

Rules to Fundraising Licenses and Permits

1. Solicitation of funds from the public in the streets and public places will require an application for the House-to-House and Street Collections (HHSC) (National Council of Social Service) (Exemption). Application for exemption will not be needed for solicitation of funds from members, family members and friends.
2. Applications for the HHSC NCSS Exemption must be submitted online via the VWO Corner in NCSS website **at least 14 days** before the start of the collection period.
3. If the fundraising event is to be co-organised with other agencies / the help of a commercial third-party fundraiser is enlisted, a Memorandum Of Understanding (MOU) must be established amongst the parties involved.
4. An approval letter and a copy of the Collector's Certificate of Authority (CCA) under the HHSC NCSS Exemption will be issued for approved applications.
5. Every copy of the CCA must be printed on your organisation's letterhead and duly stamped with the organisation's official stamp, before it is distributed. Upon completion of the fund-raising event, all copies of the CCA given to collectors must be duly collected and retained by the agency.
6. A copy of the audited accounts must be duly submitted to NCSS no later than 2 months upon the completion of the event.
7. The total relevant fund-raising expenses of an Institution of a Public Character (IPC) / Charity for the financial year ending on or after 1st April 2008, and for every subsequent financial year, shall not exceed 30% of the total relevant receipts from fund-raising and sponsorships for that financial year. IPCs / Charities could refer to the Charities (Institutions of a Public Character)(Amendment) Regulations 2008 and Charities (Fund-Raising Appeals)(Amendment) Regulations respectively.
8. In the event that your organisation engages a commercial third-party fundraiser, please exercise due care to protect the interest of the public and the image of your organisation. Please ensure that the terms of agreement with the third-party fundraiser are favourable to your organisation. Payment to third-party fundraisers should be pre-determined, and not commission-based. Proceeds from the fundraising event should go to the IPC/charity first, before netting of the payment.
9. IPC/Charity and its fundraisers should brief all fundraising personnel (staff, volunteers, hired solicitors) on all relevant aspects of the IPC/charity and the fundraising exercise, so that they understand and are able to communicate these to prospective donors.
10. Agencies shall disclose the following information during their solicitation to donors: a) name of organisation, b) intended use of funds and c) use of commercial third-party fundraiser, if any.
11. Agencies shall respect donors' confidentiality, e.g not to transfer donors' lists or records without the donors' prior approval, respecting wishes to remain anonymous and to be excluded from contact lists, etc.

12. For issuance and regulation of tax-exempt receipts, please refer to the Charities (Institutions of a Public Character) Regulations 2007. For tax treatment on donations with benefits, please refer to the IRAS Circular (IRAS Homepage → Charities/PCs → Donations and Tax Deductions → Cash Donations → IRAS Circular).

13. Please visit the **Online Business Licensing Services** (<https://licenses.business.gov.sg>) to obtain more information and apply for the various licenses which your agency may need for your fund-raising event.

Fundraising at a Glance

1. Island-wide sale of items is not permitted on all Saturdays and Wednesdays of school holidays.
2. No collection of funds are to be made at the Immigration Checkpoints, Bus Interchanges, Bus Stops, MRT Stations, Hospitals, Hotels, Places of Worship and Airports.
3. For outdoor collections, please submit the list of outdoor locations to NCSS **at least 3 working days** before the date of collection.
4. Maximum period of collection (with the exception of donation box) will be 3 months.
5. Fundraising applicants are to pledge donation amounts in publicity materials.

Fund Raising at a Glance

Type of Event	Permit/License	Forms to Complete	Authority/ Department	Mode of Application	Conditions (Refer to Appendix)
Flag Day	House-to-House and Street Collections (HHSC) (National Council of Social Service) (Exemption)	Submit online application form via NCSS website (VWO Corner) once Flag Day slot has been balloted.	NCSS Membership & Permits Department	Online submission via NCSS website	A
Fun Fair Bazaar Carnival	HHSC NCSS Exemption License for Public Entertainment Copyright Music Permit (if music is played) Trade Fair License (if tentage is put up or fair is in open area)	HHSC NCSS Exemption for Fundraising Application for License issued by OBLs Application for Copyright Music Permit Application for License and Permit to hold a Trade Fair	NCSS Membership & Permits Department Online Business Licensing Service (OBLs) Composers & Authors Society of Singapore Ltd (COMPASS) National Environment Agency Fire Safety Bureau Land Transport Authority (LTA) Urban Redevelopment Authority (if fair is held for more than 28 days)	Online submission via NCSS website Submit application to OBLs and copy application to NCSS Online submission via NCSS website for COMPASS Fee Waiver.	B

Type of Event	Permit/License	Forms to Complete	Authority/ Department	Mode of Application	Conditions (Refer to Appendix)
Walkathon/ Jogathon	HHSC NCSS Exemption Permit from nearest Police Post	HHSC NCSS Exemption for Fundraising Application for a permit to hold an assembly or procession	NCSS Membership & Permits Department Police Post nearest to the assembly or procession.	Online submission via NCSS website Application to any of the Police Post nearest to the assembly or procession venue. Attach route map to application. Forward a copy of the application to NCSS. Letter of support from relevant authority (example, URA, HDB, LTA, National Park Board etc) for usage of venue. Copy letter written to NCSS.	C
Islandwide Car Rally or Cycling	HHSC NCSS Exemption Permit from the Traffic Police	HHSC NCSS Exemption for Fundraising Inform the nearest neighbourhood Police Post on the starting point of the car/cycling rally. Applicant will then be advised to approach the respective Divisional Traffic Enforcement Unit	NCSS Membership & Permits Department Divisional Traffic Enforcement Unit	Attach route map in application to the Divisional Traffic Enforcement Unit and forward a copy of the application to NCSS	D
Charity Dinner	HHSC NCSS Exemption Copyright Music (if music is played)	HHSC NCSS Exemption for Fundraising Application for Copyright Music	NCSS Membership & Permits Department Composers & Authors Society of Singapore Ltd (COMPASS)	Online submission via NCSS website for Exemption and COMPASS Fee Waiver Letter of support from relevant authority (example, URA, HDB, LTA, National Park Board etc) for usage of venue.	E

Concert Show/ Performance	HHSC NCSS Exemption License for Public Entertainment Copyright Music Permit (if music is played)	HHSC NCSS Exemption for Fundraising Application for License issued by OBLs Application for Copyright Music	NCSS Membership & Permits Department Online Business Licensing Service (OBLs) Composers & Authors Society of Singapore Ltd (COMPASS)	Online submission via NCSS website Submit application to OBLs. Online submission via NCSS website for COMPASS Fee Waiver.	F
Private Lottery	HHSC NCSS Exemption Private Lotteries Permit	HHSC NCSS Exemption for Fundraising Application for Permit issued by Licensing Division (wef 1 Apr 04)	NCSS Membership & Permits Department Licensing Division, Police Headquarter	Online submission for exemption via NCSS website Walk-in, write-in, email or fax to Police Licensing Division	G
Public Lottery Charity/ Donation Draw Raffle Draw	HHSC NCSS Exemption Public Lottery Permit	HHSC NCSS Exemption for Fundraising Application for Permit from the Gambling Suppression Branch (GSB)	NCSS Membership & Permits Department Licensing Division, Police Headquarter	Online submission for exemption via NCSS website Application to GSB and forward a copy of the application to NCSS.	H
Film Premiere	HHSC NCSS Exemption License for Public Entertainment (if time slot of film is not the same as the normal screening times of the cinema concerned).	HHSC NCSS Exemption for Fundraising Application for License issued by OBLs	NCSS Membership & Permits Department Public Entertainment License, Online Business Licensing Service (OBLs)	Online submission via NCSS website Submit application to PELU.	I
Donation Box	HHSC NCSS Exemption	HHSC NCSS Exemption for Fundraising	NCSS Membership & Permits Department	To obtain a letter of support from the owner/management of premises.	J
Auction	HHSC NCSS Exemption	HHSC NCSS Exemption for Fundraising	NCSS Membership & Permits Department	To obtain a letter of support from the relevant authority (example, URA or HDB or LTA or MDA etc).	K

Car Wash	HHSC NCSS Exemption	HHSC NCSS Exemption for Fundraising	NCSS Membership & Permits Department	To obtain a letter of support from the relevant authority (example, URA or HDB or LTA or MDA etc) for usage of venue.	L
Charity Golf	HHSC NCSS Exemption	HHSC NCSS Exemption for Fundraising	NCSS Membership & Permits Department	To obtain a letter of support from the relevant authority (example, URA or HDB or LTA or MDA etc) for usage of venue.	M
Collection of Items (example unwanted newspaper, old clothes or electrical appliances etc)	HHSC NCSS Exemption	HHSC NCSS Exemption for Fundraising	NCSS Membership & Permits Department	To obtain a letter of no objection from the respective Town Councils.	N
Pledge Card/ Collection Card/ Donation Card	HHSC NCSS Exemption	HHSC NCSS Exemption for Fundraising	NCSS Membership & Permits Department	For loss of donation cards, the collectors should file a declaration to the organisation. A police report is only necessary in the event that the donation card was stolen.	O
Food Collection (non perishable, such as tin/can food, milo, packets of rice etc)	HHSC NCSS Exemption	HHSC NCSS Exemption for Fundraising	NCSS Membership & Permits Department	To obtain a letter of no objection from the Town Council/National Environment Agency	P
Donation of Sales Proceeds (example from restaurants/hawkers/bakeries, sale of books etc)	HHSC NCSS Exemption	HHSC NCSS Exemption for Fundraising	NCSS Membership & Permits Department	Online submission via NCSS website	Q
Street Sales/ Sale of Items (islandwide)	HHSC NCSS Exemption Permit from National Environment Agency (if applicable)	HHSC NCSS Exemption for Fundraising Application for Permit	NCSS Membership & Permits Department Environmental Health Department	To obtain a letter of support from the relevant authority (example, URA or HDB or LTA or MDA etc) for usage of venue.	R

Street Sales/ Sale of Items (location based)	HHSC NCSS Exemption	HHSC NCSS Exemption for Fundraising	NCSS Membership & Permits Department	To obtain a letter of support from the relevant authority (example, URA or HDB or LTA or MDA etc) for usage of venue.	S
Performance at Public Places (Street Performance, such as Opera, Wayang, Show of Skills, Dancing, Christmas Carolling etc)	HHSC NCSS Exemption Arts Entertainment License from Media Development Authority (MDA)	HHSC NCSS Exemption for Fundraising Online submission via MDA's website	NCSS Membership & Permits Department MDA Licensing Services Division	To obtain a letter of support from the relevant authority (example, URA or HDB or LTA or MDA etc) for usage of venue.	T
Seminars/Talk s (to raise funds for charity)	HHSC NCSS Exemption Exempted from Public Entertainment License for indoor talks (unless talks touch on racial and religious issues)	HHSC NCSS Exemption for Fundraising	NCSS Membership & Permits Department	Online submission via NCSS website To obtain a letter of support from the relevant authority (example, URA or HDB or LTA or MDA etc) for usage of venue.	U

APPENDIX A

Flag Day

1 NCSS member Voluntary Welfare Organisations (VWOs) with charity status can apply to NCSS, if they wish to raise funds through street collections via collection tins/bags or Flag Day. All Saturdays and Wednesdays during school holidays have been allocated for NCSS members to conduct Flag Day.

2 Only one Flag Day is allowed for each organisation per year. Allocation of Flag Day slots is done through balloting.

3 Organisations can apply to conduct Joint Flag Day. The number of Joint Flag Days to be allocated is capped at 10 per year. A maximum of 4 organisations are allowed in the joint effort. A Memorandum of Understanding (MOU) (sample in **Annex A**) would need to be established among the joint applicants.

Eligibility Criteria for Flag Day

4 All organisations must be members of the National Council of Social Service (NCSS), providing direct social services or promoting community development.

5 All organisations must be charities registered under the Charities Act.

6 All organisations should maintain average gross proceeds of at least \$50,000 (gross proceeds collected in a single day) over the last 3 Flag Days. For organisations that had conducted less than 3 Flag Days, the average income will be calculated over the number of Flag Days that they have conducted. Organisations that failed to meet this criterion will be barred from conducting a Flag Day for the next 2 years. This applies to each applicant under a Joint Flag Day application. Special considerations may be given, if the applicant has provided valid justifications for not meeting the criterion.

7 The organisations' accumulated reserves¹ should not exceed 5 times the total operating expenditure². The reserves over the last 3 years, where available, will be taken into consideration.

8 The organisations should not be fully funded by the government, statutory boards, NCSS and other government agencies.

9 There is no outstanding audited statement of accounts for past fund raising events conducted.

¹ Accumulated reserves refer to the amount of money set aside for general operating expenses and future use, which excludes the capital/building fund.

² The total operating expenditure refers to the total gross recorded expenditure for the financial year. It excludes the losses on the disposal of property, plant and equipment, amounts paid out for the acquisition of property, plant and equipment as well as the amounts paid out of the endowment fund.

Application Procedures/Requirements

10 NCSS member VWOs with charity status will be invited to apply for Flag Day around April to June. Eligible applicants will then be notified by NCSS to participate in the Flag Day Balloting Exercise, which will usually be held in September.

11 Organisations applying for Joint Flag Days are required to nominate a representative as the main applicant to submit the Flag Day application. In the application form, the main applicant is required to indicate details on the rest of the organisations whom they are partnering. Successful joint applicants are to establish a Memorandum of Understanding (MOU) (sample in **Annex A**) to be submitted to the NCSS Membership and Permits Department at least one month before the balloted Flag Day date.

12 Should there be more than 10 applications for Joint Flag Day, the applicants are required to go through a balloting exercise. Unsuccessful applicants will join the balloting exercise for Single Flag Day to obtain an individual Flag Day.

13 Organisations that are unsuccessful in balloting for a Flag Day may combine with those organisations that had successfully balloted for a Flag Day to hold a Joint Flag Day. The main applicant must be the organisation that had successfully balloted for a Flag Day, and a copy of the Memorandum of Understanding (MOU) must be enclosed together with the letter of notification to the NCSS Membership and Permits Department at least one month before the balloted Flag Day date.

14 Organisation that had successfully balloted for a Flag Day but does not wish to carry out the Flag Day will have to find a replacement to take the slot. Otherwise, proceeds will be considered as NIL for the particular Flag Day. The organisation that is giving up the Flag Day will have to write in to NCSS Membership and Permits Department for approval regarding the replacement.

Mechanics of Flag Day Balloting Exercise

15 Eligible applicants will be invited to participate in the Flag Day Balloting Exercise (sometimes in September) to select a Flag Day slot. During the exercise, Joint Flag Day applicants will first be invited to draw a numbered card. Subsequently, single Flag Day applicants will be called out in alphabetical order to pick a card, which can be either blank or numbered. As the cards are placed at random, all organisations will have an equal chance of selecting any of the cards. The number indicates the position in the queue to pick a date for the Flag Day. An organisation that picks a blank card will not get a slot for Flag Day.

Requirements for Conducting Flag Days

Application for House-to-House and Street Collection Licence

16 Organisations with a balloted Flag Day must apply online to NCSS via the VWO Corner for the exemption on the House-to-House and Street Collection Licence at least 14 days before the Flag Day. NCSS will forward the approval letter and Collector's Certificate of Authority to the organisations, once their applications are approved.

17 Every Copy of the Collector's Certificate of Authority (CCA) must be printed on the organisation's letterhead and duly stamped with the organisation's official stamp before it is distributed.

18 Upon the completion of the fund-raising event, all copies of CCA given to collectors must be duly collected and retained by the organisation.

19 All audited Flag Day statement of accounts (a hardcopy bearing the auditor's signature) should be submitted to Membership and Permits Department of NCSS within two months after the completion of Flag Day.

General

20 No solicitation of funds is allowed at the Woodlands and Tuas Check-Points (Immigration Department), Changi Airport, Railway Station, hospitals, Mass Rapid Transit (MRT) stations, hotels and places of worship.

21 Solicitation of funds for Flag Day can only be conducted on the balloted date, between 7 a.m. and 10 p.m. only.

22 Appeals for sponsorship to cover the operating cost for Flag Day can only be conducted through appeal letters and pledge cards, within a month before the allocated Flag Day. Proceeds from appeal letters and pledge cards can only be used to cover the operating cost of Flag Day, and cannot be counted as part of the proceeds for the actual Flag Day. This should be communicated to the donors accordingly.

23 Sale of items is not allowed in conjunction with a Flag Day on the same day by the same organisation.

Handling of Collection

24 Organisations must print their names or logos and the NCSS Approval Reference Number on all the Flag Day tins/bags and tokens (e.g. stickers). For Joint Flag Day, all collection tins/bags/flag day stickers should state the names/logos of all partnering organisations.

25 All collection tins/bags must be serialised.

26 The dimension of coin slits for collection tins must not be more than 4cm by 0.5cm, and the coin slits for collection bags must not exceed 5cm by 1cm.

27 Organisations are required to inform NCSS for loss of collection tins/bags. A report to the Police will be needed if collection tins/bags are stolen.

28 All collection tins/bags upon handing over at the Collection Centres shall be examined by authorised personnel to ensure that they are intact. These authorised personnel shall ensure that the contents in the tins/bags do not spill out en-route to the counting centres.

29 The counting of collections shall be verified in the presence of the staff and independent party/parties of the organisation (e.g. auditor and management committee members).

30 For joint Flag Day, all collection tins/bags upon being handed in at the Collection Centres shall be examined jointly by authorised representatives from all organisations to ensure that the tins/bags are intact, and opened in the presence of an independent third party (e.g. auditors and management committee members).

Collectors

31 Collectors must be 15 years and above and at least 20% of the collectors must be 16 years old and above.

32 Collectors shall not cause annoyance to any person, or remain at any premise, if requested by the occupant of the premise to vacate the place.

33 The collectors shall not receive any money collected except by allowing the donor to place the money in the collecting box.

34 The collectors must be briefed on all relevant aspects of the organisation(s) and the fund-raising exercise, so that they understand and are able to communicate these to prospective donors. For Joint Flag Day, all partnering organisations are required to brief their volunteer collectors or staff, based on the agreed briefing details.

Administrative Cost

35 The fund-raising efficiency ratio is the total fund-raising expenses of a charity to the total gross receipts from fund-raising and sponsorships of the charity for that financial year. All charities are expected to keep their fund-raising efficiency ratio below 30%, which is commonly known as the 30/70 rule. For the regulation on the 30/70 rule, charities can refer to the [Charities \(Fund-Raising Appeals\)\(Amendment\) Regulations](#) available from the Charity Portal (www.charities.gov.sg).

Additional Requirements for Joint Flag Days

36 Partnering organisations are to share all expenditure and administrative duties incurred for the Joint Flag Day, based on the term agreed and stated in the MOU (sample in **Annex A**).

37 The total gross proceeds raised from the Flag Day event must be shared among the partnering organisations, based on the percentage agreed and stated in the MOU.

38 Organisations shall have equal statutory responsibilities in the coordination and management of Flag Day, such as compliance with requirements under the House-to-House & Street Collections Act.

39 Organisations applying for Joint Flag Days are required to nominate a representative as the main applicant. This main applicant shall be responsible for the application of exemption of the House-to-House and Street Collection Licence and the submission of audited statement of accounts for Flag Day.

APPENDIX B

Fun Fair, Bazaar, Carnival

1. A fair is defined as an open congregation of temporary stalls or pitches used for the sale of goods, with or without food or entertainment.
2. Application must be submitted online via the VWO Corner in NCSS website at <https://www.ncssapp.org.sg/>
3. A Public Entertainment License must be obtained from the Online Business Licensing Service.
4. No Public Entertainment licence is required if exempted PE activities are organised. However, some of these activities will require fulfilment of certain conditions. The exempted activities are as follows:
 - (a) PEM (EXEMPTIONS) ORDER
 - Chinese opera, puppet show, “sing-song” or getai, etc
 - Certain events at hotels or shopping centres
 - Fashion shows, beauty pageants, etc.
 - Carnival games and carnival rides at fun fairs
 - ‘Lion’ or ‘Dragon’ dances
 - Constituency activities (organised by or on behalf of a Member of Parliament)

Applicants are to notify the Neighbourhood Police Post, Neighbourhood Police Centre or Police Land Division (Headquarters Station), at least seven days before the event.

5. Application for the Permits must be made directly to the National Environment Agency, Fire Safety Bureau and the Urban Redevelopment Authority of Singapore with details on the games to be organised, price of tickets/coupons, site plan and a layout plan showing the arrangement of stalls for the fair.
6. Applicant must obtain the consensus of the shopkeepers in the neighbourhood to hold the fair.
7. The quality of the merchandise, food and refreshments should be worth the value charged for sale.
8. Organisers must provide sufficient quantity and quality of goods and items for the value of the coupons sold.
9. Tickets or coupons must be serialized and stamped with the organisation’s official stamp
10. Agencies are to restrict from conducting any fund-raising activities on all Saturdays and school holidays on Wednesdays.
11. To obtain a letter of no objection for the sale of food and beverage from National Environment Agency.

APPENDIX C

Walkathon, Jogathon, Treasure Hunt

1. Application must be submitted online via the VWO Corner in NCSS website at <https://www.ncssapp.org.sg/>.
2. Applicants must also obtain a permit from the Police Post nearest to the assembly or procession area. A copy of the route map is to be submitted with the application for permit.
3. A letter of support from the relevant authority for the usage of venue is required
4. Participants in a walkathon are not permitted to solicit sponsorship or monetary contributions at the Immigration Checkpoints, Airports, Railway Station, Hospitals, MRT Stations, Bus Interchanges, Bus Stops, Hotels and Places of Worship.
5. Do note that distribution of cards is not allowed after the event.

APPENDIX D

Islandwide Car Rally or Cycling

1. Application must be submitted online via the VWO Corner in NCSS website at <https://www.ncssapp.org.sg/>
2. To inform the nearest Police Post on the starting point of the car/cycling rally. The officer will then direct the applicant to the relevant Divisional Traffic Enforcement Unit to apply for a permit.
3. The application for permit should include details such as participation fee, date of event, starting and ending point of the rally.
4. Applicant is also required to obtain a letter of support from the relevant authority for the usage of venue.

APPENDIX E

Charity Dinner

1. Application must be submitted online via the VWO Corner in NCSS website at <https://www.ncssapp.org.sg/>.
2. To indicate the price per table and per ticket.
3. Receipts must be issued for table sales.
5. Applicant is also required to obtain a letter of support from the relevant authority or the owner/management of premises for the usage of venue.
6. Tickets or coupons must be serialised and stamped with the organisation's official stamp.
7. Organisers should not conduct any outdoor collections on Wednesdays during school holidays and all Saturdays.

APPENDIX F

Concert/ Show Performance

1. Application must be submitted online via the VWO Corner in NCSS website at <https://www.ncssapp.org.sg/>.
2. To obtain a permit from the Media Development Authority (MDA) Licensing Services Division.
3. Tickets must be serialised.
4. Tickets or coupons must be serialised and stamped with the organisation's official stamp.
5. Organisers should not conduct any outdoor collections on Wednesdays during school holidays and all Saturdays.

APPENDIX G

Private Lottery

1. With effect from 1 April 2004, the Police Licensing Division will process applications for:
 - Permits for the conduct of private lotteries;
 - Renewal of permits for private lotteries
2. Applicants are required to include details such as the list of top ten prizes; cost and number of prizes; number and price of tickets to be offered for sale; the time, place and manner in which winners will be determined; the opening and closing dates for sale; and the manner in which the winning numbers are to be advertised.
3. Application must be also be submitted online via the VWO Corner in NCSS website at <https://www.ncssapp.org.sg/>.
4. The lottery must be confined to members of a club, institution, organisation or other associations.
5. No profit shall be accrued to any individual person from the conduct of such lottery.
6. No commission either in money or by way of free tickets or chances shall be payable in respect of the sale of tickets or chances.
7. All tickets must be serialised, bear the date of the draw, details of prizes and publication of results and contact number for collection of prizes.
8. All tickets sold in connection with the conduct of lottery are to be overprinted in prominent type with the wording:
“For Sale to Members Only” Ref Permit No _____

APPENDIX H

Public Lottery, Charity/Donation Draw

1. Application must be submitted online via the VWO Corner in NCSS website at <https://www.ncssapp.org.sg/>.
2. The price of the lottery ticket, the name and the address of the promoters and details of the prizes must be clearly stated on the tickets.
3. No lottery tickets shall be issued except by way of sale and upon receipt of its price in full.
4. The name and address of the purchaser of every ticket shall be recorded in the counterfoil to the ticket.
5. The lottery is to be conducted by the agency and its officers, and there shall not be more than one lottery conducted per year by the same agency.
6. All winners shall be notified by post.
7. Where the total value of prizes exceeded \$10,000, the results of the lottery shall be published in a newspaper within three days following the determination of all the winners.
8. To obtain permit from the Gambling Suppression Branch (GSB), Licensing Division, Police Headquarter to conduct a draw. Please forward a copy of the application for permit to Membership Department.
9. The draw for the determination of the winners shall be conducted in public. Except where the draw is computerised and is not conducted in public, it shall be witnessed and audited by a public accountant who is not in the employment of the agency.
10. To obtain a letter of support from the relevant authority or the owner/management of premises for the usage of venue.

APPENDIX I

Film Premiere

1. Application must be submitted online via the VWO Corner in NCSS website at <https://www.ncssapp.org.sg/>.
2. License for Public Entertainment is required if time slot of the film is not the same as the normal screening times of the cinema concerned.
3. Tickets must be serialised and state the selling price.
4. Organisers should not conduct any outdoor collections on Wednesdays during school holidays and all Saturdays.
5. To obtain a letter of support from the relevant authority or the owner/management of premises for the usage of venue.

APPENDIX J

Donation Box

1. Application must be submitted online via the VWO Corner in NCSS website at <https://www.ncssapp.org.sg/>. Applicants are to state the period and detailed locations for the placement of donation boxes.
2. Maximum collection period for donation boxes will be one year.
3. To obtain a letter of no objection from the management/owner of premises for placement of donation boxes.
4. At least one member of the staff must be at the location to witness the collection of the box back to the agency.

APPENDIX K

Auction

1. Application must be submitted online via the VWO Corner in NCSS website at <https://www.ncssapp.org.sg/>.
2. In the application form, applicant is required to state the date and venue for auction, and starting bidding price and items for auction.
3. To obtain a letter of support from the relevant authority and/or the owner/management of premises for the usage of venue.

APPENDIX L

Car Wash

1. Application must be submitted online via the VWO Corner in NCSS website at <https://www.ncssapp.org.sg/>.
2. Applicant must state the price per car wash, date and venue for the car wash to be held.
3. To obtain a letter of support from the relevant authority and/or the owner/management of premises for the usage of venue.

APPENDIX M

Charity Golf

1. Application must be submitted online via the VWO Corner in NCSS website at <https://www.ncssapp.org.sg/>.
2. In the application, applicant is required to state the following:
 - Date and venue of charity golf
 - Amount per flight and registration fees
3. To obtain a letter of support from the relevant authority and/or the owner/management of premises for the usage of venue.

APPENDIX N

Collection of Items

1. Includes unwanted newspapers, old clothes or other electrical appliances etc.
2. Application must be submitted online via the VWO Corner in NCSS website at <https://www.ncssapp.org.sg/>.
3. Applicants are required to state the type of items collected and area(s) for collection.
4. To obtain a letter of no objection from the respective Town Councils.

APPENDIX O

Pledge Card, Collection/Donation Card

1. Collectors will fill in the names of donors and the amount donated on the cards for every donation made within the approved collection period.
2. Application must be submitted online via the VWO Corner in NCSS website at <https://www.ncssapp.org.sg/>.
3. To serialise the cards.
4. Organisers should not conduct any outdoor collections on Wednesdays during school holidays and all Saturdays.
5. If the volunteer collectors are below 16 years of age, please seek parental consent for the children to collect via pledge cards, and note that children are not allowed to solicit for donations from house-to-house.
6. Note that for loss of pledge cards, collection/donation cards, the collectors should file a declaration to the agency. A police report is only necessary in the event that the cards were stolen.

APPENDIX P

Food Collection

1. Includes non-perishable food, such as tin/can food, milo, packets of rice etc.
2. Application must be submitted online via the VWO Corner in NCSS website at <https://www.ncssapp.org.sg/>.
3. To obtain a letter of no objection from the National Environment Agency and the respective Town Council(s).
4. To obtain a letter of support from the relevant authority and/or the owner/management of premises for the usage of venue.

APPENDIX Q

Donation of Sale Proceeds

1. Includes sale proceeds collected from restaurants, hawkers, bakeries, sale of books etc.
2. Application must be submitted online via the VWO Corner in NCSS website at <https://www.ncssapp.org.sg/>.
3. If a certain percentage of sales proceeds will be donated, the percentage will have to be specified in all publicity materials.
4. To obtain a letter of support from the relevant authority and/or the owner/management of premises for the usage of venue.

APPENDIX R

Street Sales / Sale of Items (island wide)

1. Street Sales island wide are restricted to one day of collection only. Saturdays and Wednesdays during school holidays are not allowed.
2. Application must be submitted online via the VWO Corner in NCSS website at <https://www.ncssapp.org.sg/>.
3. To obtain a permit from the National Environment Agency, Environmental Health Department if food/drinks are sold, and merchandise is to be sold at arts and cultural events.
4. To obtain a letter of support from the relevant authority and/or the owner/management of premises for the usage of venue.

APPENDIX S

Street Sale/ Sale of Items (location based)

1. Maximum period of collection will be three months.
2. Application must be submitted online via the VWO Corner in NCSS website at <https://www.ncssapp.org.sg/>.
3. Applicant is required to provide details on the list of locations and period of collection in the online application form. Do note that sales may be conducted at a maximum of three locations for up to two weeks. When the period of two weeks (eg. period A) for these locations has ended, sales should not be repeated at these locations for the next period of sales immediately following period A (ie. period B).
4. To obtain a letter of support from the relevant authority and/or the owner/management of premises for the usage of venue.
5. Organisers should not conduct any outdoor collections on Wednesdays during school holidays and all Saturdays.

APPENDIX T

Performance at Public Places

1. Street performances such as opera, wayang, show of skills, dancing, Christmas carolling etc.
2. Application must be submitted online via the VWO Corner in NCSS website at <https://www.ncssapp.org.sg/>.
3. Application for Arts Entertainment License from the Media Development Authority (MDA) Licensing Services Division.
4. To obtain a letter of support from the relevant authority and/or the owner/management of premises for the usage of venue.

APPENDIX U

Seminars/Talks

1. Application must be submitted online via the VWO Corner in NCSS website at <https://www.ncssapp.org.sg/>.
2. Exemption from the Public Entertainment License for indoor talks unless content touches on sensitive issues such as race and religion.
3. To obtain a letter of support from the relevant authority and/or the owner/management of premises for the usage of venue.

Annex A

**MEMORANDUM OF UNDERSTANDING (MOU) FOR
JOINT FLAG DAY (Please indicate Year)**

This Memorandum of Understanding dated _____ is made
between _____ (Agency 1)
and _____ (Agency 2).

WHEREAS:

1. Agency 1 is the nominated main applicant that has successfully balloted for a Flag Day date in year **(Please indicate Year)**.
2. Agency 2 is the co-applicant working in partnership with Agency 1 to conduct the Flag Day.

NOW THIS MEMORANDUM AGREES AS FOLLOWS:

1. The nominated main applicant will be responsible for submitting the following documents to NCSS Membership & Permits Department:
 - Authorisation letter(s) from the partnering agency/agencies indicating the main applicant as their representative.
 - Online application for Fundraising Exemption to hold a Flag Day in year **(Please indicate Year)** at least one month before the balloted date.
 - Audited Statement of Accounts (hardcopy) within two months after the Flag Day.
2. All collection tins/bags/Flag Day stickers should state the names/logos of all partnering agencies.
3. The total gross proceeds raised and expenses incurred for the Flag Day event will be distributed based on the percentage agreed as follows:

Name of Agency	Percentage of Proceeds to be received and Expenses to be incurred by the Agency
Agency 1	XX%
Agency 2	XX%

4. Allocation of manpower for the administrative and logistics preparation for the Flag Day must be shared based on the arrangement agreed by the partnering agencies.
5. All agencies shall have equal statutory responsibilities in the coordination and management of Flag Day, which will include compliance with requirements under the House-to-House & Street Collections Act.
6. All agencies are required to brief their volunteer collectors or staff, based on the agreed briefing details before the Flag Day.
7. All agencies are to agree on the accounting procedures for monies received and expended for the Flag Day. For example, all collection tins/bags returned to the Collection Centres shall be examined jointly by authorised representatives from all agencies, and opened in the presence of an independent third party.
8. All agencies are empowered to appoint auditors to conduct checks on the accounting records of the other party(ies) on the proceeds collected from the Flag Day.
9. All agencies to agree on the content of the publicity materials used for the Flag Day, if any.
10. All agencies to agree on the procedures for settling disputes, if any.

In agreement of this Memorandum of Understanding:

<Name of Signatory>
Designation (Preferably Executive
Director or Board Member)
<Name of VWO as main applicant>

<Name of Signatory>
Designation (Preferably Executive
Director or Board Member)
<Name of VWO as joint applicant>

Annex B

List of Flag Day Suppliers (Correct as of May 2009)

Disclaimer:

This list is strictly for NCSS member charities' reference only. It should not be seen as NCSS's endorsement of the companies listed.

Legend:

The icon(s) below the contact details indicate the supply/ supplies that the supplier can provide.



Flag Day Stickers



Collection Tin Can



Collection Bag

Seng Cheong Tin Factory Pte Ltd

No. 64 Joo Koon Circle, Singapore 629077

Tel : 6861 5211

Fax : 6861 5218

Email : jason@sctin.com.sg

Website : www.sctin.com.sg

Contact Person : Jason Tan (9733 7385)



Eventus

Block 1002, Toa Payoh Lorong 8 Industrial Park, #04-1451, Singapore 319074

Tel : 6288 3452

Fax : 6258 0797

Email : eventus@singnet.com.sg

Website : www.eventuslink.com

Contact Person : Nicholas Boon (9766 2786)



Biztrade Designworx

6 Sims View, Singapore 416512

Tel : 6745 6724

Fax : 6747 3561

Email : biztrade@starhub.net.sg

Contact Person : Augustine Teo (9001 1850)



A-Team Design & Print Pte Ltd

Blk 801, French Road, #02-41 (Next To Lavender MRT Station), Singapore 200801

Tel : 6294 0009
Fax : 6299 6310
Email : ateam@singnet.com.sg
Contact Person : Eileen Tham



See Hup Seng Tin Fty. Pte Ltd

60 Kian Teck Road, Singapore 628793

Tel : 6261 3121
Fax : 6265 9003
Email : sshs@pacific.net.sg
Contact Person : Alice Low



Ace-Winns Press Ind Pte Ltd

20 Woodlands Link, #03-02, Singapore 738733

Tel : 6752 6388, 7652 6288
Fax : 6752 6293
Email : francis@acewinns.com.sg
Contact Person : Francis Chia (9667 6166)
Lily Loh (9365 6063)



Sun Printers Group Pte Ltd

5 Mayo St, Singapore 208305

Tel : 6396 7333 ext 305
Fax : 6291 9218
Email : sales@123printing.com.sg
Contact Person : Alan Tan



Intexco Pte Ltd

Blk 1013, Geylang East Ave 3, #02-170, Singapore 389728

Tel : 6744 3311
Fax : 6747 9001
Email : intexco@singnet.com.sg
Contact Person : Ann Lim



Everfirst Pte Ltd

20 Bukit Batok Crescent, #09-07, Enterprise Centre

Tel : 6896 3373

Fax : 6569 6166

Email : admin@everfirst.com.sg

Contact Person : Mdm Tan Lay Keow

