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## **EFFECTIVE DATE: 02/11/2020**

### **Donations and Contributions Acceptance Policy (DCAP)**

#### (A) Introduction

- (i) We have prepared the DCAP so that our Donors are aware of what we accept, what is the acceptance and recording procedure, as well as of how we process and protect their personal data.
- (ii) This is also a useful guide to our Personnel that is responsible for managing our internal procedures relating to donations and contributions.

#### (B) Deduction from Income Tax

Toxotis Charitable Foundation ("Toxotis") is recognized by the Ministry of Finance ([http://www.mof.gov.cy/mof/tax/taxdep.nsf/charity\\_gr/charity\\_gr?openform](http://www.mof.gov.cy/mof/tax/taxdep.nsf/charity_gr/charity_gr?openform)), hence the full donation amount is deductible from income tax.

#### (C) In General

- Toxotis accepts donations from natural and legal persons and other entities such as trusts etc.
- Donations/Contributions can be made in money or in kind.
- Some Donations/Contributions cannot be accepted.

##### 1. Bank account deposits.

- (a) The donors can deposit cash or cheques to the name of "Toxotis Charitable Foundation" to one of the following accounts:

- i. Eurobank Cyprus Limited  
IBAN: CY88018000010000200100292537
- ii. Hellenic Bank Limited  
IBAN: CY26005001160001160150822101

In order to be able to issue a receipt, we require the name, surname and address of the donor. For anything relevant, you may contact us by phone, +357 22 264046 or email [contact@toxotisfoundation.org](mailto:contact@toxotisfoundation.org)

- (b) Via credit cards

You can also donate using your credit card through JCC

<https://www.toxotisfoundation.org/support-us/>  
<https://www.jccsmart.com/e-bill/21508015>

We issue receipts for donations through credit cards also.



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## 2. Donations in kind

We accept donations for:

- (a) Services we need
- (b) Furniture and equipment  
We list on our website [www.toxotisfoundation.org](http://www.toxotisfoundation.org) what we might need from time to time.
- (c) Consumables  
We use the following consumables during the everyday activities Toxotis organizes for its members:
  - (i) Stationary (notebooks, pencils, pens, folders etc.)
  - (ii) Material for art and crafts (paints, coloured pencils, pastels etc.)

Please contact us if you can contribute any materials you have that could be useful to us.

A "thank you" letter is sent to donators of contributions in kind, which also states the material we received.

### (D) From whom

Donations/Contributions are acceptable from everyone except from parties that are forbidden by the Law.

No donations are acceptable from:

- (a) Anonymous donators
- (b) Arm dealers/Dealers in persons

### (E) Donations/Contributions

Monetary

- (i) Cash  
Our management and responsible personnel are allowed to receive cash for small amounts.  
The donors must always ask for a receipt.
- (ii) Cheques  
Our management and responsible personnel can also receive cheques, issued to the name of "Toxotis Charitable Foundation". A receipt is always



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issued for cheques as well. Please do ask for it. You will need it to claim your deduction from your income tax.

(F) Recording of Donations/Contributions

1. Monetary

Monetary contributions are recorded electronically through the accounting software of Crowe Cyprus Limited, the firm which maintains Toxotis' accounting records. Toxotis' annual external audit, is conducted by KPMG.

2. In kind

These donations are recorded and stored electronically on Toxotis' software, under a special schedule that was created especially for this purpose.

(G) Donors' Personal Data

- (i) As mentioned above, Toxotis has to collect the Name, Surname and Address of the donors, for the issue of the relevant receipts/"thanks" letters and the maintenance of the relevant records. Toxotis then has to also send this information to Crowe Cyprus Limited, the firm which maintains its accounting records, which will also issue the donors' receipts and keep its records of account. Such information may also be processed by KPMG, which conducts Toxotis' yearly external audit.
- (ii) Further to the donors' Name, Surname and Address, in the case of any necessary correspondence between a donor and Toxotis, that is relevant to their donation/contribution and/or the issuance of the relevant receipt/"thanks" letter, Toxotis might also need to collect the relevant contact details.
- (iii) Bear in mind that Toxotis, as well as its associates, have in place appropriate organizational and technical measures to protect your personal data, as per the Cyprus law 125(I)/2018, the EU General Data Protection 2016/679 ("GDPR") and any other relevant applicable law, and all their amendments from time to time. Be aware that they process the donors' personal data and relevant records of the donations/contributions, in either electronic or hard-copy format, safely and securely, with strict confidentiality and only for the time period that is required to comply with their legal obligations and to protect their legitimate interests.