



HH/20181016/0155/G

26-10-2018

NG JAU KUEN
EMINENCE GENIUSES PRIVATE LIMITED
APT BLK 311 SERANGOON AVENUE 2
#03-311
SINGAPORE 550311

Police Licensing & Regulatory
Department
391, New Bridge Road
#02-701
Police Cantonment Complex
Block D
Singapore 088762
Tel No: 68350000
Fax No: 62262254

Dear Sir/ Madam

APPLICATION FOR HOUSE TO HOUSE AND STREET COLLECTIONS LICENCE

I refer to your application dated 16-10-2018.

2 I am pleased to inform you that your application is approved. Enclosed herewith is the licence.¹

3 The template of the Statement of Accounts to be submitted within 2 months from the date of expiry of the licence is appended as Annex A.

4 You are required to comply with the provisions under the House to House and Street Collections Act, Cap 128, the regulations made thereunder and all licensing conditions imposed. A copy of the regulations is enclosed for your reference (see Annex B) and can be found at the Police Licensing computerised system (PLUS) at <http://www.spf.gov.sg/licence/>. With reference to Regulation 13 of the House to House Street Collections Regulations (see Annex B), please note that the Institute of Certified Public Accountants of Singapore ("IPACS"), has changed its name to the Institute of Singapore Chartered Accountants ("ISCA").

5 Please also refer to Annex C for the template of the Collector's Certificate of Authority (CCA) to be issued to all your collectors.

6 You are advised to brief all your collectors the relevant information about this collection, including the telephone number of the administrator or organiser. Your collectors will need to provide such information if they are checked by the Police or if demanded by members of the public.

Yours faithfully

**OFFICER-IN-CHARGE LICENSING (GENERAL LICENSING)
LICENSING DIVISION
POLICE LICENSING & REGULATORY DEPARTMENT
SINGAPORE POLICE FORCE**

This is a computer-generated letter. No signature is required.

Notes: ¹ If the licence is to replace an earlier licence where application for change(s) has been approved, you are required to return the earlier licence and issued CCA i.e., to be retrieved from the collectors, to this office within a week.

² Applicable only to fund-raising by or for NCSS members.

SECOND SCHEDULE

Regulation 3(5)

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

LICENCE TO PROMOTE A COLLECTION

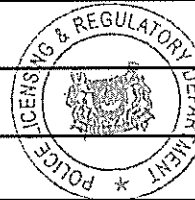
		Licence No. L/HH/000397/2018
Licensee Name of Chief Promoter NG JAU KUEN		NRIC/ FIN/ Passport No. S9111213B
Name of Registered Company/ Business/ Organisation EMINENCE GENIUSES PRIVATE LIMITED		RCB/ ROS Registration No. 201821566Z
Address of Registered Company/ Business/ Organisation APT BLK 311 SERANGOON AVENUE 2 #03-311 SINGAPORE 550311		
The abovenamed is hereby authorised to promote a collection the particulars of which are given below: Nature of event Others: Sale of Bookmark		
Mode of Collection Sale of merchandise Others: No Street sales on all Wednesdays and Saturdays of School Holiday		Maximum No. of Collectors 15
Date of commencement of licence 28-10-2018		Date of expiry of licence 25-01-2019
Name of Beneficiary/ Beneficiaries 1. OTHERS: SINGYOUTH HUB		

Place(s) & Date(s) of Collection		
No.	Place of Collection	Date of Collection
1	,Bukit Timah,Bugis,Bukit Merah	22-11-2018 - 23-11-2018
2	,Paya Lebar,Kallang,Rochor	06-01-2019 - 11-01-2019
3	Ang Mo Kio,Bishan,Toa Payoh	23-12-2018 - 25-12-2018
4	Ang Mo Kio,Bishan,Toa Payoh	27-12-2018 - 28-12-2018
5	Ang Mo Kio,Hougang,Sengkang	13-01-2019 - 18-01-2019
6	Bedok,Rochor,Jurong	28-10-2018 - 02-11-2018
7	Bugis,Woodlands,Choa Chu Kang	02-12-2018 - 04-12-2018
8	Bugis,Woodlands,Choa Chu Kang	06-12-2018 - 07-12-2018
9	Bukit Batok,Jurong,Clementi	30-12-2018 - 04-01-2019
10	Bukit Timah,Bugis,Bukit Merah	18-11-2018 - 20-11-2018
11	Choa Chu Kang,Bt Panjang,Bugis	30-12-2018 - 04-01-2019
12	Choa Chu Kang,Hougang,Yishun	28-10-2018 - 02-11-2018
13	Hougang,Sengkang,Rochor	25-11-2018 - 27-11-2018
14	Hougang,Sengkang,Rochor	29-11-2018 - 30-11-2018
15	Marine Parade,Rochor,Lavender	11-11-2018 - 16-11-2018
16	Novena,Serangoon,Bugis	04-11-2018 - 09-11-2018
17	Pasir Ris,Tampines,Bedok	06-01-2019 - 11-01-2019
18	Punggol,Boon Keng,Bugis	13-01-2019 - 18-01-2019
19	Rochor,Jurong,Toa Payoh	20-01-2019 - 25-01-2019
20	Serangoon, Woodlands, Tampines	20-01-2019 - 25-01-2019
21	Serangoon,Hougang,Rochor	23-12-2018 - 25-12-2018
22	Serangoon,Hougang,Rochor	27-12-2018 - 28-12-2018
23	Serangoon,Selegie,Hougang	09-12-2018 - 11-12-2018
24	Serangoon,Selegie,Hougang	13-12-2018 - 14-12-2018

25	Tampines,Bedok,Jurong	16-12-2018 - 18-12-2018
26	Tampines,Bedok,Jurong	20-12-2018 - 21-12-2018
27	Tampines,Pasir Ris,Paya Lebar	11-11-2018 - 16-11-2018
28	Tiong Bahru,Bugis,Novena	16-12-2018 - 18-12-2018
29	Tiong Bahru,Bugis,Novena	20-12-2018 - 21-12-2018
30	Tiong Bahru,Holland V,Clementi	18-11-2018 - 20-11-2018
31	Tiong Bahru,Holland V,Clementi	22-11-2018 - 23-11-2018
32	Tiong Bahru,Jurong,Bukit Batok	02-12-2018 - 04-12-2018
33	Tiong Bahru,Jurong,Bukit Batok	06-12-2018 - 07-12-2018
34	Tiong Bahru,Rochor,Pasir Ris	09-12-2018 - 11-12-2018
35	Tiong Bahru,Rochor,Pasir Ris	13-12-2018 - 14-12-2018
36	Toa Payoh,Ang Mo Kio,Bishan	04-11-2018 - 09-11-2018
37	Woodlands,Sembawang,Yishun	25-11-2018 - 27-11-2018
38	Woodlands,Sembawang,Yishun	29-11-2018 - 30-11-2018

26-10-2018

Date of Issue



for Commissioner of Police
Singapore

This is a computer-generated licence which does not require a signature.

Submission of Statement of Accounts

Licensing Division
391 New Bridge Road
#02-701
Police Cantonment Complex
Singapore 088762
Tel : 6835 0000

Licence Type : House to House and Street Collections

Licence No : L/HH/000397/2018

Please attach this page as the cover page when faxing your Statement of Accounts.

Thank You.

FOURTH SCHEDULE

Regulation 13(a)

HOUSE TO HOUSE AND STREET COLLECTIONS ACT
(CHAPTER 128)

HOUSE TO HOUSE AND STREET COLLECTIONS REGULATIONS

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 ¹ No.	Passport No. ¹
Address		Contact No. (Pager/ Mobile/ Home/ Office No.)	
PART II - PARTICULARS OF COLLECTION			
Period of Collection		Mode of Collection	
From	To	<input type="checkbox"/> Collection of old clothes <input type="checkbox"/> Pledge cards <input type="checkbox"/> Others, to specify <input type="checkbox"/> Collection of old newspapers <input type="checkbox"/> Sale of merchandise <input type="checkbox"/> Flag day <input type="checkbox"/> Placement of donation boxes <input type="checkbox"/> Sale of tickets	
<u>Proceeds of Collection (amount to be entered in gross)</u>			
Details		Dollars	Cents
(1)	For Collection of Money Only The 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)		
<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>For Collection of Property (Other Than Money) Given Away or Otherwise Disposed of</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 style="text-align: center;">_____</p> <p style="text-align: center;">Date</p> <p style="text-align: right;">_____</p> <p style="text-align: right;">Signature of Licensee</p>	
<p><u>Certification By An 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 style="text-align: center;">_____</p> <p style="text-align: center;">Date</p> <p style="text-align: right;">_____</p> <p style="text-align: right;">Signature of Auditor</p>	
<p>Name</p>	<p>Address</p>

¹ Applicable to foreigners only

Regulations under the House to House and Street Collections Act

For HHSC licences issued by the Police, the promoters and the collectors will have to abide by the following provisions under (A) the HHSC Act, (B) the HHSC Regulations, and (C) the licensing conditions imposed.

(A) Provisions under the HHSC Act

House to house and street collections to be licensed.

3. -(1) Subject to the provisions of this Act, no collection shall be made unless the requirements of this Act as to a licence for the promotion thereof are satisfied.

(2) If any person promotes a collection, and a collection is made in any locality pursuant to his promotion, then, unless there is in force, throughout the period during which the collection is made, a licence authorising him, or authorising another under whose authority he acts, to promote that collection, he shall be guilty of an offence and shall be liable on conviction to a fine not exceeding \$5,000 or to imprisonment for a term not exceeding 2 years or to both.

(3) If any person acts as a collector for the purposes of a collection, then, unless there is in force, at all times when he so acts, a licence authorising a promoter under whose authority he acts, or authorising the collector himself, to promote that collection, he shall be guilty of an offence.

Unauthorised use of badges, etc.

6. -(1) Any person who, in connection with any appeal to the public or any class of the public for subscriptions or contributions of money or other property -

(a) displays or uses a prescribed badge or a prescribed certificate of authority other than a badge or certificate which he is authorised, under any regulations made under this Act, so to display or use; or

(b) displays or uses any badge, device, emblem, certificate or other document intended, calculated or likely to cause any person to believe that the person displaying or using the same is an authorised collector for the purposes of a licensed collection when such is not the case,

shall be guilty of an offence.

(2) Any person who, in furnishing any information for the purposes of this Act or any regulations made thereunder, knowingly or recklessly makes any statement which is false in any material particular shall be guilty of an offence.

Collector to give name, etc., to police on demand.

7. Any police officer may require any person whom he believes to be acting as a collector for the purposes of a collection to declare to him immediately his name and address and if any person fails to comply with a requirement duly made to him under this section he shall be guilty of an offence and shall be liable on conviction to a fine not exceeding \$100.

(B) Provisions under the HHSC Regulations

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. Property other than money.

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.

Collector's duties relating to collecting box.

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.

Return of collecting boxes.

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 an 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 chief promoter's organisation to be the auditor of the account.

(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.

(C) Licensing Conditions Imposed

1. The licensee shall ensure that the collectors do not obstruct the free movement of pedestrians or traffic, especially at street junctions, bus stops and entrances to business premises.

2. The licensee shall ensure that no collection is carried out at the Woodlands checkpoint (Immigration Depot), Changi Airport, Railway Station, hospitals, MRT stations, hotels or places of worship.

3. The licensee shall ensure that all collection tins handed in at the collection centres are examined by an authorised person to ensure that they are intact. This person shall thereupon see to the opening of the tins and the seals. The tins must remain sealed until the official opening for counting of the collections.

4. If the licensee is not representing a charity or an Institution of a Public Character that is registered with the Commissioner of Charities, he shall ensure that the costs and expenses relating to the fund-raising event do not exceed 30% of the proceeds of the collection.

5. If the licensee is not representing a charity or an Institution of a Public Character that is registered with the Commissioner of Charities and he engages a commercial fund-raiser to conduct the fund-raising event, he shall ensure that:-

(i) all donations collected by the commercial fund-raiser are paid directly to him or the beneficiaries stated on the licence form; and

(ii) the commercial fund-raiser does not deduct or set off any payment or expenses due to him from the donations collected.

THIRD SCHEDULE

THE HOUSE TO HOUSE AND STREET COLLECTION ACT
(CHAPTER 128)
COLLECTOR'S CERTIFICATE OF AUTHORITY

Name of Collector		NRIC/ FIN No.	Passport No.	Age
			Licence No. L/HH/000397/2018	
Nature of Event Others: Sale of Bookmark		Period of Collection		
		From 28-Oct-2018	To 25-Jan-2019	
The abovementioned is hereby authorised to collect for the following beneficiary/ beneficiaries:				
1. OTHERS: SINGYOUTH HUB				
Place(s) & Date(s) of Collection				
No.	Place of Collection	Date of Collection		
1	,Bukit Timah,Bugis,Bukit Merah	22-11-2018 - 23-11-2018		
2	,Paya Lebar,Kallang,Rochor	06-01-2019 - 11-01-2019		
3	Ang Mo Kio,Bishan,Toa Payoh	23-12-2018 - 25-12-2018		
4	Ang Mo Kio,Bishan,Toa Payoh	27-12-2018 - 28-12-2018		
5	Ang Mo Kio,Hougang,Sengkang	13-01-2019 - 18-01-2019		
6	Bedok,Rochor,Jurong	28-10-2018 - 02-11-2018		
7	Bugis,Woodlands,Choa Chu Kang	02-12-2018 - 04-12-2018		
8	Bugis,Woodlands,Choa Chu Kang	06-12-2018 - 07-12-2018		
9	Bukit Batok,Jurong,Clementi	30-12-2018 - 04-01-2019		
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15	Marine Parade,Rochor,Lavender	11-11-2018 - 16-11-2018
16	Novena,Serangoon,Bugis	04-11-2018 - 09-11-2018
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37	Woodlands,Sembawang,Yishun	25-11-2018 - 27-11-2018
38	Woodlands,Sembawang,Yishun	29-11-2018 - 30-11-2018

Signature of Collector

Signature of Licensee

¹ Applicable to foreigners only



Verification of Collection

Please scan the QR code to verify the collection



www.syh.org.sg

About Us

Established in 2008, SingYouth Hub is a non-profit organization (NPO) registered under the registry of charities (UEN:T11SS0032A) with a charity status dated 12 September 2012. A charity that champions the cause of youth development and social engagement, SingYouth Hub has been reaching out to youth and supporting other charities since 2010.

SingYouth Hub also do distribution of food necessities (such as Rice, vegetables, beverages, noodles, and biscuits etc) to low-income families and needy elderly.

- Rice
- Canned Food
- Beverage(Milo,Horlick,etc)
- Noodles
- Oil

Areas distributed

- Ang Mo Kio
- Bedok
- Marsiling



(\$20)

1x Household

(\$50)

4x Household

(\$100)

10x Household

(\$200)

20x Household

CSR PARTNER:
EminenceGeniuses

141 Cecil Street #05-00 Tung Ann Association Building Singapore 069541

Information stated is correct at the time of print and subject to change without prior notice