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MINISTERIAL RESOLUTION NO. 348 OF 1993

CONCERNING LICENCES TO SOLICIT MONEY

Article (1)

It is not permitted for associations operating in the State to solicit money from the public in any way and for any purpose except after obtaining a licence issued by the Ministry of Labour and Social Affairs. Similarly, it is not permitted for it to accept donations or benefits or aid from any person or body outside the United Arab Emirates - or to give them - until a written licence has been issued to that effect by the Ministry. What is meant by the soliciting of money is any solicitation to the public for donations in any manner whatsoever.

Article (2)

In order to obtain a licence for the solicitation of money, it is condition that the following requirements by satisfied:

1. That the association applying for the licence should be properly registered in accordance with the requirements of Federal Law No. 6 of 1974 - as referred to above - and the laws which amend it.
2. That the results of the inspection of associations for the last financial year should be satisfactory from both the financial and social points of view.
3. That the purpose for which the money is being solicited should be defined and clear and socially-acceptable and should have a clear connection to the association concerned.
4. That the names and identities of the people who are given the task of soliciting the money should be clearly defined.
5. That the name should be provided of one of the banks in the State at which the funds are to be deposited, and if the licence is granted the Ministry must be furnished with the number of the bank account concerned within three days from the date the licence is issued.
6. That the association undertakes not to transfer any sum of money outside the State for the benefit of any party except after obtaining the prior approval of the Ministry and providing the justifications for doing so.
7. That it has disposed of previous licences.

Article 3

It is not permitted to grant any association more than one licence to solicit money in any one year and the duration of the licence should not be for more than a month.

The Minister has the right to make an exemption from the stipulations laid down in the previous clause if he considers it appropriate.

Article 4

An application for a licence must be submitted to the Ministry detailing the method of soliciting funds and the purpose of it and the number of stamps and tickets or receipts which have been printed, and the value of them, and the duration of the licence which is requested.

Article 5

If the soliciting of money is to be done by means of stamps or receipts or boxes, the following documents must be attached to the application:

1. A specimen of the stamp or the receipt.
2. A declaration from the chairman and members of the board of management of the association - either all or some of them, but always including the chairman and treasurer - that they will be jointly liable for the loss of the boxes or books of stamps or receipts and that they will pay what has been lost based on the largest taking in the box or the accounts book.

Article 6

If the soliciting of money is to be done by organising events and charity markets, the following should be attached to the application:

1. A program for the event setting out the proceedings in detail.
2. A copy of the agreement to stage the event.
3. The number of tickets and their rates.
4. A draft budget for the event and the estimated revenues and expenses.
5. A statement in two copies of the stalls which are to be open at a charity market, explaining the type of goods and the price of them.

The number of free invitations must not exceed 5% of the number of tickets and comprise a maximum number of fifty tickets. Similarly, the number of tickets for which the licence is being applied for must not exceed the capacity of the place where the event is to take place and the representatives of the Ministry shall have the right to attend the place where the event is being held to monitor it, and the association must reserve at least two seats for them.

Article 7

If the event is being held under the auspices of a natural person or a juridical personality, there should be attached to the application for the licence evidence confirming that the person or personality accepts the provisions of those auspices.

Article 8

1. The undersecretary of the Ministry will issue the licence to solicit money and it will be recorded in a special register of licences held at the Ministry.
2. The Department for Associations for Public Benefit at the Ministry will maintain special registers for the collection of donations, which must contain the name of the registered association which is soliciting the money, the number of licence which has been issued to it, and the date the licence was issued, and the purpose of the soliciting of money and the amount which was actually collected and the name of the bank where the money was deposited and any other information about the money concerned.
3. The body applying for the licence must submit to the Ministry through a representative authorised by its board of management the tickets and receipts for the donations or stamps or leaflets for the charity market so that they can be stamped with the stamp of the Ministry. On all that material must be marked the name of the body concerned and the licence number and the detail relating to it after it has been stamped with the stamp of the party applying for the licence with a minute being issued to that effect, a copy of which must be delivered to the representative of the party applying for the licence, and the Ministry shall retain a copy of all the documents in the register referred to in Clause 2 of this Article.

Article 9

When the time specified for the soliciting of money comes to an end, the Department of Associations for Public Benefit shall carry out the following procedures in the presence of the representative of the applicant party:

1. Collect the stamps and receipts and tickets which have been returned together with other documents so as to ascertain the value of what was sold and ensure that it has been deposited in the party's account.
2. Destroy the unused documents and compile a minute to that effect.
3. Review the expenditure to confirm that the sale commission does not exceed 10% and that the commission for the administrative expenses does not exceed 20%.

As far as events are concerned, the expenses must not exceed 50% of the total revenues.

Article 10

1. It is not permitted to put the collecting boxes for donations in places of worship or public or private places except with written permission for that issued by the Ministry of Labour and Social Affairs.
2. If the Ministry agrees to the collection of donations by means of boxes, the boxes must be stamped with the stamp of the Ministry and have the name of

the party which has obtained the licence and the number of the licence and be stamped with the name of the party concerned.

3. It is not permitted to open the boxes to count up the contents of them except in the presence of a representative from the Ministry and two representatives from the party licensed to collect the money, and a minute should be compiled with a copy issued to the party concerned and a copy retained by the Ministry.

Article 11

1. If an association wishes to make a donation of a sum of money or accept a donation from a body outside the State, it must submit an application to the Ministry explaining the type of donation and the value of it and the body it is to be donated to or received from, and the purpose of it.
2. Under these circumstances, the Department of Associations for Public Benefit must compile a memorandum containing the registration number of the association, the date it was registered and the results of the latest inspection of its affairs and its details, and the memorandum shall then be submitted to the undersecretary of the Ministry for a licence to make the donation or accept it.
3. If it is agreed to make a donation abroad or accept a donation from a body outside the State, the authorised association must furnish the Ministry no later than a month from the date of the authorisation with the financial papers and documents confirming that the amount has been remitted abroad and that the party concerned has received the authorised remittances and that donations received from abroad have been used for the purpose for which authorisation was granted by the Ministry.

Article 12

It is not permitted to open an account at any bank in the country to deposit any amounts which have been collected in accordance with the provisions of the Resolution belonging to any association registered or under establishment except with the written agreement of the Ministry.

Article 13

The undersecretary of the Ministry shall issue the instructions and forms required to implement the provisions of this Resolution.

Article 14

Any violation of the provisions of this Resolution shall be punished by the penalties detailed in Article 41 of Law No. 6 of 1974 referred to above, and by the amending laws to it.

Article 15

Ministerial Resolution No. 17 of 1978 referred to above shall be repealed and also repealed are any other resolutions which conflict with the provisions of this Resolution.

Article 16

This Resolution shall come into effect from the date it is issued and published in the Official Gazette.

Issued on 25.7.1993

Seyf Ali Al-Jarwan
Minister of Labour and Social Affairs