

招致選舉開支授權書
AUTHORIZATION TO INCUR ELECTION EXPENSES

《選舉（舞弊及非法行為）條例》（第 554 章）第 23 及 24 條及
《選舉程序（鄉郊代表選舉）規例》（第 541L 章）第 23 條
Sections 23 and 24 of the Elections (Corrupt and Illegal Conduct) Ordinance (Cap. 554) and
Section 23 of the Electoral Procedure (Rural Representative Election) Regulation (Cap. 541L)

鄉郊代表選舉（*原居民代表／居民代表／街坊代表）
Rural Representative Election
(*Indigenous Inhabitant Representative/ Resident Representative/ Kaifong Representative)

鄉事委員會
Rural Committee _____ 村／墟鎮
Village/ Market Town

選舉日期：_____ 2023 年 1 月 _____ 日
Date of Election：_____ January 2023

該鄉郊地區選舉開支最高限額（見說明第 3 項）：_____

Maximum Amount of Election Expenses for the Rural Area (see Note 3)

〔附註：在填寫此授權書前，請參閱《填寫招致選舉開支授權書說明》（“說明”）。〕
[Note: Before completing this authorization, please read the “Notes on Completion of Authorization to Incur Election Expenses” (“Notes”).]

第一部分 授權（由候選人填寫）
PART I AUTHORIZATION (To be completed by the candidate)

1. 我是上述選舉的候選人，現授權下述人士為我的選舉開支代理人，以代表我在上述選舉中或與上述選舉有關連的情況下招致選舉開支－
- I, the candidate for the above-named election, hereby authorize the following person as my election expense agent to incur election expenses on my behalf at or in connection with the above-named election –

中文姓名（正楷）：_____

Name in Chinese

英文姓名（正楷）：_____

Name in English (in BLOCK LETTERS) (姓 Surname) (名 Other name)

身分證明文件（請註明類別及號碼）（見說明第 4 項）：_____

Identity Document (please specify type and number) (see Note 4)

聯絡電話：_____

Contact Telephone Number

住址：_____

Residential Address _____

2. 我現授權上述人士代表我招致選舉開支，最高限額為港幣_____元。該指定限額包括各項應計算入選舉開支而包含貨品或服務的選舉捐贈。（見說明第 7 項）
- I hereby authorize the above-named person to incur on my behalf election expenses up to a maximum amount of HK\$_____. This specified amount includes all election expenses covered by election donations consisting of goods or service which must be accounted for (see Note 7).

3. (如適用) 本授權取代在_____ (日期) 給予上述人士的授權，該原有授權的最高限額為港幣_____元。
(If applicable) This authorization supersedes the previous authorization dated_____ to the above-named person in respect of a maximum amount of HK\$_____.
4. 我明白，選舉開支亦包括捐贈予我，並用於促使我當選或阻礙其他候選人當選的貨品及／或服務的價值。(見說明第7項)
I understand that the value of all donations to me, consisting of goods and/or services which are used in promoting the election of me or in prejudicing the election of other candidate(s), shall be included in my election expenses. (See Note 7)
5. 我明白，我須為我整體的選舉開支金額負責。倘若由我及／或我的選舉開支代理人所招致的選舉開支總額超逾我所屬鄉郊地區的選舉開支上限，除非我能證明任何超額開支並非因我疏忽，及未經我的同意，或該等開支超過授權書中所指明的限額，否則我將會觸犯法例。
I understand that I shall be responsible for the overall amount of my election expenses. If the total amount of election expense incurred by me and/or by my election expense agent(s) exceeds the applicable election expenses ceiling for the rural area concerned, I shall be liable for contravening the law, unless I can prove that the excess amount was incurred without negligence on my part and without my consent, or in excess of an amount specified in an authorization.
6. 我可隨時簽署指明格式的撤銷授權通知書(表格編號：HAD/C4)並送達有關鄉郊地區的選舉主任，以撤銷此授權。但在相關撤銷授權通知書送達有關的選舉主任前招致的獲授權選舉開支，須計算在我的選舉開支總額內。
This authorization may be revoked by me at any time by signing and delivering to the Returning Officer for the relevant rural area a notice of revocation in the specified form (Form no.: HAD/C4). However, election expenses incurred under or pursuant to this authorization before the relevant notice of revocation has been served on the relevant Returning Officer shall be counted towards my total election expenses.
7. 我已將這份授權書的副本交予上述人士。
I have provided a copy of this authorization to the person named above.

候選人簽署：_____

Signature of Candidate

候選人姓名(正楷)：_____

Name of Candidate (in BLOCK LETTERS)

(姓 Surname)

(名 Other name)

香港身份證號碼：_____

Hong Kong Identity Card Number

日期：_____

Date

* 請刪去不適用者。
Please delete whichever is inapplicable.

第二部分 選舉開支代理人接受候選人授權的同意書（由接受授權招致選舉開支的人填寫）
PART II ACCEPTANCE OF CANDIDATE'S AUTHORIZATION BY ELECTION EXPENSE AGENT (To be completed by the person authorized to incur election expenses)

8. 我的個人資料已列於上述第 1 段，我現接受本授權書第一部分所述的候選人給予我之授權。
I, whose particulars are set out in paragraph 1 above, hereby accept the authorization given to me by the candidate described in PART I of this authorization.
9. （若本授權非用於取代第 3 段所述的原有授權，則本段不適用。）
(This paragraph is not applicable where the present authorization is not meant to supersede an earlier authorization as filled in under paragraph 3.)
我確認我代表候選人已招致的選舉開支並未超逾上述第 2 段及第 3 段指定的限額。
I hereby confirm that I have not incurred election expenses on behalf of the candidate in excess of the amounts specified in paragraphs 2 and 3 above.
10. 我明白我代表候選人所招致的選舉開支不可超逾上述第 2 段指定的限額，否則，我將會觸犯法例。
I understand that I must not incur election expenses on behalf of the candidate in excess of the amount as specified in paragraph 2 above. Otherwise, I shall be contravening the law.
11. 為了協助候選人呈交「選舉開支及接受選舉捐贈之申報書及聲明書」（表格編號：HAD/C1），我須就我代表候選人招致的所有選舉開支記存帳目，並須在選舉結束後，在切實可行的情況下，盡快向候選人呈交—

In order to assist the candidate in filing the “Return and Declaration of Election Expenses and Election Donations” (Form no.: HAD/C1), I shall keep accounts of all election expenses incurred by me on behalf of the candidate and shall, as soon as practicable after the election, submit to the candidate —

- (a) 一份詳細的開支申報表，並就每項 500 元或以上的選舉開支附上發票及收據，作為證明（為免生疑問，上述附上發票及收據的要求不適用於由包含貨品或服務的選舉捐贈所完全抵付的選舉開支）；
a detailed statement of expenditure supported by invoices and receipts for each election expense of \$500 or above (for the avoidance of doubt, the above-mentioned requirement for invoices and receipts does not apply to election expenses fully met by election donations consisting of goods or services);
- (b) 如某項選舉開支包括了捐贈予候選人而用於促使候選人當選或阻礙其他候選人當選的貨品及／或服務的價值，一份列明該些貨品或服務的詳細資料（如描述及數量）、捐贈日期及其合理估值的申報書（見說明第 7 項）；
if any election expense includes the value of goods and/or services donated to the candidate and which are used for promoting the election of the candidate or prejudicing the election of other candidate(s), a statement showing the full details (such as descriptions and quantities), date of donation and assessed reasonable value of the goods and services (see Note 7);
- (c) 如(b)段所指的某項或某些來自同一捐贈者的捐贈價值為 1,000 元以上，附上候選人發給捐贈者載有該捐贈者姓名或名稱、地址及該項捐贈詳情的「劃一格式選舉捐贈收據」（表格編號：HAD/C2）副本。
if the value of a donation(s) referred to in (b) from the same donor exceeds \$1,000, a copy of “Standard Receipt for Election Donations” (Form no.: HAD/C2) issued by the candidate to the donor specifying the name and address of the donor and giving particulars of the donation concerned.

接受授權招致選舉開支的人的簽署：_____

Signature of the Person Authorized to Incur Election Expenses

中文姓名（正楷）：_____

Name in Chinese

英文姓名（正楷）：_____

Name in English (in BLOCK LETTERS)

（姓 Surname）

（名 Other name）

身分證明文件（請註明類別及號碼）（見說明第 4 項）：_____

Identity Document (please specify type and number) (see Note 4)

聯絡電話：_____

Contact Telephone Number

住址： _____
Residential
Address _____

日期： _____
Date

第三部分 見證 (由見證人填寫)

PART III ATTESTATION (To be completed by a witness)

12. 我聲明本表格第一部分及第二部分是於我見證下填寫及簽署。
I hereby declare that PART I and PART II of this authorization were completed and signed in my presence.
13. 我的個人資料如下—
My particulars are as follows —

中文姓名 (正楷)： _____
Name in Chinese

英文姓名 (正楷)： _____
Name in English (in BLOCK LETTERS) (姓 Surname) (名 Other name)

身分證明文件 (請註明類別及號碼) (見說明第 4 項)： _____
Identity Document (please specify type and number) (see Note 4)

地址： _____
Address _____

日期： _____ 見證人簽署： _____
Date Signature of Witness

填寫招致選舉開支授權書說明

Notes on Completion of Authorization to Incur Election Expenses

1. 此授權書可供候選人用作授權選舉開支代理人代候選人招致選舉開支或更改所授權招致的選舉開支金額。第一部分應由候選人填妥（包括獲授權招致選舉開支的人的姓名、身分證明文件類別及號碼及住址）及簽署。第二部分應由獲授權招致選舉開支的人填妥及簽署。第三部分則應由一位見證人填妥及簽署。一份授權書只能授權一位人士。除非候選人以指明表格明文另作示明，有關授權須當作是為是次選舉（不論投票是在預定日期進行或遭押後至較後日期進行）而作出。

Candidate should use this authorization to authorize election expense agent to incur election expenses on his/her behalf or to adjust the amount of authorized election expenses to be incurred. PART I should be completed (with name, identity document type and number and residential address of the person authorized to incur election expenses) and signed by candidate. PART II should be completed and signed by the person authorized to incur election expenses. PART III should be completed and signed by a witness. Each authorization can only be used for authorizing one person. The relevant authorization is to be regarded as being made for this election (regardless of whether the poll is to be conducted on the scheduled date or is postponed or adjourned to a later date), unless candidate expressly indicates otherwise in the specified form.

2. 只有候選人或候選人預先以書面授權的人方可招致任何選舉開支。獲如此授權的人又稱為選舉開支代理人。候選人可授權一人或多於一人代其招致選舉開支。“選舉開支”就某項選舉的候選人而言，指在選舉期間前、在選舉期間內或在選舉期間後，由該候選人或由他人代該候選人為促使該候選人當選，或為阻礙另一候選人當選，而招致或將招致的開支，並包括包含貨品及服務而用於上述用途的選舉捐贈的價值。只有年滿 18 歲的人士可獲如此授權。候選人不應授權任何選舉主任、助理選舉主任，或任何已獲選舉主任／民政事務總署署長委任協助進行投票或點票的人士為其選舉開支代理人。

Only candidate or person(s) with candidate's prior authorization in writing may incur election expenses. A person so authorized is also known as an election expense agent. Candidate may authorize one or more persons to incur election expenses on his/her behalf. "Election expenses", in relation to a candidate at an election, means expenses incurred or to be incurred, before, during or after the election period, by or on behalf of the candidate for the purpose of promoting the election of the candidate; or prejudicing the election of another candidate, and includes the value of election donations consisting of goods and services used for that purpose. Only a person who has attained the age of 18 years can be so authorized. Candidate should not authorize any Returning Officer, Assistant Returning Officer, or any person already appointed by the Returning Officer/the Director of Home Affairs to assist at the poll or the count as his/her election expense agent.

3. 根據《選舉（舞弊及非法行為）條例》（第 554 章）第 23 條的規定，任何人士如未事前獲得候選人書面授權，皆不可招致選舉開支。候選人必須確保他／她授權的選舉開支總額不會超出列於《選舉開支最高限額（鄉郊代表選舉）規例》（第 554B 章）第 2 條有關該鄉郊地區的選舉開支最高限額。在鄉郊地區的選舉中，可由候選人或由他人代候選人招致的選舉開支的最高限額為－

- (a) (如該鄉郊地區的選民人數不多於 1,000)\$18,000；
- (b) (如該鄉郊地區的選民人數多於 1,000 但不多於 5,000)\$28,000；或
- (c) (如該鄉郊地區的選民人數多於 5,000)\$38,000。

According to section 23 of the Elections (Corrupt and Illegal Conduct) Ordinance (Cap. 554), no election expenses shall be incurred by any person unless he/she is so authorized by the candidate in writing beforehand. Candidate must ensure that the total authorized amount of election expenses will not exceed the maximum amount of election expenses that can be incurred for that rural area, according to section 2 of the Maximum Amount of Election Expenses (Rural Representative Election) Regulation (Cap. 554B). The maximum amount of election expenses that can be incurred by or on behalf of a candidate at an election for a Rural Area is –

- (a) where there are not more than 1,000 electors for the Rural Area, \$18,000;
- (b) where there are more than 1,000 electors but not more than 5,000 electors for the Rural Area, \$28,000; or
- (c) where there are over 5,000 electors for the Rural Area, \$38,000.

4. 任何年滿 18 歲並持有身分證明文件的人士均可擔任選舉開支代理人或見證人。根據《鄉郊代表選舉條例》（第 576 章）第 2(1)條，“身分證明文件”（identity document）指－

Any person holding an identity document and aged 18 years or over can be an election expense agent or a witness. According to section 2(1) of the Rural Representative Election Ordinance (Cap. 576), "identity document" (身分證明文件) means –

- (a) 身分證；或
an identity card; or

(b) 向某人發出而可獲選舉登記主任接受為該人的身分證明的任何其他文件。

any other document issued to a person that is acceptable to the Electoral Registration Officer as proof of the person's identity.

5. 填妥的授權書的文本，須藉專人送遞、電子郵件、圖文傳真或（在投票日作出的委任通知除外）郵遞方式、交付予有關的選舉主任或（如尚未委任選舉主任）民政事務總署署長。候選人亦應將授權書的副本交予有關選舉開支代理人。有關鄉郊地區的選舉主任或民政事務總署署長（視屬何情況而定）在授權書的文本送達予他／她後，方可視該項授權為有效。根據《選舉（舞弊及非法行為）條例》（第 554 章）第 23(7)條，除非授權書在有關的選舉期間結束前被撤銷，否則該等授權書持續有效，直至有關的選舉期間結束為止。根據該條例第 2(1)條，“選舉期間”指由選舉提名日起，至選舉投票日止的期間。

A copy of the duly completed authorization must be delivered to the relevant Returning Officer, or (if the Returning Officer has not yet been appointed) the Director of Home Affairs by hand, by electronic mail, by facsimile transmission or (except a notice of an appointment made on polling day) by post. Candidate should also send a copy of the authorization to the election expense agent concerned. The Returning Officer for the relevant rural area or the Director of Home Affairs, as the case may be, is to regard the authorization as being effective only when a copy of the authorization has been served on him/her. According to section 23(7) of the Elections (Corrupt and Illegal Conduct) Ordinance (Cap. 554), the authorization remains in force until the end of the relevant election period unless it is revoked earlier. According to section 2(1) of that Ordinance, “election period” means the period beginning with the nomination day for the election and ending with the polling day for the election.

6. 根據《選舉程序（鄉郊代表選舉）規例》（第 541L 章）第 24 條，有關的選舉主任會在切實可行範圍內盡快將送達予他／她的每份授權書文本的副本供公眾查閱。

According to section 24 of the Electoral Procedure (Rural Representative Election) Regulation (Cap. 541L), a copy of the authorization will be made available for public inspection as soon as practicable after it is received by the relevant Returning Officer.

7. 如一項開支是由一項包含貨品或服務的捐贈所抵付，則須為該項捐贈作出公平及合理估值，並計算在獲授權招致的選舉開支內。例如候選人或選舉開支代理人安排印刷商免費供應紙張及印刷傳單，則須以該印刷商就該項捐贈（例如紙張及印刷）的通常收費為估值基礎。選舉開支代理人須把該等捐贈視為選舉開支記存帳目，如該等捐贈價值為 1,000 元以上，並須附上候選人發給捐贈者載有該捐贈者姓名或名稱、地址及該項捐贈詳情的「劃一格式選舉捐贈收據」（表格編號：HAD/C2）副本。

If an item of expense is met by a donation consisting of goods or a service, a fair and reasonable assessment of the value of the donation should be made and counted as part of the election expenses authorized to be incurred. For example, if a candidate or an election expense agent arranges a printing company to provide papers and print leaflets free of charge, the normal price charged by that printing company for that donation (such as papers and printing) should be adopted as the basis of assessment. Such donation should be regarded as an election expense and should be accounted for by the election expense agent, and in the case of a donation more than \$1,000 in value, evidenced by a copy of “Standard Receipt for Election Donations” (Form no.: HAD/C2) issued by the candidate to the donor specifying the name and address of the donor and giving the particulars of the donation concerned.

8. 為了協助候選人呈交「選舉開支及接受選舉捐贈之申報書及聲明書」（表格編號：HAD/C1），選舉開支代理人須就其代表候選人招致的所有選舉開支記存帳目，並須在選舉後，在切實可行的情況下，盡快向候選人呈交—

In order to assist the candidate in filing the “Return and Declaration of Election Expenses and Election Donations” (Form no.: HAD/C1), the election expense agent(s) should keep accounts of all election expenses incurred by him/her/them on behalf of the candidate and as soon as practicable after the election submit to the candidate —

- (a) 一份詳細的開支申報表，並就每項 500 元或以上的選舉開支附上發票及收據，作為證明（為免生疑問，此要求不適用於由包含貨品或服務的選舉捐贈所完全抵付的選舉開支）；

a detailed statement of expenditure supported by invoices and receipts for each election expense of \$500 or above (for the avoidance of doubt, this requirement does not apply to election expenses fully met by election donations consisting of goods or services);

- (b) 如某項選舉開支包括了捐贈予候選人而用於促使候選人當選或阻礙其他候選人當選的貨品及／或服務的價值，一份列明該些貨品及服務合理估值的詳細資料（如描述及數量）、捐贈日期及其合理估值的申報書；

if any election expense includes the value of goods and/or services donated to the candidate which are used for promoting the election of the candidate or prejudicing the election of other candidate(s), a statement showing the full details (such as descriptions and quantities), date of donation and assessed reasonable value of the goods and services;

- (c) 就(b)段所指的某項或某些來自同一捐贈者的捐贈價值為 1,000 元以上，附上候選人發給捐贈者載有該捐贈者姓名或名稱、地址及該項捐贈詳情的「劃一格式選舉捐贈收據」（表格編號：HAD/C2）副本。

if the value of a donation(s) referred to in (b) from the same donor exceeds \$1,000, a copy of “Standard Receipt for Election Donations” (Form no.: HAD/C2) issued by the candidate to the donor specifying the name and address of the donor and giving particulars of the donation concerned.

9. 候選人必須在《選舉（舞弊及非法行為）條例》（第 554 章）第 37 條規定的限期屆滿之前，將填妥的「選舉開支及接受選舉捐贈之申報書及聲明書」（表格編號：HAD/C1）（「選舉申報書」）提交有關鄉郊地區的選舉主任，以轉交民政事務總署署長。

Candidate must lodge the duly completed “Return and Declaration of Election Expenses and Election Donations” (Form no.: HAD/C1) with the Director of Home Affairs via the Returning Officer for the relevant rural area by the statutory deadline as required under section 37 of the Elections (Corrupt and Illegal Conduct) Ordinance (Cap. 554).

10. 候選人在填寫此授權書時如有任何問題，請在辦公時間內致電鄉郊代表選舉熱線 2152 1521。
If candidate has any questions in completing this authorization, please contact the Rural Representative Election Hotline at 2152 1521 during office hours.

11. 請注意下列有關在此授權書提供個人資料的說明—
Please note the following with regard to the personal data supplied in connection with this authorization—

(a) **資料用途**

就此授權書內提供的個人及其他有關的資料，會供選舉管理委員會、民政事務總署、有關鄉郊地區的選舉主任及有關的政府部門用於與選舉有關的用途。

Purpose of Collection

The personal data and other related information supplied in connection with this authorization will be used by the Electoral Affairs Commission, the Home Affairs Department, the Returning Officer for the relevant rural area and related government departments for election-related purposes.

(b) **資料轉介**

此授權書的副本將根據《選舉程序（鄉郊代表選舉）規例》（第 541L 章）第 24 條提供給公眾查閱直至選舉申報書的副本根據《選舉（舞弊及非法行為）條例》（第 554 章）第 41 條可供查閱的期間完結為止。在展示前，此授權書內所有身分證明文件類別及號碼、聯絡電話、地址及住址將會被遮蓋。就此授權書內提供的個人及其他有關資料亦可能會提供予其他獲授權的部門或人士，包括但不限於法院，用於與選舉有關的用途。

Transfer of Information

A copy of this authorization will be made available for public inspection in accordance with section 24 of the Electoral Procedure (Rural Representative Election) Regulation (Cap. 541L) until the end of the period for which copies of election returns are available for inspection pursuant to section 41 of the Elections (Corrupt and Illegal Conduct) Ordinance (Cap. 554). All identity document types and numbers, contact telephone numbers, address and residential addresses provided in this authorization will be covered before display. The personal data and other related information supplied in connection with this authorization may also be provided to other authorized departments or persons, including but not limited to the law courts for election-related purposes.

(c) **索閱個人資料**

任何人有權根據《個人資料（私隱）條例》（第 486 章）的條文要求索閱及改正他／她在此授權書所提供的個人資料。

Access to Personal Data

Any person has the right to request access to and correction of the personal data he/she supplied in this authorization in accordance with the provisions of the Personal Data (Privacy) Ordinance (Cap. 486).

(d) **個人資料保障原則**

候選人應留意，在收集第三者的個人資料以填寫此授權書時，須遵守《個人資料（私隱）條例》（第 486 章）附表 1 的保障資料原則，特別是第 4 原則，即採取所有切實可行的步驟，以確保個人資料受到保障而不受未獲准許的或意外的查閱、處理、刪除、喪失或使用。

Personal Data Protection Principles

Candidates are reminded to observe the Data Protection Principles in Schedule 1 to the Personal Data (Privacy) Ordinance (Cap. 486) in collecting personal data of a third person in completing this authorization, in particular Principle 4 concerning the requirement to take all practicable steps to ensure that personal data are protected against unauthorized or accidental access, processing, erasure, loss or use.

(e)

查詢

關於透過此授權書收集的個人資料的查詢（包括索閱及改正個人資料），應向民政事務總署署長提出（地址：香港灣仔軒尼詩道 130 號修頓中心 30 樓）。

Enquiry

Enquiries concerning the personal data collected by means of this authorization (including requests for access to and corrections of personal data) should be addressed to the Director of Home Affairs (Address: 30th Floor, Southorn Centre, 130 Hennessy Road, Wan Chai, Hong Kong).

民政事務總署
2022 年 8 月
Home Affairs Department
August 2022