



UFCH Information Disclosure Management System

和睦家基金会信息公开管理制度

Board Approval Date 董事会批准日期: 2021-12-13

In order to better implement the Charity Law, the Measures for Information Disclosure by Charitable Organizations, the Guidelines for Information Disclosure by Charitable Organizations and other laws and regulations; to further strengthen the credibility of the UFCH and to scientifically regulate the management of information disclosure, the UFCH Information Disclosure System has been developed in accordance with the above regulations.

一、 Information disclosure requirements and responsibilities

1. UFCH shall fulfill its obligation to disclose information in accordance with the law, and the disclosure of information shall be true, complete, timely, and accurate. Information involving state secrets, commercial secrets, personal privacy, and the names, names, residences, and means of communication of donors, volunteers, beneficiaries, and trustees of charitable trusts who do not consent to the disclosure of such information shall not be disclosed.
2. UFCH shall be responsible for the truthfulness of the information and shall not make false records, misleading statements or material omissions, and shall not use press releases or advertising promotions as a substitute for information disclosure obligations that should be fulfilled. In the event of information disclosure violations, penalties will be imposed in accordance with Articles 99, 102 and 105

为更好地贯彻落实《慈善法》、《慈善组织信息公开办法》、《慈善组织信息公开指南》等法律法规；进一步加强北京和睦家医疗救助基金会公信力建设，科学规范管理信息披露工作，根据以上条例，制定北京和睦家医疗救助基金会信息公开制度。

一、 信息公开的要求及责任

1. 和睦家基金会应当依法履行信息公开义务，信息公开应当真实、完整、及时、准确。涉及国家秘密、商业秘密、个人隐私的信息以及捐赠人、志愿者、受益人、慈善信托的委托人不同意公开的姓名、名称、住所、通讯方式等信息，不得公开。
2. 和睦家基金会应当对信息的真实性负责，不得有虚假记载、误导性陈述或者重大遗漏，不得以新闻发布、广告推广等形式代替应当履行的信息公开义务。若发生信息公开违法违规行

of the Charity Law and Article 23 of the Measures for the Administration of Public Solicitation of Donations by Charitable Organizations.

3. When charitable organizations disclose to the public the matters registered, approved or filed by the relevant authorities, the information shall be consistent with that of the relevant authorities. The information published by charitable organizations shall be consistent with each other. Information published by charitable organizations in other channels shall be consistent with the information they publish on the unified information platform.

二、 The content of information disclosure

1. UFCH shall, in accordance with relevant laws, regulations and measures, disclose to the public the following information on a unified information platform provided by the civil affairs department (i.e., the Charity China website).

(i) Basic information of the foundation.

(ii) Annual work reports and financial accounting reports.

(iii) Public fundraising information.

(iv) Information about charitable projects.

(v) Information on charitable trusts.

(vi) Major asset changes and investments, major exchange transactions and capital transactions, and related transaction acts, etc.

(vii) Other information required to be disclosed by laws and regulations.

2. Charitable organizations should inform beneficiaries of their funding criteria, workflow and work norms and other information.
3. Charitable organizations recruiting volunteers to participate in charitable services should publicize all information related to charitable services and the risks that may occur in the course of the services.

三、 The time limit for information disclosure

1. Information that should be made public in a timely manner.
 - a) Charity projects:
 - i. The name and content of the charitable

为，将依据《慈善法》第九十九条、一百零二条、一百零五条，以及《慈善组织公开募捐管理办法》第二十三条等有关规定进行处罚。

3. 慈善组织对外公开有关机关登记、核准、备案的事项时，应当与有关机关的信息一致。慈善组织公布的信息相互之间应当一致。慈善组织在其他渠道公布的信息，应当与其在统一信息平台公布的信息一致。

二、 信息公开的内容

1. 和睦家基金会应当依照有关法律法规和办法规定，在民政部门提供的统一的信息平台（即慈善中国网站），向社会公开下列信息：

（一）基金会的基本信息；

（二）年度工作报告和财务会计报告；

（三）公开募捐情况；

（四）慈善项目有关情况；

（五）慈善信托有关情况；

（六）重大资产变动及投资、重大交换交易及资金往来、关联交易行为等情况；

（七）法律法规要求公开的其他信息。

2. 慈善组织应当向受益人告知其资助标准、工作流程和工作规范等信息。

3. 慈善组织招募志愿者参与慈善服务，应当公示与慈善服务有关的全部信

- project, the end of the charitable project, to disclose the relevant information.
- ii. The name of the public fund-raising activities related to charitable projects
 - iii. The name of the charitable trust (the charitable project is supported by the charitable trust)
- b) Targeted fund-raising.
- Promptly inform the donor of the fund-raising situation, the management and use of donations. Donors request that the management and use of donations to the community, the Foundation should be open to the community.
- c) Public fund-raising activities.
- i. Public fund-raising activities ten days before the fund-raising program will be submitted to the registered civil affairs department for the record. Public fund-raising activities in progress, the fund-raising program of the relevant matters have changed, within ten days of the date of change in the matter to the registered civil affairs department to make corrections and explain the reasons. In response to unforeseen events, cannot be carried out before the public fund-raising activities for the record of the fund-raising program, within ten days after the start of public fund-raising activities to make up the filing procedures.
 - ii. If public fund-raising activities are carried out through the Internet, public fund-raising information will be released on the charity information platform designated by the Ministry of Civil Affairs, and public fund-raising information can be released at the same time on online platforms such as portals, official microblogs, official weibo and mobile clients opened in the name of the charity organization.
 - iii. At the site of the fund-raising activities or fund-raising activities carrier in a prominent position, the organization's name, public fund-raising qualification certificate, fund-raising programs, contact information, fund-raising information query methods.

息, 以及在服务过程中可能发生的风
险。

三、 信息公开的时限

1. 应当及时公开的信息:

(一) 慈善项目有关情况。

(1) 慈善项目的名称和内容, 慈善项目结束的, 要公开有关情况。

(2) 慈善项目相关公开募捐活动名称

(3) 慈善信托的名称(慈善项目由慈善信托支持)。

(二) 定向募捐。

及时向捐赠人告知募捐情况、捐赠款物管理使用情况。捐赠人要求将捐赠款物管理使用情况向社会公开的, 基金会要向社会公开。

(三) 公开募捐活动。

(1) 公开募捐活动的十日前将募捐方案报送登记的民政部门备案。公开募捐活动进行中, 募捐方案的有关事项发生变化的, 在事项发生变化之日起十日内向登记的民政部门补正并说明理由。为应对突发事件, 无法在开展公开募捐活动前办理募捐方案备案的, 在公开募捐活动开始后十日内补办备案手续。

(2) 通过互联网开展公开募捐活动的, 在民政部指定的慈善信息平台发布公开募捐信息, 并可以同时在本慈善组织名义开通的门户网站、官方微博、官方

- iv. Really need to change the use of donated property under the public fund-raising program, held a council meeting to consider, reported to the registered civil affairs department for the record, and open to the public.
 - v. The Foundation is legally revoked public fund-raising qualifications, immediately stop public fund-raising activities and the relevant information will be disclosed to the community.
 - d) Inform beneficiaries of the funding criteria, workflow and work specifications. The Foundation may disclose the above information to the community.
 - e) When recruiting volunteers to participate in charitable services, publicize all information related to charitable services and the risks that may occur in the course of the services.
 - f) Information on administrative penalties.
 - g) Information on merit awards.
 - h) Information on evaluation ratings.
2. Information to be made public for at least 3 days.
- For the public fundraising activities for the prevention and control of the novel coronavirus pneumonia epidemic, at least every three days, the public will be informed of the funds raised, the allocation and use of the funds raised, and the unused funds on the "Charity China" and the organization's portal, official WeChat and official microblog.
3. Information to be made public within 30 days.
- a) The constitution approved by the civil affairs department.
 - b) Information on the members of the decision-making, executive, and supervisory bodies.
 - c) The name, establishment date, existence, scope of business or main functions of the subordinate offices, branches, representative offices, special funds and other institutions.
 - d) Important related party information: promoters, major donors, managers, investees, and individuals or organizations with control, joint control or significant influence on the charitable organization
 - e) The organization's contact person, contact information, the portal, official microblogging,

微信、移动客户端等网络平台发布公开募捐信息。

(3) 在募捐活动现场或者募捐活动载体的显著位置，公布本组织名称、公开募捐资格证书、募捐方案、联系方式、募捐信息查询方法等。

(4) 确需变更公开募捐方案规定的捐赠财产用途的，召开理事会进行审议，报登记的民政部门备案，并向社会公开。

(5) 基金会依法撤销公开募捐资格的，立即停止公开募捐活动并将相关情况向社会公开。

(四) 向受益人告知资助标准、工作流程和工作规范等信息。基金会可向社会公开上述信息。

(五) 招募志愿者参与慈善服务时，公示与慈善服务有关的全部信息，以及在服务过程中可能发生的风险。

(六) 行政处罚信息。

(七) 评优获奖信息。

(八) 评估等级信息。

2. 至少 3 日内公开的信息：

针对新型冠状病毒肺炎疫情防控开展的公开募捐活动，至少每三天在“慈善中国”和本组织门户网站、官方微信、官方微博等平台向社会公布募得款物情况、募得款物的拨付使用情况以及尚未使用的款物情况。

official WeChat or mobile client and other network platforms opened in the name of the organization.

- f) The organization's information disclosure system, project management system, financial and asset management system.
- g) Major events:
 - i. The specific content and amount of major asset changes, major investments, major transactions and financial transactions (specific criteria shall be stipulated by the charitable organization in its articles of incorporation or financial asset management system in accordance with relevant laws, regulations and rules).
 - ii. The specific content and amount of related transactions. Related transactions include: accepting donations from important related parties; financing important related parties; joint investment with important related parties; entrusting important related parties to carry out investment activities; transactions with important related parties; and capital transactions with important related parties.

If the foundation charter does not provide for major charitable projects standards, public charity projects that meet the following conditions should be public information.

- i. The project's donation income exceeds 20% of the foundation's total donation income for the year.
 - ii. The expenditure of the project exceeds 20% of the total expenditure of the foundation for the year.
 - h) The basic information has changed.
Basic information belonging to the charitable organization registration matters, by the civil affairs department to be disclosed, charitable organizations can be exempt from disclosure.
 - i) The annual work report and financial accounting report approved by the registration and management authorities.
4. Information to be made public within 3 months.
- a) Within three months after the end of the public fundraising campaign.

3. 30 日内公开的信息:

- (一) 经民政部门核准的章程;
- (二) 决策、执行、监督机构成员信息;
- (三) 下设的办事机构、分支机构、代表机构、专项基金和其他机构的名称、设立时间、存续情况、业务范围或者主要职能;
- (四) 重要关联方信息: 发起人、主要捐赠人、管理人员、被投资方以及与慈善组织存在控制、共同控制或者重大影响关系的个人或者组织;
- (五) 本组织的联系人、联系方式, 以本组织名义开通的门户网站、官方微博、官方微信或者移动客户端等网络平台;
- (六) 本组织的信息公开制度、项目管理制度、财务和资产管理制度。
- (七) 重大事件:

(1) 重大资产变动、重大投资、重大交易及资金往来的具体内容和金额 (具体标准由慈善组织依据有关法律法规规章在本组织章程或者财务资产管理制度中规定)。

(2) 关联交易的具体内容和金额。
关联交易包括: 接受重要关联方捐赠; 对重要关联方进行资助; 与重要关联方共同投资; 委托重要关联方开展投资活动; 与重要关联方发生交易; 与重要关联方发生资金往来。

如基金会章程没有规定重大慈善项目

- i. The status of funds raised.
 - ii. The use of the collected funds that have been used, including the expenditure for charitable projects and other purposes.
 - iii. Plans for the use of unspent funds.
- b) Charitable organizations with public fund-raising qualifications to carry out charitable projects within three months after the termination of the public disclosure of the implementation of charitable projects, including: the project name, project content, implementation of the geographical area, the beneficiary population, income from public donations and other sources, the project's expenditures, the termination of the project has a surplus of property should also disclose the disposal of surplus property.
5. Information that has been publicly available for at least three months.
- a) The collection of funds from public fundraising activities with a public fundraising cycle of more than six months, and the use of the collected funds that have been used.
 - b) Implementation of charitable projects with an implementation cycle of more than six months (applicable to charitable organizations with public solicitation status)
6. Information to be made public by year or at least once a year.
- a) The standards of the organization's expatriation (overseas) expenses, vehicle acquisition and operation expenses, hospitality expenses, and travel expenses; the amount of compensation of the top five persons receiving compensation in descending order (applicable to charitable organizations with public solicitation status).
 - b) The handling of charitable trust affairs and financial status (applicable to charitable organizations acting as trustees of charitable trusts).

四、 Flow of information disclosure

1. After the project or transaction occurs, the person in charge of the project or transaction fills in the information that needs to be disclosed according to

标准，满足下列条件的公益慈善项目应进行信息公开：

(1) 该项目的捐赠收入超过基金会当年捐赠总收入的 20%；

(2) 该项目的支出超过基金会当年总支出的 20%；

(八) 基本信息发生变更的。

基本信息中属于慈善组织登记事项的，由民政部门予以公开，慈善组织可以免于公开。

(九) 经登记管理机关审核通过的年度工作报告和财务会计报告。

4. 3 个月内公开的信息：

(一) 公开募捐活动结束后三个月内：

(1) 募得款物情况；

(2) 已经使用的募得款物的用途，包括用于慈善项目和其他用途的支出情况；

(3) 尚未使用的募得款物的使用计划。

(二) 具有公开募捐资格的慈善组织开展慈善项目终止后三个月内，向社会公开慈善项目实施情况，包括：项目名称、项目内容、实施地域、受益人群、来自公开募捐和其他来源的收入、项目的支出情况，项目终止后有剩余财产还应当公开剩余财产的处理情况。

5. 至少 3 个月内公开的信息：

(一) 公开募捐周期超过六个月的公开

- the requirements of the Charity China website within a specified period of time in accordance with the time limit for information disclosure.
2. The person in charge of the relevant project or transaction completes the information and submits it to the finance staff for review.
 3. After review by the finance staff, submit to the executive director for approval.
 4. After the executive director's approval, it will be submitted to the board of directors for approval.
 5. After approval by the Board of Directors, the person in charge will submit it to the Charity China website for public disclosure.
 6. After the information is made public on the website, the foundation can make it public on its own public website or official website according to the different requirements of the project, and the public information must be consistent with the information on the website.

Please refer to the "[National Charity Information Disclosure Platform Function Improvement Project - Operation Manual - Charitable Organizations](#)" for specific operations

RELATED FORMS

None

END OF POLICY

募捐活动募得款物情况、已经使用的募得款物的用途；

(二)实施周期超过六个月的慈善项目实施情况（适用于具有公开募捐资格的慈善组织）

6. 按年度或每年至少一次公开的信息：

(一)本组织出国（境）经费、车辆购置及运行费用、招待费用、差旅费用的标准；领取报酬从高到低排序前五位人员的报酬金额（适用于具有公开募捐资格的慈善组织）。

(二)慈善信托事务处理情况及财务状况（适用于慈善组织担任慈善信托受托人的）。

四、 信息公开的流程

1. 在项目或者交易发生后，项目或交易负责人按照信息公开的时限要求，在规定时间内根据慈善中国网站的要求填写需要公开的信息；
2. 相关负责人填写完成后，提交给财务人员进行复核；
3. 财务人员复核后，提交至执行董事进行审批；
4. 执行董事审批后，交由理事会批准；
5. 理事会批准后，由相关负责人提交至慈善中国网站进行公开；
6. 在网站公开信息后，基金会根据项目不同要求，可以在自身的公众号或官网进

行公开，公开的信息需要与网站的信息一致。

具体操作请参考[《全国慈善信息公开平台功能完善项目-操作手册-慈善组织》](#)

相关表格

- 无

政策结束