



**Permit conditions that Permittee must comply in conducting general charitable fund-raising activities -**

1. 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. No person will benefit improperly from the proceeds of the activity.
3. 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. 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. 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. 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. 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. 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. 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. 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. 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. 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.

Last update on 3.12.2007