



**THE STATUTES OF THE REPUBLIC OF SINGAPORE**

**NATIONAL COUNCIL OF SOCIAL SERVICE ACT**

**(CHAPTER 195A)**

**(Original Enactment: Act 14 of 1992)**

**REVISED EDITION 2001**

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# National Council of Social Service Act

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An Act to establish the National Council of Social Service, and for matters connected therewith.

[1st May 1992]

## PART I

## PRELIMINARY

**Short title**

1. This Act may be cited as the National Council of Social Service Act.

**Interpretation**

2. In this Act, unless the context otherwise requires —

“Board” means the Board of the Council;

“Board member” means any person appointed or elected to the Board under section 5(1);

“Chairman” means the Chairman of the Community Chest;

“Chief Executive Officer” means the Chief Executive Officer of the Council appointed under section 22(1) and includes any individual acting in that capacity;

*[Act 5 of 2018 wef 01/04/2018]*

“Community Chest” means the Community Chest established under section 13(1);

“Council” means the National Council of Social Service established under section 3;

“Council member” means any organisation or person granted membership of the Council under section 15;

“Endowment Fund” means the Endowment Fund established under section 12(1);

“General Fund” means the General Fund established under section 24(1);

“President” means the President of the Board;

“Vice-President” means the Vice-President of the Board.

*[23/2000]*

PART II

ESTABLISHMENT OF COUNCIL

**Establishment of National Council of Social Service**

3. There is hereby established a body to be known as the National Council of Social Service which shall be a body corporate with perpetual succession and a common seal and with powers to sue and be sued in its corporate name and to perform such other acts as a body corporate may by law perform.

**Common seal**

4.—(1) The common seal of the Council shall be kept in such custody as the Board may direct.

(2) All deeds, documents and other instruments requiring the seal of the Council shall be sealed with the common seal of the Council, and the instruments to which the common seal is affixed shall be signed by the President and the Chief Executive Officer or some other person duly authorised by the Board for the purpose.

*[23/2000]*

(3) All courts, judges and persons acting judicially shall take judicial notice of the common seal of the Council affixed to any document and shall presume that it was duly affixed.

(4) Section 12 of the Registration of Deeds Act (Cap. 269) shall not apply to any instrument purporting to have been executed under subsection (2).

**Board of Council**

5.—(1) The management of the affairs of the Council and of its properties shall be vested in a Board which shall consist of the following members:

(a) a President to be appointed by the Minister;

(b) 2 Vice-Presidents —

(i) one of whom is to be a person elected at the annual general meeting of the Council from among the Council members; and

- (ii) the other of whom is to be a person appointed by the Minister in consultation with the President;
- (c) an Honorary General Secretary to be appointed by the President;
- (d) an Honorary Treasurer to be appointed by the President;
- (e) the Chairman of the Community Chest;
- (f) 5 persons to be appointed by the President;
- (g) 8 persons, each from a different full Council member referred to in section 15(1)(a), to be elected at the annual general meeting of the Council;
- (h) 2 persons, each from a different associate Council member referred to in section 15(1)(b), to be elected at the annual general meeting of the Council;
- (i) the Director of Social Welfare or his representative; and
- (j) the Director of Medical Services or his representative.

*[23/2000]*

(2) The President and the Vice-President appointed under subsection (1)(b)(ii) shall each hold office for such term not exceeding 2 years as the Minister thinks fit and shall be eligible for reappointment.

*[23/2000]*

(3) The Vice-President elected under subsection (1)(b)(i) shall hold office for a term of 2 years and shall be eligible for re-election, except that no person shall be elected under subsection (1)(b)(i) to hold office as Vice-President for more than 3 consecutive terms.

*[23/2000]*

(4) The Honorary General Secretary and the Honorary Treasurer shall each hold office for such term not exceeding 2 years as the President thinks fit and shall be eligible for reappointment, except that no person shall be appointed to hold office as Honorary Treasurer for more than 2 consecutive terms.

*[23/2000]*

(5) A Board member appointed under subsection (1)(f) shall hold office for a term not exceeding 2 years as the President thinks fit and shall be eligible for reappointment.

[23/2000]

(6) A Board member elected under subsection (1)(g) or (h) shall hold office for a term of 2 years and shall be eligible for re-election, except that no person shall be elected under subsection (1)(g) or (h) to hold office as a Board member for more than 3 consecutive terms.

[23/2000]

(7) The Minister may at any time revoke the appointment of the President or the Vice-President appointed under subsection (1)(b)(ii) without assigning any reason.

[23/2000]

(8) If for reason of illness, leave of absence or other cause, the President is unable to exercise his powers and perform his functions under this Act —

- (a) one of the Vice-Presidents as determined by the Board; or
- (b) if both the Vice-Presidents are unable to do so, any other Board member as determined by the Board with the approval of the Minister,

shall act as the President and shall exercise the powers and perform the functions of the President.

[23/2000]

(9) The office of any Board member shall be vacated if he —

- (a) is adjudicated a bankrupt; or
- (b) has been convicted of an offence involving dishonesty, fraud or moral turpitude.

[23/2000]

(10) No person who is an employee of the Council or of a full or associate Council member shall —

- (a) be elected or appointed as a Board member; or
- (b) nominate or second the nomination of any person for election to the Board.

[23/2000]

### **Voting rights at Council and Board meetings**

6.—(1) All Board members shall have the right to vote on any issue at the meetings of the Council and of the Board, except in relation to the election of Board members under section 5(1)(b)(i), (g) and (h).  
*[23/2000]*

(2) Meetings of the Council and the Board and proceedings thereat shall, to the extent not inconsistent with the Public Sector (Governance) Act 2018, be held in the prescribed manner.  
*[Act 5 of 2018 wef 01/04/2018]*

### **Disclosure of interest**

7.—(1) Division 1 of Part 4 of the Public Sector (Governance) Act 2018 extends to an official representative of a Council member as if a reference in that Division to a member of a public body includes a reference to such an official representative.  
*[Act 5 of 2018 wef 01/04/2018]*

(2) *[Deleted by Act 5 of 2018 wef 01/04/2018]*

### **Validity of acts of Board members**

8. The acts of a Board member shall be valid notwithstanding any defect that may afterwards be discovered in his appointment or qualifications.  
*[23/2000]*

### **Directions by Minister**

9.—(1) The Minister may, after consultation with the Board, give the Council such directions as he thinks fit as to the performance of the functions of the Council under this Act; and the Council shall, as soon as practicable, give effect to all such directions.

(2) The Council shall furnish the Minister with such information or facilities for obtaining information with respect to its functions in such manner and at such times as the Minister may reasonably require.



## PART III

## FUNCTIONS AND POWERS OF COUNCIL

**Objects of Council**

**10.** The objects of the Council shall be —

- (a) to provide leadership and direction to the volunteer movement and to co-ordinate social service activities between Council members and with other organisations;
- (b) to represent Council members, to present their views to the Government and to communicate priorities of the Government and its views to such members;
- (c) to make such recommendations to the Government as may be consistent with the objects of the Council;
- (d) to establish and maintain the standards and guidelines for the management and administration of, and the provision of social service by, Council members;
- (e) to assist the Government in strategic social service planning;
- (f) to initiate, plan, develop and modify social service programmes; and if the Council considers it necessary, to operate direct social service;
- (g) to establish and maintain an updated management information system of Council members and their clients;
- (h) to provide consultancy and support services to social service organisations;
- (i) to encourage, co-ordinate and carry out research and evaluative studies and experimental projects necessary for the improvement and development of social service;
- (j) to raise and allocate funds to further the objects of the Council and Council members; and
- (k) to liaise and co-operate with overseas and international organisations in matters relating to social service.

[23/2000]

## Powers of Council

11.—(1) For the purposes of carrying out its objects, the Council may —

- (a) acquire any property, both movable and immovable, sell, transfer or otherwise dispose of any such property upon such terms as the Board thinks fit;
- (b) invest its moneys in accordance with the standard investment power of statutory bodies as defined in section 33A of the Interpretation Act (Cap. 1);  
*[45/2004 wef 15/12/2004]*
- (c) accept any gift or property, whether subject to any trust or not;
- (d) receive donations and contributions and raise funds by all lawful means;
- (e) open and maintain an account or accounts with any bank or banks as the Board thinks fit;
- (f) levy such rates and charges for services performed by the Council as the Board may consider expedient;
- (g) undertake and execute any trust;
- (h) with the approval of the Minister, form or participate in the formation of any incorporated or unincorporated body or organisation or enter into any joint venture with any person or organisation for the purpose of carrying out any function of the Council; and
- (i) do anything incidental to any of its objects.

*[23/2000]*

(2) Nothing in this section shall authorise the Council to engage in any matter of religious or party political controversy.

*[23/2000]*

(3) The Board may exercise all such powers of the Council as it thinks fit except as otherwise provided by this Act.

### **Establishment of Endowment Fund**

**12.—**(1) There shall be established an Endowment Fund which shall vest in the Council and shall consist of —

- (a) all donations and gifts accepted by the Council for the Endowment Fund;
- (b) all reserves of the Council in excess of 2 years of its operating expenditure; and
- (c) such other moneys as the Council may determine to transfer to the Endowment Fund.

(2) Any interest, dividends and other income derived from the Endowment Fund shall be credited to the General Fund.

(3) The Endowment Fund may be applied for such purposes as may be approved by the Minister in writing.

### **Community Chest**

**13.—**(1) The Council shall establish the Community Chest to raise funds on behalf of the Council.

(2) The Community Chest shall consist of a Chairman who shall be appointed by the Minister, one or more Vice-Chairmen and such other members as the Chairman may, in consultation with the President, appoint for such term as the Chairman thinks fit.

(3) The Chairman shall hold office for such term not exceeding 2 years as the Minister may determine and shall be eligible for reappointment.

(4) If for reason of illness, leave of absence or other cause, the Chairman is unable to exercise his powers and perform his functions under this Act, one of the Vice-Chairmen shall be appointed by the President to act as Chairman and shall exercise the powers and perform the functions of the Chairman; and if all the Vice-Chairmen are unable to do so, any other member of the Community Chest shall, with the approval of the President, act as Chairman and shall exercise the powers and perform the functions of the Chairman.

(5) The Minister may at any time revoke the appointment of the Chairman without assigning any reason.

(6) The office of the Chairman, any Vice-Chairman or any other member appointed under subsection (2) shall be vacated if he —

- (a) is adjudicated a bankrupt; or
- (b) has been convicted of an offence involving dishonesty, fraud or moral turpitude.

*[23/2000]*

(7) Meetings of the Community Chest and proceedings thereat shall be held in the prescribed manner.

### **Appointment of committees and delegation of powers**

**14.—**(1) The Board may appoint from among the Board members or from among other persons who are not Board members such number of committees for purposes which, in the opinion of the Board, would be better regulated and managed by means of such committees.

*[23/2000]*

(2) The Board may, subject to such conditions or restrictions as it thinks fit to impose, delegate to any such committee or the President any of the powers, functions and duties vested in the Council by this Act, and any power, function or duty so delegated may be exercised or performed by the committee or the President, as the case may be, in the name and on behalf of the Council.

(3) The Board may, subject to such conditions or restrictions as it thinks fit to impose, delegate to any employee of the Council all or any of the powers, functions and duties vested in the Council by this Act, and any power, function or duty so delegated may be exercised or performed by the employee in the name and on behalf of the Council.

(4) *[Deleted by Act 5 of 2018 wef 01/04/2018]*

## PART IV

## MEMBERSHIP OF COUNCIL

**Categories of Council members**

**15.—(1)** The Council shall consist of the following 3 categories of members:

- (a) full Council members;
- (b) associate Council members; and
- (c) honorary Council members.

[23/2000]

(2) Any organisation whose aims and objects are consistent with those of the Council and which provides as its primary function a bona fide direct social service which helps to meet existing needs of the community may, in the prescribed manner and in accordance with the prescribed conditions, apply to the Council to be a full Council member.

[23/2000]

(3) Any organisation whose aims and objects are consistent with those of the Council and which has an active interest in social service but which does not provide a direct social service as its primary function may, in the prescribed manner and in accordance with the prescribed conditions, apply to the Council to be an associate Council member.

[23/2000]

(4) Where the Council is of the opinion that any organisation or person has rendered outstanding social service, the Council may invite such organisation or person to be an honorary Council member for such period as the Council thinks fit.

[23/2000]

**Fees for membership**

**16.—(1)** Fees for full Council members and associate Council members shall be payable annually on the first day of April and shall be such amount as the Board shall from time to time determine.

[23/2000]

(2) Honorary Council members shall not be required to pay any fee for membership.

*[23/2000]*

### **Representatives to Council**

**17.**—(1) Every full Council member and associate Council member shall appoint a person as its official representative to act on its behalf in the Council and shall be entitled to change such representation from time to time.

*[23/2000]*

(2) Any appointment or change of representation under subsection (1) shall be communicated to the Council in writing.

(3) An official representative appointed under subsection (1) in respect of any Council member shall not be appointed to act as an official representative of any other Council member.

*[23/2000]*

### **Rights of full Council members**

**18.** Subject to the provisions of this Act, full Council members shall enjoy equal rights of membership to avail themselves of the facilities of the Council and to attend and vote at all meetings of the Council.

*[23/2000]*

### **Rights of associate Council members**

**19.** Associate Council members may attend any meeting of the Council but shall not vote in any of its proceedings except in electing 2 Board members under section 5(1)(h).

*[23/2000]*

### **Rights of honorary Council members**

**20.** Honorary Council members may attend the meetings of the Council but shall not vote in any of its proceedings.

*[23/2000]*

### **Patrons of Council**

**21.** The Council may, on the recommendation of the Board, nominate suitable persons to be the patron-in-chief and patrons of the Council.

## PART V

## PROVISIONS RELATING TO STAFF

**Chief Executive Officer**

**22.**—(1) There must be a Chief Executive Officer of the Council, whose appointment, removal, discipline and promotion must be in accordance with the Public Sector (Governance) Act 2018.

(2) The Council may, subject to the Public Sector (Governance) Act 2018, appoint an individual to act temporarily as the Chief Executive Officer during any period, or during all periods, when the Chief Executive Officer —

(a) is absent from duty or Singapore; or

(b) is, for any reason, unable to perform the duties of the office.

*[Act 5 of 2018 wef 01/04/2018]*

**Appointment of staff**

**23.** The Council may, subject to the Public Sector (Governance) Act 2018, appoint and employ, on such terms and conditions as it may determine, such other officers, employees, consultants and agents as may be necessary for the effective performance of its functions.

*[Act 5 of 2018 wef 01/04/2018]*

## PART VI

## FINANCIAL PROVISIONS

**General Fund**

**24.**—(1) The Council shall establish a General Fund.

(2) All moneys received or raised by the Council shall be paid into the General Fund.

(3) All expenses incurred by the Council in carrying out the purposes of this Act shall be met from the General Fund.

[27

### **Issue of shares, etc.**

**24A.** As a consequence of the vesting of any property, rights or liabilities of the Government in the Council under this Act, or of any capital injection or other investment by the Government in the Council in accordance with any written law, the Council shall issue such shares or other securities to the Minister for Finance as that Minister may from time to time direct.

*[5/2002 wef 15/07/2002]*

**25.** *[Repealed by Act 5 of 2018 wef 01/04/2018]*

### **Financial year**

**26.** The financial year of the Council shall begin on 1st April of each year and end on 31st March of the succeeding year.

[29

**27.** *[Repealed by Act 5 of 2018 wef 01/04/2018]*

### **Financial statements**

**28.** The Council shall, as soon as practicable but not later than 30th June in each year, prepare and submit financial statements in respect of the preceding financial year to the auditor who shall audit and report on them.

[31

**29.** *[Repealed by Act 5 of 2018 wef 01/04/2018]*

**30.** *[Repealed by Act 5 of 2018 wef 01/04/2018]*

**31.** *[Repealed by Act 5 of 2018 wef 01/04/2018]*

**32.** *[Repealed by Act 5 of 2018 wef 01/04/2018]*

**33.** *[Repealed by Act 5 of 2018 wef 01/04/2018]*

### **When audited financial statements must be given to Minister**

**34.** The Council must send the audited annual financial statements of the Council, signed by the President, to the Minister no later than 30 September in each year, together with a copy of any report made by the auditor of the Council.

*[Act 5 of 2018 wef 01/04/2018]*



**35.** *[Repealed by Act 5 of 2018 wef 01/04/2018]*

## PART VII

### MISCELLANEOUS

#### **Protection from personal liability**

**36.** No suit or other legal proceedings shall lie against any Board member or any employee of the Council or other person acting under the directions of the Council or the Board for anything which is in good faith done or intended to be done by him in the execution or purported execution of this Act.

[39  
[23/2000]

#### **Regulations**

**37.—(1)** The Council may, with the approval of the Minister, make such regulations as are necessary for carrying into effect the provisions of this Act.

(2) Without prejudice to the generality of subsection (1), the Council may, with the approval of the Minister, make such regulations for or with respect to all or any of the following matters:

- (a) the procedure for applying for, and the termination of, membership in the Council;
- (b) the conditions for membership in the Council;
- (c) the standards and guidelines for the management and administration of, and the provision of social services by, Council members;
- (d) the procedure for inquiry into complaints and information received relating to the conduct of Council members, their committee members or employees, and the sanctions to be imposed in respect of any misconduct, including the issuance of letters of censure and the suspension or termination of membership in the Council;
- (e) the rates, charges and fees payable for purposes of this Act;
- (f) the procedure and quorum for the meetings of the Board;

- (g) the procedure and quorum for the meetings of the Community Chest;
- (h) the procedure and quorum for general meetings of the Council and for the election of Board members;
- (i) the establishment, constitution and procedures of any committee referred to in section 14 and any unincorporated body or organisation referred to in section 11(1)(h); and
- (j) the information to be provided and the documents to be submitted to the Council by Council members, including annual reports, audited accounts and such information as the Council may require for carrying out its objects.

[40

[23/2000]

(3) Regulations made under this section in relation to the procedure for the meetings of the Council and the Board must conform to the requirements of the Public Sector (Governance) Act 2018.

*[Act 5 of 2018 wef 01/04/2018]*

LEGISLATIVE HISTORY  
NATIONAL COUNCIL OF SOCIAL SERVICE ACT  
(CHAPTER 195A)

This Legislative History is provided for the convenience of users of the National Council of Social Service Act. It is not part of the Act.

**1. Act 14 of 1992 — National Council of Social Service Act 1992**

Date of First Reading : 27 February 1992  
(Bill No. 15/92 published on  
28 February 1992)

Date of Second and Third Readings : 20 March 1992

Date of commencement : 1 May 1992

**2. 1993 Revised Edition — National Council of Social Service Act**

Date of operation : 15 March 1993

**3. Act 23 of 2000 — National Council of Social Service (Amendment) Act 2000**

Date of First Reading : 22 May 2000  
(Bill No. 18/2000 published on  
23 May 2000)

Date of Second and Third Readings : 3 July 2000

Date of commencement : 29 September 2000

**4. 2001 Revised Edition — National Council of Social Service Act**

Date of operation : 31 July 2001

**5. Act 5 of 2002 — Statutory Corporations (Capital Contribution) Act 2002**  
(Consequential amendments made to Act by)

Date of First Reading : 3 May 2002  
(Bill No. 7/2002 published on  
4 May 2002)

Date of Second and Third Readings : 24 May 2002

Dates of commencement : 15 July 2002

**6. Act 45 of 2004 — Trustees (Amendment) Act 2004**  
(Consequential amendments made to Act by)

Date of First Reading : 21 September 2004  
(Bill No. 43/2004 published on  
22 September 2004)

Date of Second and Third Readings : 19 October 2004

Date of commencement : 15 December 2004

**7. Act 5 of 2018 — Public Sector (Governance) Act 2018**

Date of First Reading : 6 November 2017 (Bill No.  
45/2017 published on  
6 November 2017)

Date of Second and Third Readings : 8 January 2018

Date of commencement : 1 April 2018

**COMPARATIVE TABLE**  
**NATIONAL COUNCIL OF SOCIAL SERVICE ACT**  
**(CHAPTER 195A)**

The following provisions in the 1993 Revised Edition of the National Council of Social Service Act have been renumbered by the Law Revision Commissioners in this 2001 Revised Edition.

This Comparative Table is provided for the convenience of users. It is not part of the National Council of Social Service Act.

<b>2001 Ed.</b>	<b>1993 Ed.</b>
—	<b>6—(2)</b> <i>(Deleted by Act 23/2000)</i>
<b>6—(2)</b>	(3)
—	<b>14—(2)</b> <i>(Deleted by Act 23/2000)</i>
—	(3) <i>(Deleted by Act 23/2000)</i>
<b>14—(2)</b>	(4)
(3)	(5)
(4)	(6)
—	<b>15—(5)</b> <i>(Deleted by Act 23/2000)</i>
<i>(Omitted)</i>	PART VI
PART VI	PART VII
<b>24</b>	<b>27</b>
<b>25</b>	<b>28</b>
<b>26</b>	<b>29</b>
<b>27</b>	<b>30</b>
<b>28</b>	<b>31</b>
<b>29</b>	<b>32</b>
<b>30</b>	<b>33</b>
<b>31</b>	<b>34</b>
<b>32</b>	<b>35</b>
<b>33</b>	<b>36</b>
<b>34</b>	<b>37</b>

<b>2001 Ed.</b>	<b>1993 Ed.</b>
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<b>37</b>	<b>40</b>