

二零二五至二六年度賣旗日申請須知
(二零二五年四月至二零二六年三月)

**EXPLANATORY NOTES FOR
APPLICATION FOR FLAG DAYS IN 2025-26
(APRIL 2025 to MARCH 2026)**

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A. 申請手續

Application Procedures

(1) 遞交申請

Submission of application

- (a) 二零二五至二六年度賣旗日申請表格可於社會福利署(社署)網站(<http://www.swd.gov.hk>)下載，亦可向社署獎券基金計劃組索取，地址是香港灣仔皇后大道東248號大新金融中心36樓3601至02室。申請亦可以網上表格方式遞交。有關網上申請詳情，請參閱社署網站。

Application form for flag days in 2025-26 can be downloaded from the website of the Social Welfare Department (SWD) at <http://www.swd.gov.hk>. It is also available at the Lotteries Fund Projects Section of SWD at Rooms 3601-02, 36/F., Dah Sing Financial Centre, 248 Queen's Road East, Wan Chai, Hong Kong. Besides, **applications can be submitted online**. Please refer to the SWD's website for details of online application.

- (b) 申請機構須在二零二四年五月十六日(星期四)下午六時或以前，將填妥的申請表格，連同列於申請表格內提及的所需文件，交抵下列指定地址(以下簡稱「指定地址」)–

香港灣仔皇后大道東248號
大新金融中心36樓3601-02室
社會福利署
獎券基金計劃組
[經辦人：行政主任(獎券基金)5]

請於信封面註明「二零二五至二六年度賣旗日申請」及貴機構的註冊名稱。社署亦接受經香港郵政郵寄遞交的申請(見以下第(c)項)，但不接納以電郵方式提交的申請。

The completed application form together with all the documents required as listed in the application form, must reach the following designated address (thereafter known as “**designated address**”) **at or before 6:00 p.m. on 16 May 2024 (Thursday)** –

Lotteries Fund Projects Section
Social Welfare Department
Rooms 3601-02
36/F, Dah Sing Financial Centre
248 Queen's Road East
Wan Chai, Hong Kong
[Attention: Executive Officer(Lotteries Fund)5]

Please mark “Application for Flag Days in 2025-26” and the registered name of your organisation on the envelope. Applications may also be submitted through the Hongkong Post as stipulated in item (c) below but applications via email will **NOT be accepted**.

- (c) 經香港郵政郵寄遞交的申請郵件信封上的郵戳日期將視為遞交申請書的日期，如信封上的香港郵政郵戳日期為二零二四年五月十六日後，將被視作逾期申請。為避免郵件未能成功派遞，申請機構在投寄前應確保信封面已清楚打印或寫上正確指定地址及支付足夠郵資。郵資不足的郵件或將不會派遞至社署，並或會由香港郵政按情況退還寄件人或銷毀。申請機構須自行承擔因未有支付足夠郵資而引致的任何後果。

The postmark date on the envelope of an application submitted by post through the Hongkong Post will be regarded as the date of submission of application. If an application is sent by post through the Hongkong Post with a postmark date after 16 May 2024, it will be regarded as a late application. To avoid unsuccessful delivery of mail items, applicant organisation should ensure that the correct designated address is clearly printed or written on the envelope and sufficient postage has been paid before posting. Mail items bearing insufficient postage may not be delivered to this Department and may be returned to the sender or disposed of by the Hongkong Post, where appropriate. Applicant organisations have to bear any consequences arising from not paying sufficient postage.

- (d) 籌款承諾機制申請

有意申請籌款承諾機制下的賣旗日的機構應同時填妥本申請表格「第二部分 籌款承諾機制」，並於二零二四年五月十六日的截止申請日期前提交。如機構不會參與籌款承諾機制，則毋需填寫該部分。機構如未有填寫該部分，將不能參與二零二五至二六年度籌款承諾機制。社署不會再另外邀請機構提交二零二五至二六年度籌款承諾機制下的賣旗日的申請。

Application under Pledging Mechanism

Applicant organisations interested in applying for Flag Days under Pledging Mechanism may fill out “Part (II) Pledging Mechanism” of the application form and submit it by the deadline on 16 May 2024. Applicant organisations not joining the Pledging Mechanism could leave that part blank. **Applicant organisations cannot apply for Pledging Mechanism of 2025-26 after this occasion. There will be no separate call for invitation for applications for flag days under Pledging Mechanism of 2025-26.**

- (e) 於上述第(b)及(c)項的期限後抵達指定地址的申請將當作逾期處理。逾期申請，概不受理。不完整或未有夾附所需文件的申請亦可能不予受理。

Applications reaching the designated address after the deadline mentioned in items (b) and (c) above will be treated as late. Late applications will NOT be considered. Incomplete applications or applications not accompanied with the required documents may NOT be considered.

(2) **確認申請及通訊方法**

Acknowledgement of Application and Correspondence Method

- (a) 如社署收到貴機構的申請表格，貴機構的聯絡人一般會於申請截止日期／貴機構的申請表格送遞至社署後起計的五個工作天內(以較遲者為準)，收到社署以電子郵件發出的確認通知。若貴機構屆時仍未收到社署的確認通知，請致電2832 4301或2832 4318與社署慈善籌款監管小組聯絡。

If your organisation has submitted an application, the contact person of your organisation will normally receive SWD's acknowledgement **by email** within five working days after the application deadline/ receipt of the application form, whichever is later. If your organisation does not receive the acknowledgement by then, please contact SWD's Charitable Fund-raising Control Team on 2832 4301 or 2832 4318.

- (b) 除確認通知外，有關此賣旗日申請的通訊，社署一般亦會以電子郵件發送給貴機構的聯絡人。
Apart from the acknowledgement, future correspondence on this flag day application will also normally be sent to the contact person of your organisation **via email**.
- (c) 貴機構的地址及聯絡資料，包括電話、傳真、電郵及聯絡人姓名等，如有更改，應立刻通知社署。
If there is any changes in the address and contact information of your organisation, including telephone number, facsimile number, e-mail address or name of contact person etc., your organisation should inform SWD immediately.

B. 審核申請資格的準則 Eligibility Criteria

下列《審核申請資格的準則》適用於全港及分區賣旗日的申請。

The eligibility criteria below are applicable to applications for territory-wide flag sale and regional flag sale.

- (1) 申請機構必須是非牟利機構並根據《稅務條例》(第112章)第88條獲豁免繳稅的慈善機構或信託團體。個別人士的申請將不獲考慮。

The applicant organisation must be a bona-fide non-profit-making organisation exempt from tax under section 88 of the Inland Revenue Ordinance, Cap. 112. Any application made by an individual will not be considered.

- (2) 申請機構須在根據《稅務條例》(第112章)第88條獲豁免繳稅後起計至是次賣旗日截止申請日期(即二零二四年五月十六日)，於過去三年均有舉辦慈善活動，並須提交有關慈善活動的記錄予社署作考慮其申請之用。申請機構需就此提供相關的經審計的周年財務報表以支持機構過去三年的慈善活動記錄。

The applicant organisation must have organised charitable activities in each of the past three years after it was registered for tax exemption under Section 88 of the Inland Revenue Ordinance, Cap. 112 by the closing date of flag day application (i.e. 16 May 2024), and provide such record to SWD for the purpose of consideration of its application. In this regard, the applicant organisation should produce corresponding Audited Annual Financial Statements to support its record of charitable activities in the past three years.

- (3) 符合資格的申請機構，其賣旗日計劃所提供的慈善服務應與促進香港市民福祉有關，例如：社會福利服務、醫療、教育、環境保護及社區服務等。如賣旗日計劃是為香港以外地區提供慈善服務，申請機構須提供充分理據，以供獎券基金諮詢委員會考慮。

The flag day proposals of eligible applicant organisations should be related to providing charitable services to promote the general well-being of the people of Hong Kong. For example, social welfare services, medical, educational, environmental protection and community services, etc. For Flag day proposals aiming to raise funds for charitable activities outside Hong Kong, applicant organisations must provide strong justification for the consideration of the Lotteries Fund Advisory Committee (LFAC).

- (4) 在公眾地方舉行的賣旗活動不應被用作／被視為用作直接商業推廣目的。
The flag sale occasion in public places should not be used/ perceived to be used for direct commercial promotional purposes.

- (5) 密切相關的機構不可在同一次賣旗日分配活動中各自提出申請，以確保所有申請機構均有公平的機會。密切相關機構將包括但不限於子母機構、同一團體屬下機構或顯示有下列密切關係的情況的機構：如機構的董事會成員相同、共用行政人員、共用辦事處或非一般常規的相互資源／金錢轉移等的程度。不過，獲得社署資助撥款的個別機構的申請，一般會獲評定為符合此規定。申請機構須聲明在是次賣旗日分配活動，並沒有其他密切相關的機構提出申請。機構如違反這項規定，不單是次申請會被拒絕，日後的申請亦可能會受到影響。

Closely-related organisations are not allowed to apply for flag day separately in this exercise to ensure fair chances among all applicant organisations. Closely-related organisations normally include but are not limited to holding-subsidiary organisations, organisations of the same group or organisations which exhibit close relationship in such aspects as levels of duplication of Board members, shared administrative staff, shared accommodation or non-arm's length transfer of resources/ monies, etc. However, applications from non-governmental organisations ("NGOs") with independent SWD subvention status would normally be considered eligible under this provision. Applicant organisations must make a self-declaration that they have no closely-related organisations applying in this exercise. Non-compliance may render the organisations' current applications being rejected and their eligibility for future application may also be affected.

- (6) 如申請機構是香港公益金的會員機構，**必須**在提交申請前獲香港公益金同意是次賣旗日申請，並附上香港公益金的同意書。

An applicant organisation which is a member agency of The Community Chest of Hong Kong **must** obtain prior approval from The Community Chest of Hong Kong before submitting its application for flag day. A consent letter from The Community Chest of Hong Kong indicating that it has no objection to its application for flag day must be attached.

- (7) 社署須滿意申請機構是合適舉辦賣旗活動的團體，包括但不限下列有關申請機構的考慮因素-

- (a) 誠信；
- (b) 管理能力；
- (c) 舉辦慈善活動往績；
- (d) 財政狀況(有關資料可在經審計的周年財務報表中反映，例如申請機構的財務穩定性及是否有異常財務安排等)。而社署會適當地考慮其是否遵守香港財務報告準則、香港會計準則、《公司條例》或其他適用的條例、規例、或其他報告準則擬備經審計的周年財務報表(例如，申請機構是否有按香港會計準則或《公司條例》的要求，提交合併財務報告表等)；及
- (e) 過去曾否違反公開籌款許可證(包括賣旗日或其他籌款活動)所列條件的記錄等。

SWD must be satisfied that the applicant organisation is suitable for organising the flag day fund-raising activities, taking into consideration a number of factors, including but not limited to the applicant organisation's -

- (a) integrity;
- (b) management capability;
- (c) track record of previous charitable activities;
- (d) financial position (which may be reflected in the audited annual financial statement, such as its financial stability, irregular financial arrangements, etc.) In particular, its compliance with the Hong Kong Financial Reporting Standards, Hong Kong Accounting Standards, Hong Kong Companies Ordinance and other applicable ordinances, regulations or reporting requirements

etc., would be taken into account (for example, whether the applicant organisation has submitted consolidated financial statement, etc.); and

- (e) any records of previous non-compliance with the conditions of a Public Subscription Permit (including flag days or other fund-raising activities), etc.

- (8) 申請機構須容許社署職員實地視察申請機構、其服務中心以及所舉辦的活動。

The applicant organisation must allow the staff of the SWD to conduct on-site inspection of the organisation, its service unit(s) and activities.

- (9) 申請機構或其成員機構所提供的服務的性質、價值和標準，以及籌得款項所用以資助的慈善服務需合乎成本效益，並以受益人數及對社區改善程度作為衡量準則。一般而言，除非機構能提供非常充分理據支持，並在特殊的情況下獲社署特別批准，否則賣旗收入應用作申請機構直接提供服務用途，不應用作捐助其他組織。

The nature, value and standard of existing services provided by the applicant organisation or by its member agencies and the purpose of the proposed flag day should be in support of a cost-effective charitable activity measured in terms of the number of beneficiaries and the degree of improvement to the well-being of the community. In general, the flag day proceeds, unless the applicant organisation can provide very strong justification, and has obtained special approval from SWD under exceptional circumstances, should normally be used in direct services to be provided by the applicant organisations and should not be donated to other organisations.

- (10) 申請機構應確立其賣旗籌款的需要。社署在評估申請機構的籌款需要時，考慮因素會包括其來年以賣旗收入作經費的計劃的預計收支，以及申請機構所填寫的賣旗淨收入目標。申請全港賣旗日的機構，其賣旗淨收入目標不應少於**\$880,000**。申請分區賣旗日的機構，其賣旗淨收入目標不應少於**\$240,000**。如機構提交之善款用途計劃預計其所籌得的賣旗日淨收入不會於二零三六年三月三十一日(即二零二六年三月三十一日起計之十年後)或之前用完，將被視為沒有籌款需要(請見申請表格第14項及第22項)。

The applicant organisation should establish its need for charitable fund-raising through a flag sale. Inter alia, the applicant organisation's estimated income and expenditure of the project(s) to be funded by the flag sale for the forthcoming year and its proposed target net proceeds would be used to assess the organisation's need. The target net proceeds for applicant organisations of territory-wide flag sale should not be less than **\$880,000**. For applicant organisations of regional flag sale, the target net proceeds should not be less than **\$240,000**. If the organisation's proposal on the usage of funds raised shows that the organisation does not plan to use up the flag day net proceeds by 31 March 2036 (i.e. ten years from 31 March 2026), the organisation would not be considered as one with need for charitable fund-raising (Please see item no. 14 and 22 of the application form).

- (11) 申請機構應具備能夠妥善舉辦賣旗日的能力。社署在評估申請機構的舉辦賣旗日的能力時，會考慮相關因素，包括但不限於其過去三年曾舉辦賣旗日的記錄。例如：曾在二零二三至二四年度舉行賣旗籌款的申請機構，如申請二零二五至二六年度的全港賣旗日，其在二零二三至二四年度的全港賣旗日淨收入不應少於二零二三至二四年度全港賣旗日所需的最低賣旗淨收入目標金額(即**\$790,000**)。同樣地，申請分區賣旗日的機構，其在二零二三至二四年度的分區賣旗日淨收入不應少於二零二三至二四年分區賣旗日所需的最低賣旗淨收入目標金額(即**\$220,000**)。

一般而言，申請機構如在過去三年曾舉辦分區賣旗日，而在最後一次分區賣旗日中淨收入為該分區賣旗日所定的目標金額的兩倍，其二零二五至二六年度的全港賣旗日申請亦會被考慮。例如：二零二三至二四年度的分區賣旗日機構，如淨收入達\$440,000

(即達該年度分區賣旗日所需最低賣旗淨收入的目標金額的兩倍)，其二零二五至二六年度的全港賣旗日申請亦會被考慮。

The applicant organisation should have the ability to organise a flag day effectively. When assessing the ability of an applicant organisation to organise a flag day, SWD may consider relevant factors, including but not limited to its track records in organising flag days within the past three years. For example, an applicant organisation that has conducted a territory-wide flag day in 2023-24 and would like to apply for a territory-wide flag day in 2025-26 should have its net proceeds in 2023-24 not less than the minimum target net proceeds required for territory-wide flag days in 2023-24 (i.e. **\$790,000**). Similarly, an applicant organisation that has conducted a regional flag day in 2023-24 and would like to apply for a regional flag day in 2025-26 should have its net proceeds in 2023-24 not less than the minimum target net proceeds required for regional flag days in 2023-24 (i.e. **\$220,000**).

In general, an applicant organisation that has conducted a regional flag day within three years is also eligible to apply for a territory-wide flag day in 2025-26 if its net proceeds raised in its last flag day within those three years doubled that of the benchmark of regional flag days in that year. For example, a regional flag day organisation in 2023-24 should have its net proceeds reaching \$440,000 (i.e. doubling the benchmark required for regional flag days in that year) in order to be considered for its territory-wide flag day application in 2025-26.

- (12) 如申請機構在過去的賣旗日管理不善，是次的賣旗日申請可能被評定為不合資格。

Applications from organisations which have poorly organised their previous flag days may be considered ineligible for this flag day allocation exercise.

- (13) 如有需要，社署會按獎券基金諮詢委員會的建議加入額外的準則及條件。

Where necessary, SWD may impose additional criteria and conditions, on the advice of the LFAC.

C. 賣旗日類別及賣旗日的分配

Type of Flag Days and Allocation of Flag Days

- (1) 二零二五至二六年度共有以下二十八個全港賣旗日及二十八個分區賣旗日：

Flag days in 2025-26 include 28 territory-wide flag days (“TWFDs”) and 28 regional flag days (“RFDs”) as follows:

全港賣旗日 TWFDs			分區賣旗日 RFDs		
5.4.2025	26.4.2025		12.4.2025		
10.5.2025	24.5.2025		3.5.2025	17.5.2025	
14.6.2025	28.6.2025		7.6.2025	21.6.2025	
12.7.2025	23.7.2025*	26.7.2025	5.7.2025	19.7.2025	30.7.2025
6.8.2025*	9.8.2025	20.8.2025*	2.8.2025	13.8.2025*	16.8.2025
23.8.2025			27.8.2025	30.8.2025	
6.9.2025	20.9.2025		13.9.2025	27.9.2025	
4.10.2025	18.10.2025		11.10.2025	25.10.2025	
1.11.2025	15.11.2025	29.11.2025	8.11.2025	22.11.2025	
13.12.2025	27.12.2025		6.12.2025	20.12.2025	
10.1.2026	24.1.2026		3.1.2026	17.1.2026	31.1.2026
7.2.2026	21.2.2026		14.2.2026	28.2.2026	
7.3.2026	21.3.2026		14.3.2026	28.3.2026	

* 籌款承諾機制的賣旗日

Flag Days under the Pledging Mechanism

藍色日期為星期三

Wednesdays are in blue

分區賣旗日將會由三個被許可機構在同一個賣旗日各自於港島、九龍及新界區舉行賣旗活動。

On each of the RFDs, three organisations are permitted to conduct flag selling activities, each in Hong Kong Island region, Kowloon region and the New Territories region.

- (2) 社署在考慮實際的賣旗日申請情況後，可能會調整這兩類賣旗日的分配數目。

SWD may adjust the number of flag days for territory-wide and regional flag days after taking into consideration the actual applications received.

- (3) 在五十六天賣旗日中，社署會預留二零二五年七月及八月份的其中四個星期三予籌款承諾機制作出分配(七月廿三日、八月六日及八月二十日為全港賣旗日，八月十三日為分區賣旗日)。

Amongst the 56 flag days, four Wednesdays in July and August 2025 will be reserved for allocation under the Pledging Mechanism (23 July, 6 and 20 August as TWFDs and 13 August as RFD).

- (4) 申請機構只可選擇申請全港賣旗日或分區賣旗日，不可同時申請兩個類別的賣旗日，而兩個類別的賣旗日申請將會獨立處理。除下述第C(9)項的情況外，社署在分配全港賣旗日時不會考慮分區賣旗日的申請，相反亦然。

Applicant organisations may apply for either TWFD or RFD. They are not allowed to apply for both types of flag days and these two types of applications will be considered separately. Except for circumstances at C(9) below, applications for RFD will not be considered for TWFD or vice versa.

- (5) 申請機構應審慎選擇申請賣旗日的類別(全港或分區)。申請機構可考慮其中的相關因素，例如每個類別可提供的賣旗日數目、機構動員義工的能力及兩類賣旗日各自的優點，以及參考下列過往的賣旗日資料 –

Applicant organisations are advised to make a conscious and prudent decision when applying for territory-wide or regional flag day. They may take into consideration the relevant factors, such as the number of days available under the two types of flag days, their ability in mobilising volunteers and the respective benefits of the two types of flag days, and take the following information for reference –

年度 Year	2022-23		2023-24		2024-25	
	全港 Territory-wide	分區 Regional	全港 Territory-wide	分區 Regional	全港 Territory-wide	分區 Regional
合資格申請宗數 No. of eligible applications	56	133	57	143	55	155
獲分配賣旗日機構數目 No. of organisations allocated a flag day	28	84	28	81	29	87
獲分配賣旗日的百分比 Percentage of being allocated a flag day	50%	63%	49%	57%	53%	56%

在二零二二至二三年度透過抽籤方式獲分配賣旗日的機構在全港和分區賣旗日所籌得的平均淨收入分別約為一百六十萬元及五十五萬元。(上述資料只供參考，選擇賣旗日的類別純屬申請機構本身的決定。)

In the year of 2022-23, the average net proceeds raised by an NGO allocated a flag day under the lots-drawing mechanism are approximately \$1.6 million for territory-wide flag days and \$0.55 million for

regional flag days. *(The above information is only provided for reference and the selection of which type of flag day is at the sole discretion of the applicant organisations.)*

- (6) 申請機構必須確保其填報賣旗日計劃內容的真確性。申請機構提交賣旗日申請後，社署一般不會接受任何有關賣旗日計劃內個別細項的資料改動。如發現申請機構根據不實資料而令社署接納其賣旗日計劃，社署會保留拒絕接受該機構新賣旗日申請的權利。

Applicant organisations shall ensure the correctness of their flag day proposals submitted. Any changes to the individual breakdown of flag day proposals subsequent to the submission of flag day application will normally not be accepted. If an applicant organisation has put in incorrect details of its flag day proposal to render the flag day proposal be accepted by SWD, SWD reserves the right to reject its subsequent new application(s) for flag day.

- (7) 若在有關的賣旗日類別(全港或分區)出現的申請數目多於其賣旗日的數目，社署將以抽籤方式決定成功申請的機構，而兩個類別的合資格申請機構亦將有不同的候補名單。每一個合資格的機構會於賣旗日的抽籤活動中獲得一支籤。

When the numbers of applications received under the territory-wide flag day and regional flag day exceed the numbers of flag days in these two types, there will be a drawing of lots to decide on the successful organisations and there will be separate waiting lists under each type of eligible flag day applicant organisations. Each eligible organisation is given one lot in the lots-drawing exercise.

- (8) 所有合資格機構均會獲邀出席賣旗日的揀選程序。社署將按抽籤活動中所抽出的優先次序逐一讀出機構名稱，邀請機構揀選賣旗日，直至所有賣旗機會均已被揀選或所有合資格機構名稱已被讀出。如有機構拒絕揀選剩餘的賣旗日、未有出席揀選程序、或社署未有於揀選程序中叫出該機構名稱，該機構將保留在候補名單。該機構會被邀考慮接受其他機構放棄的賣旗日(如有)，其籌款承諾機制下的申請(如有)亦會繼續獲得處理。

All eligible applicant organisations will be invited to the occasion of flag day selection to select flag days. The names of organisations will be called out in the order as determined during lots-drawing until all available flag days are taken up or all the names of the eligible organisations are called. Those organisations which have declined to take up any flag day; do not show up; or their names have not been called at the flag day selection will remain on the waiting list. They will be invited to consider accepting those flag days given up afterwards, if any, and their applications under Pledging Mechanism, if any, will still be processed.

- (9) 如在同一類別的賣旗日(即全港或分區賣旗日)內已經沒有合資格的申請機構可作分配，剩餘未分配的名額便會分配予申請另一類別的合資格申請機構。

If there remain no eligible applicant organisations within the same type of flag day (i.e. TWFD or RFD), any remaining unallocated flag day(s) would be allocated to eligible applicant organisations applying for the other type of flag day.

D. 籌款承諾機制

Pledging Mechanism

- (1) 社署將從二零二五至二六年度的賣旗日中預留二零二五年七月及八月份的其中四個星期三(三天全港賣旗日及一天分區賣旗日)，供籌款承諾機制作賣旗日分配。

Four Wednesdays in July and August 2025 (three TWFDs and one RFD) would be reserved for allocation under the Pledging Mechanism in 2025-26.

- (2) 有意申請籌款承諾機制下的賣旗日的機構應同時填妥本申請表格「第二部分 籌款承諾機制」，並於二零二四年五月十六日的截止申請日期前送交社署。如機構不會參與籌款承諾機制，則毋需填寫該部分。機構如未有填寫該部分，將不能參與二零二五至二六年度籌款承諾機制。社署不會再另外邀請機構提交二零二五至二六年度籌款承諾機制下的賣旗日的申請。

如機構參加籌款承諾機制下的賣旗日分配活動，必須同時提交二零二五至二六年度一般賣旗日的申請(見申請表「第一部分 一般賣旗日」)。否則，機構不符合資格提交籌款承諾機制的申請。申請一般賣旗日的全港賣旗日的機構只可就全港賣旗日作籌款承諾，申請機構可就一天、兩天或全部三天的全港賣旗日遞交籌款承諾。申請一般賣旗日的分區賣旗日的機構只可就分區賣旗日作籌款承諾，申請機構可就分區賣旗日中的一個、兩個或全部三個賣旗區域遞交籌款承諾。

Applicant organisations interested in applying for Flag Days under Pledging Mechanism may fill out “Part (II) - Pledging Mechanism” of the application form and submit it to SWD by the deadline on 16 May 2024. Applicant organisations not joining the Pledging Mechanism could leave that part blank. **Applicant organisations cannot apply for Pledging Mechanism of 2025-26 after this occasion. There will be no separate call for invitation for applications for flag days under Pledging Mechanism of 2025-26.**

If an applicant organisation is applying for a flag day under Pledging Mechanism, it is necessary to submit an application for ordinary Flag Days in 2025-26 at the same time (see “Part (I) Ordinary Flag Days”); otherwise, it is not eligible for flag days under Pledging Mechanism. Applicant organisations of TWFD under ordinary Flag Days may only pledge for the TWFD(s) and they can submit pledges for one, two or all three TWFD(s) concerned. Applicant organisations of RFD under ordinary Flag Days may only pledge for the RFD and they can submit pledges for one, two or all three region(s) concerned.

- (3) 申請一經遞交，機構不可改變籌款承諾申請的內容(例如：承諾金額)。
Changes in the content of the application (e.g. pledged amounts, etc.) after submission will not be allowed.
- (4) 申請機構的籌款承諾金額，不得少於在B部「審核申請資格的準則」第(10)項內列明在二零二五至二六年度賣旗日淨收入指標，即全港賣旗日不少於**\$880,000**和分區賣旗日不少於**\$240,000**。

The pledged amount should not be less than the benchmark target net proceeds for flag days in 2025-26 as mentioned in Item (10) under Part (B) “Eligibility Criteria”, i.e. not less than **\$880,000** for TWFD and **\$240,000** for RFD.

- (5) 此籌款承諾機制不接受個別機構以聯名方式申請。
Joint applications by individual organisations are not allowed under this Pledging Mechanism.
- (6) 申請機構必須提供過往的籌款記錄等，以顯示他們的籌款能力，藉此支持其籌款承諾申請。社署只會考慮有充分資料及理據支持的籌款承諾申請。
Applicant organisations must substantiate that their pledges are realistic through provision of supporting information including their past fund-raising records. Only well-substantiated pledges would be considered by SWD.

- (7) 作出最高籌款承諾並有充分資料及理據支持的申請機構將會獲得分配有關的全港賣旗日或分區賣旗日的賣旗區域。

Applicant organisations which submit the highest well-substantiated pledges would be allocated with the respective TWFDs or regions of RFD.

- (8) 倘若申請機構就多於一天全港賣旗日或多於一個分區賣旗日區域作出最高籌款承諾，有關機構亦只會獲分配一天全港賣旗日或一個分區賣旗區域。在此情況下，社署會考慮有關申請機構於申請表上列明的優先次序以作分配。若有不同申請機構就有關的賣旗日提出相同的籌款承諾金額，社署會考慮有關機構於候補名單上的輪候次序以作分配。

A successful applicant organisation will only be allocated with one TWFD or one region of RFD even if it submits the highest pledges for more than one TWFD or more than one region of RFD. Under such circumstances, the applicant organisation's stated priorities would be taken into account. In case the pledged amount by different applicant organisations for the respective flag sale occasions are the same, the applicant organisations' priorities on the waiting list would be taken into account.

- (9) 如機構在一般賣旗日的申請被審核為不符合資格，其籌款承諾機制申請亦不會被考慮。申請籌款承諾機制的初步審核結果(例如：機構的申請是否獲接納等)，將於二零二四年七月下旬至八月上旬期間，隨機構申請二零二五至二六年度一般賣旗日資格的初步審核結果一併公布。申請機構如不同意其初步審核結果，可按此份賣旗日申請須知E部賣旗日申請資格的覆檢程序，提出理據及相關資料申請覆檢。

If an organisation's application for ordinary Flag Days is assessed as ineligible, its application for flag days under Pledging Mechanism will not be considered. The preliminary assessment result relating to Pledging Mechanism (e.g. whether the submitted pledges are accepted, etc.) will be released together with that for the applicant organisations' eligibilities for application of ordinary Flag Days in 2025-26 around late July or early August 2024. An applicant organisation which disagrees with the preliminary assessment result may apply for a review by providing supporting justification and relevant information in accordance with Part (E) Review Procedure for Application Eligibility for Flag Days of this Explanatory Notes.

- (10) 於二零二四年十一月的揀選程序完結後，社署會書面提醒曾申請二零二五至二六年度籌款承諾機制的機構最後取消申請的機會(如有需要)。其後，社署會考慮所有仍未有揀選／未獲分配一般賣旗日的合資格機構，在申請表內就籌款承諾機制所提出的申請。然而，如有機構退出一般賣旗日申請(包括揀選賣旗日後通知社署取消舉辦賣旗日的機構)，其籌款承諾申請將不獲考慮。

After flag day selection in November 2024, SWD will remind applicant organisations which have submitted applications for Pledging Mechanism in 2025-26 in writing regarding their last chance to withdraw their pledges, if necessary. Afterwards, the applications for Pledging Mechanism from all eligible applicant organisations which have not taken up/ been allocated with ordinary Flag Days will be considered. However, organisations which have withdrawn their applications for ordinary Flag Days (including those which have taken up ordinary Flag Days but subsequently withdrawn in the same allocation exercise) would not be considered.

- (11) 社署會於二零二四年十二月公布賣旗日的分配結果。若機構獲分配籌款承諾機制下的賣旗日後才通知社署取消申請，將會按此申請須知的K部分列明的條款影響其日後的申請資格。

SWD will announce the result of Flag Days allocation in December 2024. If an applicant organisation which has been allocated a flag day under the Pledging Mechanism informs SWD subsequently of its decision to withdraw its application, its eligibility for future applications would be affected as stated in Part K of this Explanatory Notes.

- (12) 若指定的賣旗日沒有足夠符合資格的申請，社署會按二零二五至二六年度一般賣旗日相關候補名單的輪候次序分配予有關機構。

In the event that there are insufficient qualified applications for a specified flag day, it will be allocated to the waitlisted organisations for ordinary Flag Days in 2025-26 according to their priorities on the relevant waiting lists.

- (13) 成功透過籌款承諾機制獲分配賣旗日的機構，將會從二零二五至二六年度的一般賣旗日候補名單上刪除。

Organisations which are successfully allocated with a flag day under this mechanism will have their names removed from the waiting list for ordinary Flag Days in 2025-26.

- (14) 一般而言，在籌款承諾機制下，若機構最終所籌得的賣旗淨收入不能達到其於申請時的籌款承諾的金額，有關機構將喪失其後兩個年度舉辦的賣旗日資格。

In general, under Pledging Mechanism, an applicant organisation which eventually fails to raise the pledged amount will be disqualified from organising flag days in the next two allocation exercises.

- (15) 透過此機制獲發賣旗日許可證的機構，亦須遵守一般賣旗日許可證的條件。有關條件可參考以下的社署網頁：

<https://www.swd.gov.hk/tc/ngo/controlofc/flagdays/index.html>

Organisations allocated with flag day under this mechanism should also comply with the permit conditions for general flag days promulgated on SWD's homepage through the following website address:

<https://www.swd.gov.hk/en/ngo/controlofc/flagdays/index.html>

E. 賣旗日申請資格的覆檢程序

Review Procedure for Application Eligibility for Flag Days

申請機構將於二零二四年七月至八月期間獲社署通知其一般賣旗日及籌款承諾機制下的賣旗日(如適用)的初步申請資格審核結果。申請機構如不同意其初步審核結果，可按以下程序提出理據及相關資料以便申請覆檢 –

Applicant organisations will be informed by SWD around July or August 2024 of the preliminary assessment result on their application eligibility for ordinary Flag Days and flag days under Pledging Mechanism, if applicable. An applicant organisation which disagrees with the preliminary assessment result may apply for a review by providing supporting justification and relevant information in accordance with the following procedure –

- (1) 如申請機構欲覆檢其申請資格的結果，申請機構必須在社署發出初步審核結果通知的十四曆日內以書面的形式向社署提出，連同進一步的理據及證明文件以支持其賣旗日申請為符合資格。過期遞交的覆檢申請將不會受理。

An applicant organisation wishing for a review of its application eligibility of its flag day proposal must submit its application in writing within 14 calendar days from the date of SWD's notice of its preliminary assessment result by providing further justifications and supporting documents to justify its application meeting the eligibility criteria. Late applications for review will not be considered.

- (2) 社署在完成覆檢申請機構提出相關的理據及文件後，將交由獎券基金諮詢委員會考慮及通過覆檢的最終結果。社署約於二零二四年十月通知申請機構有關覆檢的最終結果。

Upon completion of review by SWD of the related justifications and documents submitted by the applicant organisations, LFAC will consider and endorse the final review result. SWD will inform the applicant organisations of the final result of the review around October 2024.

F. 聯名申請（只適用於一般賣旗日）

Joint Applications (only Applicable to Ordinary Flag Days)

- (1) 申請機構可以聯名方式申請一般賣旗日（即由兩個或以上的機構共同舉辦一個賣旗日）。

Applicant organisations may join together to apply for ordinary Flag Days through joint applications, i.e. two or more applicant organisations jointly organise one flag day.

- (2) 倘以聯名方式申請，只需由協調機構填妥一份申請表格，連同每個合辦機構的資料、賣旗日計劃及所需文件一併交回社署。

Only one application should be submitted by the coordinating organisation, enclosing the relevant details, flag day proposals and required documents of all co-applicants.

- (3) 社署在處理二零二五至二六年度賣旗日的分配時，會以相同準則審核獨立申請和聯名申請。每個合辦機構的申請資格會逐一以審核準則評定。每個聯名申請只會於賣旗日的抽籤活動中獲得一支籤。

Joint applications are considered for the allocation of flag days in 2025-26 in the same manner as single applications. The eligibility criteria will apply to each co-applicant. Each eligible joint application is given one lot only in the lots-drawing exercise.

- (4) 聯合賣旗活動的表現評估，會適用於每間合辦機構日後的賣旗日申請。

The assessment of the performance of the joint flag day is binding on each co-applicant insofar as its future application for flag day is concerned.

G. 成功申請的機構在獲分配一般賣旗日後以聯名方式舉辦賣旗日

Joint Organisation of Flag Day after Ordinary Flag Days are Allocated to Successful Organisations

- (1) 社署或會容許成功申請的機構在獲分配一般賣旗日後以聯名方式舉辦賣旗日，條件是成功申請的機構須明確表示同意與其他在輪候名單內的申請機構聯合舉辦有關賣旗日。

Joint organisation of flag day after allocation of ordinary Flag Days to successful applicants may be allowed on the condition that the successful organisation, after allocation of flag day, expressly

indicates its agreement to jointly organise with other waitlisted organisation(s) in this allocation exercise.

- (2) 聯名方式申請不適用於籌款承諾機制下分配的賣旗日。

Joint applications by individual organisations are not applicable to flag days allocated under Pledging Mechanism.

- (3) 有關機構須在成功申請的機構選擇賣旗日當日起計的一個星期內聯合向社署提交申請，以供考慮。社署會根據個別情況考慮和處理這類申請。

Such applications should be submitted jointly by the organisations concerned to SWD for consideration within one week after the date of selection of flag day by successful organisations. SWD will consider and process these applications on individual merits.

- (4) 聯合賣旗活動的表現評估，會適用於成功申請的機構及核准合辦的機構日後的賣旗申請。

The assessment of the performance of the joint flag day is binding on both the successful organisations and the approved co-organiser insofar as their future application for flag days is concerned.

H. 賣旗日時間及機構名單

Flag Selling Hours and the List of Flag Day Organisers

- (1) 賣旗時間為賣旗日的上午七時至下午十二時半。機構不可於批准日期或時間以外賣旗。

The flag selling hours are from **7:00 a.m. to 12:30 p.m.** on the allocated flag days. Flag selling on dates or at time other than that approved is not permitted.

- (2) 賣旗日的機構名單將於二零二五年一月上載至社署網頁。

The list of flag day organisers will be uploaded onto SWD's Homepage in January of 2025.

I. 賣旗日公開籌款許可證的條件

Conditions for Public Subscription Permit for Holding Flag Days

- (1) 獲發賣旗日許可證的機構必須遵守以下條件—

The Permittee must comply with the following conditions –

- (a) 獲發許可證的機構須持續符合在此申請須知中B部所列相關的審核申請資格。

The Permittee shall continue to meet the applicable eligibility criteria as stipulated in Part (B) of this Explanatory Notes.

- (b) 獲發許可證的機構除了必須遵守許可證所列條件外，亦須確保參與賣旗的人士和籌辦賣旗日活動的人士均清楚知悉及嚴格遵守有關條件。

In addition to its own compliance with the permit conditions, the Permittee shall also ensure that the flag sellers and persons organising the flag day are fully aware of and strictly comply with these conditions.

- (c) 賣旗活動只可在許可證指定的時間、日期及地區(如適用)，及以許可證上獲批准的收集款項方法於公眾地方舉行。獲發許可證的機構如希望以其他方法收集款項，必須事先向社署提出書面申請，並獲批准。機構如違反有關規定，已可能觸犯有關法例。
- Sale of flags in public places is permitted only for the time, date and region (if applicable) specified in the permit, adopting approved method of money collection therein. Permittee wishing to adopt other means of money collection must submit written application and obtain prior approval from SWD. Permittee may be committing an offence for the sale of flags outside the time, date or region (for Regional Flag Days) specified on the permit.
- (d) 所有捐款必須出於自願，不得強逼任何人捐款、收集捐款，或以任何其他方式捐助。
- All donations must be purely voluntary and no pressure should be brought on any person to donate, collect donations or contribute in any other way.
- (e) 除指定的受益對象外，其他人士不得從賣旗活動所籌得款項中獲取利益。
- No person shall benefit from the proceeds of the flag selling activity except the designated beneficiaries.
- (f) 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，以防止捐款被竊。賣旗錢袋或善款收集箱應印上編號及加封或上鎖。賣旗人士在交收旗袋及善款收集箱時應簽署確認交收的文件。
- The Permittee must take sufficient measures to ensure the safekeeping of the funds raised to prevent pilfering. Collection bags/boxes should be properly numbered and sealed, and collectors should sign upon receipt and return of collection bag/boxes.
- (g) 獲發許可證的機構須確保為已獲准舉辦的賣旗日及相關的賣旗籌款目的安排足夠宣傳。
- The Permittee must ensure that there is sufficient publicity for the approved flag day and the purpose of the flag day fund-raising activities concerned.
- (h) 在公眾地方舉行的賣旗活動不應被用作／被視為用作直接商業推廣目的。
- The flag sale occasion in public places should not be used/ perceived to be used for direct commercial promotional purposes.
- (i) 獲發許可證的機構應制定適當的賣旗日計劃(包括但不限於制定程序，以確保有組織和有秩序地派發和收集旗子及賣旗錢袋／善款收集箱)和賣旗日的人手調配安排。在賣旗活動進行時，獲發許可證的機構應考慮各種相關因素(例如參與人士的健康狀況及天氣情況等)，向參與賣旗活動的人士提供／安排提供適當及足夠的照顧、培訓及指導，以確保其有能力進行賣旗活動，以及參與人士及公眾的安全。
- The Permittee should devise appropriate plans for conducting flag days (including but not limited to ensuring all flags and money collection bags/ boxes are distributed and collected in an organised and orderly manner) and deploying of participants to conduct flag days. During the course of flag day activities, the Permittee should provide/ arrange to provide proper and sufficient care, training and coaching to the participants to ensure their competence in conducting the flag sale, and safety of the participants and the public, after taking into account relevant factors (such as the health conditions of the participants, the weather conditions, etc.).

- (j) 除非有家長或監護人陪同，否則十四歲以下的兒童不得參與賣旗 [「監護人」指根據《未成年人監護條例》(第13章)或其他法定條款委任的監護人]。
Unless accompanied by their parents or guardians, no children under the age of 14 years are to be permitted to sell flags [“Guardian” refers to a guardian appointed under or acting by virtue of the Guardianship of Minors Ordinance (Cap. 13) or other statutory provisions].
- (k) 不得向道路或公路上的車輛乘客或公共交通工具上的乘客賣旗。
Flags should not be sold to persons in vehicles on roads or highways or on board a public transport vehicle.
- (l) 賣旗時不得阻礙或滋擾他人或阻塞公眾地方，包括但不局限於各公共交通的出入口（例如巴士總站／站、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）。如有市民投訴賣旗活動造成滋擾或帶來不便，賣旗者應遵照現場警方人員或場地的管理機構所發出的指示。
Flag sellers 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. bus terminals/ stops, ferry piers, Stations of all lines of the Mass Transit Railway, The Peak Tramways Stations, Airport Passenger Terminal Building, etc.). If any complaint is received from the public about any nuisance or inconvenience caused, flag sellers should follow the instructions given by police officers or the management authority of the venues concerned at the scene.
- (m) 如獲發許可證的機構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)進行賣旗籌款活動，機構亦必須得到有關當局(包括用作舉辦賣旗活動場地的管理當局或業主)批准。然而，如有需要，獲發許可證的機構在公共街道進行與賣旗籌款相關的活動或仍須另外申請有關政府部門的批准。
For flag selling 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 must also obtain approval from the relevant authorities, including the owner or the management authority of the venue(s), for the sale of flags. Nevertheless, if necessary, the Permittee may need to seek approval from relevant Government departments separately for conducting activities relating to its flag sale on public streets.
- (n) 獲發許可證的機構須在賣旗錢袋上清楚顯眼地標示機構名稱，並註明「獲社會福利署批准」或“Approved by Social Welfare Department”。
The name of the Permittee and the statement “Approved by Social Welfare Department” or 「獲社會福利署批准」 must be marked clearly and prominently on the money collection bags for flag sale.
- (o) 獲發許可證的機構應參考「賣旗日的旗紙及賣旗錢袋設計指引」，並須於賣旗日前就賣旗日所採用的賣旗錢袋及旗紙的設計式樣取得社署的同意。
Permittee must obtain the prior approval of SWD on the design of the money collection bags to be used and for the flags to be sold on the flag day. Reference should be made to the “Guidelines on the Design of Flag and Money Collection Bags for Flag Days”.

- (p) 賣旗活動中所籌得的款項，必須只用於許可證註明的籌款目的。賣旗日的收入不可用於從事或支持任何違反香港法例的行為和活動（包括從事或支持任何非法或不利於國家安全的行為和活動）。如有下列任何情況，社署可即時撤銷已批准的賣旗日許可證：(a)機構曾經參與或正在參與可能會構成或導致發生危害國家安全罪行或不利於國家安全的行為或活動；(b)機構繼續聘用其承包商、服務提供者或供應商將不利於國家安全；或(c)政府合理地相信上述任何一種情況將會發生。

The funds raised from flag selling activities must be used only for the purpose(s) specified in the permit. No flag day proceeds should be used for engaging in or in support of any acts or activities which are in violation of the laws of Hong Kong (including engaging in or supporting any acts or activities which are unlawful or contrary to the interests of national security). SWD may immediately revoke the Flag Day Permit upon the occurrence of any of the following events: (a) the organisation has engaged or is engaging in acts or activities that are likely to constitute or cause the occurrence of offences endangering national security or which would otherwise be contrary to the interest of national security; (b) the continued engagement of contractors, service providers or suppliers by the organisation is contrary to the interest of security; or (c) the Government reasonably believes that any of the events mentioned above is about to occur.

- (q) 舉辦賣旗日的有關支出，不得超過所籌得總收入的百分之十。

Expenses in connection with the flag day must not exceed ten percent of the gross receipts.

- (r) 獲發許可證的機構必須對許可證批准的賣旗籌款活動所籌得的款項及支出負責，並及確保妥善使用所籌得的款項。獲發許可證的機構必須編製一份收支結算表，在賣旗日後九十天內，將該中文及英文收支結算表(包括有關的備註連同核數師報告)的正本及其PDF格式版本，遞交社會福利署署長(社署署長)審核及上載至香港政府一站通網頁，以供公眾於十二個月內查閱。

The Permittee shall be held accountable for the funds raised and disbursements made, as well as the proper use of the donations in relation to the flag day fund-raising activities approved under the Permit. The Permittee is required to prepare an income and expenditure account in both Chinese and English, of which the original hard copy (including the related notes together with the auditor's report thereon) and its PDF file should be submitted within 90 days after the flag day to the Director of Social Welfare (DSW) for checking and uploading to GovHK's website for public inspection for 12 months.

- (s) 獲發許可證的機構必須按應計制編製一份收支結算表，述明 –

- (i) 分別從街頭賣旗收入及其他與賣旗日有關活動而獲得的捐獻；
- (ii) 是次賣旗活動所籌得款項的總收入；
- (iii) 每項與賣旗日有關的支出細項（例如審計、運輸、印刷及文具費用等）；
- (iv) 淨收入；及
- (v) 賣旗活動籌款目的。

此外，獲發許可證的機構亦須於收支結算表的註釋內申明所有賣旗日籌得款項在支付賣旗日開支及／或用於許可證上註明的籌款目的之前，已存入獲發許可證機構的一個指定的銀行戶口。獲發許可證的機構須註明完成存入所有款項的日期及總金額。賣旗機構應於賣旗日後六十天內，或於會計師／會計師事務所／執業法團開展有關活動的審計工作前(以較早日期者為準)，將所收取的款項存入有關銀行帳戶。

The Permittee is required to prepare an income and expenditure account on accrual basis and to state in it –

- (i) the amount raised by street collections and by other forms of appeals in connection with the flag day separately;
- (ii) the gross receipts from the flag day fund-raising activities;
- (iii) a detailed breakdown of each expenditure item (e.g., auditing fee, transportation expenses, printing and stationery, etc.) related to the flag day fund-raising activities;
- (iv) net proceeds from the flag day fund-raising activities; and
- (v) the purposes of the flag day fund-raising activities.

In addition, in the notes to the income and expenditure account, the Permittee is required to state that all the flag day proceeds collected have been credited to the designated bank account of the Permittee before being used for payment of expenditures for flag days and/or the purpose(s) specified in the permit. The Permittee is required to state the amount of flag day proceeds deposited and the date of which it has credited all the flag day proceeds. The deposit date should be within 60 days after the flag day or before the commencement of review for the flag day by the accountant/ accounting firm/ corporate practice, whichever is earlier.

- (t) 獲發許可證的機構須委託會計師或會計師事務所或執業法團審閱賣旗日收支結算表，及根據香港會計師公會最新的實務說明第 850 號「有關獲發社會福利署公開籌款許可證的賣旗日、一般慈善籌款活動和募集已簽署的捐款授權書之報告」擬備有關賣旗日收支結算表的獨立執業會計師鑒證報告。有關的會計師或會計師事務所或執業法團，須屬《會計及財務匯報局條例》(第 588 章)第 2(1)條所界定的執業單位。

The Permittee shall engage an accountant or an accounting firm or a corporate practice to review the income and expenditure account of the flag day and prepare an independent practitioner's assurance report on the income and expenditure account in accordance with the latest Practice Note (PN) 850 issued by the Hong Kong Institute of Certified Public Accountants, "Reporting on Flag Days, General Charitable Fund-raising Activities and Solicitation of Signed Authorisation Forms Covered by Public Subscription Permits issued by the Social Welfare Department". The accountant, accounting firm or the corporate practice has to be a practice unit as defined by section 2(1) of the Accounting and Financial Reporting Council Ordinance (Cap. 588).

- (u) 賣旗日的資料，包括收入總額、開支總額，以及淨收入的用途，必須按個別許可證編號，獨立列載於獲發許可證的機構經審計的周年財務報表內。經審計的周年財務報表的副本須提交社署作紀錄。

Information on the flag day, including gross income raised, gross expenditure incurred and the usage of the net proceeds, must be shown separately by respective Permit Number(s) in the Audited Annual Financial Statement (AFS) of the Permittee, a copy of which must be lodged with SWD for record purpose.

除上述條件外，舉辦分區賣旗的機構，亦需遵守以下條件：

In addition to the above, organisers of **regional** flag sale also needs to observe the following conditions:

- (v) 在公眾地方進行的賣旗活動，只限於許可證內所載的指定時間、日期及地區。

Sale of flags in a public place is permitted only for the time, date and region specified in the permit.

- (w) 賣旗所採用的賣旗錢袋及旗紙，其顏色及設計必須事先得到社署批准。賣旗機構應避免與其他於同一賣旗日賣旗的機構使用相同顏色或相似設計的賣旗錢袋及旗紙而令公眾人士混淆。一般而言，社署在審批賣旗錢袋及旗紙的顏色及設計時，會考慮機構遞交有關資料的先後次序。

Prior approval from SWD must be obtained for the colour and design of the money collection bags to be used and of the flags to be sold on the flag day. Flag selling organisations should avoid clash in colour or similarity in design with other flag selling organisation(s) on the same flag day which may cause confusion to the public. In general, when approving the colour and design, SWD will take into account the sequence of submission of relevant information by the Permittees.

- (x) 賣旗日的所有宣傳資料(包括招募義工的信件)上，必須清楚說明獲批准的賣旗區域，並須加上由社署指定的訊息，以宣傳同日共有三間機構獲批准分別在港島區、九龍區及新界區進行分區賣旗。

In all promotional materials of flag days, including letters for recruiting volunteers, the approved region for flag sale, together with the message designated by SWD for promoting the three organisations permitted to conduct regional flag sale in Hong Kong Island region, Kowloon region and the New Territories region respectively on the same flag day, must be stated clearly.

(2) 違反公開籌款許可證的條件

Non-compliance with the Conditions of Public Subscription Permit

- (a) 社署署長將考慮申請機構過去曾否違反任何公開籌款許可證(包括賣旗日、一般慈善籌款活動或其他籌款活動)所列的條件的紀錄，以評估其日後的公開籌款許可證申請。有關違反記錄可能導致日後的公開籌款許可證申請不獲接納。

The DSW shall take into account any records of previous non-compliance with the conditions of a Public Subscription Permit (including flag days, general charitable fund-raising activities or other fund-raising activities) in the assessment of the applicant organisation's subsequent applications. Such non-compliance record may result in rejection of its subsequent application(s).

- (b) 獲發許可證的機構在舉辦已獲批准的籌款活動期間，如出現頻密違反公開籌款許可證條件的情況，甚或社署署長不再信納該機構適合舉辦籌款活動，社署署長可撤回已發出的許可證。

The DSW may revoke the Public Subscription Permit issued in the event of frequent breaching of permit conditions by the Permittee during the course of the fund-raising activities approved in the Permit, or in the event that the DSW could no longer be satisfied that the organisation is suitable for organising the fund-raising activities.

- (c) 如獲發許可證的機構出現嚴重或重覆違反公開籌款許可證條件的情況(例如逾期提交獲批准籌款活動的收支結算表，包括有關的備註連同審計師的報告等)，社署除向有關機構發出警告外，亦會考慮作出以下安排 –

- (i) 將有關機構的名稱及違規事項於社署的網頁內公布最少六個月；
- (ii) 取消機構申請賣旗日及／或舉行其他慈善籌款活動的資格；
- (iii) 將機構從賣旗日分配機制的現行候補名單上剔除(如有的話)；
- (iv) 暫停處理機構的所有慈善籌款活動許可證申請(如有的話)；及
- (v) 撤銷已發出予機構的許可證(如有的話)。

申請機構可參閱《違反公開籌款許可證條件的後果》(載於社署網頁：

<https://www.swd.gov.hk/tc/ngo/controlofc/publicsubs/>)

In the event of serious or repeated non-compliance of conditions of a Public Subscription Permit by the Permittee (e.g. delay in submission of income and expenditure account including the related notes together with the auditor's report thereon of charitable fund-raising activities), this Department, in addition to issuing warning to the organisation concerned, may also consider making the following arrangements –

- (i) publicising the name of the organisation concerned and the non-compliance incident on the SWD's website for at least six months;
- (ii) disqualifying the organisation from applying for Flag Day and/or organising other charitable fund-raising activities;
- (iii) removing the organisation from the prevailing waiting list(s) of the flag day allocation exercise(s), if any;
- (iv) suspending the organisation's application(s) for Public Subscription Permit(s) for organising other charitable fund-raising activities, if any; and
- (v) revoke the Public Subscription Permit(s) that has/ have already been issued to the organisation, if any.

Applicant organisation may refer to the set of “Consequences of Non-compliances with Public Subscription Permit Conditions” (available on SWD's website at :

<https://www.swd.gov.hk/en/ngo/controlofc/publicsubs/>)

J. 其他須遵守的事項

Other Points to Observe

申請機構／獲發許可證的機構除必須遵守許可證所列的條件外，亦須按個別情況遵守下列各項：

Apart from complying with the conditions specified in the Permit, the applicant organisation/ Permittee must also observe the following points where applicable –

- (1) 獲發許可證的機構應與合適的協作單位(如有的話)及／或義工合作，舉辦賣旗日及／或賣旗日有關活動，並為他們制訂賣旗活動安排的清晰指引，及採取預防措施，防止任何詐騙的行為。若貴機構發現遺失錢袋或有關物品，或懷疑有詐騙行為，應立即向社署報告及與警方聯絡，尋求協助。

The Permittee should organise the flag day activities and/or activities related to the flag days with suitable co-organising units, if any, and/or volunteers, and prepare clear guidelines to them on flag day arrangements and take precautions against possible fraud. In case of loss of money collection bags or associated materials, or any suspected fraudulent acts, permittees should report to SWD and contact the Police immediately to seek help.

- (2) 為提高機構財務狀況的透明度，獲發許可證的機構應考慮將經審計的周年財務報表上載至機構網頁，或透過其他途徑(如機構刊物)公布，以便公眾人士查閱。

To enhance the transparency of the organisation's financial situation, Permittees should consider publishing the Audited Annual Financial Statements on the organisation's website or through other channels (e.g. publications of the organisation) for public inspection.

- (3) 獲發許可證的機構如希望更改在賣旗日申請表格中所列的原先擬定的賣旗日計劃，必須事先向社署提出書面申請，並獲批准。

Permittee must submit written application and obtain prior approval from SWD for any changes to the original flag day plan as indicated in its flag day application.

- (4) 獲發許可證的機構須按規定，於其賣旗日期最少四個月前，向社署遞交賣旗日所採用

的賣旗錢袋及旗紙的設計式樣。

The Permittee is required to submit information on the design of money collection bags to be used and flags to be sold on the flag day to SWD at least four months prior to the allocated flag day.

- (5) 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，應立刻通知社署。
If there are changes in the address and contact information of the organisation including telephone number, facsimile number and e-mail address, SWD should be informed immediately.
- (6) 獲發許可證的機構應留意二零二五年四月至二零二六年三月舉辦賣旗日的機構名單，將約於二零二五年一月上載至社署網頁、香港政府一站通網頁 (<http://www.gov.hk/fundraising>) 及資料一線通網頁 (<http://data.one.gov.hk>)。社署會將公眾地方賣旗活動的資料 (包括但不限於賣旗日許可證) 上載至社署網頁。
The Permittee should note that the list of flag day organisers from April 2024 to March 2025 would be available at SWD's Homepage, GovHK's website (<http://www.gov.hk/fundraising>) and Data.One (<http://data.one.gov.hk>) around January 2024. SWD shall upload the information of flag selling activities in public places (including but not limited to Permit for Flag Day) on SWD's Homepage.
- (7) 社署建議慈善機構可參考和自願遵守以下文件 –
- 《慈善籌款良好實務指引》(可於香港政府一站通網頁下載：<https://www.gov.hk/tc/theme/fundraising/guide/>)；
 - 《慈善籌款活動內部財務監管指引說明》(可於社署網頁下載：<https://www.swd.gov.hk/tc/ngo/controlofc/referenceg/>)；及
 - 《慈善機構及籌款活動管理》防貪錦囊(可於廉政公署網頁下載：http://www.icac.org.hk/filemanager/tc/Content_1031/fund_raising.pdf)。

Charitable institutions are recommended to make reference to the following documents for voluntary compliance –

- “Good Practice Guide on Charitable Fund-raising” (can be downloaded from the GovHK's website at：<https://www.gov.hk/en/theme/fundraising/guide/>);
- “Guidance Note on Internal Financial Controls for Charitable Fund-raising Activities” (can be downloaded from SWD website at：<https://www.swd.gov.hk/en/ngo/controlofc/referenceg/>); and
- “Best Practice Checklist - Management of Charities and Fund-raising Activities” (can be downloaded from the Independent Commission Against Corruption's website at：http://www.icac.org.hk/filemanager/tc/Content_1031/fund_raising.pdf).

K. 退出賣旗日申請、退出舉辦獲分配的賣旗日或未有事前以書面通知社署而沒有進行獲分配的賣旗日相關活動的後果(包括一般賣旗日及在籌款承諾機制下的賣旗日)
Consequence of Withdrawal of Flag Day Application, Withdrawal from Organising the Allocated Flag Day or Not Conducting the Related Activities at the Flag Day as Allocated Without Prior Notification to the SWD (including Ordinary Flag Day and Flag Day under Pledging Mechanism)

- (1) 由機構接受或獲分配賣旗日當天起，若機構通知社署退出舉辦賣旗日，則可能須承擔以下後果：
- (a) 若機構在賣旗日前不少於四個月，將退出舉辦賣旗日的書面通知(包括經香港郵政遞交的通知書)送抵指定地址，將喪失其後兩個年度舉辦賣旗日的資格(不包括已退出的賣旗日的有關年度)；或

- (b) 若機構在賣旗日前少於四個月，將退出舉辦賣旗日的書面通知(包括經香港郵政遞交的通知書)送抵指定地址，將喪失其後三個年度舉辦賣旗日的資格(不包括已退出的賣旗日的有關年度)。

Starting from the day when an organisation takes up or is allocated a flag day, it may be subject to the following consequences if it subsequently withdraws from organising the flag day –

- (a) if the **written notice** of withdrawal from the organisation (including via the Hongkong Post), reaches the **designated address no less than four months before the allocated flag day**, it will be **disqualified from organising flag days in the next two allocation exercises (not including the corresponding year of the flag day withdrawn)**; or
- (b) if the **written notice** of withdrawal from the organisation (including those sent through Hongkong Post), reaches the **designated address less than four months before the allocated flag day**, it will be **disqualified from organising a flag day in the next three allocation exercises (not including the corresponding year of the flag day withdrawn)**.
- (2) 若獲發許可證的機構未有事前以書面通知社署而沒有於公眾地方進行獲分配的賣旗日相關活動，並且未能夠提供令社署滿意的合理解釋，則可能會喪失其後三個年度舉辦賣旗日的資格(不包括已退出的賣旗日的有關年度)。社署在考慮每宗個案時，會考慮申請機構或獲發許可證機構提出的考慮因素，例如是否受不可控制因素影響(例如：惡劣天氣等情況等)所致。

In the event that a Permittee, **without giving prior written notice to SWD, does not conduct the related activities at the flag day as allocated in public places** and cannot provide reasonable justifications to the satisfaction of the SWD, it may be **disqualified from organising flag days in the next three allocation exercises (not including the corresponding year of the flag day withdrawn)**. SWD will take into account the considerations of each case, such as whether caused by uncontrollable circumstances (e.g. adverse weather condition, etc.), provided by the applicant organisation/ Permittee.

- (3) 社署保留撤銷已發出的賣旗日許可證(如有)的權利。
SWD reserves the right to revoke the flag day permit(s) issued, if any.
- (4) 社署只會處理以書面提交及成功送抵指定地址的退出舉辦賣旗日通知。
SWD will only process written notifications for withdrawal of flag day applications successfully reaching the designated address.

L. 查詢 Enquiries

查詢有關二零二五至二六年度賣旗日申請的資料，請致電 2832 4301 或 2832 4318，或傳真至 2838 0441 或電郵至 colf5@swd.gov.hk。如對在公眾地方舉行的慈善籌款活動有查詢或投訴，可致電熱線 3142 2678 (由「1823」接聽)。

For enquiries relating to applications for flag days in 2025-26, please call 2832 4301 or 2832 4318 or fax to 2838 0441 or email to colf5@swd.gov.hk. For enquiries or complaints in relation to charitable fund-raising activities held in public places, please call hotline 3142 2678 (to be answered by “1823”).

社署獎券基金計劃組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。

The office hours of SWD’s Lotteries Fund Projects Section are from 8:45 a.m. to 1:00 p.m. and from 2:00 p.m. to 6:00 p.m., Monday to Friday.

M. 收集個人資料前向資料當事人發出的收集個人資料聲明

Personal Information Collection Statement to Data Subject Before Collection of Personal Data

向社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 SWD.

收集資料的目的

Purposes of Collection

- (1) 社署及／或獲社署提供津助／資助的非政府機構，或由社署委託的非政府機構，將會使用你所提供的個人資料，向你及／或你的家人提供你及／或你的家人所需要的及由社署及／或上述非政府機構提供的援助或服務，包括（但不限於）用於監察和檢討各項服務、處理有關你及／或你的家人所獲得服務的投訴、進行研究及調查、製備統計數字、履行法定職責等。向社署提供個人資料純屬自願。不過，如你未能提供所要求的個人資料，社署可能無法處理你的申請或向你及／或你的家人提供援助／服務。

The personal data supplied by you will be used by the SWD and/or those non-governmental organisations (“NGOs”) which receive subventions or subsidies from or which are commissioned by SWD to provide you and/or your family members with assistance or service from SWD and/or the aforementioned NGOs which is relevant to the needs of you and/or your family members, including but not limited to monitoring and reviewing of services, handling complaints related to the services provided to you and/or your family members, conducting research and surveys, preparing statistics and discharging statutory duties. The provision of personal data to SWD is voluntary. However, if you fail to provide the personal data requested of you, SWD may not be able to process your application or provide assistance/service to you and/or your family members.

可能獲轉移資料者

Classes of Transferees

- (2) 你所提供的個人資料，會按需要知道的原則提供給在社署工作的職員。除此之外，該等個人資料亦可能會為上文第 1 段所述的目的而向下列機構／人士披露，或在下述情況下披露：

The personal data you provide will be made available to persons working in SWD on a need-to-know basis. Apart from this, they may be disclosed to the parties or in the circumstances listed below for the purposes mentioned in paragraph 1 above:

- (a) 其他機構／人士（例如政府決策局／部門、醫院管理局、非政府機構、公用事業公司等），如該等機構／人士有參與以下事項：

Other parties such as government bureaux/departments, the Hospital Authority, NGOs and public utility companies if they are involved in:

- (i) 審批及／或評估你及／或你的家人就上文第 1 段所提及社署及／或非政府機構向你及／或你的家人提供服務／援助而提出的任何申請；
processing and/or assessing any application from you and/or your family members for the provision of service/assistance to you and/or your family members by SWD and/or the NGOs mentioned in paragraph 1 above;
- (ii) 上文第 1 段所提及社署及／或非政府機構向你及／或你的家人所提供的服務／援助；或
the provision of service/assistance to you and/or your family members by SWD and/or the NGOs mentioned in paragraph 1 above; or
- (iii) 監察和檢討上文第 1 段所提及社署及／或非政府機構所提供的服務，或製備統計數字；
monitoring and reviewing of the services provided by SWD and/or the NGOs mentioned in paragraph 1 above or preparing statistics;

- (b) 處理投訴的機構（例如申訴專員公署、個人資料私隱專員公署、社會工作者註冊局、立法會等），如果這些機構正在處理有關社署向你及／或你的家人所提供的服務或援助的投訴；
Complaint handling authorities such as the Office of the Ombudsman, the Office of the Privacy Commissioner for Personal Data, the Social Workers Registration Board, the Legislative Council, etc. if they are handling complaints about the services or assistance provided to you and/or your family members by SWD;
- (c) 法律授權或法律規定須披露資料；或
Where such disclosure is authorised or required by law; or
- (d) 你曾就披露資料給予訂明同意。
Where you have given your prescribed consent to such disclosure.

查閱個人資料

Access to Personal Data

- (3) 按照《個人資料(私隱)條例》(第486章)，你有權就社署所持有的有關你的個人資料提出查閱及改正要求。社署提供個人資料複本將須收取費用。如需查閱或改正社署收集的個人資料，請向以下人士提出：

You have the right to request access to and correction of your personal data held by SWD in accordance with the Personal Data (Privacy) Ordinance, Cap 486. A fee is charged for supplying copies of personal data. Requests for access to and correction of personal data collected by SWD should be addressed to –

社會福利署署長

[經辦人: 行政主任(獎券基金)5]

辦事處 : 香港灣仔皇后大道東248號

地址 : 大新金融中心36樓3601至02室

電話號碼 : 2832 4318

(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 : 2838 0441

電郵 : colf5@swd.gov.hk

Director of Social Welfare

[Attn: Executive Officer (Lotteries Fund)5]

Office : Rooms 3601-02, 36/F, Dah Sing Financial Centre, 248 Queen's Road East, Wanchai, Hong Kong

Tel. No. : 2832 4318

(Office hours : 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 : colf5@swd.gov.hk

社會福利署

二零二四年四月

Social Welfare Department

April 2024