

申請機構必須符合下列準則，才可獲發准許在公眾地方進行慈善籌款活動的公開籌款許可證：

To be eligible for a Public Subscription Permit for organising charitable fund-raising activity(ies) in public places, the applicant organisation must satisfy the following criteria:

- (1) 擬舉辦的籌款活動是為慈善用途而在公眾地方進行的收取捐款的活動，或售賣或交換徽章、紀念品或類似物件而獲取捐款的活動。
The proposed fund-raising activities are for the collection of money or sale or exchange for donations of badges, tokens or similar articles in public places for charitable purposes.
- (2) 申請機構須在香港特別行政區根據《公司條例》(第 622 章)、《社團條例》(第 151 章)等條例作有效註冊，或為根據《稅務條例》(第 112 章)第 88 條獲豁免繳稅的屬公共性質的慈善機構或慈善信託。個別人士的申請將不獲考慮。
The applicant organisation must possess a valid registration in the Hong Kong Special Administrative Region under the Companies Ordinance (Cap. 622), the Societies Ordinance (Cap. 151), etc., or be a charitable institution or trust of a public character exempt from tax under section 88 of the Inland Revenue Ordinance (Cap. 112). Any application made by an individual will not be considered.
- (3) 申請機構及／或受益機構(如適用)須由根據《稅務條例》(第 112 章)第 88 條獲豁免繳稅起至是次申請日期計，最少具備過往 3 年的慈善活動記錄。
The applicant organisation and/or the beneficiary organisation(s) (if applicable) must have at least 3 years' track record of charitable activities from its registration for tax exemption under section 88 of the Inland Revenue Ordinance (Cap. 112) up to the date of this application.
- (4) 社署須滿意申請機構及／或受益機構(如適用)為合適舉辦籌款活動的團體，包括但不限下列有關機構的考慮因素：
 - (a) 誠信；
 - (b) 管理能力；
 - (c) 舉辦慈善活動往績；
 - (d) 財政狀況(例如：申請機構提交的年度財務報告表，或可反映其財務穩定性，或是否曾有異常財務安排等)。社署亦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。！The 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 (for instance, the annual financial statement submitted by the applicant organisation may reflect its financial stability, or whether there have been irregular financial arrangements, etc.) In addition, the applicant organisation's records of 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 by the SWD; and
 - (e) records of non-compliance with the conditions of a Public Subscription Permit (including flag days or other fund-raising activities), etc.

- (5) 申請機構已獲所擬舉辦慈善籌款活動的場地管理機構發出的批准通知書。
The applicant organisation has obtained written approval from the management authority of the venue for holding the proposed fund-raising activity.
- (6) 申請機構如在過去只曾獲發 1 個公開籌款許可證，須先按本須知 C(I)部分的條件(17)至(19)向社署署長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，否則機構其後的申請將不獲處理。
For an applicant organisation that has previously been granted only 1 Public Subscription Permit, any subsequent application(s) will not be processed until the income and expenditure account (including related notes) together with the auditor's report for the approved fund-raising activities has been submitted to the Director of Social Welfare in accordance with conditions (17) to (19) in Part C(I) of these Explanatory Notes.
- (7) 申請機構須容許社署職員實地視察申請機構和其服務中心以及有關活動。
The applicant organisation must allow the staff of the SWD to conduct on-site inspection of the organisation and its service unit(s) as well as the concerned activities.

二零一八年八月修訂
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