

# **House to House and Street Collections Regulations**

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**FIRST SCHEDULE House to House and Street Collections Act (Chapter 128)**

**SECOND SCHEDULE House to House and Street Collections Act (Chapter 128)**

**THIRD SCHEDULE House to House and Street Collections Act (Chapter 128)**

## **FOURTH SCHEDULE House to House and Street Collections Act (Chapter 128)**

### **Legislative History**

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

#### **HOUSE TO HOUSE AND STREET COLLECTIONS REGULATIONS**

**Rg 1**

**REVISED EDITION 2009**

(15th December 2009)

[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;