

HOUSE TO HOUSE AND STREET COLLECTIONS ACT
(CHAPTER 128, SECTION 10)

HOUSE TO HOUSE AND STREET COLLECTIONS
(NATIONAL COUNCIL OF SOCIAL SERVICE)
(EXEMPTION) NOTIFICATION

ARRANGEMENT OF PARAGRAPHS

Paragraph

1. Citation
 2. Exemption
- The Schedules

[26th December 2003]

Citation

1. This Notification may be cited as the House to House and Street Collections (National Council of Social Service) (Exemption) Notification.

Exemption

2. The Minister hereby exempts a person authorised to carry out a collection by —

- (a) the Community Chest; or
- (b) any full or associate Council member of the National Council of Social Service established under the National Council of Social Service Act (Cap. 195A),

(referred to in this Notification as a qualifying promoter) from section 3 of the Act, subject to compliance with the conditions specified in the First Schedule.

FIRST SCHEDULE

Paragraph 2

EXEMPTION

DEFINITIONS

1.—(1) In this Schedule, unless the context otherwise requires —

“certificate of authority” means a certificate referred to in paragraph 3(2)(a);

15.12.2009

FIRST SCHEDULE — *continued*

“Chief Executive Officer” means the Chief Executive Officer of the National Council of Social Service established under section 3 of the National Council of Social Service Act (Cap. 195A);

“collecting box” means a box or other receptacle for monetary contributions, securely closed and sealed in such a way as to prevent the box or receptacle from being opened without the seal being broken;

“Community Chest” means the Community Chest established under section 13(1) of the National Council of Social Service Act;

“public accountant” means a person who is registered or deemed to be registered under the Accountants Act (Cap. 2) as a public accountant;

“receipt book” means a book of detachable forms of receipt stipulating the purpose of a collection and consecutively numbered with the counterfoils or duplicates of those forms correspondingly numbered.

(2) For the purposes of paragraph 3(2)(b), a distinguishing number shall be regarded as having been printed on a collecting box if it is printed on a seal of the collecting box.

CONDITIONS

Qualifying promoter

2.—(1) The qualifying promoter shall obtain the written approval of the Chief Executive Officer before proceeding to carry out any collection.

(2) The qualifying promoter must not —

- (a) have been convicted, whether in Singapore or elsewhere, of any offence involving dishonesty or deception; and
- (b) be an undischarged bankrupt.

(3) The qualifying promoter shall exercise due diligence to ensure that —

- (a) every person whom the promoter has caused to act as a collector and authorised under this Notification to act as such for the purposes of the collection is a fit and proper person;
- (b) for the purposes of the collection, no certificate of authority, collecting box or receipt book is issued to the collector under paragraph 3(2) unless the name and address of the collector is recorded in a book in the custody of the promoter and against a distinguishing number allotted to the collecting box or receipt book by the promoter; and
- (c) any certificate of authority, collecting box or receipt book issued to the collector under paragraph 3(2) is returned when the collection is completed or when for any other reason the collector ceases to act as such.

FIRST SCHEDULE — *continued*

Certificate of authority

3.—(1) The qualifying promoter shall obtain every form of a certificate of authority to be issued by the qualifying promoter under sub-paragraph (2)(a) from the Chief Executive Officer.

(2) No qualifying promoter shall cause or permit a person to act as a collector for the purposes of a collection unless the qualifying promoter has issued or caused to be issued to that person —

- (a) a certificate of authority in the form set out in the Second Schedule and shall, except for the signature of the collector, be duly completed and authenticated by or on behalf of the qualifying promoter and have a statement indicating the purposes of the collection therein or annexed thereto; and
- (b) where money is to be collected, a collecting box or a receipt book which has the distinguishing number allotted thereto under paragraph 2(3)(b) and printed on the collecting box or on every form of receipt and counterfoil, or duplicate thereof contained in the receipt book, as the case may be.

Duties of qualifying promoter

4. The qualifying promoter shall —

- (a) require the collector to sign his name on the certificate of authority issued to the collector under paragraph 3(2)(a) and to produce the certificate of authority on a demand being made therefor by any police officer, member of the public who is being approached by him to make a donation or occupant of any premises visited by the collector for the purposes of the collection; and
- (b) retrieve the certificate of authority when the collection is completed or when for any other reason the collector ceases to act as such and return the certificate of authority to the Chief Executive Officer.

Age limit for collector

5. The qualifying promoter shall not allow any person below the age of 16 years to act as a collector unless the qualifying promoter obtains the permission of the Chief Executive Officer.

Behaviour of collector

6. The qualifying promoter shall brief the collectors on the following:

- (a) no collector shall, for the purposes of the collection, cause annoyance to any person, or remain at the door of or in any premises, if requested by an occupant thereof to leave the premises or the place where the premises are situated;

FIRST SCHEDULE — *continued*

- (b) where a collector is collecting money by means of a collecting box issued under paragraph 3(2)(b), he shall not receive any money collected except by allowing the person from whom the money is received to place the money in the collecting box; and
- (c) where a collector is collecting money other than by means of a collecting box, or is collecting property other than money, the collector shall, upon receiving the money or other property from a person, immediately and in the presence of that person, enter in a form of receipt contained in a receipt book issued to the collector under paragraph 3(2)(b) and on the corresponding counterfoil or duplicate of the form of receipt, the date, the name and address of the person, the amount of money or the amount and the type of property received and the signature of that person in ink or indelible pencil, and shall issue such form as a receipt to the person.

Return of collecting box and receipt book by collector

7.—(1) The qualifying promoter shall ensure that every collector who is issued with a collecting box for a collection under paragraph 3(2)(b) returns or delivers the collecting box with its seal unbroken to him or to such bank as may be appointed by the qualifying promoter for the purpose of the collection —

- (a) when the collecting box is full;
- (b) upon a demand being made by the bank;
- (c) when the collector does not desire to act as such; or
- (d) upon completion of the collection.

(2) The qualifying promoter shall retrieve every receipt book issued to a collector under paragraph 3(2)(b) with any property, and where money has been collected, a sum equal to the total amount of the contributions, if any, entered therein under paragraph 6(c) as having been collected —

- (a) where every form of receipt in the receipt book has been issued under paragraph 6(c);
- (b) upon a demand being made therefor by the qualifying promoter;
- (c) when the collector does not desire to act as such; or
- (d) upon completion of the collection.

Examination of collecting boxes

8.—(1) Where a collecting box is returned to the qualifying promoter under paragraph 7(1), the collecting box and its contents shall be examined by, and if it contains money, be opened in the presence of, the qualifying promoter and —

- (a) where the collection is done on behalf of the Community Chest, in the presence of another person who is appointed by the Community Chest; or

FIRST SCHEDULE — *continued*

(b) where the collection is done on behalf of a Council member, in the presence of another person who is appointed by the same Council member that authorised the collection.

(2) As soon as the collecting box is opened, the sum contained therein shall be counted and recorded in such book, as is in the custody of the qualifying promoter under paragraph 2(3)(b), against the distinguishing number referred to in that paragraph, and certified by the qualifying promoter and the person referred to in sub-paragraph (1)(a) or (b), as the case may be.

(3) Where a collecting box is delivered to a bank under paragraph 7(1), the collecting box may, in the absence of the qualifying promoter, be examined and opened, and the sum contained therein or the contents thereof may be counted and certified by one or more officers of the bank acting on its behalf.

Examination of receipt books

9.—(1) The qualifying promoter shall examine every receipt book retrieved under paragraph 7(2) and any property collected and sum returned therewith under that paragraph in the presence of the person referred to in paragraph 8(1).

(2) In examining a receipt book under sub-paragraph (1), the qualifying promoter shall ensure that —

- (a) where money has been collected, the qualifying promoter and the person referred to in paragraph 8(1) check the total amount entered in the receipt book as having been collected with the sum returned with the receipt book under paragraph 7(2) and record and certify such sum; and
- (b) where other property has been collected, the qualifying promoter and the person referred to in paragraph 8(1) check all the properties entered in the receipt book as having been collected together with those returned with the receipt book under paragraph 7(2) and record and certify those properties which have been so returned,

in such book, as is in the custody of the qualifying promoter, against the distinguishing number mentioned therein.

Qualifying promoter to furnish account to Chief Executive Officer

10. The qualifying promoter shall, within 2 months of the last date of promotion of the collection, or within such further period as may be allowed by the Chief Executive Officer, furnish an account of the collection to the Chief Executive Officer.

Form of account

11.—(1) Where any money or property has been collected or property has been sold or other property has been collected and given away, the qualifying promoter

FIRST SCHEDULE — *continued*

shall ensure that every account furnished under paragraph 10 shall be in the form set out in the Third Schedule.

(2) Where the total amount of money collected, including proceeds derived from the sale of property collected, exceeds \$5,000, and the collection is authorised by the Community Chest, the total amount collected shall be certified by the qualifying promoter and a public accountant appointed to be the auditor of the account by the Community Chest.

(3) Where the total amount of money collected, including proceeds derived from the sale of property collected, exceeds \$5,000, and the collection is authorised by a Council member, the total amount collected shall be certified by the qualifying promoter and a public accountant appointed to be the auditor of the account by the same Council member that appointed the qualifying promoter to be a promoter.

(4) Where the total amount of money collected, including proceeds derived from the sale of property collected, does not exceed \$5,000, and the collection is authorised by the Community Chest, the total amount collected shall be certified by the qualifying promoter and by a person who is registered as a member of the Institute of Certified Public Accountants of Singapore and who is appointed by the Community Chest to be the auditor of the account.

(5) Where the total amount of money collected, including proceeds derived from the sale of property collected, does not exceed \$5,000, and the collection is authorised by a Council member, the total amount collected shall be certified by the qualifying promoter and a person who is registered as a member of the Institute of Certified Public Accountants of Singapore and appointed to be the auditor of the account by the same Council member that appointed him as a promoter.

(6) Where any other property has been collected and given away, the total amount collected and given away shall be certified by the qualifying promoter and every person responsible for giving away the property.

Qualifying promoter to return certificate of authority

12. The qualifying promoter shall return to the Chief Executive Officer every certificate of authority when the certificate of authority is no longer required for the purposes of the collection or when the collection is completed.

SECOND SCHEDULE

Paragraph 3(2)(a) of
the First Schedule

HOUSE TO HOUSE AND STREET COLLECTIONS ACT
(CHAPTER 128)

HOUSE TO HOUSE AND STREET COLLECTIONS
(NATIONAL COUNCIL OF SOCIAL SERVICE) (EXEMPTION)
NOTIFICATION

COLLECTOR'S CERTIFICATE OF AUTHORITY

| | | | | | | | | | |
|---|---------------------|------|----|---------------------------------------|---------------------|----------------------|----|-----|--|
| Name of Collector | | | | NRIC/ FIN† No. | | Passport No.† | | Age | |
| Purpose of Collection | | | | Community Chest/Name of NCSS Member*: | | | | | |
| Nature of Event | | | | | | Period of Collection | | | |
| | | | | | | From | | To | |
| The abovenamed is hereby authorised to collect for the following beneficiary/beneficiaries: | | | | | | | | | |
| | | | | | | | | | |
| Place(s) and Date(s) of Collection | | | | | | | | | |
| No. | Place of Collection | Date | | No. | Place of Collection | Date | | | |
| | | From | To | | | From | To | | |
| | | | | | | | | | |

Signature of Collector

Signature of Qualifying Promoter

Note: The collector is required to produce this certificate on demand made by any police officer, a member of the public who is being approached by him to make a donation or an occupant of any premises visited by him for the purposes of the collection.

†Applicable to foreigners only.

*Delete whichever is inapplicable.

THIRD SCHEDULE

Paragraph 11(1) of
the First Schedule

HOUSE TO HOUSE AND STREET COLLECTIONS (NATIONAL COUNCIL OF SOCIAL SERVICE) (EXEMPTION) NOTIFICATION

STATEMENT OF ACCOUNTS

- ☐ Collection of Money
- ☐ Collection of Properties sold or otherwise disposed of
- ☐ Collection of Property (other than money) given away or otherwise disposed of

NCSS Approval Ref No.

| | | | |
|---|---|---|---------------|
| PART I — PARTICULARS OF QUALIFYING PROMOTER | | | |
| Name | | NRIC/ FIN† No. | Passport No.† |
| Community Chest/Name of National Council of Social Service Member | | Contact No. (Pager/Mobile/Home/Office) | |
| PART II — PARTICULARS OF COLLECTION | | | |
| Period of Collection | | Mode of Collection | |
| From | To | | |
| <u>Proceeds of Collection (amount to be entered in gross)</u> | | | |
| Details | | Dollars | Cents |
| (1) | For collection of money only Total proceeds collected | | |
| (2) | For collection of properties sold or otherwise disposed of Amount obtained during period of account by sales of properties collected | | |
| (3) | Breakdown of income from other sources of collection _____ _____ _____ _____ | | |
| (4) | Total (1)+(2)+(3) | | |

THIRD SCHEDULE — *continued*

| <u>Expenses and Application of Proceeds (amount to be entered in gross)</u> | | | |
|--|---|---------|-------|
| Details | | Dollars | Cents |
| (5) | Breakdown of expenditure <div style="border-bottom: 1px solid black; margin-bottom: 2px;"></div> <div style="border-bottom: 1px solid black; margin-bottom: 2px;"></div> <div style="border-bottom: 1px solid black; margin-bottom: 2px;"></div> | | |
| (6) | Net proceeds (after deduction of expenses) distributed to the beneficiary/beneficiaries Total (4)–(5) | | |
| <p><u>For Collection of Property (Other Than Money) Given Away or Otherwise Disposed of</u></p> <p>All properties collected in the collection of which particulars are given above have been given away/disposed of for charitable purposes in the following manner:</p> <p>(1) _____ (2) _____ (3) _____</p> <p>(4) _____ (5) _____ (6) _____</p> | | | |
| <p><u>Certification by Qualifying Promoter</u></p> <p>I certify that to the best of my knowledge and belief the above is a true account of the expenses, proceeds and application of the proceeds of the collection to which it relates.</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%; text-align: center;"> <div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> <p>Date</p> </div> <div style="width: 45%; text-align: center;"> <div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> <p>Signature of Qualifying Promoter</p> </div> </div> | | | |
| <p><u>Certification by Auditor</u></p> <p>I certify that I have obtained all the information and explanations required by me as an auditor and that the above is in my opinion a true account of the expenses, proceeds and application of the proceeds of the collection to which it relates.</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%; text-align: center;"> <div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> <p>Date</p> </div> <div style="width: 45%; text-align: center;"> <div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> <p>Signature of Auditor</p> </div> </div> | | | |
| Name | | Address | |

†Applicable to foreigners only.

[G.N. No. S 613/2003]

15.12.2009