

**注意 Attention**

申請期限：二零一九年四月十六日至五月十五日  
Application period: 16 April 2019 – 15 May 2019

二零二零至二一年度賣旗日申請表格(二零二零年四月至二零二一年三月)  
APPLICATION FORM FOR FLAG DAYS IN 2020-21 (APRIL 2020 - MARCH 2021)

(根據香港法例第228章《簡易程序治罪條例》第4(17)(i)條簽發的賣旗日許可證)  
(Flag Day Permit issued under Section 4(17)(i), Summary Offences Ordinance, Cap. 228, Laws of Hong Kong)

申請機構須知

**Notes to Applicant Organisations**

1. 在填寫本表格前，必須先閱讀載於附錄的「二零二零至二一年度賣旗日申請須知」。Please read the “Explanatory Notes for Application for Flag Days in 2020-21” at the Appendix before completing this application form.
2. 申請機構須在二零一九年五月十五日(星期三)下午六時或以前，將填妥的申請表格，連同列於本表格第10頁的所需文件，交抵下列指定地址(以下簡稱「指定地址」)–

香港灣仔皇后大道東248號  
陽光中心36樓3601-02室  
社會福利署  
獎券基金計劃組  
[經辦人：行政主任(獎券基金)2]

請於信封面註明「二零二零至二一年度賣旗日申請」。本署亦接受經香港郵政郵寄遞交的申請(見以下第3項)，但不接納以電郵方式提交的申請。

The completed application form together with all the required documents as listed on page 10 of the form, should reach the following designated address (hereafter known as “**designated address**”) **at or before 6:00 p.m. on 15 May 2019 (Wednesday)** –

**Lotteries Fund Projects Section  
Social Welfare Department  
Rooms 3601-02  
36/F, Sunlight Tower  
248 Queen’s Road East  
Wan Chai, Hong Kong  
[Attention: Executive Officer (Lotteries Fund)2]**

Please mark “Application for Flag Days in 2020-21” on the envelope. Applications may also be submitted through the Hongkong Post as stipulated in item 3 below but **applications via email will NOT be accepted.**

申請機構須知 (續)

**Notes to Applicant Organisations (Continued)**

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，如信封上的香港郵政郵戳日期為二零一九年五月十五日後，將被視作逾期申請。為避免郵件未能成功派遞，申請機構在投寄前應確保信封面已清楚打印或寫上正確指定地址及支付足夠郵資。郵資不足的郵件或將不會派遞至本署，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. If an application is sent by post through the Hongkong Post with a postmark date after 15 May 2019, it will be regarded as a late application. To avoid unsuccessful delivery of mail items, applicant organisation should ensure that the correct designated address is clearly printed or written on the envelope and sufficient postage has been paid before posting. Mail items bearing insufficient postage may not be delivered to this Department and may be returned to the sender or disposed of by the Hongkong Post, where appropriate. Applicant organisations have to bear any consequences arising from not paying sufficient postage.

4. 於上述(2)及(3)項的期限後抵達指定地址的申請將當作逾期處理。逾期申請，概不受理。不完整或未有夾附所需文件的申請亦可能不予受理。

**Applications reaching the designated address after the deadline mentioned in items (2) and (3) above will be treated as late. Late applications will NOT be considered. Incomplete applications or applications not accompanied with the required documents may NOT be considered.**

5. 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。如申請表格第(18)至第(20)項的「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)，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 items (18) to (20) of the application form is/ are not original (e.g. copied or printed), the application will **NOT be considered**.

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

For joint application, only **one** application has to be submitted by the coordinating organisation, including the relevant details, flag day proposals and required documents of all co-applicants.

7. 申請機構如於抽籤儀式(一般於每年十月舉行)當天或之後通知社署取消賣旗日申請，可能會喪失其後兩年或四年申請賣旗日的資格。而獲發許可證的機構如未有事前通知社署而沒有舉辦賣旗日，並且未能夠提供令社署滿意的合理解釋，亦可能會喪失其後四年申請賣旗日的資格。詳情請參閱《二零二零至二一年度賣旗日申請須知》第22頁M部分。

If an applicant organisation notifies the SWD its withdrawal of application on or after the day of lots-drawing (that is normally conducted in October each year), it may be **disqualified from applying for a flag day in the next two or four consecutive allocation exercises**. Permittees which, without prior notice to the SWD, do not conduct the allocated flag days and cannot provide reasonable justifications to the satisfaction of the SWD, may also be **disqualified from applying for a flag day in the next four consecutive allocation exercises**. For details, please refer to Part M of the “Explanatory Notes for Application for Flag Days in 2020-21” on Page 22.

**申請賣旗日類別 (只可選擇其中一項)**  
**Type of Flag Day Applied (Please choose ONE only)**

- |   |   |
|---|---|
| <input type="checkbox"/> 全港賣旗日<br>Territory-wide Flag Day | <input type="checkbox"/> 分區賣旗日<br>Regional Flag Day |
|---|---|

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  否  
Yes No

In case you are not allocated your chosen type of flag day, and there are unallocated flag days of the other type, would you like 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)**

- |   |  |
|---|--|
| <input type="checkbox"/> 獨立申請<br>Single Application | <input type="checkbox"/> 聯名申請<br>Joint Application |
|---|--|

**申請機構資料**  
**Particulars of Applicant Organisation**

*請提交貴機構目前有效的註冊證書。*  
*Please enclose a copy of the valid certificate of registration of your organisation.*

1. 機構的中文註冊名稱  
Registered Chinese Name of Organisation \_\_\_\_\_  
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)<br>Website (if available) _____ | 電郵<br>E-mail _____    |
| 電話<br>Tel No. _____                    | 傳真號碼<br>Fax No. _____ |

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

3. 申請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. \_\_\_\_\_

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

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. \_\_\_\_\_

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. \_\_\_\_\_

電郵地址

E-mail Address \_\_\_\_\_

傳真號碼

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?

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成員機構？  是  否  
Is your organisation a member agency of the Community Chest of Hong Kong? Yes No

如是的話，請遞交香港公益金對貴機構申請舉辦賣旗日的同意書。

If yes, please submit the consent letter from the Community Chest of Hong Kong indicating that it has no objection to your application for a flag day.

8. 貴機構有沒有在二零一八年四月後更改名稱？  是  否  
Has the name of your organisation been changed since April 2018? Yes No

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/受惠人數 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)

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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”)?

會 / Yes

不會 / No

只採納部分 / Partial adoption only

（請註明不會採用的項目 Please specify provision(s) not adopted (e.g. A1, B1 or C1):

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不會 / 只採納部分《參考指引》的原因

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

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備註1: 自2018年8月起，《慈善籌款良好實務指引》已取代過往的《慈善籌款活動最佳安排參考指引》。  
Note 1 申請機構於此處提供的資料有可能會在香港特別行政區政府/社署網頁上發布。

The “Good Practice Guide on Charitable Fund-raising” has replaced the previous “Reference Guide on Best Practices for Charitable Fund-raising Activities” with effect from August 2018. Information provided in this section by the applicant organisation may be promulgated on the website(s) of the Government of the Hong Kong Special Administrative Region/the SWD.

**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. 在二零二零至二一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 2020-21 (**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)。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. 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):

	(a)	(b)	(c)	(d) = $\frac{(c)}{(e)} \times 100\%$
	賣旗日淨收入的計劃用途分項資料(備註4)	Proposed Use of the Flag Day Net Proceeds with Item breakdown (Note 4)	金額(元) Amount (\$)	總淨收入的比例 Percentage (%)
1				
2				
3				
	內部專用： Internal Use Only	總計 Total : 備註 5 Note 5:	(e)	100%

**備註2：** 申請全港賣旗日的機構，其賣旗淨收入的目標不應少於一百零六萬元，而申請分區賣旗日的機構，其賣旗淨收入的目標不應少於三十萬元，以達到審核申請資格的準則第(8)項的要求。機構在預計其賣旗日可得的淨收入時，應考慮其確切的籌款需要及籌款能力。

**Note 2:** The target net proceeds proposed by the applicant organisation should be no less than \$1,060,000 and \$300,000 for **territory-wide flag days** and **regional flag days** respectively in 2020-21 to meet Eligibility Criterion (8). Applicant organisations should take into account their genuine fund-raising needs and fund-raising abilities when proposing their target net proceeds for flag days.

**備註3：** 申請機構的所屬組別(即A組別或B組別)會按其於前表中詳細列出的賣旗日淨收入的計劃用途分項資料而釐定。有關A組別及B組別的分類，詳情請參閱「二零二零至二一年賣旗日申請須知」第D項「賣旗日計劃的分類及賣旗日的分配」。

**Note 3:** Applicant organisations will be categorised (i.e. Group A or Group B) according to their proposed use of flag day net proceeds as listed in itemised details in the preceding table. Please refer to Item D under “Categorisation of Flag Day Proposals and Allocation of Flag Days” of the “Explanatory Notes for Application for Flag Days in 2020-21” for details on the categorisation of applications into Group A and Group B.

**備註4：** 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。

**Note 4:** Applications proposing using all or part of fund raised for acquisition of real estate(s) will not be considered.

**備註5：** 表格第(e)項的淨收入總金額需與上述第13項所提供的預計可得淨收入的數額相同。

**Note 5:** The amount of total net proceeds in item (e) of the table should tally with the amount of target net proceeds specified in item no.13 above.

15. 請說明上述第14項的賣旗善款計劃用途的受惠對象，包括受惠人士的類別及人數。  
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.

受惠人士類別 Classification of the beneficiaries	受惠人數 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”，貴機構在二零一八至一九年度(即由二零一八年四月一日至二零一九年三月三十一日)是否曾獲分配賣旗日？  是  否  
If the answer to no.16 is “No”, please advise if your organisation has been allocated a flag day in 2018-19 (i.e. from 1 April 2018 to 31 March 2019). Yes No

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

如曾於二零一八至一九年度獲分配賣旗日，請提供下列資料：

If your organisation was allocated a flag day in 2018-19, please provide the following information:

賣旗日期 Date of Flag Day	全港賣旗日 / 分區賣旗日 Territory-wide / Regional Flag Day	總收入(元) Gross Proceeds (\$) (a)	開支(元) Expenses Incurred (\$) (b)	淨收入(元) Net Proceeds (\$) (a) – (b)	開支與總收入 的比例(%) Expenses to Gross Proceeds Ratio (%) (b) / (a)



機構主席/機構負責人的聲明

Declaration by Chairperson/ Head of Organisation

18. 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 current application being rejected and my eligibility for future application may also be affected.

19. 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。

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.

20. 本人已詳細閱讀及明白列於附錄的「二零二零至二一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 2020-21”. 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.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

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.**

1. 貴機構目前有效的註冊證書副本一份。  
A copy of the valid certificate of registration of your organisation.
2. 貴機構目前有效的註冊地址證明副本一份。  
A copy of valid proof of registered address of your organisation.
3. 貴機構的章程細則(備註7)或會章副本一份。  
A copy of the Articles of Association (Note 7) or constitution of your organisation.
4. 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。  
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.
5. 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。貴機構如在二零一九至二零年度的賣旗日被評為符合申請資格，則只需提交二零一八年的年報或慈善活動記錄。  
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 2019-20 flag days allocation exercise, your organisation is only required to submit the annual report or charitable service record in 2018.
6. 貴機構過去三年的經審計的年度財務報告表副本。貴機構如在二零一九至二零年度的賣旗日被評為符合申請資格，則只需提交二零一八年度度的經審計的年度財務報告表副本。假如貴機構仍未印製二零一八年度度的財務報告表，請提供二零一七年度度的經審計的年度財務報告表副本。  
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 2019-20 flag days allocation exercise, your organisation is only required to submit a copy of your organisation's 2018 audited annual financial statement. If your organisation's 2018 audited annual financial statement has not been published, please provide a copy of your organisation's 2017 audited annual financial statement.
7. 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，請參照第四頁第七項。  
A consent letter from the Community Chest of Hong Kong as indicated in item 7 of page 4, if applicable.

備註7：根據《公司條例》(第622章)第98(1)條，在緊接2014年3月3日前載於原有公司的組織章程大綱並在當其時有效的條件，均須被視為該公司的章程細則的條文。

Note 7: Pursuant to section 98(1) of the Companies Ordinance (Cap. 622), a condition that was contained in the memorandum of association of an existing company and was in force immediately before 3 March 2014 is to be regarded as a provision of the company's articles.

除上述文件外，本署可因應個別情況，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.

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## 確認申請及通訊方法

### Acknowledgement of Application and Correspondence Method

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1. 貴機構的聯絡人一般會於本署收到貴機構的申請表格後起計的三個工作天內，收到本署以**電子郵件**發出的確認通知。若貴機構屆時仍未收到本署的確認通知，請致電2832 4301或2832 4318與本署慈善籌款監管小組聯絡。

The contact person of your organisation will normally receive our acknowledgement **by email** within three working days upon receipt of your application. If your organisation does not receive our acknowledgement by then, please contact our Charitable Fund-raising Control Team on 2832 4301 or 2832 4318.

2. 除確認通知外，有關此賣旗日申請的通訊，本署一般亦會以**電子郵件**發送給貴機構的聯絡人。

Apart from the acknowledgement, future correspondence on this flag day application will also normally be sent to the contact person of your organisation **via email**.

3. 貴機構的地址及聯絡資料，包括電話、傳真、電郵及聯絡人姓名等，如有更改，需立刻通知本署。

If there is any change in the address and contact information of your organisation, including telephone number, facsimile number, e-mail address or name of contact person etc., your organisation should inform us immediately.

二零二零至二一年度賣旗日申請須知 (二零二零年四月至二零二一年三月)  
**EXPLANATORY NOTES FOR APPLICATION FOR FLAG DAYS IN 2020-21**  
(APRIL 2020 - MARCH 2021)

**A. 申請手續**  
**Application Procedures**

- (1) 二零二零至二一年度賣旗日申請表格可於社會福利署(社署)網站 (<http://www.swd.gov.hk>) 下載，亦可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號陽光中心36樓3601至02室。

Application form for flag days in 2020-21 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., Sunlight Tower, 248 Queen's Road East, Wan Chai, Hong Kong.**

- (2) 申請機構須在二零一九年五月十五日(星期三)下午六時或以前，將填妥的申請表格，連同列於本表格第10頁的所需文件，交抵下列指定地址(以下簡稱「指定地址」)–

香港灣仔皇后大道東248號  
陽光中心36樓3601-02室  
社會福利署  
獎券基金計劃組  
[經辦人：行政主任(獎券基金)2]

請於信封面註明「二零二零至二一年度賣旗日申請」。本署亦接受經香港郵政郵寄遞交的申請(見以下第3項)，但不接納以電郵方式提交的申請。

The completed application form together with all the required documents as listed on page 10 of the form, should reach the following designated address (thereafter known as “**designated address**”) **at or before 6:00 p.m. on 15 May 2019 (Wednesday)** –

Lotteries Fund Projects Section  
Social Welfare Department  
Rooms 3601-02  
36/F, Sunlight Tower  
248 Queen's Road East  
Wan Chai, Hong Kong  
[Attention: Executive Officer (Lotteries Fund)2]

Please mark “Application for Flag Days in 2020-21” on the envelope. Applications may also be submitted through the Hongkong Post as stipulated in item 3 below but applications via email will **NOT be accepted**.

- (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，如信封上的香港郵政郵戳日期為二零一九年五月十五日後，將被視作逾期申請。為避免郵件未能成功派遞，申請機構在投寄前應確保信封面已清楚打印或寫上正確指定地址及支付足夠郵資。郵資不足的郵件或將不會派遞至本署，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. If an application is sent by post through the Hongkong Post with a postmark date after 15 May 2019, it will be regarded as a late application. To avoid unsuccessful delivery of mail items, applicant organisation should ensure that the correct designated address is clearly printed or written on the envelope and sufficient postage has been paid before posting. Mail items bearing insufficient postage may not be delivered to this Department and may be returned to the sender or disposed of by the Hongkong Post, where appropriate. Applicant organisations have to bear any consequences arising from not paying sufficient postage.

- (4) 於上述(2)及(3)項的期限後抵達指定地址的申請將當作逾期處理。逾期申請，概不受理。不完整或未有夾附所需文件的申請亦可能不予受理。

**Applications reaching the designed address after the deadline mentioned in items (2) and (3) above will be treated as late. Late applications will NOT be considered.** Incomplete applications or applications not accompanied with the required documents may NOT be considered.

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

Applicant organisations which are member agencies of the Community Chest of Hong Kong **must** obtain prior approval from the Community Chest of Hong Kong before submitting their applications for flag day. A consent letter from the Community Chest of Hong Kong indicating that it has no objection to their applications for flag day should be attached.

- (6) 申請機構將約於二零一九年十月獲通知申請結果。符合資格的申請機構會獲邀出席抽籤儀式，抽籤的目的，是決定機構選擇賣旗日期的優先次序。成功申請的機構稍後會獲邀根據抽籤決定的優先次序選擇賣旗日期。本署將約在二零一九年十二月向成功申請的機構發出賣旗日許可證。

Applicant organisations will be informed around October 2019 of the results of their applications. Eligible applicant organisations will be invited to witness the lots-drawing, which determines the order of priority of organisations for selection of flag day. Successful organisations will be invited to select their flag days according to their priorities as determined by the lots-drawing. Flag Day Permits will be issued to successful organisations around December 2019.

## B. 審核申請資格的準則 Eligibility Criteria

下列《審核申請資格的準則》適用於全港及分區賣旗日的申請。

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

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

The applicant organisation must be a bona-fide non-profit-making organisation exempt from tax under Section 88 of the Inland Revenue Ordinance, Cap. 112.

- (2) 申請機構須在根據《稅務條例》(第112章)第88條獲豁免繳稅後起計至是次賣旗日截止申請日期(即二零一九年五月十五日)，於過去三年均有舉辦慈善活動，並須提交有關慈善活動的記錄予社署作考慮其申請之用。申請機構需就此提供相關的經審計的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 must have organised charitable activities in each of the past three years after it was registered for tax exemption under Section 88 of the Inland Revenue Ordinance, Cap. 112 by the closing date of flag day application (i.e. 15 May 2019), 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) 任何與商業機構有聯繫的慈善團體，其申請將被評定為不合資格。

Applications from charitable organisations which are associated with commercial organisations would be considered ineligible for this flag day allocation exercise.

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

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

- (5) 社署須滿意申請機構是合適舉辦賣旗活動的團體，包括但不限下列有關申請機構的考慮因素-
- (a) 誠信；
  - (b) 管理能力；
  - (c) 舉辦慈善活動往績；
  - (d) 財政狀況(有關資料可在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；及
  - (e) 過去曾否違反公開籌款許可證(包括賣旗日或其他籌款活動)所列條件的記錄等。

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

- (a) integrity;
  - (b) management capability;
  - (c) track record of previous charitable activities;
  - (d) financial position (which may be reflected in the 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; and
  - (e) any records of previous non-compliance with the conditions of a Public Subscription Permit (including flag days or other fund-raising activities), etc
- (6) 申請機構須容許社署職員實地視察申請機構、其服務中心以及所舉辦的活動。
- The applicant organisation must allow the staff of the SWD to conduct on-site inspection of the organisation, its service unit(s) and activities.

- (7) 申請機構或其成員機構所提供的服務的性質、價值和標準，以及籌得款項所用以資助的慈善服務需合乎成本效益，並以受惠人數及對社區改善程度作為衡量準則。一般而言，賣旗收入應用作申請機構直接提供服務用途，不應用作捐助其他組織。

The nature, value and standard of existing services provided by the applicant organisation or by its member agencies and the purpose of the proposed flag day should be in support of a cost-effective charitable activity measured in terms of the number of beneficiaries and the degree of improvement to the well being of the community. The flag day proceeds should normally be used in direct services to be provided by the applicant organisations and should not be donated to other organisations.

- (8) 申請機構應確立其賣旗籌款的需要。社署在評估申請機構的籌款需要時，考慮因素會包括其來年以賣旗收入作經費的計劃的預計收支，以及申請機構所填寫的賣旗淨收入目標。申請全港賣旗日的機構，其賣旗淨收入的目标不應少於**一百零六萬元**，即二零一八年全港賣旗日扣除最高淨收入及最低淨收入的百分之五間賣旗機構後(「經調整的平均淨收入」)，平均淨收入的**百分之五十四**。申請分區賣旗日的機構，其賣旗淨收入的目标不應少於**三十萬元**，即二零一八年分區賣日經調整的平均淨收入的**百分之五十七**。

The applicant organisation should establish its need for charitable fund-raising through a flag sale.

Inter alia, the applicant organisation's estimated income and expenditure of the project(s) to be funded by the flag sale for the forthcoming year and its proposed target net proceeds would be used to assess the organisation's need. The target net proceeds for applicant organisations of territory-wide flag sale should not be less than **\$1,060,000, i.e. 54%** of the average net proceeds of territory-wide flag sales in 2018 after excluding 5% organisations which raised the highest net proceeds and 5% organisations which raised the lowest flag day net proceeds ("adjusted average net proceeds"). For applicant organisations of regional flag sale, the target net proceeds should not be less than **\$300,000, i.e. 57%** of the adjusted average net proceeds of regional flag sales in 2018.

- (9) 申請機構應具備能夠妥善舉辦賣旗日的能力。社署在評估申請機構的舉辦賣旗日的能力時，會考慮相關因素，包括但不限於其舉辦賣旗日的記錄。曾在二零一八至一九年度舉行賣旗籌款的申請機構如申請二零一九至二零年度的全港賣旗日的機構，其在二零一八至一九年度的賣旗淨收入不應少於**一百零六萬元**，即二零一八年全港賣旗日經調整的平均淨收入的**百分之五十四**。申請分區賣旗日的機構，其在二零一八至一九年度的賣旗淨收入不應少於**三十萬元**，即二零一八年分區賣旗日經調整的平均淨收入的**百分之五十七**。於二零一八至一九年度曾舉辦分區賣旗日的申請機構若在該分區賣旗日籌得超過**六十萬元**的淨收入，即申請分區賣旗日所定基本金額(即**三十萬元**)的兩倍，亦可申請二零二零至二一年度全港賣旗日。

The applicant organisation should have the ability to organise a flag day effectively. When assessing the ability of an applicant organisation to organise a flag day, SWD may consider relevant factors, including but not limited to its track records in organising flag day. For an applicant organisation that has conducted a flag day in 2018-19 and would like to apply for territory-wide flag day in 2020-21, its net proceeds in 2018-19 should not be less than **\$1,060,000, i.e. 54%** of the adjusted average net proceeds of territory-wide flag days in 2018. For an applicant organisation of regional flag day, its net proceeds in 2018-19 should not be less than **\$300,000, i.e. 57%** of the adjusted average net proceeds of regional flag days in 2018. An applicant organisation that has conducted regional flag day in 2018-19 is also eligible to apply for territory-wide flag day in 2020-21 if its net proceeds raised in 2018-19 are over **\$600,000, i.e. double of the benchmark set (i.e. \$300,000)** for applicant organisations of regional flag days.

- (10) 如申請機構在過去的的賣旗日管理不善，是次的賣旗日申請可能被評定為不合資格。  
Applications from organisations which have poorly organised their previous flag days may be considered ineligible for this flag day allocation exercise.
- (11) 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 ("LFAC").



**C. 賣旗日類別**  
**Type of Flag Days**

(1) 二零二零至二一年度共有以下二十九個全港賣旗日及二十九個分區賣旗日：

Flag days in 2020-21 include 29 territory-wide flag days (“TWFDs”) and 29 regional flag days (“RFDs”) as follows:

全港賣旗日 TWFDs	分區賣旗日 RFDs
11.4.2020 25.4.2020	18.4.2020
2.5.2020 16.5.2020 30.5.2020	9.5.2020 23.5.2020
13.6.2020 27.6.2020	6.6.2020 20.6.2020
11.7.2020 15.7.2020 25.7.2020	4.7.2020 8.7.2020 18.7.2020
29.7.2020*	22.7.2020
8.8.2020 12.8.2020* 22.8.2020	1.8.2020 5.8.2020* 15.8.2020
26.8.2020*	19.8.2020 29.8.2020
5.9.2020 19.9.2020	12.9.2020 26.9.2020
3.10.2020 17.10.2020 31.10.2020	10.10.2020 24.10.2020
14.11.2020 28.11.2020	7.11.2020 21.11.2020
12.12.2020 30.12.2020	5.12.2020 19.12.2020
9.1.2021 23.1.2021	2.1.2021 16.1.2021 30.1.2021
20.2.2021	6.2.2021 27.2.2021
6.3.2021 20.3.2021	13.3.2021 27.3.2021

\* 籌款承諾機制的賣旗日                      Flag Days under the Pledging Mechanism

分區賣旗日將會由三個機構在同一個賣旗日分別於港島、九龍及新界區舉行賣旗活動。  
On each of the RFDs, three organisations will conduct flag selling activities in three regions respectively, i.e. Hong Kong Island region, Kowloon region and the New Territories region.

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

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

(3) 在五十八天賣旗日中，社署會預留二零一九年七月及八月份的其中四個星期三予籌款承諾機制作出分配（七月二十九日、八月十二及二十六日為全港賣旗日，八月五日為分區賣旗日）。

Amongst the 58 flag days, four Wednesdays in July and August 2020 will be reserved for allocation under the Pledging Mechanism (29 July, 12 and 26 August as TWFDs and 5 August as RFD).

(4) 申請機構只可選擇申請全港賣旗日或分區賣旗日，不可同時申請兩個類別的賣旗日，而兩個類別的賣旗日申請將會獨立處理。除下述第E(2)項的情況外，本署在分配全港賣旗日時不會考慮分區賣旗日的申請，相反亦然。

Applicant organisations may apply for either TWFD or RFD. They are not allowed to apply for both types of flag days and these two types of applications will be considered separately. Except for circumstances at E(2) below, applications for RFD will not be considered for TWFD or vice versa.

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

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

年度 Year	2017-18		2018-19		2019-20	
	全港 Territory-wide	分區 Regional	全港 Territory-wide	分區 Regional	全港 Territory-wide	分區 Regional
賣旗日類別 Flag day category						
合資格申請宗數 No. of eligible applications	60	135	58	131	46	140
獲分配賣旗日機構數目 No. of organisations allocated a flag day	29	87	29	87	29	87
獲分配賣旗日的百分比 Percentage of being allocated a flag day	48%	64%	50%	66%	63%	62%

在二零一七至一八年度透過抽籤方式獲分配賣旗日的機構在全港和分區賣旗日所籌得的平均淨收入分別約為一百七十八萬元及六十萬元。(上述資料只供參考，選擇賣旗日的類別純屬申請機構本身的決定。)

In the year of 2017-18, the average net proceeds raised by an NGO allocated a flag day under the lots-drawing mechanism are approximately \$1.78 million for territory-wide flag sale and \$0.6 million for regional flag days. *(The above information is only provided for reference and the selection of which category of flag day is at the sole discretion of the applicant organisations.)*

- (6) 若在有關的賣旗日類別(全港或分區)出現的申請數目多於其賣旗日的數目，社署將以抽籤方式決定成功申請的機構，而兩個類別的合資格申請機構亦將有不同的候補名單。  
When the numbers of applications received under the territory-wide flag day and regional flag day exceed the numbers of flag days in these two types, there will be a drawing of lots to decide on the successful organisations and there will be separate waiting lists under each type of eligible flag day applicant organisations.

#### D. 賣旗日計劃的分類及賣旗日的分配

##### Categorisation of Flag Day Proposals and Allocation of Flag Days

符合資格的申請機構會按以下準則決定獲分配賣旗日－

Flag day allocation will be accorded to eligible applicant organisations based on the following criteria –

- (1) 符合資格的申請機構，其賣旗日計劃將被劃分為A組別或B組別。屬於A組別的賣旗日計劃主要是提供必需的社會福利服務，以達致社署各項主要福利服務(即家庭及兒童福利、社會保障、安老服務、康復服務、醫務社會服務、違法者服務及青少年服務)的政策目標。有關服務綱領的內容及其政策目標可瀏覽社署網頁。若賣旗日計劃中用於提供必需的社會福利服務的款項達整個賣旗日計劃預計可得的淨收入的百分之七十或以上，該賣旗日計劃將會被納入A組別。屬於B組別的賣旗日計劃主要是提供輔助社會福利服務、醫療、教育及其他促進香港市民福祉的服務。而為香港以外地區的慈善活動籌款的合資格申請機構，其賣旗日計劃亦會被納入B組別。

The flag day proposals of eligible applicant organisations will be categorised into Group A or Group B. Flag day proposals for Group A mainly aim to provide essential social welfare services which are conducive to meeting the policy objectives of SWD's various core welfare services (i.e. Family and Child Welfare, Social Security, Services for Elders, Services for People with Disabilities, Medical Social Services, Services for Offenders, and Services for Young People). Please browse SWD's website for details on SWD's programme areas and respective policy objectives. A flag day proposal will be considered to fall within Group A if 70% or more of the target net proceeds will be used for the essential social welfare services. Flag day proposals for Group B mainly aim to provide supportive social welfare services, medical or educational services, etc. to promote the general well beings of the people of Hong Kong. Flag day proposals of eligible applicant organisations aiming to raise funds for charitable activities outside Hong Kong will also fall under Group B.

- (2) 申請機構必須確保其填報賣旗日計劃內容的真確性。申請機構提交賣旗日申請後，本署一般不會接受任何有關賣旗日計劃內個別細項的資料改動。如發現申請機構根據不實資料而令其賣旗日計劃納入A組別或B組別，本署會保留權利拒絕接受該機構的新賣旗日申請。

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

- (3) 倘若合資格的申請機構未能從上次(即二零一九至二零年度賣旗日分配)的抽籤中獲得分配賣旗日，它們將在本年獲得額外籤數，以增加它們獲分配賣旗日的機會。額外籤數會根據該機構過往因抽籤結果而連續未獲分配賣旗日的年數計算。例如在最近過去的連續五年因抽籤結果而未獲分配賣旗日的申請機構可額外獲得五支籤。

Additional lots will be given to applicant organisations that were unsuccessful in the lots-drawing of the previous allocation exercise (i.e. allocation for flag days in 2019-20) to increase their chance of allocation. The number of additional lots will correspond to the number of applications which were unsuccessful consecutively in lots-drawings in the immediate past years. For example, five additional lots will be given to an applicant which was repeatedly unsuccessful in the lots-drawings in the five years immediately preceding this one.

**E. 配額分配制度**  
**Quota Allocation System**

- (1) 在減去預留給籌款承諾機制下賣旗機會後，約80%的配額將預留給合資格的A組別的申請機構。有關配額分配如下-

About 80% of flag sale occasions are reserved for eligible Group A applicant organisations after taking out the days reserved for the Pledging Mechanism, resulting in the following quota allocation -

	二零二零至二一年度的賣旗機會數目 No. of Flag Sale Occasions in 2020-21	預留予籌款承諾機制的賣旗機會數目 No. of Flag Sale Occasions Reserved for Pledging Mechanism	分配予A組別的合資格申請機構的賣旗機會數目 No. of Flag Sale Occasions for Eligible Group A Applicant Organisations	分配予B組別的合資格申請機構的賣旗機會數目 No. of Flag Sale Occasions for Eligible Group B Applicant Organisations
全港賣旗日 TWFD	29	3	21	5
分區賣旗日 RFD	87	3	67	17

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

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

**F. 賣旗日申請資格及賣旗日計劃的分類的覆檢程序**  
**Review Procedure for Application Eligibility for Flag Days and Categorisation of Flag Day Proposals**

申請機構約於二零一九年八月獲社署通知其賣旗日申請資格及賣旗日計劃的組別(即A組別或B組別)的初步審核結果。申請機構如不同意其初步審核結果，可按以下程序提出理據及相關資料以便申請覆檢 -

Applicant organisations will be informed by SWD around August 2019 of the preliminary assessment result on their application eligibility and categorisation of flag day proposals (i.e. Group A or Group B). An applicant organisation which disagrees with the preliminary assessment result may apply for a review by providing supporting justification and relevant information in accordance with the following procedure -

- (1) 如申請機構欲覆檢其申請資格及/或賣旗日組別劃分的結果，申請機構必須在本署發出初步審核結果通知的十四曆日內以書面的形式向社署提出，連同進一步的理據及證明文

件以支持其賣旗日申請為符合資格及/或其賣旗計劃應劃分為另一組別。過期遞交的覆檢申請將不會受理。

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

- (2) 社署在完成覆檢申請機構提出相關的理據及文件後，將交由獎券基金諮詢委員會考慮及通過覆檢的最終結果。本署約於二零一九年十月通知申請機構有關覆檢的最終結果。

Upon completion of review by SWD of the related justifications and documents submitted by the applicant organisations, LFAC will consider and endorse the final review result. SWD will inform the applicant organisations of the final result of the review around October 2019.

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## G. 聯名申請 Joint Applications

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- (1) 申請機構可以聯名方式申請賣旗日（即由兩個或以上的機構共同舉辦一個賣旗日）。  
Applicant organisations may join together to apply for flag sale through joint applications, i.e. two or more applicant organisations jointly organise one flag day.
- (2) 倘以聯名方式申請，只需由協調機構填妥一份申請表格，連同每個合辦機構的資料、賣旗日計劃及所需文件一併交回社署。  
Only one application should be submitted by the coordinating organisation, enclosing the relevant details, flag day proposals and required documents of all co-applicants.
- (3) 社署在處理二零二零至二一年度賣旗日的分配時，會以相同準則審核獨立申請和聯名申請。每個合辦機構的申請資格會逐一以審核準則評定。聯名申請所得用作抽籤的籤數，將以合辦機構之中獲得最多籤數的機構為準。  
Joint applications are considered for the allocation of 2020-21 flag days in the same manner as single applications. The eligibility criteria will apply to each co-applicant. The number of lots given to each joint application for lots-drawing will be determined by the number of lots of the co-applicant which is entitled to the highest number of lots.
- (4) 聯合賣旗活動的表現評估，會適用於每間合辦機構日後的賣旗日申請。  
The assessment of the performance of the joint flag day is binding on each co-applicant insofar as its future application for flag day is concerned.

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## H. 成功申請的機構在獲分配賣旗日後以聯合方式舉辦賣旗日 Joint Organisation of Flag Day after Flag Days are Allocated to Successful Organisations

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- (1) 社署或會容許成功申請的機構在獲分配賣旗日後以聯合方式舉辦賣旗日，條件是成功申請的機構須明確表示同意與其他在輪候名單內的申請機構聯合舉辦有關賣旗日。  
Joint organisation of flag day after allocation of flag days to successful applicants may be allowed on the condition that the successful organisation, after allocation of flag day, expressly indicates its agreement to jointly organise with other waitlisted organisation(s) in this allocation exercise.
- (2) 有關機構須在成功申請的機構選擇賣旗日當日起計的一個星期內聯合向社署提交申請，以供考慮。社署會根據個別情況考慮和處理這類申請。  
Such applications should be submitted jointly by the organisations concerned to SWD for consideration within one week after the date of selection of flag day by successful organisations. SWD will consider and process these applications on individual merits.
- (3) 聯合賣旗活動的表現評估，會適用於成功申請的機構及核准合辦的機構日後的賣旗申請。  
The assessment of the performance of the joint flag day is binding on both the successful organisations and the approved co-organiser insofar as their future application for flag days is concerned.
- (4) 倘若核准合辦的機構申請下一次的賣旗日分配並獲評定為符合資格，有關機構在進行抽籤時仍可按上文D(3)項的規定獲得額外籤數。  
The approved co-organiser will still be given its entitled additional lot(s) as detailed in Section D(3) above if it applies for and is assessed to be eligible for the next flag day allocation exercise.

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## I. 賣旗日時間及機構名單 Flag Selling Hours and the List of Flag Day Organisers

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- (1) 賣旗時間為賣旗日的上午七時至下午十二時半。機構不可於批准日期或時間以外賣旗。  
The flag selling hours are from **7:00 a.m. to 12:30 p.m.** on the allocated flag days. Flag selling on dates or at time other than that approved is not permitted.
- (2) 賣旗日的機構名單將於二零二零年一月上載至本署網頁。  
The list of flag day organisers will be uploaded onto SWD's Homepage in January of 2020.

## J. 籌款承諾機制 Pledging Mechanism

- (1) 獎券基金諮詢委員會通過由分配二零零八至零九年度的賣旗日起全面推行籌款承諾機制。

The LFAC endorsed the full implementation of the Pledging Mechanism with effect from the allocation of 2008-09 flag days.

- (2) 社署將從二零二零至二一年度的賣旗日中預留二零二零年七月及八月份的其中四個星期三（三天全港賣旗日及一天分區賣旗日），供籌款承諾機制作賣旗日分配。於完成賣旗日的抽籤後，在候補名單上的機構（所有符合申請資格但因抽籤結果未能獲分配賣旗日的申請機構）將可選擇這些賣旗日（或分區賣旗日的分區）作籌款承諾。在候補名單上的全港及分區賣旗日申請機構皆可參與承諾機制的賣旗日分配。全港賣旗日的候補申請機構只可就全港賣旗日作籌款承諾，申請機構可就一天、兩天或全部三天的全港賣旗日遞交籌款承諾。分區賣旗日的候補申請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。

Four Wednesdays in July and August 2020 (three TWFDs and one RFD) would be reserved for allocation in 2020-21 under the Pledging Mechanism. After the completion of the annual lots-drawing for flag day allocation, waitlisted organisations of the year (i.e. all the eligible applicant organisations which fail to secure a flag day during the lots-drawing) will be given the opportunity to pledge the amount of flag day income they could raise if a certain date (and region for RFD) amongst these designated flag days is allocated to them. Both TWFD and RFD waitlisted applicant organisations may participate. Waitlisted applicant organisations of TWFD may only pledge for the TWFDs and they can submit pledges for one, two or all three TWFD(s) concerned. Waitlisted applicant organisations of RFD may only pledge for the RFD and they can submit pledges for one, two or all three region(s) concerned.

- (3) 申請機構的承諾籌款金額，不得少於在「審核申請資格的準則」第(8)項內列明在二零二零至二一年度的賣旗日淨收入指標，即全港賣旗日不少於一百零六萬元和分區賣旗日不少於三十萬元。

The pledged amount should not be less than the benchmark target net proceeds for flag days in 2020-21 as mentioned in Item (8) under “Eligibility Criteria”, i.e. not less than **\$1,060,000** for TWFD and **\$300,000** for RFD.

- (4) 此籌款承諾機制不接受賣旗日候補名單上的個別機構以聯名方式申請。

Joint applications by individual waitlisted organisations are not allowed under this Pledging Mechanism.

- (5) 申請機構必須提供過往的籌款記錄及賣旗日的詳細計劃等，以顯示他們的籌款能力，藉此支持其籌款承諾申請。社署只會考慮有充分資料及理據支持的籌款承諾申請。

Applicant organisations must substantiate that their pledges are realistic through provision of supporting information including their past fund-raising records as well as their detailed flag day plans. Only well-substantiated pledges would be considered by SWD.

- (6) 作出最高籌款承諾並有充分資料及理據支持的申請機構，經獎券基金諮詢委員會通過後，將會獲得分配有關的全港賣旗日或分區賣旗日的賣旗區域。

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

- (7) 倘若申請機構就多於一天全港賣旗日或分區賣旗日區域作出最高籌款承諾，有關機構亦只會獲分配一天全港賣旗日或一個分區賣旗區域。在此情況下，社署會根據籌款承諾機制中可籌得最高總籌款目標的原則，分配有關的賣旗機會。若有多於一個分配辦法可達至相同的最高總籌款目標，社署會考慮有關申請機構於申請表上列明的優先次序以作分配。若有關申請機構於申請表上列明的優先次序相同，社署會考慮有關機構於候補名單上的輪候次序以作分配。

A successful applicant organisation will only be allocated with one TWFD or one region of RFD even if it submits the highest pledges for more than one TWFD or one region of RFD. Under such circumstances, the flag sale occasions concerned will be allocated in such a way to achieve the highest total anticipated donation income under the Pledging Mechanism. Where the highest total anticipated donation income is the same for more than one allocation possibility, the applicant organisation's stated priorities would be taken into account. Where the applicant organisations' stated priorities are the same, the applicant organisations' priorities on the waiting list would be taken into account.

- (8) 若指定的賣旗機會沒有足夠符合資格的申請，則在此機制下未能獲分配的賣旗機會將會按二零二零至二一年度賣旗日相關候補名單的輪候次序分配予有關機構，而A組別的機構將會獲得優先分配。

In the event that there are insufficient qualified applications for the specified flag sale occasions, the flag sale occasions not allocated under this mechanism will be allocated to the waitlisted organisations in the 2020-21 flag day allocation exercise according to their priorities on the relevant waiting lists. Group A organisations will be given priorities in the allocation.

- (9) 成功透過承諾機制獲分配賣旗日的機構，將會從二零二零至二一年度的候補名單上刪除。其原先在抽籤中應得的額外籤數，如有的話，亦會被取消。

Organisations which are successfully allocated with a flag day under this mechanism will have their names removed from the 2020-21 waiting list. Their entitled additional lots for lots-drawing, if any, will also be forfeited.

- (10) 一般而言，在承諾機制下，若機構最終所籌得的賣旗收入不能達到其籌款承諾的金額，將喪失其後兩個年度的賣旗日申請資格。其原先在抽籤中應得的額外籤數，如有的話，亦會被取消。

In general, under the pledging mechanism, an organisation which eventually fails to raise the pledged amount will be disqualified from applying for a flag day in the next two consecutive allocation exercises. Its entitled additional lot for lots-drawing, if any, will also be forfeited.

- (11) 若機構退出舉辦獲分配的賣旗日，須承擔以下後果：

(a) 若機構在賣旗日前不少於四個月，將退出舉辦賣旗日的書面通知(包括經香港郵政遞交的通知書)送抵指定地址，將喪失其後連續兩個年度賣旗日的申請資格；或



(b) 若機構在賣旗日前少於四個月，將退出舉辦賣旗日的書面通知(包括經香港郵政遞交的通知書)送抵指定地址，將喪失其後連續四個年度賣旗日的申請資格。

In the event that an organisation withdraws from organising the allocated flag day, it will be subject to the following consequences –

- (a) if the **written notice** of withdrawal from the organisation (including via the Hongkong Post), reaches the **designated address no less than four months before the allocated flag day**, it will be **disqualified from applying for a flag day in the next two consecutive allocation exercises**; or
- (b) if the **written notice** of withdrawal from the organisation (including those sent through Hongkong Post), reaches the **designated address less than four months before the allocated flag day**, it will be **disqualified from applying for a flag day in the next four consecutive allocation exercises**.

- (12) 若獲發許可證的機構未有事前以書面通知社署而沒有於公眾地方進行獲分配的賣旗日相關活動，並且未能夠提供令社署滿意的合理解釋，則可能會喪失其後連續四個年度賣旗日的申請資格。社署在考慮每宗個案時，會考慮申請機構或獲發許可證機構提出的考慮因素，例如是否受不可控制因素影響(例：惡劣天氣等情況等)所致。

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

- (13) 社署只會處理以書面提交及成功送抵指定地址的退出舉辦賣旗日通知。  
**SWD will only process written notifications for withdrawal of flag day applications successfully reaching the designated address.**

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## K. 舉辦賣旗日的有關條件 Permit Conditions for Holding Flag Days

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- (1) 社署根據《簡易程序治罪條例》(第228章)第4(17)(i)條發出的二零二零至二一年度賣旗日許可證，獲發許可證的機構應遵守以下條件(會按情況作有需要的改動) –  
A permit for organising a flag day in 2020-21 is issued by SWD under Section 4(17)(i) of the Summary Offences Ordinances, Cap. 228 and the Permittee has to comply with the following conditions (will be amended as deemed necessary) –

- (a) 獲發許可證的機構應符合在此份賣旗日申請須知中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 for Application for Flag Days.

- (b) 獲發許可證的機構除了需遵守許可證所列條件外，亦需確保賣旗者和籌辦賣旗日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 flag sellers and persons organising the flag day are fully aware of and strictly comply with these conditions.

- (c) 賣旗活動只可在許可證指定的時間及日期，及以許可證上獲批准的收集款項方法於公眾地方舉行。獲發許可證的機構如希望以其他方法收集款項，必須事先向本署提出書面申請，並獲批准。

Sale of flags in public places is permitted only for the time and date specified in the permit, adopting approved method of money collection therein. Permittee wishing to adopt other means of money collection must submit written application and obtain prior approval from SWD.

- (d) 所有捐款必須出於自願，不得強逼任何人捐款、收集捐款，或以任何其他方式捐助。

All donations must be purely voluntary and no pressure should be brought on any person to donate, collect donations or contribute in any other way.

- (e) 除指定的受惠對象外，其他人士不得從賣旗活動所籌得款項中獲取利益。

No person shall benefit improperly from the proceeds of the flag selling activity except the designated beneficiaries.

- (f) 獲發許可證的機構須採取足夠的保安措施，妥善保管所籌得的款項，以防止捐款被竊。賣旗錢袋或善款收集箱應印上編號及加封或上鎖。賣旗人士在交收旗袋及善款收集箱時應簽署確認交收的文件。

The Permittee must take sufficient measures to ensure the safekeeping of the funds raised to prevent pilfering. Collection bags/boxes should be properly numbered and sealed, and collectors should make signature upon receipt and return of collection bag/boxes.

- (g) 獲發許可證的機構須確保為已獲准舉辦的賣旗日及相關的賣旗籌款目的安排足夠宣傳。

The Permittee must ensure that there is sufficient publicity for the approved flag day and the purpose of the flag day fund-raising activities concerned.

- (h) 在公眾地方舉行的賣旗活動不應被用作直接商業推廣用途。

The flag sale occasion in public places should not be used for direct commercial promotional purposes.

- (i) 獲發許可證的機構應制定適當的賣旗日計劃(包括但不限於制定程序，以確保有組織和有秩序地派發和收集旗子及賣旗錢袋/善款收集箱)和賣旗日的人手調配安排。在賣旗活動進行時，獲發許可證的機構應考慮各種相關因素(例如參與人士的健康狀況及天氣情況等)，向參與賣旗活動的人士提供/安排提供適當及足夠的照顧、培訓及指導，以確保其有能力進行賣旗活動，以及參與人士及公眾的安全。

The Permittee should devise proper plans for conducting flag days (including but not limited to ensuring all flags and money collection bags/ boxes are distributed and collected in an organised and orderly manner) and deploying of participants to conduct flag days. During the course of flag day activities, the Permittee should provide/ arrange to provide proper and sufficient care, training and coaching to the participants to ensure their competence in conducting the flag sale, and safety of the participants and the public, after taking into account relevant factors (such as the health conditions of the participants, the weather conditions, etc.).

- (j) 除非有家長或監護人陪同，否則十四歲以下的兒童不得參與賣旗 [監護人指根據《未成年人監護條例》(第13章)或其他法定條款委任的監護人]。

Unless accompanied by their parents or guardians, no children under the age of 14 years are to be permitted to sell flags [Guardian refers to a guardian appointed under or acting by virtue of the Guardianship of Minors Ordinance (Cap. 13) or other statutory provision].

- (k) 不得向道路或公路上的車輛乘客或公共交通工具上的乘客賣旗。

Flags should not be sold to persons in vehicles on roads or highways or on board a public transport.

- (l) 賣旗時不得阻礙或滋擾他人或阻塞公眾地方，包括但不局限於各公共交通的出入口（例如巴士總站/站、渡輪碼頭、香港鐵路轄下各路線的車站、山頂纜車站及機場客運大樓等）。如有市民投訴賣旗活動造成滋擾或帶來不便，賣旗者應遵照現場警方人員或場地的管理機構所發出的指示。

Flag sellers should not cause annoyance or obstruction in public places, including but not restricted to areas next to the entrances/ exits of public transport (e.g. bus terminals/ stops, ferry piers, Stations of all lines of the Mass Transit Railway, The Peak Tramways Stations, Airport Passenger Terminal Building, etc.). If any complaint is received from the public about any nuisance or inconvenience caused, flag sellers should follow the instructions given by police officers or the management authority of the venues concerned at the scene.

- (m) 如獲發許可證的機構在公共街道以外的公眾地方(例如港鐵站、體育場、文娛中心、公共屋邨等)進行賣旗籌款活動，機構亦必須得到有關當局(包括用作舉辦賣旗活動場地的管理當局或業主)批准。然而，如有需要，獲發許可證的機構在公共街道進行與賣旗籌款相關的活動或仍須另外申請有關政府部門的批准。

For flag selling activities to be conducted in public places other than public streets (e.g. MTR stations, stadia, civic centres and public housing estates, etc.), the Permittee must also obtain approval from the relevant authorities, including the owner or the management authority of the venue(s), for the sale of flags. Nevertheless, if necessary, the Permittee may need to apply for approval from relevant Government departments separately for conducting activities relating to its flag sale on public streets.

- (n) 獲發許可證的機構須在賣旗錢袋上清楚顯眼地標示機構名稱，並註明「獲社會福利署批准」或“Approved by Social Welfare Department”。

The name of the Permittee and the statement “Approved by Social Welfare Department” or 「獲社會福利署批准」must be marked clearly and prominently on the money collection bags for flag sale.

- (o) 獲發許可證的機構應參考「賣旗日所使用的旗紙及賣旗錢袋設計指引」，並須於賣旗日前就賣旗日所採用的賣旗錢袋及旗紙的設計式樣取得社署的同意。

Permittee must obtain the prior approval of SWD on the design of the money collection bags to be used and for the flags to be sold on the flag day. Reference should be made to the “Guidelines for Design of Flag and Money Collection Bag designated for the Flag Days”.

- (p) 賣旗活動中所籌得的款項，必須按申請書內的所述用途。  
The funds raised from flag selling activities must be used only for the purposes specified in the application.
- (q) 舉辦賣旗日的有關支出，不得超過所籌得總收入的百分之十。  
Expenses in connection with the flag day should not exceed ten percent of the gross receipts.
- (r) 獲發許可證的機構必須對許可證批准的賣旗籌款活動所籌得的款項及支出負責及確保妥善使用所籌得的款項。獲發許可證的機構必須編製一份收支結算表，在賣旗日後九十天內，將該中文及英文收支結算表(包括有關的備註連同核數師報告)的正本及其PDF格式文件，遞交社會福利署署長(社署署長)審核及上載至政府網頁，以供公眾於十二個月內查閱。  
The Permittee shall be held accountable for the funds raised and disbursements made, as well as the proper use of the donations in relation to the flag day fund-raising activities approved under the Permit. The Permittee is required to prepare an income and expenditure account in both Chinese and English, of which the original hard copy (including the related notes together with the auditor's report thereon) and its PDF file should be submitted within 90 days after the flag day to the Director of Social Welfare (DSW) for checking and uploading to Government website for public inspection for 12 months.
- (s) 獲發許可證的機構必須按應計制編製一份收支結算表，述明 –  
(i) 分別從街頭賣旗收入及其他與賣旗日有關活動而獲得的捐獻;  
(ii) 是次賣旗活動所籌得款項的總收入;  
(iii) 每項與賣旗日有關的支出細項 (例如審計、運輸、印刷及文具費用等);  
(iv) 淨收入; 及  
(v) 善款用途。

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

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

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

In addition, in the notes to the income and expenditure account, the Permittee is required to state that all the flag day proceeds collected have been credited to the designated bank account of the Permittee before being used for payment of expenditures for flag days and/ or the purpose(s) specified in the permit. The Permittee is required to state the amount of flag

day proceeds deposited and the date of which it has credited all the flag day proceeds. The deposit date should be within 60 days after the flag day or before the commencement of review for the flag day by the accountant/ accounting firm/ corporate practice, whichever is earlier.

- (t) 獲發許可證的機構須委託會計師或會計師事務所或執業法團審閱賣旗日收支結算表，及根據香港會計師公會最新的實務說明第850號「有關獲發社會福利署公開籌款許可證的賣旗日和一般慈善籌款活動之報告」擬備有關賣旗日收支結算表的獨立執業會計師鑒證報告。有關的會計師或會計師事務所或執業法團，須屬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 flag day and prepare an independent practitioner's assurance report on the income and expenditure account in accordance with the latest Practice Note (PN) 850 issued by the Hong Kong Institute of Certified Public Accountants, "Reporting on Flag Days and General Charitable Fund-raising Activities 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 accountants (CPA) holding a practising certificates or a firm or corporate practices registered under the Professional Accountants Ordinance as published in the Gazette by the Registrar of the Hong Kong Institute of Certified Public Accountants.

- (u) 賣旗日的資料，包括收入總額、開支總額，以及淨收入的用途，必須獨立列載於獲發許可證的機構經審計的年度財務報告表內。經審計的年度財務報告表的副本須提交社署作紀錄。

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

除上述條件外，舉辦分區賣旗的機構，亦需遵守以下條件：

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

- (v) 在公眾地方進行的賣旗活動，只限於許可證內所載的指定時間、日期及地區。  
Sale of flags in a public place is permitted only for the time, date and region specified in the permit.
- (w) 賣旗所採用的賣旗錢袋及旗紙，其顏色及設計必須事先得到社署批准。賣旗機構應避免與其他於同一賣旗日賣旗的機構使用相同顏色或相似設計的賣旗錢袋及旗紙而令公眾人士混淆。一般而言，本署在審批賣旗錢袋及旗紙的顏色及設計時，會考慮機構遞交有關資料的先後次序。

Prior approval from SWD must be obtained for the colour and design of the money collection bags to be used and of the flags to be sold on the flag day. Flag selling organisations should avoid

clash in colour or similarity in design with other flag selling organisation(s) on the same flag day which may cause confusion to the public. In general, when approving the colour and design, SWD will take into account the sequence of submission of relevant information by the Permittees.

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

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

(2) 違反公開籌款許可證的條件

**Non-compliance with the Conditions of Public Subscription Permit**

- (a) 社署署長將考慮申請機構過去曾否違反任何公開籌款許可證(包括賣旗日或其他籌款活動)所列的條件的紀錄，以評估其日後的公開籌款許可證申請。

The DSW shall take into account any records of previous non-compliance with the conditions of a Public Subscription Permit (including flag days or other fund-raising activities) in the assessment of the applicant organisation's subsequent applications.

- (b) 獲發許可證的機構在舉辦已獲批准的籌款活動期間，如出現嚴重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，社署署長可暫緩或撤回已發出許可證的權利。

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

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

- (i) 將有關機構的名稱及違規事項於社署的網頁內公布最少六個月；
- (ii) 取消機構申請賣旗日的資格；
- (iii) 將機構從賣旗日分配機制的現行候補名單上剔除(如有的話)；
- (iv) 暫停處理機構的所有「一般慈善籌款活動」許可證申請(如有的話)；及
- (v) 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/](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), this Department, in addition to issuing warning to the organisation concerned, may also make the following arrangements –

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

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

[https://www.swd.gov.hk/en/index/site\\_pubsvc/page\\_controlofc/sub\\_publicsubs/](https://www.swd.gov.hk/en/index/site_pubsvc/page_controlofc/sub_publicsubs/))

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## L. 其他須遵守的事項

### Other Points to Observe

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

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

- (1) 社署在考慮獲發許可證的機構的新許可證申請時，會考慮該機構在遵守許可證發證條件(包括但不限於賣旗日許可證)的以往記錄。如機構曾違反許可證的發證條件，其新的申請可能因而被否決。遇有機構於賣旗日舉行前有嚴重違反公開籌款許可證的發證條件的情況，社署保留撤銷有關許可證的權利。

The Permittee's previous record in meeting the permit conditions (including but not limited to Permit for Flag Day) will be taken into account when considering whether to grant permits in new applications. An application may be rejected on the ground of previous non-compliance. SWD reserves the right to revoke the Permit before the flag day in case of serious non-compliance of permit conditions.

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

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

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

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

- (4) 獲發許可證的機構如希望更改在賣旗日申請表格中所列的原先擬定的賣旗日計劃，必須事先向本署提出書面申請，並獲批准。一般情況下，任何引致賣旗日計劃更改所屬組別(即 A 組別或 B 組別)的申請，將不獲考慮。  
Permittee must submit written application and obtain prior approval from SWD for any changes to the original flag day plan as indicated in its flag day application. In general, any applications for changes in the flag day plan resulting in changes in categorisation of the proposal (i.e. Group A or Group B) shall not be considered.
- (5) 獲發許可證的機構須按規定，於其賣旗日期最少三個月前，向本署遞交賣旗日所採用的賣旗錢袋及旗紙的設計式樣。  
The Permittee is required to submit information on the design of money collection bags to be used and flags to be sold on the flag day to SWD at least three months before your flag day.
- (6) 貴機構的地址及聯絡資料包括電話、傳真及電郵等，如有更改，應立刻通知本署。  
If there are changes in the address and contact information of the organisation including telephone number, facsimile number and e-mail address, SWD should be informed immediately.
- (7) 獲發許可證的機構應留意二零二零年四月至二零二一年三月舉辦賣旗日的機構名單，將約於二零二零年一月上載至本署網頁、香港政府一站通網頁(<http://www.gov.hk/fundraising>)及資料一線通網頁(<http://data.one.gov.hk>)。社署會將公眾地方賣旗活動的資料(包括但不限於賣旗日許可證)上載至本署網頁。  
The Permittee should note that the list of flag day organisers from April 2020 to March 2021 would be available at SWD's Homepage, GovHK website (<http://www.gov.hk/fundraising>) and Data.One (<http://data.one.gov.hk>) around January 2020. SWD shall upload the information of flag selling activities in public places (including but not limited to Permit for Flag Day) on SWD's Homepage.
- (8) 慈善機構可參考和自願遵守以下文件 –
- 《慈善籌款良好實務指引》(可於香港政府一站通網頁下載：<https://www.gov.hk/tc/theme/fundraising/guide/>)；
  - 《慈善籌款活動內部財務監管指引說明》(可於社署網頁下載：[http://www.swd.gov.hk/tc/index/site\\_pubsvc/page\\_controlofc/](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](http://www.icac.org.hk/filemanager/tc/Content_1031/fund_raising.pdf))。

Charitable institutions 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/en/theme/fundraising/guide/>);
- “Guidance Note on Internal Financial Controls for Charitable Fund-raising Activities” (can be downloaded from SWD website at :  
[http://www.swd.gov.hk/en/index/site\\_pubsvc/page\\_controlofc/](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](http://www.icac.org.hk/filemanager/tc/Content_1031/fund_raising.pdf)).



M. 退出賣旗日申請、退出舉辦獲分配的賣旗日或在未有事前以書面通知社署而沒有進行獲分配的賣旗日相關活動的後果

**Consequence of Withdrawal of Flag Day Application, Withdrawal from Organising the Allocated Flag Day or Not Conducting the Related Activities at the Flag Day as Allocated Without Prior Notification to the SWD**

- (1) 於抽籤儀式舉辦當天(一般於每年十月舉行)至獲分配賣旗日期間,若合資格的申請機構退出其賣旗日申請,該機構將會喪失其後連續兩年申請賣旗日的資格。然而,這安排不適用於在候補名單上輪候的機構。

During the period between the day of lots-drawing (that is normally conducted in October each year) and actual allocation of flag days, eligible applicant organisations which withdraw their flag day applications will be disqualified from applying for a flag day in the next two consecutive allocation exercises. However, this arrangement is not applicable to those organisations on the waiting list.

- (2) 由獲分配賣旗日當天起,若機構通知社署退出舉辦獲分配的賣旗日,則可能須承擔以下後果:

(a) 若機構在賣旗日前不少於四個月,將退出舉辦賣旗日的書面通知(包括經香港郵政遞交的通知書)送抵指定地址,將喪失其後連續兩個年度賣旗日的申請資格;或

(b) 若機構在賣旗日前少於四個月,將退出舉辦賣旗日的書面通知(包括經香港郵政遞交的通知書)送抵指定地址,將喪失其後連續四個年度賣旗日的申請資格。

Starting from the day when flag days are allocated, an organisation may be subject to the following consequences if it subsequently withdraws from organising the allocated flag day –

(a) if the written notice of withdrawal from the organisation (including via the Hongkong Post), reaches the designated address no less than four months before the allocated flag day, it will be disqualified from applying for a flag day in the next two consecutive allocation exercises; or

(b) if the written notice of withdrawal from the organisation (including those sent through Hongkong Post), reaches the designated address less than four months before the allocated flag day, it will be disqualified from applying for a flag day in the next four consecutive allocation exercises.

- (3) 若獲發許可證的機構未有事前以書面通知社署而沒有於公眾地方進行獲分配的賣旗日相關活動,並且未能夠提供令社署滿意的合理解釋,則可能會喪失其後連續四個年度賣旗日的申請資格。社署在考慮每宗個案時,會考慮申請機構或獲發許可證機構提出的考慮因素,例如是否受不可控制因素影響(例:惡劣天氣等情況等)所致。

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

- (4) 社署只會處理以書面提交及成功送抵指定地址的退出舉辦賣旗日通知。

SWD will only process written notifications for withdrawal of flag day applications successfully reaching the designated address.

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## N. 查詢 Enquiries

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查詢有關二零二零至二一年度賣旗日申請的資料，請致電 2832 4301 或 2832 4318，或傳真至 2838 0441 或電郵至 [colf2@swd.gov.hk](mailto:colf2@swd.gov.hk)。如對在公眾地方舉行的慈善籌款活動有查詢或投訴，可致電熱線 3142 2678 (由「1823」接聽)。

For enquiries relating to applications for flag days in 2020-21, please call 2832 4301 or 2832 4318 or fax to 2838 0441 or email to [colf2@swd.gov.hk](mailto:colf2@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，本署獎券基金計劃組的辦公時間為星期一至五上午八時四十五分至下午一時及下午二時至六時。

Please also note that the office hours of our Lotteries Fund Projects Section are from 8:45 a.m. to 1:00 p.m. and from 2:00 p.m. to 6:00 p.m., Monday to Friday.

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## O. 收集個人資料之前致資料當事人的通知書 Notice to Data Subject Before Collection of Personal Data

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向社署提供個人資料之前，請先細閱本通知書。

Please read this notice before you provide any personal data to SWD.

### 收集資料的目的 Purposes of Collection

- (1) 社署及／或獲社署提供津助／資助的非政府機構，或由社署委託的非政府機構，將會使用你所提供的個人資料，向你及／或你的家人提供你及／或你的家人所需要的及由社署及／或上述非政府機構提供的援助或服務，包括(但不限於)用於監察和檢討各項服務、處理有關你及／或你的家人所獲得服務的投訴、進行研究及調查、製備統計數字、履行法定職責等。向社署提供個人資料純屬自願。不過，如你未能提供所要求的個人資料，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 the SWD and/or those non-governmental organisations (NGOs) which receive subventions or subsidies from or which are commissioned by SWD to provide you and/or your family members with assistance or service from SWD and/or the aforementioned NGOs which is relevant to the needs of you and/or your family members, including but not limited to monitoring and reviewing of services, handling complaints related to the services provided to you and/or your family members, conducting research and surveys, preparing statistics and discharging statutory duties. The provision of personal data to SWD is voluntary. However, if you fail to provide the personal data requested of you, we may not be able to process your application or provide assistance/service to you and/or your family members.

可能經由社署轉介資料的人士的類別  
**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本署工作的職員。除此之外，該等個人資料亦可能會為上文第1段所述的目的而向下列機構／人士披露，或在下述情況下披露：

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

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

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

- (i) 審批及／或評估你及／或你的家人就上文第1段所提及社署及／或非政府機構向你及／或你的家人提供服務／援助而提出的任何申請；

processing and/or assessing any application from you and/or your family members for the provision of service/assistance to you and/or your family members by SWD and/or the NGOs mentioned in paragraph 1 above;

- (ii) 上文第1段所提及社署及／或非政府機構向你及／或你的家人所提供的服務／援助；或

the provision of service/assistance to you and/or your family members by SWD and/or the NGOs mentioned in paragraph 1 above; or

- (iii) 監察和檢討上文第1段所提及社署及／或非政府機構所提供的服務，或製備統計數字；

monitoring and reviewing of the services provided by SWD and/or the NGOs mentioned in paragraph 1 above or preparing statistics;

- (b) 處理投訴的機構（例如申訴專員公署、個人資料私隱專員公署、社會工作者註冊局、立法會等），如果這些機構正在處理有關社署向你及／或你的家人所提供的服務或援助的投訴；

Complaint handling authorities such as the Office of the Ombudsman, the Office of the Privacy Commissioner for Personal Data, the Social Workers Registration Board, the Legislative Council, etc. if they are handling complaints about the services or assistance provided to you and/or your family members by SWD;

- (c) 法律授權或法律規定須披露資料；或

Where such disclosure is authorised or required by law; or

- (d) 你曾就披露資料給予訂明同意。

Where you have given your prescribed consent to such disclosure.

查閱個人資料

**Access to Personal Data**

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

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

社會福利署署長

[經辦人：行政主任(獎券基金)2]

辦事處地址：香港灣仔皇后大道東248號  
陽光中心36樓3601至02室

電話號碼：2832 4318  
(辦公時間：星期一至星期五  
上午八時四十五分至下午一  
時及下午二時至六時)

傳真號碼：2838 0441

電郵地址：[eolf2@swd.gov.hk](mailto:eolf2@swd.gov.hk)

Director of Social Welfare

[Attn: Executive Officer (Lotteries Fund)2]

Office：Rooms 3601-02, 36/F, Sunlight Tower,  
248 Queen's Road East, Wanchai,  
Hong Kong

Tel. No.：2832 4318  
(Office hours：8:45 a.m. to 1:00 p.m. and  
2:00 p.m. to 6:00 p.m., Monday to Friday)

Fax No.：2838 0441

Email：[eolf2@swd.gov.hk](mailto:eolf2@swd.gov.hk)

Address

社會福利署

二零一九年四月

Social Welfare Department

April 2019