

**注意 Attention**

申請期限：二零二四年四月十七日至五月十六日  
Application period: 17 April 2024 – 16 May 2024

二零二五至二六年度賣旗日申請表格(二零二五年四月至二零二六年三月)  
APPLICATION FORM FOR FLAG DAYS IN 2025-26 (APRIL 2025 - MARCH 2026)

**申請機構注意事項**

**Reminder to Applicant Organisations**

1. 在填寫本表格前，請先閱讀「二零二五至二六年度賣旗日申請須知」。  
Please read the “Explanatory Notes for Application for Flag Days in 2025-26” before completing this application form.
2. 除使用此紙本表格外，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(<http://www.swd.gov.hk>)。  
Apart from using this paper application form, applications can also be submitted online. Please refer to the SWD's website (<http://www.swd.gov.hk>) for details of online application.
3. 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。

**No flag day proceeds shall 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). Besides, 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 national security; or (c) the Government reasonably believes that any of the events mentioned above is about to occur.**

**第一部分 一般賣旗日**  
**Part (I) Ordinary Flag Days**

申請賣旗日類別 (只可選擇其中一項)

Type of Flag Day Applied (Please choose ONE only)

全港賣旗日  
Territory-wide Flag Day (TWFD)

分區賣旗日  
Regional Flag Day (RFD)

若貴機構未獲分配所選擇的賣旗日類別，而另一類別的賣旗日在分配後仍有餘額，貴機構是否願意被編入該類別進行分配？

是  
Yes  否  
No

In case your organisation is not allocated its chosen type of flag day, and there are unallocated flag days of the other type, would you like it to be considered for allocation of the other type of flag day?

申請方式 (只可選擇其中一項)

Application Method (Please choose ONE only)

獨立申請  
Single Application

聯名申請  
Joint Application

申請機構資料

Particulars of Applicant Organisation

1. 機構的中文註冊名稱 (如適用)  
Registered Chinese Name of Organisation  
(if applicable)

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

2. 機構聯絡資料 (公開籌款許可證上會顯示機構的中文及英文註冊地址、電話及網址)  
Contact Details of Organisation (The Public Subscription Permit will show the registered address in Chinese and English, telephone number and website of the organisation)

中文註冊地址  
Registered Address in Chinese

英文註冊地址  
Registered Address in English

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

網址 (如有)  
Website (if available)

電郵  
E-mail

電話  
Tel No.

傳真  
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/太太/小姐/女士)\*

(English) (Mr/ Mrs/ Miss/ Ms)\* \_\_\_\_\_

香港身分證 / 護照號碼 \_\_\_\_\_

Hong Kong Identity Card / Passport No. \_\_\_\_\_

(只須英文字母及首3位數字 English letter(s) and the first three digits only)

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>Position</u>	姓名 <u>Name</u>
會長/主席* President/ Chairperson*	_____
秘書 Secretary	_____
司庫 Treasurer	_____

5. 聯絡人  
Contact Person

如聯絡人獲申請機構(主席/負責人)授權處理與本賣旗日公開籌款許可證申請有關的事宜，請填寫以下部分。

Please complete this section if the contact person is authorised (by Chairperson/ Head) on behalf of the applicant organisation to handle matters related to this Flag Day Public Subscription Permit Application.

聯絡人中文姓名 \_\_\_\_\_ (先生/太太/小姐/女士)\*

Name of Contact Person in English (Mr/ Mrs/ Miss/ Ms)\* \_\_\_\_\_

香港身分證 / 護照號碼 \_\_\_\_\_

Hong Kong Identity Card / Passport No. \_\_\_\_\_

(只須英文字母及首3位數字 English letter(s) and the first three digits only)

於申請機構之職位  
Position at Applicant Organisation \_\_\_\_\_

辦事處電話  
Office Tel. No. \_\_\_\_\_

其他聯絡電話  
Other Contact Telephone No. \_\_\_\_\_

電郵  
E-mail \_\_\_\_\_

傳真  
Fax No. \_\_\_\_\_

\* 請刪去不適用者。 Please delete as appropriate.

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

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6. 貴機構是否根據《稅務條例》(香港法例第112章)第88條獲豁免繳稅的慈善機構或信託團體?  是 Yes  否 No  
Is your organisation a charitable institution or trust exempt from tax under section 88 of the Inland Revenue Ordinance (Cap. 112)?

如是的話，請填上開始獲豁免繳稅的年份和月份。  
If yes, since when?

	年 / Year	月 / Month
自從 / Since		

7. 貴機構是否香港公益金會員機構?  是 Yes  否 No  
Is your organisation a member agency of the Community Chest of Hong Kong?

*如是，貴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。  
If yes, your organisation must obtain prior approval from The Community Chest of Hong Kong before submitting your 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.*

8. 貴機構有沒有在二零二三年四月後更改名稱?  有 Yes  沒有 No  
Has the name of your organisation been changed since April 2023?

如有的話，請填上更改名稱的日期及貴機構的中、英文舊名稱：

If yes, please put down below the date of change and your organisation's former name in both Chinese and English:

更改名稱日期  
Date of Change

中文舊名稱  
Former Name in Chinese

英文舊名稱  
Former Name in English

9. 機構的宗旨  
Objectives of the Organisation

10. 提供的服務資料  
Information on Service(s) Provided

服務類別／性質 Category/ Nature of Service(s)	服務名額 Service Capacity	會員人數／受益人數 Membership/ Number of Beneficiaries

請於適當方格內  加「✓」號。

Please tick the appropriate box.

11. 與其他公營機構及／或政府部門的聯繫（如有的話，請說明有關的組別／分區辦事處）

Liaison with other public organisations and/or government departments (if any, please state the relevant section/ district office)


12. 貴機構會否採納《慈善籌款良好實務指引》（《良好實務指引》）（備註1）？  
Will your organisation adopt the “Good Practice Guide on Charitable Fund-raising” (“Good Practice Guide”) (Note 1)?

會 / Yes

不會 / No

只採納部分 / Partial adoption only

（請註明不會採用的項目（例如：A1，B1或C1）

Please specify provision(s) not adopted (e.g. A1, B1 or C1):


不會／只採納部分《良好實務指引》的原因

Reason(s) for non-adoption / partial adoption of the Good Practice Guide:


請於適當方格內  加「✓」號。 Please tick the appropriate box.

### 申請舉辦賣旗日的目的及預計淨收入

### Purpose of Applying for a Flag Day and Target Net Proceeds

13. 在二零二五至二六年度舉辦賣旗日預計可得的淨收入（已減去賣旗日的預計開支）為  元。（備註2）

The target net proceeds of a flag day in 2025-26 (with estimated expenditure of the flag day deducted) are \$ . (Note 2)

14. 請說明貴機構就上述第13項的賣旗日籌得善款的計劃用途（備註3）。若計劃使用賣旗日全部或部分善款以購買物業，該申請將不獲考慮。請以中文及英文詳細列出計劃內各項目的預計運用數額，包括相關的資本費用／經常開支等（公開籌款許可證會以雙語顯示賣旗籌款的目的）：

Please provide your organisation's proposal on how the funds raised will be used (Note 3), e.g. for capital/ recurrent expenses of projects/ services, etc. Applications proposing using all or part of fund raised for acquisition of real estate(s) would not be considered. Please provide a **detailed breakdown** of the usage of your target net proceeds stated in item no. 13 above in **both Chinese and English** (the purpose of flag day fund-raising will be shown bilingual in the Public Subscription Permit):

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

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	(a) 賣旗日淨收入的 計劃用途分項資料(中文) Proposed Use of the Flag Day Net Proceeds with Item breakdown (in Chinese)	(b) 賣旗日淨收入的 計劃用途分項資料(英文) Proposed Use of the Flag Day Net Proceeds with Item breakdown (in English)	(c) 金額(元) Amount (\$)	(e) 百分比(%) Percentage (%) $\frac{(c)}{(d)} \times 100\%$
1				
2				
3				
總計 Total : (備註4 Note 4)			(d)	100%
<p>以上之淨收入預計將於 _____ 年 _____ 月或之前用完*。</p> <p>The above net proceeds are anticipated to be used up* by _____ / _____ (Month/ Year).</p> <p>* 若計劃中預計有關淨收入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)尚未用完，有關申請將不會被考慮。</p> <p>Proposals with net proceeds anticipated not yet used up by 31 March 2036 (i.e. ten years from 31 March 2026) would not be considered.</p>				

15. 請說明上述第14項的賣旗善款計劃用途的受益對象，包括受益人士的類別及人數。  
Please provide details on the target beneficiaries of the flag day proposal in item no. 14 above, including the classification and size of the beneficiaries.

受益人士類別 Classification of the beneficiaries	受益人數 Size of beneficiaries

**申請舉辦賣旗日的記錄**

**Record of Application for Flag Day**

16. 貴機構是否首次申請舉辦賣旗日？  是  否  
Is this the first time your organisation applies for a flag day?  Yes  No
17. 若第16項的答案為“否”，貴機構在二零二三至二四年度(即由二零二三年四月一日至二零二四年三月三十一日)是否曾獲分配賣旗日？  是  否  
If the answer to item no.16 is “No”, please advise if your organisation has been allocated a flag day in 2023-24 (i.e. from 1 April 2023 to 31 March 2024).  Yes  No

請於適當方格內  加「✓」號。

Please tick the appropriate box.

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

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18. 請列出貴機構於過去五年(即二零一九年四月到現在)最近三次賣旗籌款活動的資料：  
(若貴機構於過往五年內沒有舉辦賣旗籌款，請填寫第19項。)  
Please provide details of your organisation's **last three flag sale activities in the past five years** (i.e. from April 2019 up to now):  
(Your organisation should fill in item no. 19 if no flag sale activities have been conducted in the past five years.)

賣旗年度 Year of Flag Sale	活動日期 Event Date	類別 (全港賣旗日/ 分區賣旗日) Category (TWFD / RFD)	籌款承諾 機制下 (是/否) Under Pledging Mechanism (Y / N)	總收入 (元) Gross Proceeds (\$) (a)	開支 (元) Expenses Incurred (\$) (b)	淨收入 (元) Net Proceeds (\$) (a) - (b)	動員義工 數目 No. of Volunteers Mobilised
例 e.g. 2019-20	1.8.2019	全港賣旗日 (TWFD)	否 (N)	4,000,000	100,000	3,900,000	2 000

19. 如貴機構於過往五年內沒有舉辦賣旗籌款，請貴機構提供過去三年曾經舉辦的其他籌款活動(如售賣獎券等)的資料，並隨本申請遞交這些籌款活動的經審計的財務報表。  
(如機構未能填寫第18項，須填寫本項。)  
Your organisation should provide information on **other fund-raising activities organised in the past three years** (e.g. lotteries sale, etc.) and the relevant **audited financial statements** of these fund-raising activities along with this application if no flag sale activities have been conducted in the past five years.  
(Please complete this Section if your organisation does not fill in item no. 18.)

活動 日期 Event Date	籌款活動性質 (例如慈善義賣) Nature of Fund-raising Event (e.g. charity sales)	總收入 (元) Gross Proceeds (\$) (a)	開支 (元) Expenses Incurred (\$) (b)	淨收入 (元) Net Proceeds (\$) (a) - (b)	動員義工 數目 No. of Volunteers Mobilised

## 第二部分 籌款承諾機制 Part (II) Pledging Mechanism

20. 貴機構是否同時參加籌款承諾機制下的賣旗日分配活動?(備註5)  是  否  
(如否, 請跳至第24項) Yes No  
(如貴機構沒有填寫第20項, 社署會把該份申請視為機構不提交籌款承諾機制的申請處理)  
Is your organisation applying for a flag day under the Pledging Mechanism at the same time?(Note 5)  
(If no, please skip to item no. 24.)  
(If item no. 20 is not answered, SWD will take that the organisation does not submit an application under Pledging Mechanism.)

請於適當方格內  加「✓」號。Please tick the appropriate box.

21. 預留給二零二五至二六年度籌款承諾機制作出分配的全港賣旗日為二零二五年七月廿三日、八月六日及八月二十日, 及分區賣旗日為二零二五年八月十三日。在填寫本部分前, 請先閱讀「二零二五至二六年度賣旗日申請須知」中D部所列籌款承諾機制的相關指引及程序。請選擇貴機構欲申請的籌款承諾機制下的賣旗日, 並填寫貴機構所承諾能夠於是次賣旗活動中籌募之最少淨善款金額 (已扣除該賣旗日的預計開支) 及所選賣旗日的優先次序。  
The flag days reserved for allocation under the Pledging Mechanism in 2025-26 are 23 July, 6 and 20 August 2025 (as TWFDs) and 13 August 2025 (as RFD). Please read the relevant Guidelines and Procedures for Pledging Application as stipulated in Part (D) of the “Explanatory Notes for Application for Flag Days in 2025-26” before completing this part. Please indicate the flag day(s) under Pledging Mechanism which your organisation would like to apply for. Please also fill in the minimum net proceeds(with estimated expenditure of the flag day deducted) that your organisation pledges to raise and the priority of flag day(s) selected.



二零二五至二六年度賣旗日  
Flag Days in 2025-26

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<p>注意：一經提交，有關內容不能更改。 如機構未有完整及妥當地填寫此部份內容，其籌款承諾機制申請將不獲考慮。 Attention: Information contained in this part cannot be modified once submitted. If the information in this part is incomplete or improperly filled in, the application under the Pledging Mechanism will not be considered.</p>				
類別 (全港賣旗日 ／ 分區賣旗日) Category (TWFD/ RFD)	活動日期／區域 Event Date/ Region (備註6 Note 6)	承諾之賣旗日 最少淨收入 The minimum amount of net proceeds pledged (備註2 Note 2)	所選賣旗日的 優先次序 Priority of flag day(s) selected	預計動員 工作人員和 義工數目 No. of Staff and Volunteers to be Mobilised
全港賣旗日 TWFD	<input type="checkbox"/> 二零二五年 七月廿三日 23 July 2025	\$	*第一/*第二/*第三 *first/ *second/ *third	
	<input type="checkbox"/> 二零二五年 八月六日 6 August 2025	\$	*第一/*第二/*第三 *first/ *second/ *third	
	<input type="checkbox"/> 二零二五年 八月二十日 20 August 2025	\$	*第一/*第二/*第三 *first/ *second/ *third	
分區賣旗日 (二零二五年 八月十三日) RFD (13 August 2025)	<input type="checkbox"/> 港島區 Hong Kong Island Region	\$	*第一/*第二/*第三 *first/ *second/ *third	
	<input type="checkbox"/> 九龍區 Kowloon Region	\$	*第一/*第二/*第三 *first/ *second/ *third	
	<input type="checkbox"/> 新界區 The New Territories Region	\$	*第一/*第二/*第三 *first/ *second/ *third	

請於適當方格內  加「✓」號。Please tick the appropriate box.

\*請刪去不適用者 Please delete as appropriate

22. 請說明貴機構就上述第21項中承諾籌得之善款的計劃用途(備註7)。若計劃使用賣旗日全部或部分善款以購買物業，該申請將不獲考慮。

Please provide your organisation's proposal on the usage (Note 7) of your pledged net proceeds stated in item no. 21 above. Applications proposing using all or part of fund raised for acquisition of real estate(s) would not be considered.

籌款承諾機制申請的善款用途、金額及預計善款使用時間表，與本申請書第14項相同。(註：否則，申請機構應在以下方格加上「✓」號，並填妥以下有關賣旗日淨收入計劃用途的表格。)

The usage, amount and timeframe for anticipated usage of net proceeds for the application under the Pledging Mechanism are the **same** as those indicated in item no. 14 of this application form. (Note: Otherwise, the applicant organisation should tick the box below and properly complete the table on the proposed use of flag day net proceeds below accordingly.)

籌款承諾機制申請的善款用途及／或金額及／或預計善款使用時間表，與本申請書第14項不同。有關詳情在以下表格中說明(備註3)(如貴機構就不同的籌款承諾機制的賣旗日承諾不同的善款用途及／或金額及／或預計善款使用時間表，請就每一個提出申請的籌款承諾機制的賣旗日另加紙說明) –

The usage and/or amount and/or timeframe for anticipated usage of net proceeds for the application under the Pledging Mechanism is/are **different** from those indicated in item no. 14 of this application form, and the relevant details are set out in the table below (Note 3) (If the usages and/or amounts and/or timeframe of the pledged net proceeds for different flag days under Pledging Mechanism for which your organisation applies are different, please submit the relevant information for each pledged flag day on supplementary sheet(s)) –

	(a) 賣旗日淨收入的 計劃用途分項資料(中文) Proposed Use of the Flag Day Net Proceeds with Item breakdown (in Chinese)	(b) 賣旗日淨收入的 計劃用途分項資料(英文) Proposed Use of the Flag Day Net Proceeds with Item breakdown (in English)	(c) 金額(元) Amount (\$)	(e) 百分比(%) Percentage (%) (c) (d) x100%
1				
2				
3				
總計 Total : (備註8 Note 8)			(d)	100%
以上之淨收入預計將於 _____ 年 _____ 月或之前用完*。 The above net proceeds are anticipated to be used up* by _____ / _____ (Month/ Year). * 若計劃中預計有關淨收入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)尚未用完，有關申請將不會被考慮。 Proposals with net proceeds anticipated not yet used up by 31 March 2036 (i.e. ten years from 31 March 2026) would not be considered.				

請於適當方格內  加「✓」號。Please tick the appropriate box.

23. 如機構屬下列情況之機構，須另附詳細賣旗日籌備工作計劃，說明如何達至有關承諾之籌款淨收入目標(包括但不限於籌備工作時間表、招募義工渠道、宣傳計劃等) –
- (a) 機構承諾的籌款金額比二零二五至二六年度一般賣旗日的淨收入目標(見備註2)高出**50%或以上**(即於全港賣旗日高於或等於**\$1,320,000**或分區賣旗日高於或等於**\$360,000**)；或
  - (b) 機構承諾的籌款金額高於機構於過往五年內(即二零一九年四月到現在)的賣旗籌款平均淨收入**50%或以上**；或
  - (c) 機構於過往五年內(即二零一九年四月到現在)沒有舉辦賣旗籌款(包括截至是次分配工作之申請截止日期時從未提交賣旗審計報告的機構)。
- 如機構符合上述任何情況，而未有於遞交申請表時提交詳細賣旗日籌備工作計劃，其籌款承諾機制申請將不會被考慮。

If your organisation falls in any of the following conditions, please **submit a detailed flag day preparation work plan** on how to achieve the pledged net proceeds amount (including but not limited to the timeline for preparation work, how to recruit volunteers and promotion plans) –

- (a) the pledged amount(s) **exceed(s)** the benchmark net proceeds for the application for ordinary Flag Days in 2025-26 (see [Note 2](#)) **by 50% or above** (i.e. not less than **\$1,320,000** for TWFDs and not less than **\$360,000** for RFDs); or
- (b) the pledged amount(s) exceed(s) the average pattern of flag day net proceeds of your organisation in the past five years (i.e. from April 2019 up to now) **by 50% or above**; or
- (c) no flag sale activities have been conducted in the past five years (i.e. from April 2019 up to now) (including those which have never submitted an audited account for Flag Days by the application deadline of this allocation exercise).

For an applicant organisation which falls in any one of the above conditions but does not submit a detailed flag day preparation work plan together with the application form, its application under the Pledging Mechanism would not be considered.

機構主席/機構負責人的聲明

Declaration by Chairperson/ Head of Organisation

24. 茲聲明本機構並沒有其他密切相關的機構在是次賣旗日分配活動中提出申請。本人亦明白如本機構違反這項規定，不單是次申請會被拒絕，日後的申請亦可能會受到影響。

I declare that my organisation has no closely-related organisations applying for a flag day in this allocation exercise. I also understand that non-compliance with this requirement may render my organisation's current application being rejected and my organisation's eligibility for future applications may also be affected.

25. 茲聲明本機構不會將賣旗日的收入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）。另外，如有下列任何情況，本機構明白社署可即時撤銷賣旗日許可證：(a)本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)本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。

I declare that no flag day proceeds would be used by my organisation 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). Besides, I understand that SWD may immediately revoke the Flag Day Permit upon the occurrence of any of the following events: (a) my 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 my organisation is contrary to the interest of national security; or (c) the Government reasonably believes that any of the events mentioned above is about to occur.

26. 茲聲明據本人所知，本人或本機構的代表在本申請表格內所填報的資料及提交的文件，以及就是項申請所作出的一切陳述及聲明，均屬真確無訛。本人明白倘若本人或本機構的代表故意在填寫本申請表格時虛報資料或隱瞞重要事實，或未有通知社署在申請表格內所提供資料已作更改，會令本機構的公開籌款許可證申請被拒或導致已發出的公開籌款許可證被撤銷，日後的申請亦可能會受到影響。

I declare that the information in this application form and the supporting documents submitted by me or the delegates of this organisation, as well as all the statements and declarations made in relation to this application are, to the best of my knowledge, both true and correct. I understand that if I or the delegates of this organisation wilfully give any false information or conceal any material facts in completing this application form, or fail to notify SWD of any subsequent changes of the information provided in this application form, it will lead to our application for Public Subscription Permit being rejected, or issued Public Subscription Permit being revoked and this organisation's eligibility for future applications may also be affected.

27. 本人已詳細閱讀及明白列於附錄的「二零二五至二六年度賣旗日申請須知」。若獲分配賣旗日，本人定會確保申請機構遵守所有有關的規定/安排和許可證的條件。

I have carefully read and understood the "Explanatory Notes for Application for Flag Days in 2025-26". I shall ensure that the applicant organisation shall comply with all the requirements/ arrangements and permit conditions stipulated therein should a flag day be granted.

機構主席/機構負責人簽署\* (#備註9)  
Signature of Chairperson /  
Head of Organisation\* (#Note 9)

簽署人姓名及職銜(正楷) (#備註9)  
Name and Title (Print) (#Note 9)

機構蓋章  
Organisation Stamp

日期  
Date

\* 請刪去不適用者。 Please delete as appropriate.

#備註9: 簽署人及其姓名須與本申請表格第3項填寫的機構主席/機構負責人相同。此部分必須為已蓋上機

#Note 9: 構印章及由機構主席/機構負責人手寫簽署的正本文件。簽署或機構蓋章如有欠缺、屬複印或印刷，該申請將不獲受理。

The signatory and name must tally with the Chairperson/ Head of Organisation specified in item no.3 of this application form. This declaration must be the **original** copy, bearing the organisation stamp and **hand-written signature** of the Chairperson/ Head of Organisation. **Applications missing signature or organisation stamp, or with copied/ printed signature or organisation stamp will NOT be considered.**

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> <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</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.

	<p>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<u>本申請截止日期或之前</u>。</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>

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.

申請表格備註

Footnote for the application form

備註1: 《慈善籌款良好實務指引》可於社署網頁或香港政府一站通網頁  
Note 1: (<http://www.gov.hk/fundraising>)下載。

The “Good Practice Guide on Charitable Fund-raising” can be downloaded from SWD’s Homepage or GovHK’s website (<http://www.gov.hk/fundraising>).

備註2: 申請全港賣旗日的機構，其賣旗淨收入的目標金額不應少於**\$880,000**，而申請分區賣旗日的機構，其賣旗淨收入的目標金額不應少於**\$240,000**，以達到審核申請資格的準則第(10)項的要求。機構在預計其賣旗日可籌得的淨收入時，應考慮其實際籌款需要及籌款能力。如機構未有填寫此項，其申請將不獲考慮。

Note 2:

The target net proceeds proposed by the applicant organisation should be no less than **\$880,000** and **\$240,000** respectively for territory-wide flag days and regional flag days to meet Eligibility Criterion (10). Applicant organisations should take into account their genuine fund-raising needs and fund-raising abilities when stating their target net proceeds for flag days. Applications with this item not filled in will not be considered.

備註3: 如機構未有正確填寫下表的善款計劃用途／金額／百分比，其申請亦不會被考慮。

Note 3:

此外，於申請截止日期後至賣旗日舉行期間提出的改變用途／金額／百分比的申請不會被考慮。獲發許可證後，機構如有必要就其賣旗日淨收入用途作出以下的改動，必須事先向社署提出書面申請，以及獲得社署批准-

- (a) 加入新的淨收入用途；或
- (b) 刪除已獲批的淨收入用途；或
- (c) 大幅度下調(例如：20%或以上)淨收入的任何用途的**金額及**百分比。

由於機構於賣旗日申請書上所填報的淨收入用途已經在賣旗日前對外公佈，如非必要，應盡量減少改動。在機構提供充分的理據的情況下，社署會按個別情況及去考慮淨收入用途改動的申請。機構新的淨收入用途不應偏離原訂的用途的服務性質。如機構在沒有取得社署事先同意下自行進行以上(a)-(c)項的改動，可能會被視為違反許可證條件。機構將會被社署紀錄在案，其日後賣旗日的申請亦可能受到影響。

Applications without properly entering the proposed use of flag day net proceeds amount/ percentage of net proceeds in the below table would not be considered.

In addition, applications for changes in proposed use of flag day net proceeds or amount/ percentage of net proceeds for each usage would not be considered subsequent to application deadline until the flag day is organised. In case the organisation finds it necessary to make the following changes to the plan of use of net proceeds after issuance of the permit for flag day, it must submit prior written application to and obtain the relevant approval from SWD -

- (a) addition of new usage; or
- (b) deletion of approved usage; or
- (c) substantial downward adjustment (e.g. 20% or more) in **both** the amount **and** percentage of use of net proceeds for any proposed items of use.

As the plan of use of net proceeds submitted with the flag day application has been released to the public prior to the flag day, any subsequent changes should be minimised unless absolutely necessary. Applications for subsequent changes would be considered on individual basis with strong justifications by the organisation concerned. The proposed revised usage should not deviate from the initial intended areas of service to the public as far as practicable. Changes in usage falling within

any of the scenario listed in (a) to (c) above without obtaining prior approval by SWD will be recorded and may be in breach of the permit conditions and affect its eligibility of the organisation concerned for future applications for flag days.

備註4: 表格第(d)項的淨收入總金額須與本申請表格第13項所提供的預計可得淨收入的數額  
Note 4: 相同。

The amount of total net proceeds in item (d) of the table should tally with the amount of target net proceeds specified in item no.13 of this application form.

備註5: 如貴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  
Note 5: 度一般賣旗日的申請(見申請表「第一部分 一般賣旗日」)。否則，貴機構不符合資格提交籌款承諾機制的申請。

If your 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, your organisation will not be eligible for flag days under Pledging Mechanism.

備註6: 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  
Note 6: 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 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.

備註7: 如機構的籌款承諾機制申請之善款用途及／或金額及／或預計善款使用時間表，與  
Note 7: 機構在本申請表格第14項所填報的不同，而又未有在本申請表格第22項所載的表格中提供詳情或另加紙說明有關善款用途、金額及預計善款使用時間表，其籌款承諾機制申請不會被考慮。

If the proposed usage and/or amount and/or timeframe for anticipated usage of net proceeds for the application under the Pledging Mechanism of an organisation is/are **different from those indicated in item no. 14** of this application form, but it does not elaborate the details in the table at item no.22 of this application form or submit the relevant information on supplementary sheet(s), its application under the Pledging Mechanism will not be considered.

備註8: 第22項中的善款總額(即表格第(d)項)的數額必須與本申請表格第21項所提供的承諾籌  
Note 8: 款最少淨收入數額相同。

The total amount of net proceeds indicated in item no. 22 (i.e. item (d) of the table) should tally with the minimum amount of net proceeds pledged as specified in item no. 21 of this application form.

備註9: 簽署人及其姓名須與本申請表格第3項填寫的機構主席／機構負責人相同。此部分  
Note 9: 必須為已蓋上機構印章及由機構主席／機構負責人手寫簽署的正本文件。簽署或機構蓋章如有欠缺、屬複印或列印，該申請將不獲受理。

The signatory and name must tally with the Chairperson/ Head of Organisation specified in item no.3 of this application form. This declaration must be the **original** copy, bearing the organisation stamp and **hand-written signature** of the Chairperson/ Head of Organisation. **Applications missing signature or organisation stamp, or with copied/ printed signature or organisation stamp will NOT be considered.**