____

*until _____ (date)

*until you receive further notice from me/us in writing

quoting reference _____ and debit my/our account accordingly

[* Delete if not applicable.]

Please cancel any previous Standing Order or Direct Debit in favour of the beneficiary
named above under this reference.

Account To Be Debited

Account Name _____

Account Number _____ **Sort Code** _____

Signature (s) _____ **Date** _____

Please return this form to:

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