

PBI Schedule

Apply to register as a public benevolent institution



Purpose

Use this form to apply for registration as a public benevolent institution.

> A public benevolent institution is a charitable institution that provides benevolent relief to people in need (for example, hospitals and hospices, disability support services, or aged care services). Before completing this Schedule, read the factsheet [What is a public benevolent institution?](#)

! You must answer all questions unless otherwise indicated. The information on this form will not appear on the ACNC Register.

Instructions

- This form is fillable on your computer using the free [Adobe Acrobat Reader](#).
- You can also choose to print the blank form and fill it out by hand.
- Attach any additional information to this form (for example, if you need more space).

Section A: Institution

1 Describe your organisation's size, history and its structure.

Attach more pages if required.

> Include: the approximate number of members, employees and volunteers; the length of your organisation's history; any personal or family relationships between members of the governing body.

2 Does your organisation conduct any of its activities through other organisations or people?

Attach more pages if required.

> Provide the other organisation's name and explain how you work together.

Section B: Who your organisation benefits

3 Who is your organisation set up to help or benefit, and why do these people need help?

Attach more pages if required.

> A public benevolent institution must provide 'benevolent relief' to people in need. Benevolent relief includes working for the relief of poverty, sickness, disability, destitution, suffering, misfortune or helplessness. The relief must be targeted to people in need.

4 How many people does (or will) your organisation benefit?

Estimate a number or provide statistics from past activities.

5 Where do these people live? (for example, in Bundaberg, in Queensland)

6 How does your organisation help or benefit these people? (for example, provides medical services, housing or emergency services)

Attach more pages if required.

7 How does your organisation choose who will receive its services?

Attach more pages if required.

> A public benevolent institution must benefit members of the public who are in need. This means it must choose the people who will receive its services primarily on the basis of their needs and not, for example, because these people are employees of a particular company.

Section C: Activities

8 Complete the table below to show:

- **what activities your organisation does or will undertake**
- **how much time and money is allocated to each activity.**

Attach more pages if required.

> These will help us understand your organisation's purposes. If your organisation has not yet started operating, describe the activities your organisation intends to undertake in the next 12 months and estimate the time and money allocated to each. List both the organisation's activities aimed at providing benevolent relief as well as any other activities. Make sure the percentages allocated to each activity add up to 100 per cent.

Description of activities or services	Who do these activities or services benefit?	Time allocated (% of all time spent on all activities)	Money allocated (estimate, \$)
Activities providing benevolent relief			
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
Other activities			
			\$
			\$
			\$
		100%	\$