



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 on Application for Public Subscription Permit at Appendix before completing this application form.
- 填妥的申請書必須在擬舉行的活動開始前最少三個星期(但不超過兩個月)送達香港灣仔皇后大道東248號36樓3601-02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 Rooms 3601-02, 248 Queen's Road East, Wanchai, Hong Kong **not less than 3 weeks (but not more than 2 months)** 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.
- *請刪去不適用者
Please delete as appropriate

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 (公開籌款許可證上會顯示機構的註冊地址及電話)
Contact Details of Organisation (The Public Subscription Permit will show the registered address and telephone number of the 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 _____ 電郵 _____
Website _____ E-mail _____

電話 _____ 傳真 _____
Tel No. _____ Fax No. _____

3. 機構主席或機構負責人姓名
Name of Chairperson / Head of Organisation

(中文) _____ (先生 / 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

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

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)
(如不敷應用, 請填妥於社署網頁的籌款活動詳細表格, 並提交電子檔案)
(If more space is required, please use the Proforma on Fund-raising Events on the SWD homepage and submit the soft copy)

日期 Date	時間 # Time #	活動舉行的確切地點 Specific location of the event	收集款項的方法 Method of collection

如在賣旗日舉行籌款活動, 只可於下午一時正開始, 有關賣旗日資料, 請參閱社署網頁。

If the fund-raising event(s) is / are to be organised on flag day(s), the starting time shall be 1:00 p.m. For details of flag day information, please browse the SWD homepage.

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批准通知書副本一份及設置捐款收集箱的確切地點的樓面圖則)

(Please enclose a copy of written approval from the management authority of the venue and floor plan indicating the specific location where the donation boxes would be set up)

(a) 設置捐款收集箱
Setting up donation boxes

(b) 設置捐款收集箱及攜帶捐款收集箱 / 袋以流動方式募捐
Setting up donation boxes and moving around solicitation with donation boxes / bags

機構如擬以流動方式募捐, 必須獲籌款活動地點的管理機構**明確批准**。如在公共街道上以流動方式募捐, 必須同時申請設置固定捐款收集箱, 並獲地政總署發出暫時佔用指定地點的政府土地的批准通知書, 方獲考慮。

Application for moving around solicitation will be considered if the applicant organisation has obtained **explicit approval** from the management authority of the venues concerned. For moving around solicitation on public streets, the applicant organisations must also apply for setting up donation box at stationed counter at the same time, and obtained approval from the Lands Department for temporary occupation of the specific government land.

為維持公共秩序, 本署通常不會批准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。

For the purpose of public order, approval would normally not be granted for moving around solicitation 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.

- (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 (請提交每項物品的相片) Details of items for charity sale (Please submit photos of the each items)	售價 <u>Price</u>		是否附有貴機構的 徽號或名稱 Bearing the logo or name of your <u>organisation</u>
	指定 Fixed	最低 Minimum	
1.	\$ <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> 是Yes / <input type="checkbox"/> 否No
2.	\$ <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> 是Yes / <input type="checkbox"/> 否No
3.	\$ <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. 該籌款活動的募捐對象 (例如市民大眾、會員)
Target donors of the proposed fund-raising event (e.g. the general public, member)

5. 該籌款活動的目的
Purpose / Objective of the proposed fund-raising event

(a) 籌款用作

To raise funds for _____

(b) 籌得款項將用於：

The funds raised will be used：

香港

in Hong Kong

香港以外地方 (請註明： _____)

outside Hong Kong (Please specify： _____)

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 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(s) _____

(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籌得的捐款)

(Please enclose a copy of relevant document from the beneficiary organisation(s) 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 / Are the beneficiary organisation(s) an approved institution(s) or trust(s) 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(s) {applicable if applicant is different from agent organisation}; and (ii) the beneficiary organisation(s) 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 your organisation wishes to indicate for this application (e.g. your organisation'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

如申請機構主席 / 機構負責人授權聯絡人處理與本許可證申請有關的事宜，請填寫以下部分

Please complete this section if the Chairperson / Head of applicant organisation authorised the contact person to handle matters related to this Public Subscription Permit application

聯絡人中文姓名： _____ (先生 / 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.: _____

於申請機構之職位

Position at Applicant Organisation: _____

辦事處電話

Office Phone No.: _____

其他聯絡電話

Other Contact Telephone No.: _____

電子郵箱

Email Address: _____

傳真號碼

Fax No.: _____

E. 機構主席 / 機構負責人的聲明
Declaration by the Chairperson / Head of Organisation

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"。若獲發許可證，本人定會確保申請機構遵行許可證的條件。

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 on Application for Public Subscription Permit". I shall ensure that the applicant organisation shall comply with the conditions stipulated therein should a Public Subscription Permit be granted.

_____ 機構蓋章 Chop of Organisation	_____ 機構主席 / 機構負責人簽署 Signature of Chairperson / Head of Organisation	_____ 簽署人姓名及職銜(正楷) Name and Title (Print)
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日期
Date

F. 所須文件

Documents Required

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 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 the 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 organisation(s) is / are approved charitable institution or 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批准通知書副本一份。
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(s) giving consent to 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 receiving the money collected and donating the said money to the beneficiary organisation(s), where applicable.
- 每項慈善義賣物品的相片。
Photos of each charity sale item.
- 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：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 as the case warrants, to facilitate the assessment of the current application.

二零一二年一月修訂
Revised January 2012

申請公開籌款許可證的申請須知

Explanatory Notes on Application for 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。本申請表格亦可在香港灣仔皇后大道東248號36樓3601-02室索取。

Application form for Public Subscription Permit can be downloaded from the SWD website at <http://www.swd.gov.hk>. It is also obtainable at Rooms 3601-02, 36/F, 248 Queen's Road East, Wan Chai, Hong Kong.

- (2) 申請機構須在擬舉行的活動開始前**最少三個星期（但不超過兩個月）**，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3601-02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 Rooms 3601-02, 36/F, 248 Queen's Road East, Wan Chai, Hong Kong **not less than 3 weeks (but not more than 2 months)** 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 following receipt of your application. If your organisation does not receive our acknowledgement by then, please contact the Charitable Fund-raising Control Team on 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。

The Department normally requires 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 reasons) in Part C of the application form and forward the completed application together with the required documents to the Department not less than three weeks before the specified date.

B. 審核申請資格的準則 Eligibility Criteria

申請機構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 Public Subscription Permit for organising charitable fundraising event(s) in public places, the applicant organisation 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 shall 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 Public Subscription Permit 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 shall satisfy the Director of Social Welfare that it is suitable to organise the fundraising 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 organisation has obtained approval from the management authority of the venues concerned.
- (5) 申請機構如在過去只曾獲發一個公開籌款許可證，須先按本須知C項的條件(10)向社會福利署署長提交獲批准籌款活動的審計報告，否則機構其後的申請將不獲處理。
For the applicant organisation that was previously granted only **one** Public Subscription Permit, its subsequent application(s) will not be processed until the audited report for the approved fund-raising event is forwarded to the Director of Social Welfare in accordance with condition (10) in Part C of this Note.
- (6) 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 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) 獲發許可證的機構須遵守並確保所有員工及籌款人員均遵守許可證內所列的規定。
The Permittee is required to comply with and to ensure that all staff and fund-raisers comply with the conditions stipulated in the Permit.
- (2) 許可證不得轉讓。
The Permit is not transferable.

- (3) 許可證不可被獲發許可證機構的員工及籌款人員以外的人士所持有。
The Permit cannot be possessed by persons other than the staff and fund-raisers of the Permittee.
- (4) 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 shall be brought on any person either to subscribe or to collect subscription or to contribute in any other way.
- (5) 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.
- (6) 獲發許可證的機構須採取足夠的保安措施，妥善保管所籌得的款項。獲發許可證的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 shall be taken to safeguard the money collected. The Permittee shall also ensure that all the collection boxes are secure and properly sealed and are beyond pilfering.
- (7) 所籌得的款項，必須用於許可證上註明的籌款目的；獲發許可證的機構更須在提交社會福利署的審計報告內公布所籌得款項的用途及是次籌款活動的收入及支出。
The funds raised must be used for the purpose specified in the permit. The Permittee shall state in the audited report of the fund-raising activities submitted to the Social Welfare Department the purpose of fund-raising as well as the income and expenditure of the fund-raising activities.
- (8) 籌得的款項在扣除任何開支後所得餘款，獲發許可證的機構必須在許可證上所批准的最後一個活動日期起計九十日內，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 event day approved in the Permit, the Permittee shall cause the money received from the public subscription, less any expenses incurred, to be applied or to be credited to the bank account, for the purpose for which the Permit is issued.
- (9) 獲發許可證的機構須對許可證所批准的籌款活動所籌得的款項及支出負責，並必須編製一份收支結算表，包括所有公開籌款的收入及每項與籌款活動有關的支出細項（例如審計、運輸、印刷及文具費用等），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 Permittee is held accountable for the donations collected and disbursements made in relation to the fund-raising activities approved under the Permit. The Permittee is required to prepare an income and expenditure account, including all the monies received from public subscription and a detailed breakdown of every disbursement item (e.g. expenses in auditing, transportation, printing and stationery, etc.) related to the fund-raising activities covered by the Permit for audit by an accountant or firm or corporate practice whose name appears on the list of certified public accountants 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.
- (10) 獲發許可證的機構並須將審計報告的正本，在許可證上所批准的最後一個活動日期起計九十日內，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 of the audited report thereon shall be forwarded to the Director of Social Welfare within 90 days of the last event day approved in the Permit. An assurance report certified and issued by the certified public accountants 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 Hong Kong Institute of Certified Public Accountants dated 30 November 2007 is acceptable for the purpose of the relevant permit conditions.

- (11) 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 organisation or institution is required.

- (12) 若所籌得的款項會在本港使用，獲發許可證的機構須在許可證上所批准的最後一個活動日期起計九十日內，選擇在以下其中一種途徑刊載審計報告：

- (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所批准的最後一個活動日期起計九十日內，向社會福利署署長遞交其網址（連同網頁的螢幕截圖）及該審計報告從網上下載的副本，並在其網頁連續刊載審計報告最少六個月及保存該審計報告的副本供公眾人士查閱。採用途徑 (ii)、(iii) 或 (iv) 的機構，亦須在許可證上所批准的最後一個活動日期起計九十日內，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 in Hong Kong, the Permittee shall publish the audited report by one of the following options within 90 days of the last event day approved in the Permit:

- (i) on the organisation's own website which allows free access by 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 members.

For option (i), the Permittee shall notify the Director of Social Welfare of the link (with print-screen image of the website), submit a downloaded hard copy within 90 days of the last event day approved in the Permit, keep the audited report on its website for at least six months continuously and retain hard copies for public inspection upon request. For options (ii), (iii) and (iv) above, the Permittee shall forward a copy of the publication to the Director of Social Welfare within 90 days of the last event day approved in the Permit and shall make the publication available to the public upon request.

- (13) 若所籌得款項會在本港以外地方使用，獲發許可證的機構須在許可證上所批准的最後一個活動日期起計九十日內，將審計報告分別以中文刊登在本港至少一份中文報章及以英文刊登在本港至少一份英文報章內，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所批准的最後一個活動日期起計九十日內，選擇在本港報章刊登或以下其中一種途徑以中文及英文刊載審計報告：

- (i) 該機構的網頁（中文網頁上載中文審計報告及英文網頁上載英文審計報告），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所批准的最後一個活動日期起計九十日內，向社會福利署署長遞交其網址（連同網頁的螢幕截圖）及該審計報告從網上下載的副本，並在其網頁連續刊載審計報告最少六個月及保存該審計報告的副本供公眾人士查閱。採用途徑 (ii)、(iii) 或 (iv) 的機構，亦須在許可證上所批准的最後一個活動日期起計九十日內，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 report in Chinese shall be published in at least one local Chinese language newspaper and the audited report in English shall be published in at least one local English language newspaper within 90 days of the last event day approved 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, the Permittee is given the following options, apart from publishing on local newspapers, to publish the audited report in English and Chinese within 90 days of the last event day approved in the Permit:

- (i) on the organisation's own websites (English website for the audited report in English and Chinese website for the audited report in Chinese) which allow 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), the Permittee shall notify the Director of Social Welfare of the links (with print-screen images of the websites) and submit a downloaded hard copy within 90 days of the last event day approved in the Permit, keep the audited report on its website for at least six months continuously and shall also retain hard copies for public inspection upon request. For options (ii), (iii) and (iv) above, the Permittee shall forward a copy of the publication to the Director of Social Welfare within 90 days of the last event day approved in the Permit and shall make the publication available to the public upon request.

- (14) 獲發許可證的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。

The Permittee shall ensure that there is sufficient publicity for the proposed fund-raising activities so that the general public is aware of the organising body and the purpose of fund-raising.

- (15) 獲發許可證的機構須在獲批准舉辦籌款活動的地點當眼之處出示許可證，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。

The Permittee shall display prominently the Permit at the approved location of the fund-raising event 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.

- (16) 如獲發許可證的機構獲准在公共街道上進行籌款，機構於每個獲批准的地點總共最多可安排不超過八位員工或籌款人員（包括於固定攤位駐守及以流動方式募捐的人員）。至於在公共街道以外的公眾地方（例如港鐵站、體育場、文娛中心、公共屋邨等）進行籌款，機構須按有關場地管理機構的規定，安排籌款人員的數目。

If the Permittee is authorised to conduct fund-raising on public streets, the Permittee may deploy not more than eight staff or fund-raisers (including those stationed in the counter and those moving around solicitation) at each approved location. For fund-raising activities to be conducted in public places other than public streets (e.g. MTR stations, stadia, civic centres and public housing estates, etc.), the Permittee may deploy the number of staff or fund-raisers as stipulated by the management authority of the venues concerned.

- (17) 獲發許可證的機構的員工或籌款人員須佩帶名牌，名牌須印上獲發許可證的機構的名稱、徽號（如適用）及電話號碼。

Each staff or fund-raiser shall wear an identification tag printed with the name, logo (if applicable) and telephone number of the Permittee.

- (18) 如獲發許可證的機構的員工或籌款人員為長者或殘疾人士，獲發許可證的機構須為其提供適當及足夠的照顧。員工或籌款人員所需的照顧程度視乎個別狀況而定。

If the staff or fund-raisers are elders or persons with disability, the Permittee shall provide adequate and proper care for them. The level of care required depends on the specific condition of individual staff or fund-raisers.

- (19) 許可證只授權獲發許可證的機構以許可證批准的方式募捐。除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。

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

- (20) 如獲發許可證的機構獲准在公共街道上攜帶捐款收集箱 / 袋以流動方式募捐，機構只可於許可證內指定地點所設置捐款收集箱的固定攤位周邊起計的十米範圍內（一輛巴士的長度約十至十二米）作出募捐，如該十米範圍內某些地方不屬於地政總署的管轄範圍，機構只可於地政總署所管轄的範圍內進行籌款。至於在公共街道以外的公眾地方（例如港鐵站、體育場、文娛中心、公共屋邨等）進行籌款，如機構獲有關場地管理機構明確批准以流動方式募捐，機構可於該場地管理機構的指定範圍內作出募捐。

If the Permittee is authorised to collect donations by moving around solicitation on public streets, the moving around solicitation may be conducted within a boundary of ten metres (the length of a bus is about ten to twelve metres) measured from the rim of the stationed counter as specified in the Permit. If the boundary of ten metres includes areas beyond the purview of the Lands Department, the Permittee may only conduct the fund-raising activities within the boundary under the purview of the Lands Department. For fund-raising activities to be conducted in public places other than public streets (e.g. MTR stations, stadia, civic centres and public housing estates, etc.), if the Permittee has obtained explicit approval from the management authority of the venues concerned to conduct moving around solicitation, it should be conducted within the boundary designated by the venue management.

- (21) 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 shall 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 shall act in accordance with the advice given by police officers at the scene or by the management authority of the venues concerned.

D. 其他須遵守事項

Other Points to Observe

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 / Permit Holder shall observe the following where applicable:

- (1) 在任何情況下，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）。若有關場地仍未獲批准，請立即提出申請。若有獎券籌款活動與許可證所批准的籌款活動同時進行，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，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，亦可能須向食物環境衛生署申領臨時小販牌照。

The Permit does not in any way release your organisation from compliance with any statutory / other requirements of the proposed fund-raising activities nor does it in any way affect or modify any requirements your organisation may have already entered with other authorities. For example, your organisation must 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 the Permit, a licence from the Television and Entertainment Licensing Authority is required. 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 and Environmental Hygiene Department. If there is charity sale in public places, a Temporary Hawker Licence may also be required from the Food and Environmental Hygiene Department.

- (2) 如須為募捐的款項發出收據，必須確保收據印上順序的編號和清楚蓋上貴機構的印章。
If receipts are to be issued for the collections of donations, you shall ensure that they are serially numbered and are properly stamped with your organisation's chop or seal.
- (3) 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 your organisation is 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.
- (4) 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，應立刻通知本署。
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.
- (5) 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 organisation should allow staff of the Social Welfare Department to visit both the premises and the activities of the organisation to assist the assessment of the application.
- (6) 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 Permits to raise funds for charitable purpose in public places will be uploaded on the SWD Homepage.
- (7) 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：
http://www.swd.gov.hk/tc/index/site_pubsvc/page_controlofc/。廉政公署已推出「[慈善機構及籌款活動管理](#)」防貪錦囊，供慈善機構參考，慈善機構可於廉政公署網頁瀏覽或下載這文件：
http://www.icac.org.hk/tc/prevention_and_education/pt/index.html。
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 at http://www.swd.gov.hk/en/index/site_pubsvc/page_controlofc/. The Independent Commission Against Corruption (ICAC) has launched the “[Best Practice Checklist – Management of Charities and Fund-raising Activities](#)” for reference by charities. Charitable organisations may visit ICAC Homepage to browse or download the document at http://www.icac.org.hk/en/prevention_and_education/pt/index.html.

E. 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 Permits may be directed to the Charitable Fund-raising Control Team on 2832 4311 or 2832 4333.

F. 收集個人資料之前致資料當事人的通知書
Notice to Data Subject Before Collection of Personal Data

向社會福利署提供個人資料之前，請先細閱本通知書。
Please read this notice before you provide any personal data to the Social Welfare Department

收集資料的目的
Purposes of Collection

社會福利署（社署）會使用你所提供的個人資料，向你提供你所需要的適當援助或服務，包括但不限於監察及檢討各項服務、進行研究及調查，以及履行法定職責。向社署提供個人資料，純屬自願。如你未能提供足夠的個人資料，本署可能無法處理你的申請或向你提供援助／服務。

The personal data supplied by you will be used by the Social Welfare Department (SWD) to provide appropriate assistance or service from SWD which is relevant to your needs, including but not limited to monitoring and review of services and conducting of research and surveys, and for discharging statutory duties. The provision of personal data to SWD is voluntary. If you do not provide sufficient personal data, we may not be able to process your application or provide assistance / service to you.

可能經由社署轉介資料的人士的類別
Classes of Transferees

你所提供的個人資料，會供本署在工作上需要知道該等資料的職員使用。除此之外，本署職員在需要時亦只會向下列有關方面或在下列情況披露該等資料：

- (1) 其他涉及評定你的申請，或向你提供服務／援助的有關方面，例如政府決策局／部門、非政府機構及公用事業公司；或
- (2) 由法律授權或法律規定須向其披露資料的有關方面；或
- (3) 你曾同意向其披露資料的有關方面。

The personal data you provide will be made available to persons working in the Department on a need-to-know basis. Apart from this, they may only be disclosed to the relevant parties or in the circumstances listed below:-

- (1) Other parties such as government bureaux / departments, non-governmental organisations and public utility companies if they are involved in the assessment of application from or provision of service / assistance to you;
- (2) Where such disclosure is authorized or required by law; or
- (3) Where you have given consent to such disclosure.

查閱個人資料

Access to Personal Data

除了《個人資料(私隱)條例》規定的豁免範圍之外，你有權就社署備存有關於你的個人資料提出查閱及改正要求。不過，在一般情況下，如收集資料的目的已經完成，本署會刪除有關的個人資料。在條例內訂下的查閱權利是指在繳付所需費用後，取得你的個人資料的複本一份。查閱資料要求須以申請表格或書信提出。你可到社署各辦事處／中心索取查閱資料申請表格。

Except where there is an exemption provided under the Personal Data (Privacy) Ordinance, you have a right of access to and correction of personal data held on you when the data have not been erased. However, data will usually be erased after fulfilling the purposes of collection. Your right of access under the Ordinance means the right to obtain a copy of your personal data subject to payment of a fee. Applications for access to data should be made either on application form or by a letter. Application forms for access to data are available at offices / centres of SWD.

對你申請的服務的查詢、查閱及改正個人資料的要求

Enquiries, Access to and Correction of Personal Data

請確保你向社署提供的資料正確無誤。如你對所提交的援助／服務申請有任何查詢，或對所提供的資料有任何更改，亦請聯絡向你收集資料的辦事處。

Please ensure that the data you provide to SWD are accurate. If you have enquiries concerning your application for assistance / service or if there are changes in the data you provide, please contact the office which collected the data from you.

如果你希望查閱你的個人資料，以及在查閱個人資料後要求改正所得的資料，請向下列人士提出：

Requests for access to personal data collected by SWD and correction of data obtained from a data access request 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：eoifc@swd.gov.hk

Director of Social Welfare

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

Office：Rooms 3601-02, 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：eoifc@swd.gov.hk

社會福利署津貼科

二零一二年一月修訂

Subventions Branch

Social Welfare Department

Revised January 2012