

所需文件

Documents Required

遞交申請表格時，請一併提交以下文件。未有遞交所需文件的申請將可能不予受理。

When submitting your application, please produce all the required documents as listed below.

**Applications not accompanied with these documents may NOT be considered.**

<input type="checkbox"/>	<p>1. 貴機構有效的註冊證書<sup>1</sup>副本一份，以茲證明貴機構的註冊記錄，該名稱應與申請賣旗日機構名稱相同。</p> <p>A copy of valid certificate of registration<sup>1</sup> of your organisation to validate the record of registration of your organisation. The name in the certificate should tally with that of the applicant organisation.</p>
<input type="checkbox"/>	<p>2. 貴機構證明文件副本<sup>1</sup>一份，以茲確認貴機構機構主席或機構負責人(名字須與申請表第3項填寫的機構主席或機構負責人相同)的身份(例如：最近期提交予公司註冊處之表格NAR1或經審計的周年財務報表副本等)。</p> <p>A documentary proof<sup>1</sup> copy of your organisation to validate the identity of the Chairperson/ Head of Organisation (the name must tally with the Chairperson/ Head of Organisation specified in item no.3 in the application form) (e.g. a copy of the latest Form NAR1 which has been submitted to Companies Registry or audited annual financial statement, etc.).</p>
<input type="checkbox"/>	<p>3. 貴機構有效的註冊地址證明<sup>1</sup>副本一份。</p> <p>(例如：有公司註冊的機構，請提供最近期提交予公司註冊處之表格NAR1或表格NR1副本(連收據)。不接受以水費單、電費單及徵收差餉／或地租通知書等作為註冊地址證明。)</p> <p>A copy of valid proof of registered address of your organisation<sup>1</sup>.</p> <p>(e.g. For organisations registered at Companies Registry, please submit a copy of the latest Form NAR1 or Form NR1 with the payment receipt which has been submitted to Companies Registry. Water Bills, Electricity Bills and Demand Notes for Rates and/or Government Rent, etc are <u>not accepted</u>.)</p>
<input type="checkbox"/>	<p>4. 貴機構的章程細則或會章副本一份。</p> <p>A copy of the Articles of Association or constitution of your organisation.</p>
<input type="checkbox"/>	<p>5. 由稅務局局長發出，證明貴機構為根據《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的最近期的有效認可信件。</p> <p>A copy of the latest valid approval letter issued by the Commissioner of Inland Revenue to prove that your organisation is a charitable institution or trust exempt from tax under Section 88 of the Inland Revenue Ordinance, Cap. 112.</p>
<input type="checkbox"/>	<p>6. 貴機構於過去三年的年報或其他載列貴機構現行宗旨、組織架構和所推行的計劃及慈善活動記錄的文件等。貴機構如在二零二四至二五年度的賣旗日被評為符合申請資格，則只需提交二零二三年的年報或慈善活動記錄。</p>

<sup>1</sup> 如有關文件載有有關人士的身分證／護照號碼，可於提交時只保留英文字母及首三個數字。

If the relevant documents contain information on the Hong Kong Identity Card/ Passport no. of the relevant persons, you may retain the English letter(s) and first three digits only.

**二零二五至二六年度賣旗日**  
**Flag Days in 2025-26**

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	<p>Copies of your organisation's annual reports published in the past three years or other documents showing the current objectives, setup, programme and charitable activities of your organisation. If your organisation has been ruled as eligible for the flag days allocation exercise in 2024-25, your organisation is only required to submit the annual report or charitable service record in 2023.</p>
<input type="checkbox"/>	<p>7. 貴機構過去三年的經審計的周年財務報表副本。貴機構如在二零二四至二五年度的賣旗日被評為符合申請資格，則只需提交二零二三年度的經審計的周年財務報表副本。假如貴機構仍未印製二零二三年度的周年財務報表，請提供二零二二年度的經審計的周年財務報表副本。</p> <p>Copies of your organisation's Audited Annual Financial Statements published in the past three years. If your organisation has been ruled as eligible for the flag days allocation exercise in 2024-25, your organisation is only required to submit a copy of your organisation's 2023 audited annual financial statements. If your organisation's 2023 audited annual financial statements has not been published, please provide a copy of your organisation's 2022 audited annual financial statements.</p>
<input type="checkbox"/>	<p>8. 如適用，一封由香港公益金簽發給貴機構的賣旗籌款同意書(請見申請表格第7項)。同意書簽發日期必須為本申請截止日期或之前。</p> <p>A consent letter from the Community Chest of Hong Kong, if applicable (Please see item no. 7 of the application form). The issue date of the consent letter must be <u>on or before the deadline of this application</u>.</p>
<input type="checkbox"/>	<p>9. 如適用，貴機構有關籌款承諾機制的善款用途計劃及詳細賣旗日籌備工作計劃(請見申請表格第20至23項)。</p> <p>Your organisation's proposal on the usage of the pledged net proceeds and detailed flag day preparation works plan for Pledging Mechanism, if applicable (Please see item no. 20 to 23 of the application form).</p>

如機構以網上表格遞交申請，而且採用「書面簽署」方式，須同時提交以下文件：

For applicant organisations that **submit the application online** and wish to adopt "**hand-written signature**", please also submit the following documents:

<input type="checkbox"/>	<p>10. 遞交網上申請表格後下載的PDF文檔第一頁(即「遞交電子表格確認通知書」)。</p> <p>Page 1 of the PDF document downloaded after the application is submitted online (i.e. "Acknowledge Slip").</p>
<input type="checkbox"/>	<p>11. 已手寫簽署及蓋上機構印章的「機構主席/機構負責人的聲明」的頁面(包含申請表格第24至27項)。</p> <p>The page of "Declaration by Chairperson/ Head of Organisation"(showing item nos. 24-27) hand-written signed by the Chairperson/ Head of Organisation and stamped with the organisation stamp.</p>

除上述文件外，社署可因應個別情況，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。

Your organisation may be required to submit additional information and documents other than the documents required above, as the case warrants, to facilitate the assessment of the current application.