

**監察點票代理人委任通知書**  
**NOTICE OF APPOINTMENT OF COUNTING AGENTS**

《選舉程序（村代表選舉）規例》（第 541 章，附屬法例 L）第 56 條  
Sections 56 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 村  
\_\_\_\_\_ Rural Committee \_\_\_\_\_ 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《填寫監察點票代理人委任通知書說明》。]  
[Note: Before completing this notice, please read the “Notes on Completion of Notice of Appointment of Counting Agents”.]

**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，現委任下列人士於上述補選中擔任\*我／上述候選人之監察點票代理人(見說明第 5 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 counting agent(s) for the above by-election (see Note 5) –

(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)

香港身份證號碼： \_\_\_\_\_ 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點票代理人可以代表候選人觀察點票站內一切點票過程，以及將觀察所得的結果記錄下來。但不得觸摸任何選票，或作任何違法行爲。

I clearly understand that the candidate's counting agent(s) may observe all proceedings inside the counting station and record their observations on the candidate's behalf. Nevertheless, they shall not handle any ballot papers or do anything contrary to law.

3. 我亦清楚明白可於投票日前將由我簽署的書面通知以專人送遞、或郵遞或圖文傳真方式送交選舉主任，或於投票日親自送交選舉主任，以撤銷此等監察點票代理人的委任。

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

4. 此項委任是為在第 1 頁所述日期進行的投票中或（如適用的話）遭押後的該次投票中所投的票的點算而作出。

This appointment is made for the counting of the votes cast in 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 接受委任及理解聲明（由監察點票代理人填寫）

### PART II ACCEPTANCE OF APPOINTMENT AND DECLARATION OF UNDERSTANDING

(To be completed by counting agent(s))

5. \*我／我們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第一部分所述之委任。

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

6. \*我／我們每人均清楚明白，\*我／我們須事先作出保密聲明，並於投票當日到達點票站後，在點票進行前，向選舉主任報到時出示該保密聲明及\*我／我們之香港身分證。

\*I/Each of us clearly 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 Returning Officer on attending the counting station before commencement of the count on the polling day.

7. \*我／我們每人亦清楚明白，\*我／我們不得—

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

- (a) 洩露在點票時獲取的資料，包括任何一張選票所選之候選人；  
divulge any information obtained at the counting of the votes including the candidate(s) for whom a vote has been given on any particular ballot paper;
- (b) 觸摸選票、或將選票分開或排列；  
handle, separate or arrange ballot papers;
- (c) 干擾或企圖干擾任何投票箱、選票結算書、選票結算核實書或覆核書、或其他有關的選舉物料；或  
interfere with or attempt to interfere with any ballot boxes, ballot paper accounts, verifications or re-verifications of such accounts or other relevant election materials; or
- (d) 在點票過程拍影片、拍照、錄音或錄影。  
take film, photograph or make any audio or video recording during the sorting or counting process.

8. \*我／我們每人均清楚明白，倘\*我／我們在點票站內或其鄰近範圍內行爲不檢，或不服從選舉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以書面授權的人員逐離該地方。\*我／我們被逐離後，除非獲得選舉主任的許可，否則不得再次進入點票站。

\*I/Each of us also clearly understand(s) that if \*I/we misconduct \*myself/ourselves at or in the vicinity of the counting station, or fail to obey any lawful order of the Returning Officer, \*I/we shall commit an offence punishable with a fine and imprisonment and may be ordered by the Returning Officer to leave the area immediately. \*My/Our failure to leave the area may result in \*my/our being removed by a police officer or a person authorized by the Returning Officer in writing. If \*I/we are so removed, \*I/we may not re-enter the counting station except with the permission of the Returning Officer.

(a) 監察點票代理人簽署：\_\_\_\_\_

Signature of Counting Agent

監察點票代理人姓名（正楷）：\_\_\_\_\_

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

日期：\_\_\_\_\_

Date

(b) 監察點票代理人簽署：\_\_\_\_\_

Signature of Counting Agent

監察點票代理人姓名（正楷）：\_\_\_\_\_

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

日期：\_\_\_\_\_

Date

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備註： \* 請刪去不適用者

Note: \* Please delete whichever is inapplicable

# 填寫監察點票代理人委任通知書說明

## Notes on Completion of Notice of Appointment of Counting Agents

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中或（如適用的話）遭押後的該次投票中所投的票的點算而委任。  
The agent is to be regarded as being appointed for the counting of the votes cast in 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. 根據《選舉程序（村代表選舉）規例》（第 541 章，附屬法例 L）第 2 條，“點票站”包括選票分流站。  
According to section 2 of the Electoral Procedure (Village Representative Election) Regulation (Cap. 541 sub. leg. L), “counting station” includes a ballot paper sorting station.
4. 根據《選舉程序（村代表選舉）規例》（第 541 章，附屬法例 L）第 2 條，“點票”包括將選票分開、分類和點算。  
According to section 2 of the Electoral Procedure (Village Representative Election) Regulation (Cap. 541 sub. leg. L), “counting of the votes” includes separation, sorting and counting of ballot papers.
5. 候選人或其選舉代理人**可委任不超過 2 名監察點票代理人**。凡年滿 18 歲的香港身分證持有人均可被委任為監察點票代理人。候選人或其選舉代理人不應委任選舉主任、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）為其監察點票代理人。  
A candidate or his election agent **may appoint not more than 2 counting agents**. 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 counting agent. However, a candidate or his election agent should ensure that he does not appoint as his counting agent the 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.
6. 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點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 counting agents.
7. 委任監察點票代理人的委任通知書，須於投票日 3 天前（即 2013 年 12 月 12 日或之前）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，或於投票日由候選人或選舉代理人親自向有關的選舉主任遞交。逾期遞交的通知將不予接納。監察點票代理人的委任，在選舉主任接獲委任通知書後始生效。  
Notice of appointment of counting agents shall either be delivered to the relevant Returning Officer by hand or by post or by facsimile transmission at least 3 days before the polling day (i.e. on or before 12 December 2013), or be given by the candidate or the election agent in person to the Returning Officer concerned on the polling day. Late submissions will not be accepted. The appointment of counting agents will not be effective until the notice of appointment is received by the Returning Officer.
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。

**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