



公開籌款許可證(募集已簽署的捐款授權書)申請表格 -

非公共街道的公眾地方 [合資格機構使用]

Application Form for Public Subscription Permit

(Solicitation of Signed Authorisation Forms) – Public Places Other than Public Streets
[for eligible applicant organisations use]

申請機構及籌款活動的資料

Information of Applicant Organisation and Fund-raising Activities

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. 聯絡資料 Contact Details
聯絡人中文姓名
Name of Contact Person in Chinese _____ (先生 / 太太 / 小姐 / 女士)*
聯絡人英文姓名
Name of Contact Person in English (Mr/Mrs/Miss/Ms)* _____
香港身份證 / 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) _____
電話 Tel. No. _____ 電郵 E-mail _____
緊急聯絡電話 Emergency Contact Tel. No. _____
3. 貴機構是否於本年度獲發公開籌款許可證以在公共街道進行募集已簽署的捐款授權書？ 是 否
Yes No
Has your organisation been issued a Public Subscription Permit for conducting solicitation of signed authorisation forms on public streets in current year?
(如是的話，請填上該公開籌款許可證號碼：_____)
(if yes, please provide the permit no. of the Public Subscription Permit:_____)
4. 貴機構於申請本年度公開籌款許可證在公共街道進行募集已簽署的捐款授權書申請時，提交的資料(例如註冊、豁免繳稅的資格、章程細則或會章等)有否變動？如有，請附上相關文件。 有 沒有
Yes No
Are there any changes in the information of your organisation (e.g. registration, tax-exemption status, Articles of Association or constitution, etc.) which is submitted in the application for a Public Subscription Permit for conducting solicitation of signed authorisation forms in current year? If so, please provide the related documents.
5. 活動詳情
Activity Details
日期 Date: _____
時間 Time: _____
地點 Venue: _____
6. 擬舉辦的籌款活動會否聘用籌募機構代為籌辦活動：
Will fund-raising agencies be employed to organise the proposed fund-raising activities:
 會 / Yes 不會 / No
7. 如對本申請有任何補充資料，請貴機構在此說明。
Please state here any additional information for this application.

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

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

機構主席／機構負責人的聲明

Declaration by Chairperson/Head of Organisation

8. 茲聲明本機構不會將募集已簽署的捐款授權書的收入用於從事或支持任何違反香港法例的行為和活動(包括從事或支持任何非法或不利於國家安全的行為和活動)。另外,如有下列任何情況,本機構明白社署可即時撤銷公開籌款許可證:(a)本機構曾經參與或正在參與可能會構成或導致發生危害國家安全罪行或不利於國家安全的行為或活動;(b)本機構繼續聘用其承包商、服務提供者或供應商將不利於國家安全;或(c)政府合理地相信上述任何一種情況將會發生。

I declare that no solicitation of signed authorisation forms proceeds would be used by my organisation for engaging in or in support of any acts or activities which are in violation of the laws of Hong Kong (including engaging in or supporting any acts or activities which are unlawful or contrary to the interests of national security). Besides, I understand that SWD may immediately revoke the Public Subscription Permit upon the occurrence of any of the following events: (a) my organisation has engaged or is engaging in acts or activities that are likely to constitute or cause the occurrence of offences endangering national security or which would otherwise be contrary to the interest of national security; (b) the continued engagement of contractors, service providers or suppliers by my organisation is contrary to the interest of national security; or (c) the Government reasonably believes that any of the events mentioned above is about to occur.

9. 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.

10. 本人已詳細閱讀及明白載於「公開籌款許可證(募集已簽署的捐款授權書)申請表格」的附錄「公開籌款許可證(募集已簽署的捐款授權書)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 (Solicitation of Signed Authorisation Forms)” at Appendix of the “Application Form for Public Subscription Permit (Solicitation of Signed Authorisation Forms)”. I shall ensure that this organisation shall 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1)}
Signature of Chairperson/
Head of Organisation^{*(Note 1)}

簽署人姓名及職銜(正楷)^(備註1)
Name and Title (Print)^(Note 1)

機構蓋章
Organisation Stamp

日期
Date

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

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

備註1: 簽署人及其姓名須與「公開籌款許可證(募集已簽署的捐款授權書)申請表格」第5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/機構負責人手寫簽署的正本文件。簽署或機構蓋章如有欠缺、屬複印或列印,該申請將不獲受理。

Note1: The signatory and name must tally with the Chairperson/Head of Organisation specified in item no. 5 of the “Application Form for Public Subscription Permits (Solicitation of Signed Authorisation Forms)”. This declaration must be the **original** copy, bearing the organisation chop and **hand-written signature** of the Chairperson/Head of Organisation. **Applications missing signature or organisation stamp, or with copied/ printed signature or organisation stamp will NOT be considered.**

所需文件**Documents Required**

遞交申請表格時，請一併提交以下文件。未有遞交所需文件的申請可能不予受理。

When submitting the application form, please provide all the required documents as listed below.

Applications not accompanied with these documents may NOT be considered.

1. 公開籌款許可證(募集已簽署的捐款授權書)申請表格 - 非公共街道的公眾地方(即本申請表)。
Application Form for Public Subscription Permit (Solicitation of Signed Authorisation Forms) – Public places other than Public Streets (i.e. this application form).
2. 活動場地(即公共街道以外的公眾地方，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，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 written 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.), including date, time, venue and method of fund-raising.
3. 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.
4. 網頁上的籌款活動表格(供於非公共街道的公眾地方進行的籌款活動)的電子檔案(MS Excel格式)。請勿自行編製表格，以免影響上載獲批核的籌款活動至香港政府一站通網頁。
Soft copy (in MS Excel format) of the Fund-raising Activity Proforma (for fund-raising activities to be conducted in public places other than public streets) which is available on SWD website. Please do not create your own proforma as this may affect the uploading of approved activities onto the GovHK website.
5. 擬於非公共街道的公眾地方使用的募集捐款授權書樣本。
A copy of the Solicitation of Authorisation Forms to be used in public places other than public streets.

除上述文件外，社署可因應個別情況，要求貴機構提交其他補充資料或文件，以協助審批是次申請。

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

申請手續**Application Procedures**

合資格申請公開籌款許可證(募集已簽署的捐款授權書)的機構，在獲得場地管理機構的批核後，亦可申請於非公共街道的公眾地方進行籌款活動。請將已填妥的本申請表格正本，連同所須文件，交抵下列指定地址：

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：行政主任(獎券基金)4]

Applicant organisations which are eligible to apply for the Public Subscription Permit (Solicitation of Signed Authorisation Forms) can also apply for conducting fund-raising activities in public places other than public streets after obtaining the approval of the venue management. Please submit this original application form, together with all the required documents, to the following designated address -

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 (Lotteries Fund)4]

申請機構可經社署網頁(<https://www.swd.gov.hk/tc/ngo/controlofc/pspsaf/index.html>)或香港政府一站通網站作網上申請。經網上提交公開籌款許可證(募集已簽署的捐款授權書)申請表格 - 非公共街道的公眾地方[合資格機構使用]，必須於申請限期內另行將所需文件交抵社署指定地址，方可確認申請。若機構選擇以書面簽署提交網上申請，機構須於「機構主席/機構負責人的聲明」的頁面(申請表格 8-10 項)蓋上機構印章及由機構主席/機構負責人簽署，此頁的正本文件連同其他所需文件必須於申請限期內交抵社署指定地址。簽署或機構蓋章如有欠缺、屬複印或列印，該申請將不獲受理。

Applicant organisations can apply online through SWD website (<https://www.swd.gov.hk/en/ngo/controlofc/pspsaf/index.html>) or the GovHK's website. For on-line application of Public Subscription Permit (Solicitation of Signed Authorisation Forms) – Public Places Other than Public Streets [for eligible applicant organisations use], the documents required should be submitted to the designated address of SWD separately before the application deadline. If organisation opts for an online submission to be signed on paper, please sign the relevant part of the “Declaration by Chairperson / Head of Organisation”(showing item no. 8-10 of the application form) in the printed form by the Chairperson / Head of Organisation and stamp with the organisation stamp. The original copy, together with other documents required, must be submitted to the designated address of SWD separately before the application deadline. Applications missing signature or organisation stamp, or with copied/printed signature or organisation stamp will NOT be considered.

社署將在收到所需文件三個完整工作天後(但不早於活動開始前的一個月)發出許可證。申請機構一般會於社署收到文件起計的兩個工作天內，收到社署以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。

SWD will issue the permit 3 clear working days after receipt of the required documents, but not earlier than one month before the commencement of the event. Applicant organisations would normally receive an acknowledgement from the SWD by email within 2 working days following the receipt of the application. If the applicant organisations do not receive the acknowledgement by then, please contact the Charitable Fund-raising Control Team on 2832 4375.