

**就非位於監獄內的投票站
委任監察投票代理人通知書**

**NOTICE OF APPOINTMENT OF POLLING AGENTS
FOR A POLLING STATION NOT SITUATED IN A PRISON**

《選舉程序（村代表選舉）規例》（第 541 章，附屬法例 L）第 36 條
Section 36 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《填寫就非位於監獄內的投票站委任監察投票代理人通知書說明》。]
[Note: Before completing this notice, please read the “Notes on Completion of Notice of Appointment of Polling Agents for a Polling Station Not Situated in a Prison”.]

第一部分 委任（由候選人或選舉代理人填寫）
PART I APPOINTMENT (To be completed by candidate or election agent)

候選人姓名（正楷）：_____

Name of Candidate (in BLOCK LETTERS) (姓 Surname) (名 Other name)

1. 我為上述*候選人／候選人的選舉代理人，現委任下列人士在上述補選中擔任*我／上述候選人在上述投票站之監察投票代理人（見說明第3項）—
I, being the above-named *candidate/election agent of the above-named candidate, hereby appoint the following person(s) to act as *my/the candidate’s polling agent(s) for the above-named polling station at the above by-election (see Note 3)—

(a) 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)

香港身分證號碼：_____ 聯絡電話：_____

Hong Kong Identity Card Number Contact Telephone Number

住址：_____

Residential Address

(b) 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)

香港身分證號碼：_____ 聯絡電話：_____

Hong Kong Identity Card Number Contact Telephone Number

住址：_____

Residential Address

2. 我清楚明白候選人的監察投票代理人可以代表候選人進行一切候選人為與投票的進行相關的事宜所作的合法行動，包括在上述投票站觀察整個投票過程進行的情況，並將觀察所得的結果記錄下來。但不得做任何違法或足以干擾投票進行的事情。

I clearly understand that the candidate's polling agents may do all the things on the candidate's behalf that the candidate can lawfully do for any purpose connected with the conduct of the poll, including observing all proceedings inside the polling stations and recording their observations. Nevertheless, they shall not do anything which is contrary to law or interfere with the conduct of the poll.

3. 我亦清楚明白在投票當日，同一時間內只可以有上述其中一位監察投票代理人進入其獲委任的投票站。凡候選人或其選舉代理人正逗留在投票站內，則監察投票代理人不得同時逗留在該投票站內。而且，為維持投票站內的秩序及確保投票過程得以順利進行，投票站主任可以規限在同一時間內進入投票站的候選人、選舉代理人及監察投票代理人的數目。

I also clearly understand that only one of the above polling agents may be admitted at any one time to the polling station for which he has been appointed on the polling day. Whenever the candidate or his election agent is present within the polling station, his polling agents should not be present at the same time within that polling station. Moreover, the Presiding Officer may regulate the number of candidates, election agents and polling agents to be admitted to the polling station at any one time for the purpose of maintaining order in the polling station and ensuring that polling is conducted smoothly.

4. 我亦清楚明白可於投票日前將由我簽署的書面通知送交有關的選舉主任，或於投票當日親自送交監察投票代理人所負責的投票站主任，以撤銷此等監察投票代理人的委任。

I also clearly understand that these appointments may be revoked by me before the polling day by delivering to the relevant Returning Officer, or on the polling day by delivering in person to the Presiding Officer for the polling station for which the polling agents are appointed, a notice in writing and signed by me to that effect.

5. 此項委任是為在第 1 頁所述日期進行的投票或（如適用的話）於遭押後的該次投票而作出。

This appointment is made for the purpose of the poll to be conducted on the date stated in page 1 and (where applicable) the postponed or adjourned poll.

*候選人／選舉代理人簽署： _____
Signature of *Candidate/Election Agent

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

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

日期： _____
Date

第二部分 監察投票代理人**接受委任及理解聲明**（由監察投票代理人填寫）

PART II POLLING AGENT'S/POLLING AGENTS' **ACCEPTANCE AND DECLARATION OF UNDERSTANDING** (To be completed by polling agent(s))

6. *我／我們各人的個人資料已列於上述第 1 段，*我現接受／我們現分別接受本通知書第一部分所述之委任。

*I/Each of us, whose particulars are as shown in paragraph 1 above, hereby accept(s) the appointment as stated in Part I of this notice.

7. *我／我們每人均清楚明白，*我／我們分別須預先作出保密聲明，並於投票日向投票站主任報到時出示該保密聲明書及*我／我們的香港身分證。

*I/Each of us understand(s) that I/we must make a Declaration of Secrecy in advance and produce such Declaration of Secrecy and *my/our Hong Kong Identity Card(s) when reporting to the Presiding Officer on the polling day.

8. *我／我們每人均清楚明白，在投票站內，*我／我們不得—

*I/Each of us clearly understand(s) that inside the polling station, *I/we **must not** —

- (a) 與任何選民談話或通信息，或干擾，或試圖影響他們；
speak to or communicate with or interfere with or attempt to influence any elector;
- (b) 試圖獲取或透露所獲得有關選民的投票資料；
attempt to obtain information, or disclose any knowledge acquired, concerning the vote of any elector;
- (c) 拍影片、拍照、錄音或錄影；
film, take photographs or make any audio or video recording;
- (d) 展示、留下或派發任何選舉宣傳資料；
exhibit or leave or distribute any campaign material;
- (e) 展示、穿著或戴上可促使或阻礙一名或多於一名候選人在有關選舉中當選的徽章、標誌、衣物或頭飾；
display or wear any badge, emblem, clothing or head-dress which may promote or prejudice the election of a candidate or candidates at the election;
- (f) 展示、穿著或戴上與任何在香港的政治團體或有成員在有關選舉中參選的團體有直接關聯的徽章、標誌、衣物或頭飾；
display or wear any badge, emblem, clothing or head-dress which makes direct reference to a body any member of which is standing as a candidate in the election concerned or to a political body in Hong Kong;
- (g) 使用流動電話、傳呼機或任何其他器材進行電子通訊；或
use a mobile telephone, paging machine or any other device for electronic communication; or
- (h) 索問或查閱選民的身分證明文件。
seek to check or check any elector's identity document.

9. *我／我們每人均清楚明白，*我／我們不得—

*I/Each of us further clearly understand(s) that *I/we **must not** —

- (a) 藉傳達關於選民登記冊上的資料如選民身分證號碼或姓名，或藉其他方式，向他人透露某人是否已申領選票或已於投票站投票；
divulge to any other person by communicating information as to the identity document number or a name in the register of electors, or otherwise, whether a person has or has not applied for a ballot paper or voted at the polling station;
- (b) 向他人透露在投票站內獲取關於在該投票站的選民將會投票或已投票予哪位候選人的資料；或
communicate to any person any information obtained in the polling station as to the candidate for whom an elector in that polling station is about to vote or has voted; or

- (c) 干擾或企圖干擾任何投票箱、未發出的選票、未用的選票、損壞的選票、重複的選票、經填劃的選票及投票站員工使用之任何選民登記冊副本。

interfere with or attempt to interfere with any ballot boxes, unissued ballot papers, unused ballot papers, spoiled ballot papers, tendered ballot papers, marked ballot papers or any copy of the register of electors used by the polling staff at the polling station.

10. *我／我們每人亦清楚明白，倘*我／我們在投票站內或其鄰近範圍內或在禁止拉票區／禁止逗留區內行為不檢，或不服從選舉主任或投票站主任的任何合法指示，即屬違法，可被判罰款及監禁，並可能會被選舉主任或投票站主任命令立即離開該地方。倘*我／我們沒有離開，可能會被警務人員或獲選舉主任或投票站主任以書面授權的人員逐離該地方。如*我／我們各人被帶離後，除非得到選舉主任或投票站主任的許可，否則在投票日不得再次進入有關地方。

*I/Each of us also clearly understand(s) that if *I/we misconduct *myself/ourselves at or in the vicinity of the polling station or within the no canvassing zone/no staying zone or fail to obey any lawful order of the Returning Officer or the Presiding Officer, *I/we shall commit an offence punishable with a fine and imprisonment and may be ordered by such officer to leave the area immediately. *My/Our failure to leave such area may result in *my/our being removed by a police officer or a person so authorized in writing by the Returning Officer or the Presiding Officer. If *I/we are so removed, *I/we may not re-enter the relevant area on the polling day except with the permission of the Returning Officer or the Presiding Officer.

- (a) 監察投票代理人簽署：_____

Signature of Polling Agent

監察投票代理人姓名（正楷）：_____

Name of Polling Agent (in BLOCK LETTERS)

（姓 Surname）

（名 Other name）

日期：_____

Date

- (b) 監察投票代理人簽署：_____

Signature of Polling Agent

監察投票代理人姓名（正楷）：_____

Name of Polling Agent (in BLOCK LETTERS)

（姓 Surname）

（名 Other name）

日期：_____

Date

備註：* 請刪去不適用者

Note: * Please delete whichever is inapplicable

**填寫就非位於監獄內的投票站
委任監察投票代理人通知書說明**

**Notes on Completion of Notice of Appointment of Polling Agents
for a Polling Station Not Situated in a Prison**

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. 候選人或其選舉代理人可在該候選人獲提名的鄉村內，就投票站**委任不超過 2 名監察投票代理人**。凡年滿 18 歲的香港身分證持有人可被委任為監察投票代理人。候選人或其選舉代理人不應委任任何選舉主任、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）為其監察投票代理人。
A candidate or his election agent **may appoint not more than 2 polling agents** for the polling station in respect of the Village for which the candidate is nominated. Any person who is a holder of a Hong Kong Identity Card and has attained the age of 18 years may be appointed as a polling agent. A candidate or his election agent should not appoint as his polling 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 the count.
4. (a) 在同一時間內，每名候選人只可以有一名監察投票代理人進入一個投票站內。如候選人或他的選舉代理人正逗留在投票站內，則該候選人的監察投票代理人不得同時逗留在投票站內。
Only **one** polling agent of a candidate will be admitted to a polling station at any one time. When a candidate or his election agent is present within a polling station, a polling agent of that candidate shall not be present at the same time in the polling station.
(b) 投票站主任有權規管可進入投票站的候選人、選舉代理人或監察投票代理人的數目。如可容納該等人士的指定範圍已滿座，投票站主任可拒絕其他人士進入投票站。
The admission into the polling station of a candidate, his election agent or polling agent is subject to the overriding power of the Presiding Officer to regulate the number of persons admitted to the polling station. If the full capacity of the area inside the polling station designated for such persons has been reached, the Presiding Officer will refuse further admission.
(c) 進入投票站的指定範圍是採用先到先得的方法。假若在同一時間內要求進入指定範圍的人數超額，將以抽籤決定進入的先後次序。
Admission to the designated area of the polling station will be on a first-come-first-served basis. If the number of persons seeking admission at the same time exceeds the capacity, then lots will be drawn to determine the priority of entry.
(d) 獲准進入指定範圍的人士，只可在指定範圍內逗留一小時；除非在指定範圍內的人數並未滿額，亦無其他人士在輪候進入該範圍，否則一小時後他必須離開。每位進入投票站指定範圍的人士須在簽到冊簽到並記錄進入時間。
A person will only be allowed to stay in the designated area for ONE HOUR, thereafter he must leave unless the designated area is not fully occupied and no other person is waiting to be admitted. Every person admitted to the polling station is required to sign in and enter the time on the log book kept by the polling staff.
(e) 當指定範圍所能容納的人數額滿時，輪候的每位人士會獲發一個號碼卡，以記錄指定範圍有空位時他獲准入內的次序。當輪到持有某一號碼卡的人士進入該範圍時，投票站人員會在投票站入口宣布該號碼。如該號碼持有人當時並不在場，則持有下一個號碼的人士會被獲准進入指定範圍。當缺席的人士再次回到投票站外時，便須重新領取另一號碼輪候。
When the designated area is full, each person waiting to be admitted will be issued a number chit in sequence to record the order of his entry to the designated area when a vacant seat arises. When it is his turn, his number will be called outside the entrance to the polling station, but if he is not present, then his place will be given to the one holding the next number. Such an absentee will have to obtain another number chit and join the queue afresh on his return.
5. 本通知書的第一部分應由候選人或選舉代理人填寫及簽署。第二部分應由各個監察投票代理人填寫及簽署。
Part I of the notice should be completed and signed by the candidate or the election agent. Part II should be completed and signed by each of the polling agents.

6. 委任監察投票代理人的委任通知書，須於投票日至少 7 天前（即 2013 年 12 月 8 日¹或之前）由專人送遞或以郵遞或圖文傳真方式送交有關的選舉主任，或於投票當日，由候選人或選舉代理人親自向投票站主任遞交。逾期遞交的通知將不予接納。監察投票代理人的委任，在選舉主任或投票站主任（視何者適用而定）接獲委任通知書後始生效。

Notice of appointment of polling agents shall be given to the relevant Returning Officer by hand or by post or by facsimile transmission at least 7 days before the polling day (i.e. on or before 8 December 2013¹) or be given by the candidate or the election agent in person to the Presiding Officer on the polling day. Late submissions will not be accepted. The appointment of polling agents will not be effective until the notice of appointment is received by the Returning Officer or the Presiding Officer, as may be appropriate.

7. 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.

8. 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、選舉主任及投票站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, the Returning Officer and the Presiding Officer for election-related purposes.

(b) **資料轉介**

在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。

Transfer of Information

The information provided in this notice may be provided to other authorized departments/agencies 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

¹ 遞交的限期（2013 年 12 月 8 日）是公眾假期（星期日）。根據《釋義及通則條例》（第 1 章）第 71(1)(c)條，該限期將會順延至 2013 年 12 月 9 日（星期一）。

The deadline of submission (8 December 2013) is a Sunday. The date is extended to 9 December 2013 (Monday) in accordance with section 71(1)(c) of the Interpretation and General Clauses Ordinance (Cap. 1).