



公開籌款許可證(一般慈善籌款活動)申請表格
Application Form for Public Subscription Permit
(General Charitable Fund-raising Activities)

(根據香港法例第 228 章《簡易程序治罪條例》第 4(17)(i)條簽發的許可證)
(A Permit issued under Section 4(17)(i), Summary Offences Ordinance, Cap. 228)

在填寫本表格前，請先閱讀載於附錄的「公開籌款許可證(一般慈善籌款活動)申請須知」及已上載於社會福利署(社署)網頁的《公開籌款許可證涵蓋範圍一般指引》。

Please read the “Explanatory Notes for Application for Public Subscription Permit (General Charitable Fund-raising Activities)” at the Appendix and the “General Guidelines on the Scope of the Public Subscription Permits” available on the website of the Social Welfare Department (SWD) before completing this application form.

A. 申請機構的資料

Particulars of Applicant Organisation

1. 機構的中文註冊名稱
Registered Name of Organisation in Chinese _____
機構的英文註冊名稱
Registered Name of Organisation in English _____
2. 機構聯絡資料(公開籌款許可證上會顯示機構的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) 電郵
Website (if available) _____ E-mail _____
電話 傳真
Tel. No. _____ Fax No. _____

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

(中文) _____ (先生／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

Post Title _____

聯絡電話

Contact Tel. No. _____

4. 負責管理上述機構人士的資料
Details of office bearers responsible for the administration of the organisation

職位

Post Title

姓名

Name

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 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) _____

於申請機構的職位

Post Title in Applicant Organisation _____

辦事處電話

Office Phone No. _____

其他聯絡電話

Other Contact Tel. No. _____

電郵

Email _____

傳真

Fax No. _____

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

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

7. 機構的宗旨
Objectives of the Organisation
-
-

8. 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 the provision(s) that would not be 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.

備註 1: 《慈善籌款良好實務指引》可於香港政府一站通或社署網頁下載。

Note 1: The “Good Practice Guide on Charitable Fund-raising” can be downloaded from the website of GovHK or SWD.

B. 有關籌款活動的資料

Particulars of the Fund-raising Activity

1. 活動名稱(如適用者)/性質
Title (if applicable)/Nature of the activity

2. 籌款活動的詳情
Details of the fund-raising activity

日期(備註 2) Date (Note 2)			時間(24 小時格式)(備註 3) Time (in 24-hr format) (Note 3)		舉行活動的指定地點(備註 4) Specific location of the activity (Note 4)	
年 Year	月 Month	日 Day	開始時間 Start time	完結時間 End time	地點(中文) Location (in Chinese)	地點(英文) Location (in English)

3. 收集款項的方法
Method of money collection

- (a) 設置捐款收集工具：
- 捐款收集箱
 - 八達通讀卡器
 - 其他 (請提供詳情：_____)

- Setting up of money collection tools:
- donation box(es)
 - Octopus card reader(s)
 - others (please specify: _____)

- (b) 設置(a)項的捐款收集工具並攜帶該類工具以流動方式募捐(備註 3)
Setting up of the money collection tools specified in (a) and moving around with the tools for solicitation (Note 3)

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

備註 2: 如活動連續舉行兩天以上, 請註明活動舉辦期間 [由(開始日期)至(結束日期)]。

Note 2: If the activity(ies) will be held for more than 2 consecutive days, please specify the activity period [i.e. from (start date) to (end date).]

備註 3: 如機構計劃在賣旗日於公共街道進行一般慈善籌款活動, 必須於下午一時正或之後開始。然而, 如機構獲得活動場地管理機構的批准, 在賣旗日於非公共街道的公眾地方進行一般慈善籌款活動, 則不受此限制。有關賣旗日的資料已載於社署網頁。

Note 3: If applicant organisation plans to conduct general charitable fund-raising activities on public streets on a flag day, it must be conducted at or after 1:00 p.m. However, if the applicant organisation has obtained approval from management authority of the venue to conduct general charitable fund-raising activities in public places other than public streets on flag day(s), it is not bounded by this restriction. Details of flag days are available at SWD homepage.

備註 4: 為維持公共秩序, 在下述節日假期於公共街道上以流動方式募捐通常**不會**獲得批准: 元旦日、農曆新年、清明節、香港特別行政區成立紀念日、重陽節及國慶日。

Note 4: For maintaining public order, approval would normally **not** be granted for moving-around solicitation on public streets on the following festive public holidays: New Year Day, Chinese New Year, Ching Ming Festival, Hong Kong Special Administrative Region Establishment Day, Chung Yeung Festival and National Day.

- (c) 慈善義賣(請填寫以下各欄)
Charity sale (please fill in the following)

出售物品的詳情 (請提交每項物品的相片， 並按相應編號註明物品名稱。) Details of items for sale (please submit photos of each item which should be labeled with reference to the corresponding serial number.)	售價 Price 指定 最低 Fixed Minimum	附有申請機構/ 受益機構/籌款活 動的徽號或名稱 Bearing the logo or name of the applicant organisation/ beneficiary organisation(s)/ fund-raising activities	收取額外捐款 (即義賣物品指定單價 以外金額) Collection of a premium (i.e. extra donation) in addition to the fixed unit price of the charity sale item
1. (中文 Chinese) (英文 English)	\$ <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> 是 Yes/ <input type="checkbox"/> 否 No	<input type="checkbox"/> 是 Yes/ <input type="checkbox"/> 否 No
2. (中文 Chinese) (英文 English)	\$ <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> 是 Yes/ <input type="checkbox"/> 否 No	<input type="checkbox"/> 是 Yes/ <input type="checkbox"/> 否 No

- (d) 其他 (請提供詳細資料)
Others (please provide details)

4. 擬舉辦的籌款活動的募捐對象(例如市民大眾、會員)
Target donors of the proposed fund-raising activity (e.g. the general public, members)

5. 擬舉辦的籌款活動的目的 (備註 5)
Purpose(s) of the proposed fund-raising activity (Note 5)
(由於公開籌款許可證上會以中英文顯示機構舉辦該籌款活動的目的，此欄請同時以中文及英文填寫。)
(please complete in both Chinese and English as the purpose(s) of the proposed fund-raising activity will be shown in bilingual versions in the Public Subscription Permit.)

(a) (中文 Chinese)

(英文 English)

- (b) 籌得款項將用於：
The funds raised will be used:
 香港
in Hong Kong
 香港以外地方(請註明： _____)
outside Hong Kong (please specify: _____)

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

備註 5: 一般慈善籌款活動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)。

Note 5: No general charitable fund-raising activities 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).

6. 如擬將籌得款項捐贈予本港的指定機構，請填報下列資料：
If the money so collected is intended to be donated to the designated organisation(s) in Hong Kong, please complete the following:

(a) 受益機構名稱
Name of Beneficiary
Organisation(s) _____

(b) 該受益機構是否《稅務條例》第 88 條所指的認可機構或公共信託機構？
Is/Are the beneficiary organisation(s) an approved institution(s) or trust(s) of a public character under section 88 of the Inland Revenue Ordinance?

是 Yes

否 No

7. 如擬將籌得款項用在本港以外地區，請指明在本港代收款項的代理機構。
If the money so collected is intended to be used outside Hong Kong, please specify the agent organisation which is collecting such funds in Hong Kong for onward transmission.

代理機構名稱

Name of Agent Organisation _____

C. 補充資料

Additional Information

如對本申請有任何補充資料，請在此說明。

Please state here any additional information for this application.

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

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

茲聲明本機構不會將一般慈善籌款活動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）。

I declare that no general charitable fund-raising activities 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).

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不單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 provided 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.

本人已詳細閱讀及明白載於附錄的「公開籌款許可證(一般慈善籌款活動)申請須知」。如獲發許可證，本人定會確保本機構遵守所有相關的規定／安排和許可證的條件。

I have carefully read and understood the "Explanatory Notes for Application for Public Subscription Permit (General Charitable Fund-raising Activities)" at Appendix. I shall ensure that this organisation will comply with all the requirements/arrangements and permit conditions stipulated therein should a Public Subscription Permit be granted.

機構主席／機構負責人簽署* (備註 6)
Signature of Chairperson/
Head of Organisation* (Note 6)

簽署人姓名及職銜(正楷) (備註 6)
Name and Title (Print) (Note 6)

機構蓋章
Organisation Chop

日期
Date

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

備註 6: 簽署人及其姓名須與上述第A(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構印章及由機構主席/機構負責人簽署的正本文件。**簽署及/或機構蓋章如屬複印或列印，該申請將不獲受理。**

Note 6: The signatory and name must tally with the Chairperson/Head of Organisation specified in item no. A(3) above. This declaration must be the original copy, bearing the organisation chop and signature of the Chairperson/Head of Organisation. **Applications with copied or printed signature and/or organisation chop will NOT be considered.**

E. 所須文件

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可能不予受理。

When submitting the application form, please provide all the required documents as listed below.
Applications not accompanied with these documents may NOT be considered.

I. 一般所需文件：

Generally required documents –

- (1) 貴機構及／或受益機構有效的註冊證書¹副本一份，以茲證明貴機構的註冊記錄，該名稱應與申請一般慈善籌款活動機構及／或受益機構名稱相同。
A copy of valid certificate of registration¹ of your organisation and/or beneficiary organisation(s) to validate the record of registration of your organisation. The name in the certificate should tally with that of the applicant organisation and/or beneficiary organisation(s).
- (2) 貴機構證明文件¹副本一份，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A(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)。
A documentary proof¹ 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. A3 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.).
- (3) 貴機構有效的註冊地址證明¹副本一份(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。水費單、電費單及徵收差餉／或地租通知書等不接受)。
A copy of valid proof of registered address¹ of your organisation (e.g. For organisations registered at Companies Registry, please submit a copy of the latest Form NAR1 or Form NR1 which has been submitted to Companies Registry. Water Bills, Electricity Bills and Demand Note for Rates and/or Government Rent, etc are not accepted).
- (4) 貴機構章程細則或會章副本一份。
A copy of the Articles of Association or constitution of your organisation.
- (5) 由稅務局局長發出，證明貴機構及／或受益機構為根據《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。
A copy of the latest valid approval letter issued by the Commissioner of Inland Revenue to prove that your organisation/beneficiary organisation(s) is a charitable institution or trust exempt from tax under Section 88 of the Inland Revenue Ordinance, Cap. 112.
- (6) 貴機構及／或受益機構於過往三年的年報、其他載列貴機構及／或受益機構現行宗旨、組織架構和所推行的計劃及慈善活動記錄的文件，及／或經機構主席／負責人核准的服務記錄(可填寫上載於社署網頁的《慈善活動記錄表》)[註：如機構過往曾獲發公開籌款許可證進行一般慈善籌款活動，機構只需提交相關的更新文件，以便社署考慮機構過往三年的慈善活動記錄。]
Copies of your organisation's/beneficiary organisation(s)'s annual reports published in the past three years, other documents showing the current objectives, setup, programme and charitable activities of your organisation, and/or reports of charitable service record endorsed by the organisation chairman/head (you may fill in the Charitable Service Record Form which has been uploaded onto the website of SWD.) [Note: For those organisations which have been issued with the Public Subscription Permit to conduct general charitable fund-raising activities previously, they will only be required to submit updated copies of the relevant documents to facilitate SWD's consideration of whether they have 3 years' track record of charitable activities.]

¹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目字。

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.

- (7) 貴機構及／或受益機構過去三年的經審計的年度財務報告表副本。[註：如機構過往曾獲發公開籌款許可證進行一般慈善籌款活動，機構只需提交相關的更新文件，以便社署考慮機構過往三年的經審計的年度財務報告表副本。]
Copies of your organisation's/beneficiary organisation(s)'s audited annual financial statements published in the past three years. [Note: For those organisations which have been issued with the Public Subscription Permit to conduct general charitable fund-raising activities previously, they will only be required to submit updated copies of the relevant documents to facilitate SWD's consideration of their 3 years' audited annual financial statements.]
- (8) 貴機構須填妥於社署網頁上適用的籌款活動表格，分別填報擬在地政總署管理的政府土地上及／或其他公眾地方舉行的籌款活動詳情，並提交電子檔案(MS Excel 格式)。請勿自行編製表格，以免影響上載獲批准的籌款活動至香港政府一站通網頁。
Your organisation has to fill in the appropriate Fund-raising Activity Proforma available on SWD website to provide details of the fund-raising activities proposed to be conducted on government land administered by the LandsD and/or in other public places respectively and submit the soft copy (in MS Excel format). Please do not create your own proforma as this may affect the uploading of approved activities onto the GovHK's website.
- (9) 受益機構發出的確認文件副本一份，以證明受益機構同意接受貴機構擬舉辦的籌款活動所籌得的捐款(如適用)。
A copy of the confirmation document from the beneficiary organisation(s) giving consent to accept the donations collected from the proposed fund-raising activity organised by your organisation, where applicable.
- (10) 代理機構發出的確認信件副本一份，以證明該機構同意是次舉辦的籌款活動，並承諾會代收籌得的款項以捐贈予受益機構(如適用)。
A copy of the confirmation letter from the agent organisation as evidence of its agreement to the fund-raising activity organised and to the collection of the donated money for onward transmission to the beneficiary organisation(s), where applicable.

**II. 如申請涉及於非公共街道的公眾地方進行一般慈善籌款活動，社署需要申請機構遞交下列文件：
If the application involves general charitable fund-raising activities in public places other than public streets, SWD will require the applicant organisations to provide the documents below –**

- (11) 活動場地(即非公共街道的公眾地方，例如商場、港鐵站、體育場、文娛中心、公共屋邨等)的管理機構所發出的批准通知書副本一份(透過社署向地政總署申請暫時佔用政府土地的地點除外)，通知書上須包含獲批准進行籌款活動的日期、時間、地點及籌款方式。
A copy of the approval from the management authority of the venue for the activities (public places other than public streets, e.g. shopping malls, MTR stations, stadia, civic centres, public housing estates, etc.) (except for locations involving applications via SWD to the LandsD for temporary occupation of government land), including date, time, venue and method of fund-raising.
- (12) 舉行活動的確切地點的樓面圖則副本一份。
A copy of floor plan indicating the specific location where the activity would take place.

**III. 如活動涉及慈善義賣，社署需要申請機構遞交下列文件：
If the activity involves charity sale, SWD will require the applicant organisations to provide the documents below –**

- (13) 每項慈善義賣物品的相片(如適用)，並按申請表格內填寫的相應編號以中文及英文註明物品名稱。相片應清晰顯示慈善義賣物品是否附有申請機構／受益機構／籌款活動的徽號或名稱。
Photos of each charity sale item labeled in Chinese and English with reference to the corresponding serial number stated in the application form, where applicable. The photos should show clearly whether the charity sale item(s) bear the logo or name of your organisation/beneficiary organisation(s)/fund-raising activities.

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.

公開籌款許可證(一般慈善籌款活動)申請須知 Explanatory Notes for Application for Public Subscription Permit (General Charitable Fund-raising Activities)

A. 申請手續 Application Procedures

索取申請表格 Obtaining an Application Form

- (1) 公開籌款許可證(一般慈善籌款活動)申請表格可於社會福利署(社署)網站(<http://www.swd.gov.hk>)下載，亦可於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。

Application Form for Public Subscription Permit (General Charitable Fund-raising Activities) can be downloaded from the website of the Social Welfare Department (SWD) at <http://www.swd.gov.hk>. It is also obtainable from 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.**

提交申請 Submission of Application

- (2) 申請機構須將填妥的申請表格正本，連同列於本表格內提及的所需文件，在擬舉辦的活動開始前的指定時間內[請參閱下文第(7)項]，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：二級行政主任(慈善籌款監管)1]

請於信封面註明「公開籌款許可證(一般慈善籌款活動)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[見下文第(3)項]，並接納以電郵方式提交的申請(註：如透過電郵遞交申請表格，則須透過電子證書經數碼簽署電郵至 afc@swd.gov.hk)。逾期申請，概不受理。

The applicant organisations should submit the completed original application form, together with the required documents as listed in the form, to the following designated address (hereafter known as “designated address”) within the specified period before the commencement of the proposed activity (please refer to item (7) below) -

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 II (Fund-raising Control)1]

Please mark “Application for Public Subscription Permit (General Charitable Fund-raising Activities)” and the registered name of your organisation on the envelope. Applications may also be submitted through the Hongkong Post as stipulated in item (3) below. Applications via email will also be accepted. (Note: If the application form is submitted by email, it should be sent to afc@swd.gov.hk with digital signature supported by e-Certificate). Late application will NOT be considered.

- (3) 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。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本署，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. 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.

- (4) 遞交至指定地址的申請必須為正本，並須蓋上機構的印章及由機構主席／機構負責人簽署。如申請表格D部分的「機構主席／機構負責人的聲明」部分的機構印章及／或機構主席／機構負責人簽署非正本(例如是複印或列印本)，該申請將**不獲受理**。

The application submitted to the designated address must be the original copy, bearing the organisation chop and signature of the Chairperson/Head of Organisation. If the organisation chop and/or the signature of the Chairperson/Head of Organisation in the part “Declaration by Chairperson/Head of Organisation” at Part D of the application form is/are not original (e.g. copied or printed version), the application will **NOT be considered**.

- (5) 申請機構須使用於社署網頁上適用的籌款活動詳細表格，分別填報擬在地政總署管理的政府土地上及／或其他公眾地方舉行的籌款活動詳情，並提交電子檔案(MS Excel格式)。請勿自行編製表格，以免影響上載獲批准的籌款活動至香港政府一站通網頁。

The applicant organisation shall use and fill in the appropriate Proforma(s) on Fund-raising Activities available on SWD website to provide details of the fund-raising activities proposed to be conducted on government land administered by the LandsD and/or in other public places respectively, and submit the soft copy (in MS Excel format). Please do not create your own proforma as this may affect the uploading of approved activities onto the GovHK’s website.

- (6) 申請機構一般會於社署收到申請表格起計的五個工作天內，收到社署以圖文傳真或電子郵件發出的確認通知。如申請機構屆時仍未收到確認通知，請致電2832 4375與慈善籌款監管小組聯絡。

Applicant would normally receive an acknowledgement from SWD by fax or email within 5 working days following receipt of the application. If the organisation does not receive the acknowledgement by then, please contact the Charitable Fund-raising Control Team on 2832 4375.

提交申請時間

Application Timeframe

- (7) 如有關申請**不涉及**在地政總署管理的政府土地上進行的籌款活動，申請機構須在擬舉行的活動開始前**最少四個星期(但不超過八個星期)**提交申請。

Application **not involving** fund-raising activities to be conducted on government land administered by the Lands Department (LandsD) should reach SWD **at least 4 weeks (but not more than 8 weeks)** before the commencement of the proposed activity.

- (8) 如有關申請涉及在**地政總署管理的政府土地**(請參閱已上載於社署網頁內，由地政總署提供的「指定地點清單」)上進行部分或整項的籌款活動，申請機構須在擬舉行的活動開始前**最少十個星期(但不超過十六個星期)**提交申請。社署將代為向地政總署提交相關的活動舉行地點建議，以申請暫時佔用政府土地。

Application involving fund-raising activities to be conducted partly or wholly on **government land administered by the LandsD** (for details, please refer to the “list of designated spots” uploaded to SWD’s website as provided by the LandsD) should reach SWD **at least 10 weeks (but not more than 16 weeks)** before the commencement of the proposed activity. SWD will, on behalf of the applicant organisation, apply to the LandsD for temporary occupation of the government land at the specific locations as proposed.

處理申請

Processing of the Application

- (9) 社署一般需要四個星期(註：**不包括**地政總署處理暫時佔用政府土地申請的時間)處理**資料齊備**的申請。申請機構如欲於活動前某指定日期獲通知申請結果，須在申請表格 C 部分列明理由供社署考慮。SWD normally requires 4 weeks (Note: **excluding** the time required by the LandsD to process an application for temporary occupation of the government land) to process an application **with all the requisite information**. If the applicant organisation wishes to be notified of the application result on a specified date before the activity, it should indicate this in Part C of the application form with justifications to SWD for deliberation.
- (10) 地政總署負責審批暫時佔用政府土地的申請。在一般情況下，社署會在接獲地政總署的最終通知後，盡快知會申請機構有關的審批結果，以及地政總署對暫時佔用政府土地所施加的條款。同時，社署會參考地政總署對暫時佔用政府土地申請所作的決定，繼續辦理申請機構的相關公開籌款許可證申請。如申請機構對暫時佔用政府土地申請有疑問，請向地政總署查詢。
The LandsD is the authority responsible for vetting the application for temporary occupation of the government land. Under normal circumstances, SWD will inform the applicant organisation of the results as well as the conditions as stipulated by the LandsD in respect of temporary occupation of the government land as soon as practicable upon receipt of the final notification from the LandsD. Meanwhile, SWD will continue the processing of the relevant application for the Public Subscription Permit, having regard the decision of the LandsD on the application for temporary occupation of the government land. If the applicant organisation has any queries on temporary occupation of the government land, please seek advice from the LandsD.
- (11) 根據《簡易程序治罪條例》(第 228 章)第 4(17)(i)條，為慈善用途在公眾地方進行售賣徽章、紀念品或類似物件的活動，或為獲取捐款而交換徽章、紀念品或類似物件的活動，須獲社署署長發出許可證。社署會代機構將擬舉辦慈善義賣的相關資料，轉交食物環境衛生署(食環署)辦理「豁免領取臨時小販牌照」申請，有關結果將由該署另行通知。如申請機構對擬在公眾地方舉辦的街頭販賣貨品活動是否須要申請臨時小販牌照有疑問，請向食環署查詢。
Under section 4(17)(i) of the Summary Offences Ordinance (Cap. 228), a permit issued by the Director of Social Welfare (DSW) is required for sale or exchange for donations of badges, tokens or similar articles in a public place for charitable purpose(s). SWD, on behalf of the applicant organisation, will forward the information in relation to the proposed charity sale to the Food and Environmental Hygiene Department (FEHD) for processing of the application for “waiver of temporary hawker licence” and the organisation concerned will be notified of the result separately by the FEHD. If the applicant organisation has any queries on whether application for a Temporary Hawker Licence is required for on-street hawking of goods in public places, please seek advice from the FEHD.

發出許可證

Issuance of Permit

- (12) 如機構在指定日期前遞交**資料齊備**的申請，機構可於擬舉行的籌款活動日期前三個工作天到社署獎券基金計劃組領取許可證。
If the application is submitted **with all the requisite information** before the designated time frame, the Permittee can collect the Permit(s) from the Lotteries Fund Projects Section of SWD three working days before the commencement of the proposed fund-raising activities.

其他事項

Other Issues

- (13) 有關此公開籌款許可證(一般慈善籌款活動)申請的通訊，社署一般會以電子郵件發送給貴機構的聯絡人。
Correspondence in relation to this Public Subscription Permit (General Charitable Fund-raising Activities) application will normally be sent to the contact person of your organisation via email.

- (14) 貴機構的聯絡方法，包括地址、電話、傳真、電郵、聯絡人姓名等，或貴機構的其他資料如有更改，需立刻通知社署。

Your organisation should inform SWD immediately of the change, if any, in the means of contact including address, telephone number, facsimile number, e-mail address, name of contact person, etc. or other information of your organisation.

B. 審核申請資格的準則
Eligibility Criteria

機構為慈善用途在公眾地方進行的籌款活動，或售賣或交換徽章、紀念品或類似物件而獲取捐款的活動，均需要申請公開籌款許可證(一般慈善籌款活動)。

A Public Subscription Permit (General Charitable Fund-raising Activities) is required for the collection of money or sale or exchange for donations of badges, tokens or similar articles in public places for charitable purpose(s).

申請機構必須符合下列準則，才會被考慮獲發在公眾地方進行一般慈善籌款活動的公開籌款許可證：

To be considered eligible for a Public Subscription Permit (General Charitable Fund-raising Activities) in public places, the applicant organisation must satisfy the following criteria –

- (1) 申請機構及／或受益機構(如適用)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 and/or the beneficiary organisation(s) (if applicable) 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) 申請機構及／或受益機構(如適用)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公開籌款許可證(一般慈善籌款活動)申請日期，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年度財務報告表以支持機構過去三年的慈善活動記錄。

The applicant organisation and/or the beneficiary organisation(s) (if applicable) 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 date of application of Public Subscription Permit (General Charitable Fund-raising Activities), 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) 社署須滿意申請機構及／或受益機構(如適用)是合適舉辦籌款活動的團體，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(有關資料可在年度財務報告表中反映，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年度財務報告表(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(包括一般慈善籌款活動或其他籌款活動)所列條件的記錄等。

SWD must be satisfied that the applicant organisation and/or the beneficiary organisation(s) (if applicable) is/are suitable for organising the fund-raising activities, taking into consideration a number of factors, including but not limited to the organisation(s)'s –

- (a) integrity;
- (b) management capability;
- (c) track record of previous charitable activities;
- (d) financial position (which may be reflected in the 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 general charitable fund-raising activities or other fund-raising activities), etc.

- (4) 如申請機構於非公共街道的公眾地方進行擬舉辦的籌款活動，必須獲該場地管理機構的批核。
If the proposed fund-raising activity will be conducted in public places other than public streets, the applicant organisation has to obtain approval from the management authority of the venue.
- (5) 申請機構必須參與於申請表格上列明的籌款目的有關的活動，不論是提供直接的服務或舉行教育或宣傳活動。然而，受益機構則不需要符合以上條件。
The applicant organisation has to be involved in the activities mentioned in the purpose(s) of the related fund-raising activities listed on the application form, no matter in providing direct services or conducting educational or promotional activities. However, the beneficiary organisation(s) does not necessarily need to fulfil the above criteria.
- (6) 申請機構獲發首個公開籌款許可證後，須先按本須知C(I)部分的條件(19)至(21)向社署署長提交首個獲批准籌款活動的收支結算表(包括有關的備註)連同核數師的報告，否則機構其後的申請將不獲處理。
For an applicant organisation that has been granted the first Public Subscription Permit, it has to submit the first income and expenditure account (including related notes) together with the auditor's report for the approved fund-raising activities to the DSW in accordance with conditions (19) to (21) in Part C(I) of these Explanatory Notes. Otherwise, its subsequent application(s) will not be processed.
- (7) 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 Lotteries Fund Advisory Committee.

C. 公開籌款許可證(一般慈善籌款活動)的條件

Conditions of Public Subscription Permit (General Charitable Fund-raising Activities)

I. 社署根據《簡易程序治罪條例》(第 228 章)第 4(17)(i)條發出的公開籌款許可證(一般慈善籌款活動)，獲發許可證的機構應遵守以下條件：

A Public Subscription Permit (General Charitable Fund-raising Activities) is issued by SWD under Section 4(17)(i) of the Summary Offences Ordinance, Cap. 228 and the Permittee has to comply with the following conditions –

- (1) 獲發許可證的機構應符合公開籌款許可證(一般慈善籌款活動)申請須知中B部所列相關的審核申請資格。
The Permittee shall meet the appropriate eligibility criteria as stipulated in Part (B) of the Explanatory Notes on Application for Public Subscription Permit (General Charitable Fund-raising Activities).
- (2) 獲發許可證的機構除了需遵守許可證所列條件外，亦需確保籌款人員和籌辦一般慈善籌款活動者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 fund-raisers and persons organising the general charitable fund-raising activities are fully aware of and strictly comply with these conditions.
- (3) 許可證不得轉讓。許可證不得由獲發許可證機構的員工及籌款人員以外的人士持有。
The Permit is not transferable. The Permit must not be possessed by persons other than the staff and fund-raisers of the Permittee.
- (4) 獲批准的一般慈善籌款活動，只可在許可證指定的日期、時間、地點及收集捐款的方法舉行。機構如違反有關規定，已可能觸犯有關法例。
The general charitable fund-raising activities permitted can only be held at the date, time, location and by the method of donation collection as specified in the Permit. Permittee may be committing an offence for conducting general charitable fund-raising activities outside the date, time, location and method of donation collection specified on the Permit.
- (5) 獲發許可證的機構只可在賣旗日下午一時正或之後開始進行於公共街道進行一般慈善籌款活動。然而，如機構獲得活動場地管理機構的批准，在賣旗日於非公共街道的公眾地方進行一般慈善籌款活動，則不受此限制。有關賣旗日的資料已載於社署網頁。
The Permittee can only conduct general charitable fund-raising activities on public streets at or after 1:00 p.m on a flag day. However, if the Permittee has obtained approval from management authority of the venue to conduct general charitable fund-raising activities in public places other than public streets on flag day(s), it is not bounded by this restriction. Details of flag days are available at SWD website.
- (6) 如獲發許可證的機構獲准在公共街道上進行籌款活動，機構於每個獲批准的地點最多可安排不超過八位員工或籌款人員(包括於固定攤位駐守及以流動方式募捐的人員)。至於在公共街道以外的公眾地方(例如港鐵站、體育場、文娛中心、公共屋邨等)進行籌款活動，機構須按有關場地管理機構的規定，安排籌款人員的數目。
If the Permittee is allowed to conduct fund-raising activities on public streets, it may deploy no more than 8 staff members or fund-raisers (including those in the stationed counter and those moving around for solicitation) at each approved location. For fund-raising activities to be conducted in public places other than public streets (e.g. MTR stations, stadia, civic centres, public housing estates, etc.), the Permittee may deploy the number of fund-raisers as stipulated by the management authority of the venues concerned.
- (7) 如獲發許可證的機構獲准在公共街道上攜帶捐款收集箱／袋以流動方式募捐，機構只可於通常設置捐款收集箱的許可證指定地點的固定攤位周邊起計的十米範圍內(一輛巴士的長度約十至十二米)募捐。如該十米範圍內有某些地方不屬於地政總署的管轄範圍，機構只可於地政總署所管轄的範圍內進行籌款。至於在公共街道以外的公眾地方(例如港鐵站、體育場、文娛

中心、公共屋邨等)進行籌款活動，機構須獲有關場地管理機構明確批准，才可於該場地管理機構的指定範圍內以流動方式募捐。

If the Permittee is allowed to solicit donations with donation boxes/bags by moving around on public streets, the solicitations must only be conducted within 10 metres (the length of a bus is about 10 to 12 metres) from the rim of the stationed counter where the donation boxes are normally placed, as specified in the Permit. If part of the 10-metre area is beyond the purview of the LandsD, the Permittee must only conduct fund-raising solicitations within the boundary under the purview of the LandsD. For fund-raising activities conducted in public places other than public streets (e.g. MTR stations, stadia, civic centres, public housing estates, etc.), the Permittee may conduct moving-around solicitation within the boundary designated by the management authority of the venue only upon specific approval being granted.

- (8) 籌款人員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)。如有市民投訴籌款活動造成滋擾或帶來不便，籌款人員應遵照現場警方人員或場地的管理機構所發出的指示。

Fund-raisers should not cause nuisance 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, fund-raisers should follow the instructions given by police officers or the management authority of the venues concerned at the scene.

- (9) 獲發許可證的機構須確保為已獲准舉辦的一般慈善籌款活動及相關的籌款目的安排足夠宣傳，在獲批准舉辦籌款活動地點的當眼處擺放其本身和受益機構(如適用)的服務資料及是次籌款活動的詳情，並以清晰易讀的字體(字體應不小於 36 點)展示相關籌款活動目的。

The Permittee must ensure that there is sufficient publicity for the approved general charitable fund-raising activities and the purpose(s) of the fund-raising activities concerned. Service information of the Permittee and the beneficiary organisation(s) (if applicable), as well as details of the fund-raising activities, must be displayed prominently at the approved locations of the fund-raising activities, whilst the purpose(s) of the fund-raising activities concerned must be shown in a readily legible typeface (with font size not smaller than 36-point).

- (10) 獲發許可證的機構應制定適當的籌款活動計劃和人手調配安排。獲發許可證的機構在安排員工或籌款人員進行籌募活動時，須考慮各種因素，包括員工或籌款人員的年齡、身體需要和健康狀況(例如部分兒童、長者或行動不便的人士或不宜長時間站立)，以及籌款活動當日的天氣情況等，以就他們的個別狀況提供適當及足夠的照顧、培訓及指導，以確保其有能力進行籌款活動，以及參與人士及公眾的安全。另外，如獲發許可證的機構安排動物協助進行籌款活動，須妥善照顧有關的動物。

The Permittee should devise proper plans for conducting fund-raising activities and deploying of participants. In deploying staff or fund-raisers to conduct solicitation, the Permittee should provide proper and sufficient care, training and coaching to the participants based on their individual conditions to ensure their competence in conducting the fund-raising activities, and safety of the participants and the public, after taking into account various factors, such as age, physical needs and health conditions of the staff or fund-raisers (e.g. standing for an extended period of time may not be suitable for some children, elderly persons or mobility-handicapped persons), as well as the weather condition on the fund-raising days, etc. Besides, if the Permittee arranges animals to assist in conducting the fund-raising activities, it should provide proper care to the animals concerned.

- (11) 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一般慈善籌款活動[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 participate in the general charitable fund-raising activities [Guardian refers to a guardian appointed under or acting by virtue of the Guardianship of Minors Ordinance (Cap. 13) or other statutory provision].

- (12) 獲發許可證的機構須在獲批准舉辦籌款活動地點的當眼處展示許可證正本，以便讓市民得知有關籌款活動已獲社署署長簽發許可證。
The Permittee must display the original copy of the Permit prominently at the approved locations of the fund-raising activities so as to inform the public that a Permit for such activities has been issued by the Director of Social Welfare (DSW).
- (13) 獲發許可證的機構須確保籌款人員佩帶符合社署指定樣式的籌款人員證。籌款人員證上須印有適用的許可證編號和有效期、獲發許可證的機構名稱、徽號(如適用)、機構聯絡人及電話號碼。上述資料不能塗改及手寫。此外，獲發許可證的機構亦須確保每個捐款收集箱及／或其他捐款收集工具的當眼處均貼有符合社署指定樣式的標籤，標籤上須印有適用的許可證編號和有效期。
The Permittee must ensure that its fund-raisers wear identification badges in the format specified by the Social Welfare Department (SWD). The corresponding Permit number and its validity period, as well as the name, logo (if applicable), contact person and telephone number of the Permittee must be printed on the identification badges. The above-mentioned information shall not have been altered or handwritten. Besides, the Permittee must ensure that a tag in the format specified by SWD is prominently affixed on each of the donation boxes and/or other donation collection tools. The corresponding Permit number and its validity period must be printed on the tag.
- (14) 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 SWD to conduct on-site inspection of the organisation, its service unit(s) and activities.
- (15) 所有捐款必須出於自願，不得強迫任何人捐款、收集捐款，或以任何其他方式捐助。
All donations must be purely voluntary and no pressure should be brought on any person to donate, collect donations or contribute in any other way.
- (16) 獲發許可證的機構須採取足夠的保安措施，妥善保管所籌得的款項。獲發許可證的機構亦須確保所有捐款收集箱均屬堅固密封，以防止捐款被竊。
The Permittee must take sufficient security measures for the safekeeping of the funds raised and ensure that all the donation boxes are secure and properly sealed to prevent pilfering.
- (17) 一般慈善籌款活動所籌得的款項，必須只用於許可證註明的籌款目的。一般慈善籌款活動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的於國家安全的行為和活動）。
The funds raised from the general charitable fund-raising activities must be used only for the purpose(s) specified in the permit. No general charitable fund-raising activities 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).
- (18) 除指定的受益對象外，其他人士不得從一般慈善籌款活動所籌得款項中獲取利益。
No person shall benefit from the proceeds of the general charitable fund-raising activities except the designated beneficiaries.
- (19) 獲發許可證的機構必須對許可證批准的一般慈善籌款活動所籌得的款項及支出負責，並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，在許可證所批准的最後一個活動日期起計九十日內，將該收支結算表(包括有關的備註連同核數師報告)的正本及其PDF版本(如籌得的款項會在本港以外地方使用，須分別以中文及英文擬備)，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 general charitable fund-raising activities approved under the Permit. The Permittee is required to prepare an income and expenditure account, of which the original hard copy (including related notes together with the auditor's report thereon) and its PDF file (shall be in both Chinese and English if the funds raised are to be spent outside Hong Kong) should be submitted within 90 days after the last event day approved in the Permit to the Director of Social Welfare (DSW) for checking and uploading to GovHK's website for public inspection for 12 months.

- (20) 獲發許可證的機構必須按應計制編製一份收支結算表(請參照已上載於社署網頁的範本),當中須包括:
- (a) 獲批准的一般慈善籌款活動的日期/時段(如機構取消獲批准活動日期的首日及/或最後一日的活動,請填寫實際舉行活動的時段);
 - (b) 獲批准的一般慈善籌款活動的總收入;
 - (c) 每項與獲批准的一般慈善籌款活動有關的支出細項(例如籌款人員支出、審計、運輸、印刷及文具費用等);
 - (d) 獲批准的一般慈善籌款活動的淨收入;及
 - (e) 獲批准的一般慈善籌款活動的籌款目的。

此外,獲發許可證的機構須在獲批准的最後一個活動日期起計六十日內,或於會計師或會計師事務所或執業法團開展有關活動的審計工作前(以較早日期為準),把扣除已支付與籌款活動有關的開支後(如適用)的捐款餘額,並在用於許可證上註明的籌款目的之前,存入有關的銀行帳戶。獲發許可證的機構亦須於收支結算表的備註註明有關的捐款餘額及存入銀行帳戶的日期。

The Permittee is required to prepare an income and expenditure account (please refer to the sample which has been uploaded onto SWD's website) on accrual basis comprising statements on the following -

- (a) the approved general charitable fund-raising date/period of event (If the fund-raising activity on the first and/or the last event day during the period was/were cancelled, please state the actual fund-raising period);
- (b) the gross income from the approved general charitable fund-raising activities;
- (c) a detailed breakdown of each expenditure item (e.g. expenses in fund-raiser expenses, auditing, transportation, printing and stationery, etc.) related to the approved general charitable fund-raising activities;
- (d) net proceeds from the approved general charitable fund-raising activities; and
- (e) the fund-raising purpose(s) of the approved general charitable fund-raising activities.

In addition, the Permittee, after deducting any expenses relating to the fund-raising activities (if applicable), should credit the balance of donations into the bank account concerned before spending on the purpose(s) specified in the permit within 60 days of the last event day or before the commencement of work by an accountant or an accounting firm or a corporate practice, whichever is earlier. The Permittee is also required to state the balance of donation and the relevant bank-in date in the notes to the income and expenditure account.

- (21) 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一般慈善籌款活動收支結算表,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」擬備有關一般慈善籌款活動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,須屬香港會計師公會註冊主任按《專業會計師條例》(第 50 章)第 32(1)條的規定,在香港特別行政區政府的憲報公布的持有執業證書的會計師或根據《專業會計師條例》註冊的事務所或執業法團。

The Permittee shall engage an accountant or an accounting firm or a corporate practice to review the income and expenditure account of the general charitable fund-raising activities 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, in accordance with Section 32(1) of the Professional Accountants Ordinance (Cap. 50), a certified public accountant holding a practising certificate or a firm or a corporate practice registered under the Professional Accountants Ordinance as published in the Gazette of HKSAR Government by the Registrar of the Hong Kong Institute of Certified Public Accountants.

- (22) 如籌得的款項會捐贈予任何機構作慈善用途,獲發許可證的機構須在許可證所批准的最後一個活動日期起計九十日內提交該接收款項機構發出的收據副本一份。

If the funds raised are donated to any organisation or institution for charitable purpose(s), the Permittee is required to submit a copy of the receipt from the organisation or institution within 90 days of the last event day approved in the Permit.

- (23) 獲發許可證的機構必須將已列載於收支結算表內，獲批准的一般慈善籌款活動的資料，包括收入總額、開支總額、淨收入，以及籌款活動的目的，按個別許可證編號，獨立列載於最後活動日結束後的經審計的年度財務報告表內，並將副本提交社署作紀錄。

The Permittee is required to publish information of the approved general charitable fund-raising activities, including gross income raised, gross expenditure incurred, net proceeds, and purpose(s) of the fund-raising activities as shown on audited income and expenditure account, listed separately by respective Permit Number(s), in its audited annual financial statement after the last event date, with a copy of which to be lodged with SWD for record purpose.

II. 違反公開籌款許可證的條件

Non-compliance with the Conditions of Public Subscription Permit

- (1) 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被暫緩或分階段處理、甚或不獲接納等。

The DSW shall take into account any records of previous non-compliance with the conditions of a Public Subscription Permit (including 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 suspension or processing in phases, or even rejection, etc. of its subsequent application(s).

- (2) 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，又或社署署長不再信納該機構適合舉辦籌款活動，社署署長可撤回許可證所批核的部份或全部籌款活動。

The DSW may suspend or withdraw part of or the whole fund-raising activities approved by 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.

- (3) 如獲發許可證的機構出現嚴重或重複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核數師的報告等)，社署除向有關機構發出告誡外，亦或會作出以下安排：

- (a) 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；
- (b) 暫停處理機構所有一般慈善籌款活動的申請(如有的話)最少六個月；
- (c) 取消機構申請賣旗日及／或募集已簽署的捐款授權書的資格最少六個月；
- (d) 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)；及
- (e) 撤回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》(可於社署網頁下載：

https://www.swd.gov.hk/tc/index/site_pubsvc/page_controlofc/sub_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), SWD, in addition to issuing warning to the organisation concerned, may also make the following arrangements -

- (a) publicising the name of the organisation concerned and the non-compliance incident on SWD's website for at least six months;
- (b) suspending the organisation's application(s) for general charitable fund-raising activities, if any, for at least six months;
- (c) disqualifying the organisation from applying for flag day and/or solicitation of signed authorisation forms for at least six months;
- (d) removing the organisation from the prevailing waiting list(s) of the flag day allocation exercise(s), if any; and
- (e) withdrawing the Public Subscription Permit(s) that has/have already been issued to the organisation, if any.

Organisation may refer to the set of "Consequences of Non-compliances with Public Subscription Permit Conditions" (can be downloaded from SWD's website at -

https://www.swd.gov.hk/en/index/site_pubsvc/page_controlofc/sub_publicsubs/)

D. 其他須遵守的事項
Other Points to Observe

申請機構／獲發公開籌款許可證的機構除必須遵守許可證條件外，亦須按照個別情況遵守下列各項：
Apart from complying with the conditions specified in the Permit, the applicant organisation/Permittee must also observe the following points where appropriate –

- (1) 在任何情況下，許可證並未免除貴機構須遵從擬舉辦的籌款活動的任何法定要求／其他規定的責任，亦不會影響或修改貴機構與其他有關當局所協議的任何規定，例如貴機構必須取得有關場地的管理機構的批准。如貴機構仍未取得有關批准，請立即提出申請。如有獎券籌款活動與許可證所批准的籌款活動同時進行，貴機構須向民政事務總署牌照事務處申請牌照。如有其他綜合表演或娛樂節目形式的籌款活動在公眾地方舉行，也必須向食物環境衛生署(食環署)申領公眾娛樂牌照。如在公眾地方進行街頭販賣，則可能須向食環署申領臨時小販牌照。

Under no circumstances will the Permit release your organisation from the obligations of compliance with any statutory/other requirements of the proposed fund-raising activities or affect or modify any requirements under agreements your organisation may have already entered with other authorities. For example, your organisation must obtain an approval from the relevant management authority of the venue. If such approval has not yet been obtained, please make an application immediately. If a fund-raising lottery is organised at the same time with the fund-raising activities approved under the Permit, a licence from the Office of the Licensing Authority of the Home Affairs Department is required. If there are other fund-raising activities to be organised in the form of variety shows or entertainment in public places, a Places of Public Entertainment Licence is also required from the Food and Environmental Hygiene Department. A Temporary Hawker Licence may also be required from the Food and Environmental Hygiene Department for on-street hawking in public places.

- (2) 貴機構應與合適的協作單位(如有的話)及／或義工合作，舉辦一般慈善籌款活動，並為他們制訂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。若貴機構發現遺失捐款，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。

Your organisation should organise the general charitable fund-raising activities and/or related activities with suitable co-organising units, if any, and/or volunteers, and prepare clear guidelines to them and take precautions against possible fraud. In case of loss of donation or any suspected fraudulent acts, your organisation should report to SWD and contact the Police immediately to seek their help.

- (3) 為提高機構財務狀況的透明度，貴機構應考慮把經審計的周年財務報表，以及為社署批准的籌款活動所擬備的收支結算表(包括有關的備註)連同核數師的報告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, your organisation should consider publishing the audited AFS and the income and expenditure account (including related notes) together with the auditor's report of the fund-raising-activities approved by SWD on the organisation's website or through other channels (e.g. publications of the organisation) for public inspection.

- (4) 貴機構應避免使用標籤／貼紙／小旗等作為向捐款者派發的紀念品(如有的話)，以免公眾人士誤會該籌款活動為賣旗活動。

Your organisation should avoid distributing such items as labels/stickers/small flags as souvenirs to donors, if any, which may result in the fund-raising activities being mistaken for flag selling activities by the public.

- (5) 為回應公眾對籌款活動開支和捐款運用透明度的關注，社署鼓勵貴機構在進行以下兩類籌款活動時，應參考下列開支與總收入比例上限：

In response to public concerns about the expenditure level of fund-raising activities and the transparency on the use of donation money, SWD encourages your organisation to make reference to the following expenses-to-gross proceeds ratio ceilings when conducting the following 2 types of fund-raising activities:

<p style="text-align: center;">籌款活動形式 Types of fund-raising activities</p>	<p style="text-align: center;">籌款活動 開支與總收入比例上限 Fund-raising expenses-to-gross proceeds ratio ceiling</p>
<p>只在獲准舉辦籌款活動的地點設置捐款收集工具，而不涉及安排籌款人員進行募捐（例如在醫院、商場客戶服務中心或公園設置固定的捐款收集箱）</p> <p>Set up money collection tools at the approved fund-raising location only without deployment of any fund-raiser for solicitation (e.g. set up fixed donation boxes at hospitals, customer service counters of shopping malls or in parks)</p>	<p style="text-align: center;">10%</p>
<p>只在獲准舉辦籌款活動的地點舉行慈善義賣</p> <p>Conduct charity sale at the approved fund-raising location only</p>	<p style="text-align: center;">15%</p> <p>(義賣的收入應以扣除物品成本後的淨收支計算) (net donation income of charity sale should be derived by deducting the cost of charity sale items)</p>

- (6) 獲發公開籌款許可證於公眾地方進行慈善籌款活動的活動資料，將上載於香港政府一站通網頁 (<http://www.gov.hk/fundraising>)。

The information about charitable fund-raising activities in public places granted with Public Subscription Permits will be uploaded onto the GovHK's website (<http://www.gov.hk/fundraising>).

- (7) 申請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：http://www.swd.gov.hk/tc/index/site_pubsvc/page_controlofc/)；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)。

Applicant organisations may 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/tc/theme/fundraising/guide/>);
- “Guidance Note on Internal Financial Controls for Charitable Fund-raising Activities” (can be downloaded from SWD's website at : http://www.swd.gov.hk/en/index/site_pubsvc/page_controlofc/); 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).

E. 查詢
Enquiries

查詢公開籌款許可證(一般慈善籌款活動)申請的資料,請致電 2832 4311 或 2832 4324,或傳真至 2838 0441 或電郵至 pspenq@swd.gov.hk 與社署慈善籌款監管小組聯絡。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 application for Public Subscription Permit (General Charitable Fund-raising Activities), please call 2832 4311 or 2832 4324 or fax to 2838 0441 or email to pspenq@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”).

另請注意,社署慈善籌款監管小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。

Please also note that the office hours of SWD’s Charitable Fund-raising Control Team 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.

F. 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²之前，請先細閱本聲明。

Please read this notice before you provide any personal data¹ 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，本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 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, we 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

² 根據《個人資料(私隱)條例》(第486章)，個人資料指符合以下說明的任何資料—

Under the Personal Data (Privacy) Ordinance, Cap. 486, personal data means any data -

- (a) 直接或間接與一名在世的個人有關的；

relating directly or indirectly to a living individual;

- (b) 從該資料直接或間接地確定有關的個人的身份是切實可行的；及

from which it is practicable for the identity of the individual to be directly or indirectly ascertained; and

- (c) 該資料的存在形式令予以查閱及處理均是切實可行的。

in a form in which access to or processing of the data is practicable.

- (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：二級行政主任(慈善籌款監管)1〕

Director of Social Welfare
[Attn: Executive Officer II (Fund-raising Control)1]

辦事處地址：香港灣仔皇后大道東 248 號
大新金融中心 36 樓 3601 至 02 室

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

電話號碼：2832 4311
(辦公時間：星期一至星期五
上午 8 時 45 分至下午 1 時及
下午 2 時至 6 時)

Tel. No. : 2832 4311
(Office hours: 8:45 a.m. to 1:00 p.m. and
2:00 p.m. to 6:00 p.m., Monday to
Friday)

傳真號碼：2838 0441

Fax No. : 2838 0441

電郵地址：pspenq@swd.gov.hk
(適用於一般查詢)

Email Address : pspenq@swd.gov.hk
(for general enquiry)

afc@swd.gov.hk
(只適用於以電子證書經數碼
簽署電郵遞交申請表格)

afc@swd.gov.hk
(for submission of the application form
with digital signature supported by e-
Certificate only)

二零二二年四月修訂
Revised in April 2022