

**REPUBLIC OF TRINIDAD AND TOBAGO**

**DONOR'S BIR FILE NO.** .....

**REG. NO #** .....  
**(For Official Use)**

THIS **DEED OF COVENANT** is made this ..... day of ..... 20..... between  
..... of .....

**(Donor's Name in block letters)**

**(Address of Donor)**

In the Island of Trinidad (hereinafter called the Donor) of the First Part and **OPEN BIBLE STANDARD CHURCHES OF T&T INC.** having its registered office at **36-40 RUTH AVENUE LES EFFORTS WEST SAN FERNANDO** in Trinidad and Tobago (hereinafter called the Donee) of the Second part.

**WHEREAS** the Donee is an organization approved as a charitable Body by the President of Trinidad and Tobago under Section 6 (1) (g) of the Corporation Tax Act Chapter 75:02 and the donor is desirous of contributing a sum of money to the Donee to be used by the Donee in furtherance of the aims and objectives of the Donee.

**NOW THIS DEED WITNESSETH** that in pursuance of the said desire, the donor hereby covenants with the Donee to pay the Donee out of the Donor's income for a period of **(written in words)** .....year(s) from the date hereinabove written the annual sum of ..... **(written in words)**, the first of such payments to be made on or by **December 31<sup>st</sup> 20.....** and all payments thereafter under this Covenant to be made on or before the 31<sup>st</sup> December in each and every year.

SIGNED AND DELIVERED by the

**Within Named**

\_\_\_\_\_  
**(Name of Donor in Block Letters)**

\_\_\_\_\_  
**(Signature Of Donor And Occupation)**

Affix Stamp or Seal of Donee

\_\_\_\_\_  
**(Name in Block Letters)**

\_\_\_\_\_  
**(Signature of Donee)**

\_\_\_\_\_  
**(Position in Organisation)**

**In The Presence Of:**

\_\_\_\_\_  
**(Name in Block Letters)**

\_\_\_\_\_  
**(Signature of Witness)**

\_\_\_\_\_  
**(Occupation)**

\_\_\_\_\_  
**(Address of Witness)**

**CHURCH OF THE OPEN BIBLE**

**8-14 Ruth Avenue, San Fernando**

**Phone: 657-8587 / Fax: 657-6392 / Email: [firstopenbible@gmail.com](mailto:firstopenbible@gmail.com)**

**GUIDELINE TO COMPLETING DEED OF COVENANT**

The Ministry of Finance has issued a notice indicating that a tax deduction is now allowable for an individual or Company who makes payment(s) to a Charitable Organisation by means of a Covenanted Donation. The maximum deduction is equal to 15% of total Annual Income (Companies & Individuals).

*There are two parties to the Deed of Covenant, the Donor – the Donating Company or Individual and the Donee – the Receiving Organisation.*

*For our purpose, the Donee is **Open Bible Standard Churches of Trinidad & Tobago Inc.***

Companies & Individuals who may wish to avail themselves to this benefit must follow the process below:

- 1) Deed of Covenant can be WRITTEN (in BLACK INK) OR TYPED and must be completed **in triplicate on legal size paper.**
- 2) Donor's Board of Inland Revenue (BIR) file number should be correct and must be inserted to the top of the form.
- 3) Donor's Name and address must be WRITTEN OR TYPED clearly in BLOCK LETTERS. If the Donor is a company, their official stamp or seal must be placed on the Deed.
- 4) Annual amounts and period should be WRITTEN OR TYPED IN WORD FORM. Please note that the Deed can be taken out for a period of 1 – 7 years.
- 5) Ensure that Donor name is WRITTEN OR TYPED clearly in BLOCK LETTERS above the signature. If the Donor is a company, the Managing Director must sign as Donor and state his/her occupation as Managing Director.
- 6) There must be a witness to the Deed.
- 7) The name of the witness to the Deed of Covenant and his/her address and occupation must be WRITTEN OR TYPED clearly in BLOCK LETTERS. The witness must sign the Deed.
- 8) **There should be no abbreviation of names, addresses or dates on the Deed of Covenant**
- 9) Completed & signed forms must be carried to the OBSC National Office at 36-40 Ruth Avenue, Les Efforts West, San Fernando for official stamp or seal and signature of National Secretary-Treasurer.
- 10) Stamp duty must be paid on the Deed of Covenant at the Stamp Duty Section of the Board of Inland Revenue. When stamp duty is paid, the Deed of Covenant will then be registered.
- 11) The original registered and stamped document with sticker should be retained by the Donor. Return 1 copy of the registered Deed of Covenant to the Church Office and 1 copy to the National Office.

**N.B.** Stamp duty is paid at \$2.00 per thousand or 0.50 per \$250.00 or part thereof per year - e.g. Stamp Duty for a covenant of \$10,000.00 for three years: 10x2x3 = \$60.00.

This process can be done at the San Fernando Board of Inland Revenue office, #52 Ciper Street, San Fernando or at the Port of Spain Board of Inland Revenue office, St. Vincent Street, Port of Spain.

### **GUIDELINE TO COMPLETING TITHE ENVELOPE FOR**

#### **PERSONS WITH DEED OF COVENANT**

Each year we experience many challenges with the information provided on the tithe envelopes. To ensure efficient and accurate data entry of your giving for official Deed of Covenant Receipts at the end of the year, we are enlisting your cooperation in the following major areas:

1. Copies of completed **REGISTERED** Deed of Covenant forms must be submitted to the Accounting Office as well as the National Office.
2. Attention must be paid to completing envelopes given the following guidelines:
  - a. Your full name in **BOLD BLOCK LETTERS** as stated on the Deed of Covenant form.
  - b. Your name must be consistent – we have received envelopes with one name this month and a different name another month; for e.g a person may state her name as Jane Brown in January, as JB in February, as Brown in March, as Jane Brown Santano in April etc. Please state your full correct name as declared on the Deed of Covenant at all times.
  - c. Your membership number – this is the key factor to identifying and tracking your giving in order to accurately record it for the Deed of Covenant Statement. If you do not know your membership number or you are unsure of what it is, please check the Accounting and/or Administrative Offices of the Church. We encountered many envelopes in 2013 with incorrect membership numbers or none stated.
  - d. If you have not taken membership or if you give on behalf of a business and you have a Deed of Covenant, please use the Deed of Covenant number assigned by the Board of Inland Revenue so that we can accurately record and track your giving.
  - e. Your contribution is usually entered on the date (month) it is received. However, this date becomes of special importance at the beginning and end of the year as it determines the tax year in which the gift is deductible. We are therefore encouraging you to enter the date/month on every envelope.

For further information or clarification, please contact the Church Office at 657-8587 Ext 223 or 225

***Thank you for your generous commitment and for your giving to the Lord Jesus Christ and the work of His Kingdom!***