

天津茱莉亚学院教育发展基金会信息公开制度

（第一届理事会第五次会议通过）

Tianjin Juilliard School Education Development Foundation

Information Disclosure Policy

(Approved on the Fifth meeting of the First Board of the TJS
Foundation)

第一章总则

Section I General Provisions

第一条 为规范天津茱莉亚学院教育发展基金会（以下简称“**基金会**”）的信息公开工作，扩大基金会工作的透明度，提高基金会社会公信力，保障捐赠人、受益人及基金会的合法权益，基金会根据《中华人民共和国慈善法》、《中华人民共和国公益事业捐赠法》、《基金会管理条例》、《基金会信息公布办法》、《关于规范基金会行为的若干规定（试行）》等规定和本基金会章程，结合基金会实际情况，制定基金会的信息公开制度（以下简称“**本制度**”）。

Article 1 In order to standardize and regulate the works relating to Information Disclosure of Tianjin Juilliard School Education Development Foundation (hereinafter referred to as the "**TJS Foundation**"), and to enhance the transparency, social credibility of the TJS Foundation's operation, as well as to safeguard the legitimate rights and interests of donors, beneficiaries and the TJS Foundation, this Information Disclosure Policy (hereinafter referred to as this "**Policy**"), with consideration of TJS Foundation's actual situation, is formulated in accordance with the *Charity Law of the People's Republic of China ("PRC")*, *PRC Donations for Public Welfare Law*, *Regulations on Foundation Management*, the *Measures for the Information Disclosure of Foundations*, and the *Circular of the Ministry of Civil Affairs on Issuing Several Provisions on Regulating the Conduct of Foundations (Trial Implementation)* and other regulations and the Articles of Association of the TJS Foundation.

第二条 本制度所称信息公开，是指本基金会按照相关法律法规和本制度的规定，将本基金会内部信息和业务活动信息通过本制度第七条规定的平台向社会公开的活动。

Article 2 The term “information disclosure” in this Policy refers to the activities in which the TJS Foundation, in accordance with the relevant laws, regulations and this Policy, discloses its internal information and business activity information to the public on and via the platform provided in Article 7 of this Policy.

第三条 本基金会应当以真实、准确、完整、及时为披露信息的基本原则，依法披露与本基金会相关的信息，但依法不予公开的除外。

Article 3 The TJS Foundation shall take truthfulness, completeness, and timeliness as the basic principles of information disclosure, and disclose information related to the TJS Foundation, except where disclosure shall not be made by law.

第二章信息公开的内容

Section II Content of Information Disclosure

第四条 本基金会根据有关法律和本制度规定及登记管理机关要求，向社会公开的信息包括：

Article 4 In accordance with law, this Policy and as required by the competent registration and administrative authority, information being disclosed by the TJS Foundation to the public will include:

- (一) 本基金会、境外基金会代表机构的年度工作报告；包括经审计后的财务会计报告、注册会计师审计报告，开展募捐、接受捐赠、财产管理使用、开展公益项目等情况，人员、机构基本信息和变动情况等；
- (二) 开展联合募捐活动，应公布联合募捐合作协议，募捐方向，募捐财产使用计划、成本分担等内容。
- (三) 本基金会开展公益资助项目的信息。包括公益资助项目种类、资助标准，申请、评审程序，工作规范等。评审结束后，公布评审结果并通知申请人。项目实施周期大于六个月的，至少每三个月公布一次项目实施情况，项目结束后三个月内公布项目实施情况和募得款物使用情况等全部信息。对项目进行评估的，应同时公布评估结果。
- (四) 本基金会章程、内部管理制度及其他内部信息
- (五) 本基金会关联方信息。

上述信息有重大变更的，基金会应当及时向社会公开。

- (六) 本基金会理事会换届审计、法定代表人离任审计、重大公益项目专项审计的审计报告，应当按照登记管理机关要求及时向社会公布。

- 1) Annual work reports of the TJS Foundation and its overseas Representative Offices, which shall include audited financial and accounting statement, CFA's audit reports, matters with regard to fundraising, acceptance of donations, asset/property management and use, development of public welfare projects and so forth, as well as general information and changes in personnel and institution, etc.;
- 2) For joint fundraising activities, the Joint Fundraising Cooperation Agreement, the purpose and direction of fundraising, the plan for the use of fundraising assets and cost sharing, etc., shall be announced;
- 3) Information on the public welfare funding programs carried out by the TJS Foundation, which will include the types of public welfare funding projects, funding criteria, application and evaluation procedures, work specifications, etc. After the evaluation is completed, the results shall be announced and applicants will be notified. If the project implementation period is longer than six months, the project implementation status will be announced at least once every three months, and all information on the project implementation status and the use of the funds raised will be

announced within three months after the end of the project. If the project is evaluated, the evaluation results shall be announced at the same time;

- 4) The Articles of Association of the TJS Foundation, its internal management system and other internal information;
- 5) Information about the affiliated parties of the TJS Foundation.

If there are significant changes to the above information, the TJS Foundation shall promptly disclose to the public.

- 6) Reports of the general election audit of the Board of Directors of the TJS Foundation, the outgoing audit of the legal representative, and the report of special audit on major public welfare projects, shall be published in accordance with the requirements of the registration and administrative authority.

第五条 捐赠人有权向本基金会查询捐赠财产的使用、管理情况。对于捐赠人的查询，本基金会应当及时如实答复。

Article 5 Donors have the right to inquire about the use and management of donated property to the TJS Foundation, and for which the TJS Foundation shall promptly and truthfully reply.

第三章信息公开的方式

Section III Method of Information Disclosure

第六条 本基金会根据有关法律和本制度规定，通过以下方式公开信息：

Article 6 As per the relevant laws and the provisions of this Policy, the TJS Foundation shall disclose information through the following methods:

- (一) 民政部门规定的平台；
- (二) 其他平台，包括：本基金会微信公众号；基金会网站；基金会年报、宣传册、电子简报等刊物；定期向捐赠方邮寄或电邮项目报告等。
 - 1) The platform stipulated and provided by the Civil Affairs Department;
 - 2) Other platforms, including the TJS Foundation's WeChat official account, website, annual reports, brochures, electronic newsletter and other publications; project reports and so forth shall be mailed or emailed to donors on a regular basis.

第七条 为加强与社会公众的互动交流，本基金会应当利用多种有利契机开展形式多样的信息公开活动。

Article 7 In order to strengthen the interaction with the public, the Foundation shall carry out various forms of Information Disclosure activities by making use of various favorable opportunities.

第八条 本基金会年度工作报告在登记管理机关审查通过后，按照统一的格式要求，在登记管理机关指定的平台公布年度工作报告（包括财务会计报告和注册会计师审计报告）。

Article 8 After the annual work report of the TJS Foundation is reviewed and approved by the registration and administrative authority, the annual work report (including the financial and accounting statements and CPA audit reports) will be published on the platform designated by the registration and administrative authority in the required unified format.

第四章信息公开管理

Section IV Management of Information Disclosure

第九条 本基金会指定专人负责处理信息公布活动的有关事务。

Article 9 The TJS Foundation shall designate a special person to be responsible for the affairs related to the information disclosure.

第十条 信息公布的工作流程、规范：

Article 10 Work procedures and rules for Information Disclosure:

- (一) 专人负责整理、收集、确认有待公开的信息；
 - (二) 提交本基金会秘书处审核确认，涉及重大事项的还需提交理事长审核确认；
 - (三) 按本制度公开相关信息。
- 1) Designated person being responsible for sorting out, collecting and confirming the information to be disclosed;
 - 2) The information shall be submitted to the TJS Foundation's Secretariat for review, matters of importance must also be submitted to the Chairperson for review and confirmation;
 - 3) Disclosing information in accordance with this Policy.

第十一条 本基金会信息公布所使用的媒体应当能够覆盖基金会的活动地域。所有公开的信息应当注明本基金会的基本情况和联系、咨询方式。

Article 11 The media used for the publication of the TJS Foundation's information should be able to cover the geographical area of the TJS Foundation's activities. All public information shall indicate the TJS Foundation's general information, contact and enquiry methods.

第十二条 本基金会信息一经公开，不得任意修改。确需修改的，应严格履行内部管理制度规定的程序，在修改后重新公开，并说明理由，声明原信息作废。

Article 12 Once the information of the TJS Foundation is made public, it shall not be arbitrarily amended. Where there is a need to modify, the procedures stipulated in the internal management system shall be strictly followed and fulfilled, and the information shall be re-disclosed after modification, with a statement of reasons and a declaration that the original information is invalid.

第十三条 对已公开信息的修改流程、规范：

Article 13 Procedures and rules of modification regarding disclosed information::

- (一) 专人负责整理、收集、确认有待修改的信息;
- (二) 提交本基金会秘书处审核确认, 涉及重大事项的还需提交理事长审核确认;
- (三) 按本制度公开相关修改信息。

- 1) Designated person being responsible for sorting out, collecting and confirming the information to be modified;
- 2) The information shall be submitted to the TJS Foundation's Secretariat for review, matters of importance must also be submitted to the Chairperson for review and confirmation;
- 3) Modifying relevant information in accordance with this Policy.

第十四条 对于公共媒体上出现的对本基金会造成或者可能造成不利影响的消息, 应当及时公开说明或者澄清。

Article 14 Promptly and publicly explain or clarify any information that appears in the public media that has or may have a negative impact on the TJS Foundation.

第十五条 对于已经公布的信息, 应当制作信息公布档案, 妥善保管。

Article 15 For the information that has been published, proper archive, storage and record shall be in place.

第五章信息公开监督

Section V Supervision of Information Disclosure

第十六条 本基金会是信息公开的义务人, 对公开信息内容的真实性、准确性、完整性和及时性负责, 保证捐赠人和社会公众能够方便、快捷地查阅公开的信息, 主动接受捐赠方、政府部门和社会公众的监督。

Article 16 As the obligator of Information Disclosure, it is responsible for the authenticity, accuracy, completeness and timeliness of the content of public information, and it shall ensure that donors and the public can easily and quickly access such information, and it shall initiatively accept the supervision of donors government departments and the public.

第十七条 本基金会将信息公开情况如实反映在年度工作报告中, 接受登记管理机关监督检查;

Article 17 The TJS Foundation shall truthfully reflect the matters of Information Disclosure in the annual work report and accept supervision and inspection by the registration and administrative authority;

第十八条 下列信息, 不予公开, 但应当接受登记管理机关等政府相关职能部门的监督审查:

Article 18 The following information shall not be made public, but are subject to the supervision and review of the registration and administrative authority and other relevant functional governmental departments:

- (一) 涉及国家秘密的信息;
- (二) 涉及商业秘密的信息;

- (三) 涉及个人隐私的信息;
- (四) 涉及知识产权所有者的信息;
- (五) 捐赠人、慈善信托的委托人或者受益人不同意公开的姓名、名称、住所等信息
- (六) 阶段性信息: 尚未确定捐赠的交流和谈判信息等;
- (七) 内部工作信息: 内部通讯等;
- (八) 根据法律法规规定不得公开的其他信息。

前款第(二)项、第(三)项、第(四)项所列的信息, 经征得信息权利人同意公开的或事先约定可以公开的, 可以予以公开。权利人对是否同意公开的意见征询未向本基金会作答复的, 视为不同意公开。

- 1) Information concerning state secrets;
- 2) Information concerning commercial secrets;
- 3) Information concerning personal privacy;
- 4) Information concerning right holder of intellectual property;
- 5) Name, title, domicile and other information that the disclosure of which is not consented by the donor, the principal of the charitable trust or the beneficiary;
- 6) Temporary information: communication of undetermined donations and negotiation information, etc.;
- 7) Internal work information: internal correspondence and communication, etc.;
- 8) Other information that are not allowed to be disclosed by laws and regulations.

第六章附则

Section VI Supervision of Information Disclosure

第十九条 本制度未尽事宜或与有关规定不一致的, 按有关规定执行。

Article 19 If any matters are not prescribed in this Policy or there are contradictions of this Policy to relevant provisions in the laws, regulations, and policies, the relevant provisions of the laws, regulations, and policies shall prevail.

第二十条 本制度以中英文两种语言书写。如中英文版本产生歧义, 以中文版为准。

Article 20 This Policy is made in Chinese and English. In the event of a conflict between the two versions, the Chinese version prevails.

第二十一条 本制度解释权归天津茱莉亚学院教育发展基金会理事会所有。

Article 21 The TJS Foundation's Board of Director reserves the right of the final interpretation of this Policy.

第二十二条 本制度自天津茱莉亚学院教育发展基金会理事会批准之日起生效并执行。

Article 22 This Policy comes into effect upon approval by the TJS Foundation's Board of Directors.