

Overseas Funds Transfer Request

This form is required for all Sponsoring Entities in Australia requesting to send funds overseas via CRC Missions International. Its purpose is to ensure compliance with ACNC standards, Australian law, and responsible stewardship of charitable resources.



Guidelines for Sending Money Overseas from Australia

1. Understand Legal Obligations

- If the church or Entity is a registered charity, it must follow ACNC guidelines on overseas activities.
 - Ensure funds are used for charitable purposes to maintain tax-deductibility if applicable.
 - Comply with AUSTRAC regulations to prevent funds being misused or diverted.
 - Follow Department of Foreign Affairs and Trade rules if aid is being delivered in politically sensitive or sanctioned countries.
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2. Due Diligence on Overseas Beneficiaries

- Verify legitimacy of the recipient organization or individual.
 - Ensure recipient organization or individual has sufficient Vulnerable practises and training in place.
 - Ensure shared mission and values (religious, ethical, humanitarian).
 - Must align with the stated charitable or religious purpose of the Sponsoring Entity.
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3. Document Everything

- Each transfer must be documented, or a written CRC Donnor Agreement needs to be submitted also.
 - Receipts and financial records of how the money is used.
 - Periodic reports or audits from the receiving party and regular communication with overseas partners.
 - Track outcomes of projects funded and or have site visits if feasible.
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4. Ensure the Funds Are Not Used for Prohibited Purposes

- Funds must not be used to support:
 - Terrorist activities
 - Political parties or campaigns
 - Human trafficking
 - Personal or commercial gain
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Additional Resources

- [ACNC External Conduct Standards](#)
- [AUSTRAC Reporting Requirements](#)
- [DFAT Sanctions](#)

Note: A 5% Missions Office Administration fee will be applied.

Overseas Funds Transfer Request

This form must be completed by any Sponsoring Entity requesting payments through CRC Missions International.

SECTION 1: Sponsoring Entity Details

- Entity Name:
- Entity Location (Suburb/City & State):
- Contact Person:
- Phone:
- Email:

SECTION 2: Purpose of Transfer

- **What is the purpose of this overseas payment?**
(☐ Humanitarian aid ☐ Missionary support ☐ Disaster relief ☐ Ministry partnership ☐ Educational support ☐ Trainer support ☐ Infrastructure project ☐ Other – please specify)
- **Brief description of the initiative or project and how it aligns with the Entities objectives:**
(Include who it will benefit, outcomes expected, timeline)
- **Have you verified the legitimacy and ethical standing of the recipient?**
☐ Yes ☐ No

SECTION 3: Recipient Details

- **Recipient Organisation or Individual:**
 - Name:
 - Location (Suburb/City & State):
 - Contact Person:
 - Phone WhatsApp:
 - Email:
 - Country of Recipient:

SECTION 4: Financial Details

- **Amount to be Transferred (AUD) note 5% Missions Office fee will be withheld:**
- **Bank Account Details of Recipient:**
☐ Currently held by Missions Office ☐ New banking details.
- Bank Name:
- Account Holder Name:
- Account Holder Address:
- Account Number / IBAN:
- SWIFT/BIC Code:
- Country:
- **Will the funds be sent as a once-off transfer or part of an ongoing arrangement?**
☐ One-time ☐ Ongoing as I have supplied a *CRC Donor Agreement*.

SECTION 5: Reporting and Accountability

- **What form of reporting is required from the overseas recipient?**
☐ Financial Reports ☐ Project Updates ☐ Photos/Videos ☐ Visits ☐ Other: _____
 - **I confirm I will also have these reports supplied to the CRC Missions Porthole**
☐ Financial Reports
 - **Who at the Sponsoring Entity is responsible for reviewing and monitoring the use of the funds?**
 - Name:
 - Role:
 - Contact Details:
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SECTION 6: Declarations

- ☐ I declare that the information provided in this form is true and accurate.
 - ☐ I confirm that this overseas transfer has been approved by the Sponsoring Entity.
 - ☐ I confirm I will upload reporting from the recipient to the CRC Missions International Reporting porthole
 - ☐ I understand that this request is subject to review by the CRC Missions International and may be declined or require further information.
 - **Signature:**
 - **Name:**
 - **Date:**
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Attachments Required

- Project budget or plan (if applicable)
 - Any existing agreements (e.g., MOUs)
 - Any other Documents considered required for compliance.
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