

**HOUSE TO HOUSE AND
STREET COLLECTIONS ACT**
(CHAPTER 128)

**HOUSE TO HOUSE AND
STREET COLLECTIONS
REGULATIONS**

Rg 1

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HOUSE TO HOUSE AND STREET COLLECTIONS ACT
(CHAPTER 128, SECTION 5)

HOUSE TO HOUSE AND STREET COLLECTIONS
REGULATIONS

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The Schedules

[1st October 1976]

Citation

1. These Regulations may be cited as the House to House and Street Collections Regulations.

Definitions

2.—(1) In these Regulations, unless the context otherwise requires —

“certificate of authority” means a certificate issued under regulation 5(2)(a);

“chief promoter”, in relation to a collection, means the person to whom a licence, authorising him to promote the collection, has been granted;

“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;

“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) A distinguishing number shall, for the purposes of regulation 5(2)(b), be regarded as having been printed on a collecting box if it is printed on a seal of the collecting box.

Application and licence

3.—(1) An application for a licence to promote a collection shall be in the form set out in the First Schedule.

(2) Subject to paragraph (3), an application under paragraph (1) shall be made using the electronic application service provided not later than 14 days before the date on which the collection is proposed to commence, or before such other date as the Commissioner of Police may allow.

(3) In the event of a malfunction or failure of the electronic application service, the application shall be made in the written form to the Commissioner of Police.

(4) The Commissioner of Police may reject any application which is not made in accordance with this regulation.

(5) The licence shall be in the form set out in the Second Schedule.

Duties of promoter

4. Every promoter of a collection shall exercise due diligence to ensure —

- (a) that every person whom the promoter has caused to act as a collector and authorised under these Regulations to act as such for the purposes of the collection is a fit and proper person;
- (b) compliance with the provisions of the Act and these Regulations on the part of such collector;
- (c) that for the purposes of the collection, no certificate of authority, collecting box or receipt book is issued to the collector under regulation 5(2) unless the name and address of the collector is recorded in a book in the custody of the promoter, against a distinguishing number allotted to the collecting box or receipt book by the promoter; and
- (d) that any certificate of authority and collecting box or receipt book issued to the collector under regulation 5(2) is returned when the collection is completed or when for any other reason the collector ceases to act as such.

Certificate of authority

5.—(1) Where a licence is issued to the chief promoter of a collection, every form of a certificate of authority to be issued by a promoter of the collection under paragraph (2) shall be obtained from the Commissioner of Police by the chief promoter.

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

- (a) a certificate of authority which —
 - (i) shall be in the form set out in the Third Schedule;
 - (ii) except for the signature of the collector, shall be duly completed and authenticated by or on behalf of the chief promoter of the collection; and
 - (iii) shall include a statement indicating the purposes of the collection inserted 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 regulation 4(c), 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 collector

6. Every collector shall —

- (a) sign his name on the certificate of authority issued to him for the purposes of a collection by a promoter thereof under regulation 5(2)(a) and produce it on a demand being made therefor by a 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 those purposes;
- (b) keep the certificate of authority in his possession and return the certificate to the promoter on a replacement thereof or at any other time on a demand therefor by the promoter; and
- (c) return the certificate of authority to the promoter when the collection is completed.

Age limit of collector

7.—(1) No person below the age of 16 years shall act as a collector of money or as a promoter of a collection without the permission of the Commissioner of Police.

(2) No person or chief promoter of a collection shall cause or allow another person below the age of 16 years to act as a collector of money or as a promoter of the collection, unless the other person has obtained permission under paragraph (1) to act as the collector or promoter, as the case may be.

Behaviour of collector

8. No collector shall, for the purposes of a collection, importune any person to the annoyance of that 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.

Collecting boxes and receipts

9.—(1) Where a collector is collecting money by means of a collecting box issued under regulation 5(2)(b), he shall not receive any money collected except by allowing the person from whom the money is received to place it in the collecting box.

(2) Where a collector is collecting money other than by means of a collecting box, or is collecting property other than money, he shall,

upon receiving the money or other property from a person, forthwith and in the presence of that person enter in a form of receipt contained in a receipt book issued to him under regulation 5(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 type of property received and his signature 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

10.—(1) Every collector who has been issued with a collecting box by a promoter of a collection pursuant to regulation 5(2)(b) shall return or deliver the collecting box with its seal unbroken to the promoter or such bank as may be appointed by the chief promoter of the collection —

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

(2) Every collector who has been issued with a receipt book by a promoter of a collection pursuant to regulation 5(2)(b) shall return the receipt book with any property, and, where money has been collected, a sum equal to the total amount of the contributions, if any, entered therein pursuant to regulation 9(2) as having been collected —

- (a) where every form of receipt in the receipt book has been issued under regulation 9(2);
- (b) upon a demand being made therefor by the promoter;
- (c) when the collector does not desire to act as such; or
- (d) upon completion of the collection.

Examination of collecting boxes and receipt books

11.—(1) Where a collecting box is returned to the promoter of a collection pursuant to regulation 10(1), the collecting box shall be examined by, and if it contains money, be opened in the presence of the promoter and another person appointed by the chief promoter of the collection to examine the collecting box and its contents; and 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 promoter under regulation 4(c), against the distinguishing number referred to in that regulation, and certified by the promoter and that other person.

(2) Where a collecting box is delivered to a bank pursuant to regulation 10(1), the collecting box may, in the absence of the promoter of the collection, 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.

(3) Every receipt book returned to the promoter of a collection pursuant to regulation 10(2) shall be examined by the promoter and any other person appointed by the chief promoter of the collection to examine the receipt book and any collected property and sum returned therewith pursuant to regulation 10(2).

(4) In examining a receipt book under paragraph (3), the promoter of a collection and such other person, referred to in that paragraph as the person whom the chief promoter has appointed to examine the receipt book shall —

- (a) where money has been collected, check the total amount entered in the receipt book as having been collected with the sum returned with the receipt book under regulation 10(2) and record and certify such sum; and
- (b) where other property has been collected, check all the properties entered in the receipt book as having been collected together with those returned with the receipt book under regulation 10(2) and record and certify those properties which have been so returned,

in such book, as is in the custody of the promoter under regulation 4(c), against the distinguishing number mentioned therein.

Chief promoter to furnish account to Commissioner of Police

12. The chief promoter of a collection shall, within 2 months of the expiry of the licence authorising the promotion of the collection or within such further period as may be allowed by the Commissioner of Police, furnish an account of the collection to the Commissioner of Police.

Form of account

13. Any account furnished under regulation 12 shall —

- (a) where money or property has been collected or property has been sold, be in the form set out in the Fourth Schedule, and in either case shall —
 - (i) where the total amount of money collected, including the proceeds derived from the sale of property exceed \$5,000, be certified by the chief promoter of the collection and by a public accountant who is appointed by the organisation of the chief promoter to be the auditor of the account; or
 - (ii) where the total amount of money collected, including the proceeds derived from the sale of property does not exceed \$5,000, be certified by a person who is registered as a member of the Institute of Certified Public Accountants of Singapore and who is appointed by the organisation of the chief promoter to be the auditor of the account; and
- (b) where other property has been collected and given away, be in the form set out in the Fourth Schedule, and shall be certified by the chief promoter and every person responsible for giving away the property.

Chief promoter to return certificate of authority

14. The chief promoter of a collection shall return to the Commissioner of Police every certificate of authority when the certificate is no longer required for the purposes of the collection or when the collection is completed.

FIRST SCHEDULE

Regulation 3(1)

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FORM OF APPLICATION FOR LICENCE

PART I — PARTICULARS OF APPLICANT					
Name				NRIC/FIN* No.	
Passport No.*		Date of Birth	Nationality	Contact No. (Pager/Mobile/Home/Office No.)	
Address				Email address	
PART II — PARTICULARS OF REGISTERED COMPANY/BUSINESS/ORGANISATION					
Name of Registered Company/Business/Organisation				RCB/ROS Registration No.	
Address of Registered Company/Business/Organisation					
Contact No.		Fax No.	Is Registered Company/Business/Organisation a member of National Council of Social Service?		
PART III — PARTICULARS OF COLLECTION					
Nature of Event				Mode of Collection	
Period of Collection		Is money to be collected?	Any other property to be collected? If so, specify the nature of the property	Property will then be	Approximate no. of persons to act as collectors
From	To				
If funds are to be raised through sale of merchandise, please furnish the following information.					
Description of Merchandise				Price of Merchandise to be sold	
Targeted amount to be collected		Estimated expenses	Will an event organiser be engaged?		
			If yes, state name of event organiser		How much will the event organiser be paid?

FIRST SCHEDULE — *continued*

Name of Beneficiary/Beneficiaries							
No.	Place of Collection	Date		No.	Place of Collection	Date	
		From	To			From	To

PART IV — DECLARATION

I declare that all the information given in this application are true and correct to the best of my knowledge.

Date

Signature of Applicant

*Applicable to foreigners only.

SECOND SCHEDULE

Regulation 3(5)

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LICENCE TO PROMOTE A COLLECTION

		Licence No.
Licensee		NRIC/FIN/Passport No.
Name of Chief Promoter		
Name of Registered Company/Business/Organisation		
		RCB/ROS Registration No.
Address of Registered Company/Business/Organisation		
<p>The abovenamed is hereby authorised to promote a collection the particulars of which are given below:</p> <p>Nature of Event</p>		
Mode of Collection		Maximum No. of Collectors
Date of commencement of licence	Date of expiry of licence	
Name of Beneficiary/Beneficiaries		
Place(s) and Date(s) of Collection		
<p>_____</p> <p>Date of Issue</p> <p>_____</p> <p>for Commissioner of Police, Singapore</p>		

THIRD SCHEDULE

Regulation 5(2)

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COLLECTOR'S CERTIFICATE OF AUTHORITY

Name of Collector				NRIC/FIN* No.		Passport No.*		Age	
Purpose of Collection						Licence No.			
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 Licensee

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FOURTH SCHEDULE

Regulation 13

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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

			Licence No.	
PART I — PARTICULARS OF LICENSEE				
Name			NRIC/FIN* No.	Passport No.*
Address			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)			

FOURTH SCHEDULE — *continued*

<u>Expenses and Application of Proceeds (amount to be entered in gross)</u>			
Details		Dollars	Cents
(5)	Breakdown of expenditure _____ _____ _____		
(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 Licensee</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> <p>_____</p> <p style="text-align: center;">Date</p> <p>_____</p> <p style="text-align: center;">Signature of Licensee</p>			
<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> <p>_____</p> <p style="text-align: center;">Date</p> <p>_____</p> <p style="text-align: center;">Signature of Auditor</p>			
Name		Address	

*Applicable to foreigners only.

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15.12.2009