



UFCH Related Party Policy

和睦家基金会的关联方政策

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

Definition of Related Party

A related party is an entity or a person who has an ownership interest in UFCH. For clarity of implementing this policy, any UFH or NFH entity is deemed a related party, any UFCH Board Member, as well as UFCH founder Roberta Lipson.

Policy on Working with Related Parties

As a corporate foundation, UFCH will have many opportunities to work with UFH and/or NFH entities. Cooperation and support among sister companies is encouraged and welcomed.

Related Party Reporting to the Ministry of Civil Affairs

It is UFCH's policy to complete all required related party reporting to the Ministry of Civil Affairs in an accurate and timely manner.

Immediate Reporting Requirements

Within 30 days of the transaction, the following items for any Related Party must be reported to the Ministry of Civil Affairs:

- . Any monetary donations, regardless of the amount of the donation;
- . Any in-kind donations;
- . Any purchase of goods, regardless the value of the goods purchased; and
- . Any monetary amounts paid.

Details for each item that need to be reported includes:

- . Related party name;
- . Related party relation;
- . Transactions type with related party;
- . Transaction amount of Related party;
- . Co-invest with related parties, if have;

关联方的定义

关联方是指在和睦家基金会所有权利益的实体或个人。为明确执行本政策，任何和睦家医院或 NFH 实体都被视为关联方，任何和睦家医院董事会成员以及和睦家医院创始人 Roberta Lipson 也是如此。

与关联方合作的政策

作为一个企业的基金会，和睦家将有许多机会与和睦家和/或 NFH 实体合作。我们鼓励并欢迎子公司之间的合作与支持。

向民政部报告关联方

和睦家基金会的政策是准确、及时地完成向民政部的所有必要的关联方报告。

即时报告要求

在交易的 30 天内，任何关联方的以下项目必须向民政部报告。

- . 任何货币捐赠，无论捐赠的金额是多少。
- . 任何实物捐赠。
- . 任何货物的购买，无论购买货物的价值如何；以及
- . 任何支付的货币金额。

需要报告的每个项目的细节包括。

- . 关联方名称。
- . 关联方关系。
- . 与关联方的交易类型。
- . 关联方的交易金额。
- . 与关联方的共同投资（如有）。

Reporting Responsibility

The UFCH Accountant is responsible for preparing the Related Party details. Once prepared, UFCH Accountant will present to the Executive Director for review and approval. Note that what is reported to the Ministry of Civil Affairs must match the Related Party amounts presented in UFCH's audited annual financial statements.

How to Report

- . Login to Charity China website;
- . Find out "Important related party information";
- . Add new information, then release. If the information not sure, it can just save and non-release, using modify.

End of Year Reporting Requirements

At the end of the year, UFCH must also report all Related Party Transactions to its External Auditor at the end of the year. Details to report includes:

- a. Name of other party;
- b. Nature of transaction (donation, purchase, other);
- c. UFCH Program that the transaction is related to;
- d. Date of transaction;
- e. Value of the transaction; and
- f. Provide the supporting documentation including accounting records, receipts, contracts, etc.

The reporting to UFCH's Auditor and the reporting to the Ministry of Civil Affairs must match in total and in detail.

RELATED FORMS

- . None

报告责任

UFCH 的会计负责准备关联方的详细资料。一旦准备好, 和睦家基金会的会计将提交给执行理事长进行审查和批准。请注意, 向民政部报告的内容必须与和睦家基金会经审计的年度财务报表中的关联方金额一致。

如何报告

- . 登录慈善中国网站。
- . 找到 "重要关联方信息"。
- . 添加新信息, 然后发布。如果信息不确定, 可以直接保存并不发布, 之后进行修改。

年终报告要求

在年底, 和睦家基金会还必须向其外部审计员报告所有关联方交易。需要报告的细节包括

- a. 另一方的名称。
- b. 交易的性质 (捐赠、购买、其他)。
- c. 交易涉及的和睦家项目。
- d. 交易的日期。
- e. 交易的价值; 以及
- f. 提供证明文件, 包括会计记录、收据、合同等。

向和睦家基金会审计师的报告和向民政部的报告在总量和细节上必须一致。

相关表格

- 无

END OF POLICY

政策结束