

選舉代理人委任通知書
NOTICE OF APPOINTMENT OF ELECTION AGENT

《選舉程序（村代表選舉）規例》（第 541 章，附屬法例 L）第 22 條
Section 22 of the Electoral Procedure (Village Representative Election) Regulation (Cap. 541 sub. leg. L)

村代表補選（*原居民代表／居民代表）
Village Representative By-election (*Indigenous Inhabitant Representative/ Resident Representative)

鄉事委員會
Rural Committee

村
Village

補選日期：_____年 月 日
Date of By-election: _____

[備註：在填寫此通知書前，請參閱《填寫委任選舉代理人通知書說明》。]
[Note: Before completing this notice, please read the “Notes on Completion of Notice of Appointment of Election Agent”.]

第一部分 委任（由候選人填寫）
PART I APPOINTMENT (To be completed by candidate)

1. 我為上述補選的候選人，現委任下列人士在上述補選中擔任我的選舉代理人—
I, the candidate for the above-named By-election, hereby appoint the following person to act as my election agent at the above By-election –

中文姓名（正楷）：_____

英文姓名（大楷）：_____

香港身分證號碼：_____

聯絡電話號碼：_____

住址：_____

此項委任是為在上述日期進行投票或（如適用者）於遭押後或延期的補選而作出。
This appointment is made for the by-election the poll at which is to be conducted on the date above-stated and (where applicable) the postponed or adjourned poll.

2. 我清楚明白，該選舉代理人可以代表我進行一切我身為候選人可合法進行與上述補選有關的事情，惟下列事情除外—
I understand that my election agent may do all the things on my behalf that I as the candidate can lawfully do in connection with the above By-election except the following –
- (a) 我身為候選人就被提名須做的任何事情；
anything that I as the candidate am required to do in relation to my nomination;
 - (b) 替我退出上述補選；
withdrawal of my candidature ;
 - (c) 授權任何人招致選舉開支；
authorization of persons to incur election expenses;

(d) 在位於監獄內的專用投票站內停留，但如懲教署署長同意讓選舉代理人在該等投票站內停留，則屬例外；及
be present in a dedicated polling station situated in a prison, unless the Commissioner of Correctional Services consents to the election agent's presence; and

(e) 在位於高度設防監獄內的專用投票站內停留。
be present in a dedicated polling station situated in a maximum security prison.

3. 我亦清楚明白，我須對選舉代理人的所有行動負責。若我的選舉代理人失職，他可能觸犯《選舉（舞弊及非法行爲）條例》（第 554 章）及／或其他有關法例並遭刑事檢控，我可能亦須爲此負責，並承擔一切後果。

I also understand that I am responsible for all the acts of my election agent. If he fails in his duties, he may contravene the Elections (Corrupt and Illegal Conduct) Ordinance (Cap. 554) and/or other relevant legislation and be prosecuted, I may also be held responsible for all consequences arising therefrom.

4. 我可隨時將由我簽署的書面通知送交選舉主任，以撤銷此選舉代理人的委任。
This appointment may be revoked by me at any time by delivering to the Returning Officer a notice in writing and signed by me to that effect.

候選人姓名（正楷）： _____
Name of Candidate (in BLOCK LETTERS) (姓 Surname) (名 Other name)

香港身分證號碼： _____
Hong Kong Identity Card Number

日期： _____ 候選人簽署： _____
Date Signature of Candidate

第二部分 接受委任（由選舉代理人填寫）

PART II ACCEPTANCE OF APPOINTMENT (To be completed by election agent)

5. 我的個人資料乃如上述第 1 段所列。我現接受本通知書第一部分所述之委任。
My personal particulars are shown in paragraph 1 above. I hereby accept the appointment as stated in Part I of this notice.

6. 我清楚明白 –
I clearly understand –

(一) 上述第一部分第 2 段的說明；
the information stated in paragraph 2 of Part I above;

(二) 若我失職，可能觸犯《選舉（舞弊及非法行爲）條例》（第 554 章）及／或其他有關法例並遭刑事檢控，我須承擔一切後果；及
if I fail in my duties, I may contravene the Elections (Corrupt and Illegal Conduct) Ordinance (Cap. 554) and/or other relevant legislation and be prosecuted and be held responsible for all consequences arising therefrom; and

(三) 候選人及其他獲候選人委任的代理人須遵守的規定亦適用於我。
the provisions to be observed by the candidate and other agents appointed by the candidate are also applicable to me.

選舉代理人簽署： _____
Signature of Election Agent

選舉代理人姓名（正楷）： _____
Name of Election Agent (in BLOCK LETTERS) (姓 Surname) (名 Other name)

日期： _____
Date

第三部分 證明 (由見證人填寫)

PART III ATTESTATION (To be completed by a witness)

7. 我現聲明本通知書第一部分及第二部分乃分別由候選人及選舉代理人於我見證下填寫及簽署。
I hereby declare that Parts I and II of this notice were completed and signed by the candidate and the election agent respectively in my presence.

8. 我的個人資料如下－
My personal particulars are as follows –

中文姓名 (正楷) : _____
Name in Chinese

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

身分證明文件 (請註明) 號碼 (見說明第 6 項) : _____
Identity Document (please specify) Number (see Note 6)

地址 : _____
Residential
Address

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

填寫委任選舉代理人通知書說明

Notes on Completion of Notice of Appointment of Election Agent

1. 在這通知書及說明中，在文意許可的情況下，“他”是指“他”或“她”。
In this notice and these notes, “he” means “he” or “she” as far as the context permits.
2. 除非候選人以指明表格明文另作示明，有關代理人須當作是為在預定日期進行的投票或(如適用的話)於遭押後的該次投票而委任。
The agent is to be regarded as being appointed for the poll to be conducted on the scheduled date and (where applicable) the postponed or adjourned poll, unless the candidate expressly indicates otherwise in the specified form.
3. 每一位候選人只可委任一名選舉代理人。凡年滿 18 歲的香港身分證持有人便可被委任為選舉代理人。然而，候選人應確保並無委任任何選舉主任、助理選舉主任，或任何已受民政事務總署委任協助進行投票或點票的人士（通常為政府公職人員）為其選舉代理人。
A candidate may appoint one election agent only. Any person who is a holder of a Hong Kong Identity Card and has attained the age of 18 years may be appointed as an election agent. However, a candidate should ensure that he does not appoint as his election agent any Returning Officer, Assistant Returning Officer, or any person (usually a Government officer) already appointed by the Home Affairs Department to assist at the poll or at the count.
4. 填妥的委任通知指明表格，可由專人送遞、或以郵遞或圖文傳真方式送交選舉主任。委任通知書送交選舉主任後，該項委任方正式生效。
The duly completed specified form of notice may be delivered by hand, sent by post or by facsimile transmission to the Returning Officer. The appointment will not be effective until the notice is received by the Returning Officer.

5. 除了少數例外的事項外（請參閱本通知書第一部分第 2 段），獲正式委任的選舉代理人有權於選舉期內處理一切原本可由作出委任的候選人親自處理的必要事務，亦可於候選人缺席的任何時候，代表候選人採取任何與競選有關的行動。這些由選舉代理人採取的行動，效力與候選人親自採取的行動無異。選舉代理人可另獲候選人授權招致選舉開支。

With a few exceptions (please make reference to Part I paragraph 2 of this notice), a duly appointed election agent has authority to do all things necessary at an election which can be done by the appointing candidate himself. He may also at any time in the absence of the candidate take any steps on behalf of the candidate in connection with the election. Any such acts carried out by the election agent are as effective as if they had been done by the candidate himself. An election agent can be authorized separately by the candidate to incur election expenses.

6. 本通知書第一部分應由候選人填寫（包括有關選舉代理人的姓名及住址）及簽署。第二部分應由選舉代理人填寫及簽署。填寫及簽署第一部分及第二部分時，均須有一位見證人在場。見證人可以是任何年滿 18 歲並持有身分證明文件的人士。見證人應填寫及簽署本通知書第三部分。根據《村代表選舉條例》（第 576 章）第 2(1)條，“身分證明文件”（identity document）指 – Part I of this notice should be completed (with name and residential address of the election agent given) and signed by the candidate. Part II should be completed and signed by the election agent. Both parts must be completed and signed in the presence of a witness who can be any person aged 18 years or over and in possession of an identity document. The witness is required to complete and sign Part III of this notice. According to section 2(1) of the Village 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.

7. 選舉主任會向有關鄉村的所有其他候選人送交載有選舉代理人詳情的通知。他亦會將該通知展示於其辦事處外的顯眼地方。

The Returning Officer will send to all other candidates for the village concerned a notice of particulars of election agents. He will also display such a notice in a prominent place outside his office.

8. 候選人在填寫此表格時如有任何問題，請在辦公時間內致電村代表選舉熱線 2152 1521。

If the candidate has any difficulty in completing this form, please contact the Village Representative Election hotline at 2152 1521 during office hours.

9. 請注意下列有關在此通知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 notice –

- (a) **資料用途**

就此通知書提供的個人及其他有關的資料，會供民政事務總署及選舉主任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 notice will be used by the Home Affairs Department and the Returning Officer for election-related purposes.

- (b) **資料轉介**

此通知書內的資料可能會提供予其他獲授權的部門或機構，用於與選舉有關的用途。另外，選舉主任會根據《選舉程序（村代表選舉）規例》（第 541 章，附屬法例 L）第 25 條向有關鄉村的其他候選人送交選舉代理人詳情（包括其姓名及住址）的通知，並在選舉主任辦事處外的顯眼地方，展示關於選舉代理人詳情的公告。

Transfer of Information

The information provided in this notice may be provided to other authorized departments/agencies for election-related purposes. Besides, the Returning Officer will, in accordance with section 25 of the Electoral Procedure (Village Representation Election) Regulation (Cap. 541 sub. leg. L), send to other candidates for the village concerned a notice containing the particulars of election agents

(including their names and residential addresses) and display, in a prominent place outside that Officer's office, a notice of the particulars of the election agents.

(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所提供的個人資料。

Access to Personal Data

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

(d) **保障個人資料原則**

請注意，候選人在收集第三者的個人資料以填寫有關表格時，須遵守《個人資料（私隱）條例》（第 486 章）附表 1 的資料保障原則，特別是第 4 原則，即採取所有切實可行的步驟，以確保資料受到保障而不受未獲准許的或意外的查閱和處理。

Personal Data Protection Principle

The candidate is 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 the relevant form, in particular Principle 4 concerning the requirement to take all practicable steps to ensure that personal data are protected against unauthorized or accidental access and processing.

(e) **查詢**

關於透過此通知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 notice (including requests for access to and corrections of personal data) should be addressed to the Director of Home Affairs at 30th Floor, Southorn Centre, 130 Hennessy Road, Wanchai, Hong Kong.

民政事務總署
Home Affairs Department