



公開籌款許可證申請書

Public Subscription Permit Application Form

(根據香港法例第228章《簡易程序治罪條例》第4(17)(i)條簽發的許可證)

(A Permit issued under Section 4(17)(i), Summary Offences Ordinance, Cap. 228)

- 在填寫本表格前，必須先閱讀載於附錄的申請公開籌款許可證的申請須知。
Please read the Explanatory Notes for the Application of Public Subscription Permit at Appendix before completing this application form.
- 填妥的申請書必須在舉行有關活動之前最少三個星期送達香港灣仔皇后大道東248號36樓3601-3602室社會福利署署長[經辦人：行政主任(慈善籌款監管)]。(註：必須遞交申請書正本，如透過電郵遞交申請書，則須透過電子證書經數碼簽署電郵至 afc@swd.gov.hk)
The completed application form should reach the Director of Social Welfare [Attn: Executive Officer (Charitable Fund-raising Control)] at Room 3601-3602, 248 Queen's Road East, Wanchai, Hong Kong not less than 3 weeks before the proposed event takes place. (Note: Original copy of Application Form should be submitted. If the application form is submitted through email, it should be sent to afc@swd.gov.hk with digital signature supported by e-Certificate.)
- 請於適當項目 加 。
Please tick the appropriate item.

A. 申請機構的資料

Particulars of Applicant Organisation

(請提交貴機構目前有效的註冊證書及註冊地址證明，例如由公司註冊處所簽發的公司註冊證書副本一份)

(Please enclose a copy of the valid certificate of registration and proof of registered address of your organisation e.g. Certificate of Incorporation issued by the Companies Registry)

1. 機構的中文註冊名稱
Registered Name of Organisation in Chinese _____

機構的英文註冊名稱
Registered Name of Organisation in English _____

2. 機構聯絡資料
Contact Details of Organisation
註冊地址
Registered Address _____

通訊地址 (如與註冊地址不同)
Correspondence Address (If different from registered address) _____

網址
Website _____ 電郵
E-mail _____

電話
Tel No. _____ 傳真
Fax No. _____

3. 申請人姓名 (申請須由機構主席或總幹事提出)
Name of Applicant (Application should be made by Chairperson / Agency Head)
- (中文) _____ (先生 / 太太 / 小姐 / 女士)
- (English) (Mr / Mrs / Miss / Ms) _____
- 香港身分證 / 護照號碼
Hong Kong Identity Card / Passport No.: _____
- 職位
(Position): _____
- 聯絡電話
Contact Telephone No.: _____

4. 負責管理上述機構人士的資料
Details of office bearers involved in the administration of the organisation

<u>職位</u>	<u>姓名</u>
<u>Post Title</u>	<u>Name</u>
會長 / 主席 <u>President / Chairman</u>	_____
秘書 <u>Secretary</u>	_____
司庫 <u>Treasurer</u>	_____

5. 機構的宗旨 (請提交載有機體宗旨的組織大綱及章程細則或會章副本)
Objectives of organisation (Please provide a copy of the Memorandum and Articles of Association or the Constitution of your organisation)
- _____
- _____

6. 貴機構是否根據《稅務條例》第88條獲豁免繳稅的慈善機構或信託團體? 是 否
Yes No
- Is your organisation a charitable institution or trust exempt from tax under Section 88 of the Inland Revenue Ordinance ?
- (若答案為是, 請附同稅務局局長發出最近有效的認可信副本一份)
(If yes, please enclose a copy of the latest valid approval letter issued by the Commissioner of Inland Revenue)

B. 有關籌款活動的資料
Particulars of the Proposed Event

1. 活動名稱 (如適用者) / 性質
Title of event (if applicable) / Nature of the proposed activity

2. 籌款活動的詳情
Details of the fund-raising event(s)

日期 Date	時間 Time (不能在賣旗日時間舉行活動，例 如星期六上午七時正至下午十二 時三十分) (not to be organised in flag day hours, e.g. Saturday morning from 7:00am to 12:30pm)	活動舉行的確切地點 Specific location where the event would take place	收集款項的方法 Method of collection
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<hr/>	<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>	<hr/>

(如不敷應用，可於本署網頁下載附於申請表內的籌款活動詳細表格或另紙以相同格式填寫)
(If more space is required, please use the Proforma on Fund-raising Events annexed to the Application Form on the SWD Homepage or attach separate sheet with the same format)

3. 收集款項的方法
Method of collection

(所有申請須附同籌款活動地點的管理機構所發出的許可證明書副本一份)
(Please enclose a copy of written approval from the management authority of the venue)

- (a) 設置捐款收集箱 (請附同設置捐款收集箱的確切地點的樓面圖則副本一份)
Setting up donation boxes (Please enclose a copy of floor plan indicating the specific location where the boxes would be set up)
- (b) 攜帶捐款收集箱 / 捐款收集袋以流動方式募捐 (申請須附同籌款活動地點的管理機構所發出，明確批准是項募捐方法的函件副本一份。機構如擬在公共街道上攜帶捐款收集箱 / 捐款收集袋以流動方式募捐，必須同時申請設置固定捐款收集箱，方獲考慮)
Moving around solicitation with donation boxes / money collection bags. (Please enclose a copy of document explicitly approve such method of collection from the management authority of the venue. Application for moving around solicitation on public streets will only be considered if and only if it also applies for setting up donation box at stationed counter at the same time)

- (c) 慈善義賣 (請填寫以下各欄)
Charity sale (please fill in the following)

出售物品的詳情 Details of Items For Charity Sale	售價 Price		是否附有貴機構的 徽號或名稱 Bearing the Logo or name of your Organisation	
	指定 Fixed	最低 Minimum		
	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> 是Yes / <input type="checkbox"/> 否No
	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> 是Yes / <input type="checkbox"/> 否No
	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> 是Yes / <input type="checkbox"/> 否No

- (d) 其他 (請提供詳細資料)
Others (Please provide details)

4. 該籌款活動的參與者 (例如市民大眾)
Participants of the proposed event (e.g. the general public)

5. 該籌款活動的目的
Purpose / Objective of the proposed fund-raising event
籌款用作
To raise funds for

6. 該籌款活動的會計師或會計師事務所或執業法團的名字 (有關的會計師或會計師事務所或執業法團, 須屬香港會計師公會註冊主任按《專業會計師條例》(第50章)第32(1)條的規定, 在香港特別行政區政府的憲報公布的持有執業證書的會計師或根據《專業會計師條例》註冊的事務所或執業法團。)
Name of the accountant or firm or corporate practice of the proposed fund-raising event (the name of the accountant or firm or corporate practice whose name appears on the list of certified public accountants (CPA) holding practising certificates or on the list of firms or corporate practice registered under the Professional Accountants Ordinance, published in the Gazette by the Registrar of the Hong Kong Institute of Certified Public Accountants under Section 32 (1) of the Professional Accountants Ordinance, Cap. 50.)

7. 如擬將籌得款項捐贈予本港某一指定機構, 請填報下列資料
If the money so collected is intended to be donated to a designated organisation in Hong Kong, please complete the following

(a) 受益機構名稱

Name of beneficiary organisation _____

(請附上受益機構所發的有關文件副本一份，以證明該機構已同意接受貴機構透過是次活動的捐款)

(Please enclose a copy of relevant document from the beneficiary organisation giving consent to receive donation from your organisation through the activity / event under application)

(b) 該受益機構是否《稅務條例》第88條所指的認可機構或公共信託機構？

Is the beneficiary organisation an approved institution and trust of a public character under Section 88 of the Inland Revenue Ordinance?

(若答案為是，請附同稅務局局長發出的認可信副本一份)

(If yes, please enclose a copy of the approval letter issued by the Commissioner of Inland Revenue)

8. 如擬將籌得款項用在本港以外地區，請指明在本港收集款項的代理機構

If the money so collected is intended to be spent outside Hong Kong, please specify the agent organisation receiving donations in Hong Kong

代理機構名稱

Name of agent organisation _____

(請附上 (i) 代理機構所發的有關信件副本一份，以證明該機構同意是次舉辦的籌款活動，以及確認會接受籌得的款項，並捐贈予受益機構{如申請機構並非代理機構}；以及 (ii) 受益機構所發的有關信件副本一份，以證明該機構同意接受捐款)

(Please enclose a copy of letter from (i) the agent organisation giving consent to the fund-raising event, confirming to receive and donate money collected to the beneficiary organisation {applicable if applicant is different from agent organisation}; and (ii) the beneficiary organisation giving consent to receive donation)

C. 補充資料

Additional Information

若對本申請有任何補充資料，請貴機構在此說明（例如：貴機構如欲於活動前某日期獲通知申請結果，請在此列明，並提供理由）

Please state here any additional information which the applicant wishes to indicate for this application (e.g. applicant's request for notification of the result of this application on a specified date before the date of the activity, please specify the date and provide justifications)

D. 聯絡人
Contact Person

如聯絡人並非申請人本人，請填寫以下部分

Please complete this section if the contact person is different from the applicant

本人(申請人) _____ 現授權以下聯絡人代表本機構(機構名稱)
_____ 處理與申請本許可證有關的事宜。

I (applicant) _____ hereby authorise the following contact person to act on
behalf of my organisation (name of organisation) _____
to handle matters related to the application of the current Permit.

聯絡人中文姓名： _____ 先生 / 太太 / 小姐 / 女士

Name of Contact Person in English: _____ (Mr / Mrs / Miss / Ms)

香港身分證 / 護照號碼
Hong Kong Identity Card / Passport No.: _____

職位 / 所屬機構
Position / Name of Organisation: _____

辦事處電話 _____ 其他聯絡電話
Office Phone No.: _____ Other Contact Telephone No.: _____

電子郵箱 _____ 傳真號碼
Email Address: _____ Fax No.: _____

E. 聲明
Declaration

茲聲明據本人所知，本人在本申請表格內所填報及提交的資料，均屬真確無訛。本人已閱讀"申請公開籌款許可證的申請須知"，並同意讓政府其他各局、署及部門使用本人的個人資料，以審核本人的公開籌款許可證申請，以及進行研究和調查。

I declare that the information supplied by me in this application form is, to the best of my knowledge, both true and correct. I have read through the "Explanatory Notes for the Application of Public Subscription Permit" and I consent to the release of my personal data to other government bureau, commissions and departments for assessing my application for a Public Subscription Permit and conducting of research and surveys.

本人在此承諾，若本人獲發許可證，本人會遵行許可證的條件。

I hereby agree to comply with the conditions stipulated therein should a Public Subscription Permit be granted to me.

機構蓋章 Chop of Organisation	機構主席 / 總幹事簽署 Signature of Chairperson / Agency Head	簽署人姓名及職銜(正楷) Name and Title (Print)
日期 Date		

F. 所須文件

Required Documents

遞交申請表時，請一併提交以下文件，及於空格內加上「✓」號以作註明。如未有遞交所需的文件，可能會導致申請不獲批准。

Please submit all the required documents as listed below and put a "✓" against the appropriate boxes when you make your application. Failure to submit the required documents may lead to disapproval of the application.

- 貴機構目前有效的註冊證書及註冊地址證明。
A copy of the valid certificate of registration and proof of registered address of your organisation.
- 貴機構組織大綱及章程細則或會章副本一份。
A copy of the Memorandum and Articles of Association or constitution of your organisation.
- 稅務局發出的認可信副本一份，以證明貴機構 / 受益團體是根據《稅務條例》第88條認可的慈善團體或公共信託機構。
A copy of approval from Inland Revenue Department certifying that your organisation and beneficiary is / are an approved charitable institution and trust of a public character under Section 88 of the Inland Revenue Ordinance.
- 活動舉辦地點的管理機構所發出的許可證明書副本一份。
A copy of written approval from the management authority of the venue.
- 舉行活動的確切地點的樓面圖則副本一份。
A copy of floor plan indicating the specific location where the event would take place.
- 受益團體所發出的確認文件副本一份，以證明受益團體同意接受貴機構擬舉辦的活動所籌得的捐款(如適用)。
A copy of confirmation document from the beneficiary organisation giving consent and accepting the donations collected from the proposed event organised by your organisation, where applicable.

- 代理機構所發出的確認信件副本一份，以證明該機構同意接受籌得的款項，並將款項捐贈予受益團體(如適用)。
Confirmation letter from the agent organisation giving consent to receive and donate money collected to the beneficiary organisation, where applicable.
- 如機構屬首次申請，請提交機構最新年報及財務報告一份。
A copy of the latest annual report and financial statements of your organisation if this is your first application for a Public Subscription Permit.

請注意：除上述文件外，本署可因應個別情況要求貴機構提交其他補充資料或文件，以協助審批是次申請。
Note：Your organisation may be required to submit additional information and documents other than the required documents above, as the case warrants, to facilitate the assessment of the current application.

二零零八年五月修訂
Revised May 2008



申請公開籌款許可證的申請須知

Explanatory Notes for the Application of Public Subscription Permit

A. 申請手續

Application Procedures

(1) 公開籌款許可證申請書可於互聯網上社會福利署網站 (<http://www.swd.gov.hk>) 下載。本申請表格亦可在社會福利署總部總務組索取，地址是香港灣仔皇后大道東213號胡忠大廈9樓920室。
Application form for Public Subscription Permit can be downloaded from the SWD website at <http://www.swd.gov.hk>. It is also obtainable from Social Welfare Department Headquarters, General Registry at Room 920, 9/F, Wu Chung House, 213 Queen's Road East, Wan Chai, Hong Kong.

(2) 申請機構須在舉行有關活動的**最少三個星期**或之前，將申請表填妥，連同所有需要的文件，一併交回社會福利署總部 [經辦人:行政主任 (慈善籌款監管)]，地址是香港灣仔皇后大道東248號36樓3601-3602室。(註:必須遞交申請書正本，如透過電郵遞交申請書，則須透過電子證書經數碼簽署電郵至 afc@swd.gov.hk) 申請機構一般會於本署收到申請表起計的三個工作天內，收到本署以圖文傳真或電子郵件發出的確認通知。若貴機構屆時仍未收到本署的確認通知，請致電 2832 4375 與慈善籌款監管小組聯絡。

The completed application form together with all of the required documents, should reach the Social Welfare Department Headquarters [Attn: Executive Officer (Charitable Fund-raising Control)] at Room 3601-3602, 36/F, 248 Queen's Road East, Wan Chai, Hong Kong **not less than 3 weeks** before the proposed event takes place. (Note: Original copy of Application Form should be submitted. If the application form is submitted through email, it should be sent to afc@swd.gov.hk with digital signature supported by e-Certificate.) Applicant would normally receive our acknowledgement by fax or email within three working days upon receipt of your application. If your organisation does not receive our acknowledgement by then, please contact the Charitable Fund-raising Control Team at 2832 4375.

(3) 按日常程序，本署需要三星期處理已經提供所有必需資料的申請。貴機構如欲於活動前某指定日期獲通知申請結果，請在申請書C部份列明，並提供理由，亦請在指定日期前不少於三星期將申請及所需文件送交本署。

We normally require three weeks to process an application with all the requisite information. If the applicant organisation wishes to learn the result of application before a specified date, it should indicate this (with the reasons) in Part C of the application form and forward the completed application together with the required documents to SWD not less than three weeks before the specified date.

B. 審核申請資格的準則

Eligibility Criteria

申請人必須符合下列準則才可獲公開籌款許可證於公眾地方作慈善籌款活動：

To be eligible for a PSP for organising charitable fundraising event(s) in public places, the applicant must satisfy the following criteria:

- (1) 擬舉辦之籌款活動必須為慈善性質，並於公眾地方收取捐款或售賣或透過交換徽章、紀念品或類似物件而獲取捐款。
The proposed fundraising activities / events for collection of money or sale or exchange for donations of badges, tokens or similar articles in public places should be in support of charitable purposes.
- (2) 申請機構須在香港特別行政區持有根據《公司條例》（香港法例第32章）、《社團條例》（香港法例第151章）等條例或《稅務條例》第88條獲豁免繳稅的慈善機構或信託團體（香港法例第112章）的有效註冊。個別人士的申請將不獲考慮。
The applicant organisation must possess a valid registration in the Hong Kong Special Administrative Region such as under the Companies Ordinance, Cap. 32 or the Societies Ordinance, Cap. 151 or is a charitable organisation exempt from tax under Section 88 of the Inland Revenue Ordinance, Cap. 112. A PSP application from an individual will not be entertained.
- (3) 社會福利署署長必須滿意申請機構為合適團體舉辦所擬申請的籌款活動。
The applicant organisation should satisfy the Director of Social Welfare that it is suitable to organise the activities under application.
- (4) 申請機構已獲所擬舉辦慈善籌款活動場地的管理機構的批准通知書。
The applicant has obtained approval from the management authority of the venues concerned.
- (5) 申請機構如在過去曾經違反任何公開籌款許可證（賣旗日或其他籌款活動）所列的條件，可能因應個別情況而影響其日後申請許可證的審批。
Any non-compliance with the permit conditions of a public subscription permit (for flag day or otherwise) in the past would be taken into consideration on its merits in assessing the applicant organisation's future applications.

C. 發給公開籌款許可證的條件 Conditions of Public Subscription Permit

根據香港法例第228章《簡易程序治罪條例》第4（17）（i）條發出的許可證有以下條件：
A permit under Section 4(17)(i) of the Summary Offences Ordinance, Cap. 228 is issued on the following conditions:

- (1) 所有捐款必須出於自願；不得強迫任何人捐款、收集捐款，或以任何其他方式捐助。
All subscriptions are to be purely voluntary and no pressure should be brought on any person either to subscribe or to collect subscription or to contribute in any other way.
- (2) 除指定的善款受惠機構外，其他人士不得在是次籌款活動中獲取利益。
No person will benefit improperly from the proceeds of the activity.
- (3) 所籌得的款項，必須用於申請書內述明的計劃 / 服務；獲發許可證的機構更需在提交社會福利署的經審計帳目內公布是次籌款活動所籌得款項的總額及用途。
The funds raised must be used for the specified purpose and the Permittee should inform the Department the net proceeds of the collection, where the proceeds will go and / or for what purpose in the audited account for the fund-raising activities.
- (4) 籌得的款項在扣除任何開支（包括印刷及文具費用）後所得餘款，必須在九十日內，用於許可證上列明的目的或存入有關的銀行帳戶內。
Within 90 days of the last date specified in the Permit, the Permittee shall cause the money received from the public subscription, less any expenses incurred, including expenses in printing and stationery, to be applied or to be credited to the bank account, for the purpose for which this Permit is issued.

- (5) 獲發許可證的機構必須就有關的籌款活動編製一份收支結算表，並交由會計師或會計師事務所或執業法團審計。有關的會計師或會計師事務所或執業法團，須屬香港會計師公會註冊主任按《專業會計師條例》（第50章）第32（1）條的規定，在香港特別行政區政府的憲報公布的持有執業證書的會計師或根據《專業會計師條例》註冊的事務所或執業法團。

The account of the fund-raising activities covered by this Permit is to be audited by an accountant or firm or corporate practice whose name appears on the list of certified public accountants (CPA) holding practising certificates or on the list of firms or corporate practice registered under the Professional Accountants Ordinance, published in the Gazette by the Registrar of the Hong Kong Institute of Certified Public Accountants under Section 32(1) of the Professional Accountants Ordinance, Cap. 50.

- (6) 獲發許可證的機構並須將經審計帳目的正本 / 核證副本連同審計師的意見 / 報告書一份，在許可證上訂明的最後日期起計九十日內，遞交社會福利署署長。由執業會計師根據香港會計師公會於二零零七年十一月三十日發出的通告「Circular on Reporting on General Charitable Fund-raising Activities Covered by Public Subscription Permits issued by the Social Welfare Department」擬備的報告，可獲社會福利署接納為遵照相關許可證條件提交的報告。

An original / a certified copy of the audited account with auditor's opinion thereon shall be forwarded to the Director of Social Welfare within 90 days of the last day specified in the Permit. An assurance report certified and issued by the Certified Public Accountant in accordance with the "Circular on Reporting on General Charitable Fund-raising Activities Covered by Public Subscription Permits issued by the Social Welfare Department" issued by the HKICPA dated 30 November 2007 is acceptable for the purpose of the relevant permit conditions.

- (7) 若籌得的款項捐贈予任何機構作慈善用途，則獲發許可證的機構須附同該接收款項機構發出的收據副本一份。

If the money raised is donated to any organisation or institution solely for charitable purposes, copy of a receipt from the latter organisation is required.

- (8) 若所籌得款項會在本港以外地方使用，則獲發許可證的機構亦須在許可證上訂明的最後日期起計九十日內，將經審計帳目的核證副本連同審計師的意見 / 報告書一份刊登在本港至少一份中文報章及一份英文報章內，該剪報並需同時遞交社會福利署署長。

若這一類籌款活動的總收入不超過港幣伍萬圓，獲發許可證的機構可在許可證上訂明的最後日期起計九十日內，選擇在本港報章刊登或以下其中一種途徑以中、英文刊載經審計帳目的核證副本連同審計師的意見 / 報告書：

- (i) 該機構的網頁，網頁須容許公眾人士隨意閱覽；
- (ii) 機構的年報；
- (iii) 機構的通訊；或
- (iv) 機構發給會員的特別通告。

採用途徑（i）的機構須在許可證上訂明的最後日期起計九十日內，向社會福利署署長遞交其網址、該經審計帳目從網上下載的副本，並在其網頁連續刊載經審計帳目最少六個月及保存該經審計帳目的副本供公眾人士查閱。採用途徑（ii）、（iii）或（iv）的機構，亦須在許可證上訂明的最後日期起計九十日內，向社會福利署署長遞交有關刊物一份存案，和按公眾人士的要求向其提供有關刊物。

Where the monies donated are to be spent outside Hong Kong, the audited account together with auditor's opinion shall be published in at least one local Chinese Language newspaper and one local English Language newspaper within 90 days of the last day specified in the Permit and copies of the said newspaper cuttings shall be forwarded to the Director of Social Welfare at the same time.

For such fund-raising events with gross income not exceeding HK\$50,000, Permit holders are given the following options, apart from publishing on local newspapers, to publish the audited accounts in English and Chinese within 90 days of the last day of the approved fund-raising activities specified in the Permit:

- (i) on the organisation's own website which allows free access of the general public;
- (ii) in the organisation's Annual Report;
- (iii) in the organisation's newsletter; or
- (iv) in the organisation's special circular to its member.

For option (i), Permit holders should notify the Director of Social Welfare of the link and submit a downloaded hard copy within 90 days of the last day specified in the Permit, keep the audited account on its website for at least six months continuously and should also retain hard copies for public inspection, upon request. For options (ii), (iii) and (iv) above, Permit holders should forward a copy of the publication to the Director of Social Welfare within 90 days of the last day specified in the Permit and should make the publication available to the public upon request.

- (9) 獲發許可證的機構須在舉辦籌款活動的地點當眼之處出示本許可證，以便讓市民得知有關籌款活動已依法獲社會福利署署長簽發許可證。假如籌款活動並非在一個固定地點舉行，義務工作人員須在籌募款項時攜同本許可證的副本，並將其向任何要求查看許可證的人士出示。

The Permittee shall display prominently this Permit at the place where the fund-raising event is held so as to inform members of the public that a Permit has been obtained from the Director of Social Welfare in accordance with the law. If the fund-raising activities are not carried out in a fixed place, volunteers are required to carry and produce copies of this Permit for inspection upon request by any person in the course of solicitation of funds.

- (10) 本許可證只授權獲發許可證的機構以本許可證批准的方式募捐。除本許可證所批准的方式外，獲發許可證的機構不得改以其他方式或同時以其他方式募捐。

This Permit only authorises the Permittee to collect donations by the method approved in this Permit. The Permittee must not collect donations by other methods whether instead of or in addition to the method approved.

- (11) 如本許可證授權獲發許可證的機構在公共街道上攜帶捐款收集箱 / 捐款收集袋以流動方式募捐，獲發許可證的機構只可於本許可證內指定的固定捐款收集箱附近作出募捐，以免對公眾人士造成滋擾及不便。

If the Permit authorises the Permittee to collect donations by moving around solicitation on public streets, it must take place around the stationed counters as specified in the Permit to avoid causing possible nuisances and inconvenience to the general public.

- (12) 籌款者不得在公眾地方阻礙他人或造成滋擾 / 阻塞，包括但不限於接近各公共交通的出入口（例如渡輪碼頭、香港鐵路轄下各路線的車站、山頂纜車站及機場客運大樓等）。如有市民投訴籌款活動造成滋擾或帶來不便，籌款機構應遵照現場警方人員或場地的管理機構所發出的指示。

Fund-raisers should not cause annoyance or obstruction in public places, including but not restricted to areas next to the entrances / exits of public transport (e.g. ferry piers, Stations of all lines of the Mass Transit Railway, The Peak Tramways Stations, Airport Passenger Terminal Building, etc). If complaint is received from the public about any nuisance or inconvenience caused, the organisers should act in accordance with the advice given by police officers at the scene or by the management authority of the venues concerned.

D. 申請攜帶捐款收集箱／捐款收集袋以流動方式募捐
Application for Moving Around Solicitation with donation boxes / bags

(1) 申請資格
Eligibility

- a) 申請機構須於【收集款項的方法】一欄申明籌款人員會攜帶捐款收集箱 / 捐款收集袋以流動方式募捐。
Specify in the “Method of collection” that fund-raisers of the applicant organisation is intended to move around with the money collection boxes / bags.
- b) 是項募捐方法須獲籌款活動地點的管理機構明確批准。
Explicit approval for moving around solicitation from the management authority must be obtained.
- c) 機構擬在公共街道上攜帶捐款收集箱 / 捐款收集袋以流動方式募捐，必須同時申請設置固定捐款收集箱，方獲考慮。
Application for moving around solicitation on public streets will only be considered if and only if it also applies for setting up donation box at stationed counter at the same time.

(2) 場地批准
Venue Approval

- a) 擬在公共街道上以流動方式募捐，須獲地政總署發出暫時佔用指定地點的政府土地的許可證明文件。
For moving around solicitation on public streets, an approval for temporary occupation of government land at specific locations from the Lands Department will suffice.
- b) 如在其他公眾地方以流動方式募捐，則須獲籌款活動地點的管理機構**明確批准**。
For other public places, PSP applicants should have obtained **explicit approval** for moving around solicitation from the management authority of the venues concerned if they intend to adopt such method of collection.

(3) 不適用的日子
Non-applicable Dates

除了賣旗時段外，為維持公共秩序，本署通常不會批准籌款人員或義工在下述節日假期攜帶捐款收集箱 / 捐款收集袋在公共街道上以流動方式募捐：元旦日、農曆新年、清明節、香港特別行政區成立紀念日、重陽節及國慶日。

In addition to the time periods which coincide with flag sale, for the purpose of good order, approval would normally not be granted for the fund-raising activities where fund-raisers / volunteers carry donation boxes / bags around to solicit donations in public streets on a number of festival public holidays i.e. New Year Day, Chinese New Year, Ching Ming Festival, Hong Kong Special Administrative Region Establishment Day, Chung Yeung Festival and National Day.

(4) 批准的條件
Conditions of Approval

籌款機構須遵守公開籌款許可證各項適用的發證條件，並應特別參考 C (11) 及 C (12) 項。
Fund-raising organisers should comply with all applicable Conditions of Public Subscription Permit, with particular reference to items C(11) and C(12).

E. 其他注意事項 Other Points to Note

申請人 / 公開籌款許可證的持有者除必須遵守許可證條件外，亦須按照個別情況遵守下列各項：
Apart from complying with the conditions specified in the Permit, Applicant / Permittee should observe the following where applicable:

- (1) 在任何情況下，本許可證並未免除貴機構須遵從擬舉辦的籌款活動的任何法定要求 / 其他規定的責任，亦不會影響或修改貴機構與其他有關當局所達成的任何規定。例如：貴機構必須取得有關場地的管理機構或地政總署的批准（視乎何者適用）。若貴機構仍未獲得場地批准，請立即提出申請。若有獎券籌款活動與本許可證所批准的籌款活動同時進行，貴機構須向影視及娛樂事務管理處申請牌照。若有其他以綜合表演或娛樂節目形式的籌款活動在公眾地方舉行，貴機構也必須向食物環境衛生署申領公眾娛樂牌照。若於公眾地方舉行慈善義賣，該機構亦可能須向食物環境衛生署申領臨時小販牌照。
This Permit does not in any way release you from compliance with any statutory / other requirements of the proposed fund-raising activities nor does it in any way affect or modify any requirements you may have already entered with other authorities. For example, you should have obtained venue approval from the relevant management authority or from the Lands Department as appropriate. If you have not yet done so, please make applications without further delay. If you are also organising a lottery in conjunction with the fund-raising activities approved under this Permit, you are required to obtain a licence from the Television and Entertainment Licensing Authority. If there are other fund-raising activities to be organised in the form of variety shows or entertainment in public places, a Places of Public Entertaining Licence is also required from the Food & Environmental Hygiene Department. If there is charity sale in public places, a Temporary Hawker Licence may also be required from the Food & Environmental Hygiene Department.
- (2) 貴機構作為許可證的持有者，須對本許可證所批准的籌款活動所籌得的款項及支出負責。貴機構也須遵守本許可證內所列的規定。
As the Permit holder, you are held accountable for the donations collected and disbursements made in relation to the fund-raising activities approved under the Permit. You are further required to comply with the conditions stipulated in the Permit.
- (3) 貴機構須確保為擬舉辦的籌款活動安排足夠的宣傳工作，讓公眾得知籌款活動的主辦機構及籌款目的。
You should ensure that there is sufficient publicity for your proposed fund-raising activities so that the general public is aware of the organising body and their purpose.
- (4) 貴機構須採取足夠的保安措施，妥善保管所籌得的款項。貴機構亦須確保所有捐款收集箱均屬堅固密封，能夠防止捐款被竊。
Sufficient security measures should be taken to safeguard the money collected. You should also ensure that all the collection boxes are secure and properly sealed and are beyond pilfering.
- (5) 貴機構須為直接參與籌款活動的員工及義工提供適當的身份證明，如工作人員名牌或襟章。
Proper identifications, for example, name cards or tags must be provided for staff and volunteers alike, who are directly involved in the fund-raising activities.
- (6) 如須為募捐的款項發出收據，貴機構必須確保收據印上順序的編號和清楚蓋上機構印章。
If receipts are to be issued for the collections of donations, you should ensure that they are serially numbered and are properly stamped with your organisation's chop or seal.
- (7) 如貴機構向捐款者派發紀念品，則應避免使用標籤 / 貼紙 / 小旗之類的紀念品，以免公眾人士誤會所舉行的籌款活動為賣旗活動。
If you are exchanging souvenirs for donations, you should avoid the use of stickers / labels / badges similar to flags to prevent creating confusion to the public that flag selling activities are being conducted.

- (8) 貴機構的地址及聯絡資料包括電話、傳真及電郵等，如有更改，須立刻通知本署。
If there are changes in the address and contact information of your organisation including telephone number, facsimile number and e-mail address, you should inform the Department immediately.
- (9) 申請機構須同意讓社會福利署職員探訪申請機構及其所屬中心的會址及舉辦的活動，以協助審核其申請。
The applicant should allow staff of the SWD to visit both the premises and the activities of the organisation to assist the assessment of the application.
- (10) 獲發公開籌款許可證於公眾地方進行慈善籌款活動的機構名單，會上載於社會福利署網頁。
The list of organisations issued with Public Subscription Permit to raise funds for charitable purpose in public places will be uploaded on the SWD Homepage.
- (11) 社會福利署已公布《慈善籌款活動內部財務監管指引說明》及《慈善籌款活動最佳安排參考指引》分別供慈善機構參考和自願遵守。慈善機構可於本署網頁瀏覽或下載這兩份文件。
The Social Welfare Department has promulgated respectively the “Guidance Note on Internal Financial Controls for Charitable Fund-raising Activities” and the “Reference Guide on Best Practices for Charitable Fund-raising Activities” for reference and voluntary compliance of the charities. Charitable organisations may visit the SWD Homepage to browse or download these documents.

F. 查詢

Enquiries

有關公開籌款許可證申請的查詢，可致電2832 4311或2832 4333與慈善籌款監管小組聯絡。
Enquiries relating to applications for public subscription permit may be directed to the Charitable Fund-raising Control Team at 2832 4311 or 2832 4333.

另請注意，本辦事處已於二零零六年七月一日起改行五天工作周，新的辦公時間為星期一至五上午八時四十五分至下午一時及下午二時至六時。

Please also note that our office has moved to five-day week operation with effect from 1 July 2006. Our new opening hours are from 8:45 a.m. to 1:00 p.m. and 2:00 p.m. to 6:00 p.m., Monday to Friday.

G. 個人資料收集聲明

Notes about Personal Data

個人資料用途

Usage of Personal Data

申請書所提供的個人資料，會供社會福利署根據《簡易程序治罪條例》（香港法例第228章）第4（17）（i）條的規定，用以審核你的公開籌款許可證申請，以及供研究和調查之用。填寫申請書提供個人資料，純屬自願。如你未能提供足夠資料，本署可能無法處理你的申請。

The personal data provided by means of the application form will be used by the Social Welfare Department for assessing your application for a Public Subscription Permit under the jurisdiction of Section 4(17)(i) of the Summary Offences Ordinance, Cap. 228 and conducting of research and surveys. The provision of personal data by means of this form is voluntary. If you do not provide sufficient information, we may not be able to process your application.

向其轉介資料的人士的類別

Classes of Transferees

你在申請書所填報的個人資料，可能會供政府其他各局、署及部門作上文"個人資料用途"所述的用途。
The personal data you provide by means of the application form may be disclosed to other Government bureau, commissions and departments for the purposes mentioned in "Usage of Personal Data" above.

查閱個人資料

Access to Personal Data

你有權根據《個人資料（私隱）條例》（香港法例第486章）第18條、第22條及附表1第6原則的規定，就有關你的個人資料提出查閱及改正要求。你的查閱權利包括取得申請書所填報關於你個人資料的複本一份。

You have a right of access and correction with respect to personal data as provided for in Section 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance, Cap. 486. Your right of access includes the right to obtain a copy of your personal data provided by this form.

查詢

Enquiries

有關申請書所收集的個人資料的查詢，包括提出查閱及改正要求，應向下述人士提出：

Enquiries concerning the personal data collected by means of this form, including the making of access and corrections, should be addressed to:

社會福利署署長

[經辦人: 行政主任 (慈善籌款監管)]

辦事處地址：香港灣仔皇后大道東248號
36樓3601至02室

電話號碼：2832 4311
(辦公時間：星期一至星期五上
午八時四十五分至下午一時及
下午二時至六時)

傳真號碼：2838 0441

電郵地址：eoiifc@swd.gov.hk

Director of Social Welfare

[Attn: Executive Officer (Charitable Fund-raising Control)]

Office：Room 3601-3602, 36/F,
248 Queen's Road East, Wanchai,
Hong Kong

Tel. No.：2832 4311
(During office hours from 8:45 a.m. to
1:00 p.m. and 2:00 p.m. to 6:00 p.m.,
Monday to Friday)

Fax No.：2838 0441

Email Address：eoiifc@swd.gov.hk

社會福利署津貼科

二零零八年五月修訂

Subventions Branch

Social Welfare Department

Revised May 2008