

在私人物業展示選舉廣告或進行競選活動的批准書  
PERMISSION FOR DISPLAY OF ELECTION ADVERTISEMENTS  
OR CONDUCT OF ELECTIONEERING ACTIVITIES AT PRIVATE PREMISES

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: \_\_\_\_\_

**第一部分** (由有關業主/佔用人/大廈管理組織負責人填寫。在填寫表格前，請參閱說明。)

**Part I** (To be completed by the owner/occupier/responsible person of the building management. Please read the notes before completing this form.)

**給予同意的條件**  
**CONDITIONS OF AGREEMENT**

(1) \*我同意/我獲\_\_\_\_\_授權批准  
\*I agree/I have been authorized by [組織名稱 Name of Organisation] to give permission to

\_\_\_\_\_ (香港身分證號碼 (見說明 3 及 8)) : \_\_\_\_\_  
[候選人姓名 (正楷) Name of Candidate (in BLOCK LETTERS)] Hong Kong Identity Card Number (see Notes 3 & 8)

於 \_\_\_\_\_ 至 \_\_\_\_\_  
from [日期 Date] to [日期 Date]

在 \_\_\_\_\_  
at the common parts of [大廈名稱 Name of the Building]

的公用地方\*展示選舉廣告<sup>(a)</sup>/分發選舉廣告<sup>(b)</sup>/舉行下述的競選活動<sup>(b)</sup>：  
to \*display election advertisements<sup>(a)</sup>/distribute election advertisements<sup>(b)</sup>/conduct the following electioneering activities<sup>(b)</sup>：

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

備註：(a) 根據《公眾衛生及市政條例》(第132章)第104A條，任何人除非取得私人土地的擁有人或  
Notes: 佔用人或政府土地的主管當局書面准許，否則不得在該土地展示或張貼招貼或海報。

Under section 104A of the Public Health and Municipal Services Ordinance (Cap. 132), a person is prohibited from displaying or affixing a bill or poster on any private land or Government land unless a written permission is obtained from the owner or occupier thereof or the Authority.

(b) 為確保競選活動在公眾或私人地方順利進行，候選人宜盡可能預先諮詢有關政府部門/機構或管理機構，以便如需要的話，先取得批准在其管轄範圍內的地方進行競選活動。

To ensure the smooth conduct of electioneering activities in public or private places, it is always desirable for candidates to consult the relevant authorities or management in advance and to obtain permission from them for the conduct of electioneering activities in the places within their jurisdiction, if required.

- (2) 候選人在\*展示或分發選舉廣告／進行競選活動時，必須遵守下列條款及條件：  
In \*displaying or distributing the election advertisements/conducting the electioneering activities, the candidate must observe and abide by the following terms and conditions:

**其他條件**

**Other Conditions**

- (3) 除此批准書內所列的選舉廣告及／或競選活動外，候選人不可在大廈內的其他地方展示選舉廣告或進行其他競選活動。  
No election advertisements and/or electioneering activities of the candidate are allowed in the building other than those detailed in this permission.
- (4) 此批准書涵蓋的選舉廣告及／或競選活動，須遵照現行有關法例及《村代表選舉活動指引》展示／分發及／或舉行。  
The display/distribution of all the election advertisements and/or the conduct of all electioneering activities of the candidate covered by this permission must be in compliance with the relevant laws and Guidelines on Election-related Activities in respect of the Village Representative Elections in force.
- (5) 在適當情況下（例如公眾秩序及安全會受影響），\*業主／佔用人／大廈管理組織可以無須預早通知而撤銷上述批准，而並不需要對候選人由於該項撤銷而招致的任何損失或負擔而負上責任。  
The \*owner/occupier/building management may, without prior notice, revoke the above permission whenever appropriate (e.g. where public order or safety is at stake) and shall not be responsible for any loss or liability that may be incurred by the candidate as a result of such revocation.
- (6) \*業主／佔用人／大廈管理組織可要求候選人對由於候選人及其代理人在有關物業內展示選舉廣告或舉行競選活動而引致任何人士或財物受到損失、損壞或損傷，作出補償。  
The \*owner/occupier/building management may require the candidate to indemnify it against any loss, damage or injury caused to any person or property as a result of the display of election advertisements or the conduct of electioneering activities by the candidate or his agents in the premises.

\*業主／佔用人／大廈管理組織\*姓名／名稱： \_\_\_\_\_  
Name of \*Owner/Occupier/Building Management [即有關業主立案法團、管理公司名稱等]  
*[i.e. Name of the concerned Owners Corporation, Management Company etc.]*

有關大廈名稱及地址： \_\_\_\_\_  
Name and Address of the Building Concerned \_\_\_\_\_

負責人姓名及職銜（正楷）： \_\_\_\_\_  
Name and Position of Responsible Person (in BLOCK LETTERS)

身分證明文件（請註明）號碼（見說明第 3, 6 及 8 項）： \_\_\_\_\_  
Identity Document (please specify) Number (see Note 3, 6 & 8)

聯絡電話： \_\_\_\_\_  
Contact Telephone Number

負責人簽署： \_\_\_\_\_  
Signature of Responsible Person

日期： \_\_\_\_\_ 組織蓋章： \_\_\_\_\_  
Date Organization Chop

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第二部分 (由有關候選人／選舉代理人填寫)  
Part II (To be completed by the candidate/election agent)

**確認**  
**CONFIRMATION**

我為上述補選的\*候選人／候選人的選舉代理人，現聲明我同意遵守及履行此批准書上述各段所開列在所述物業的公用地方展示選舉廣告及/或進行競選活動的條款及條件。

I, \*a candidate/an election agent of the candidate for the above By-election, hereby declare that I agree to observe and abide by the terms and conditions for the display of election advertisements or conduct of electioneering activities at the common parts of the named premises as set out in the above paragraphs.

我並同意所述私人物業的\*業主／佔用人／大廈管理組織有全權修改此批准書內所列的條款及條件，以符合公平及平等對待的原則。

I further agree that the \*owner/occupier/building management of the named private premises shall have full liberty in amending the terms and conditions detailed in this permission so as to conform with the principle of fair and equal treatment.

\*候選人／選舉代理人姓名 (正楷) : \_\_\_\_\_  
Name of \*Candidate/Election Agent (in BLOCK LETTERS)

簽署 : \_\_\_\_\_ 日期 : \_\_\_\_\_  
Signature Date

聯絡人姓名 : \_\_\_\_\_  
Name of Contact Person [供查詢有關此批准書內註明的選舉廣告或競選活動]  
[For enquiries in relation to the election advertisements or electioneering activities specified in this permission]

聯絡人電話號碼 : \_\_\_\_\_  
Telephone Number of the Contact Person

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備註 : \* 請刪去不適用者  
Notes: \* Please delete whichever is inapplicable

**說明**  
**Notes**

- (1) 在這表格及這摘要說明中，在文意許可的情況下，“他”是指“他”或“她”。  
In this form and these notes, "he" means "he" or "she" as far as the context permits.
- (2) 根據《村代表選舉活動指引》第四章，候選人須在發布選舉廣告後的一個工作天內，把與選舉廣告有關的資料／文件，包括准許或同意書的電子文件，上載至中央平台或候選人平台或向選舉主任繳存印本式文本，以供公眾查閱。  
In accordance with Chapter 4 of the Guidelines on Election-related Activities in respect of the Village Representative Elections, the candidate should, **within 1 working day** after publication of an election advertisement, post an electronic copy of the relevant information/document, including permission or consent, onto the Central Platform or Candidate's Platform or deposit a hard copy with the Returning Officer for public inspection.
- (3) 候選人在上載此批准書至中央平台或候選人平台前，請確定已將批准書內所有身分證明文件號碼遮蓋。  
Candidates should cover all identity document numbers in the permission before posting this permission onto the Central Platform or Candidate's Platform.
- (4) 此批准書應一式三份填寫，其中一份應上載至中央平台或候選人平台或呈交予有關的選舉主任存案，候選人及業主／佔用人／大廈管理組織亦應各自保存一份。  
This permission should be completed in triplicate. One copy of the permission should be posted onto the Central Platform or Candidate's Platform or deposited with the relevant Returning Officer. The candidate and the owner/occupier/building management should each retain a copy.

- (5) 在不違反平等對待的原則下，業主／佔用人／大廈管理組織有權對此批准書內各項目、規定及條文作出修改、增加或刪減。

The owner/occupier/building management is at full liberty to amend, add or delete any items, terms and conditions in this permission, provided that they do not breach the fair and equal treatment principle.

- (6) 根據《村代表選舉條例》（第576章）第2(1)條，“身分證明文件”指 –  
According to section 2(1) of the Village Representative Election Ordinance (Cap. 576), “identity document” 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) 如有查詢，可在辦公時間內致電鄉郊代表選舉熱線2152 1521。  
For enquiries, please contact the Rural Representative Election hotline at 2152 1521 during office hours.

- (8) 請注意下列有關在此批准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 permission –

- (a) **資料用途**  
就此批准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 permission will be used by the Home Affairs Department and the Returning Officer for election-related purposes.

- (b) **資料轉介**  
此批准書的資料會提供予公眾查閱。在展示前，批准書內所有身分證明文件號碼將會被遮蓋。此批准書中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 permission will be made available for public inspection. All identity document numbers in the permission will be covered before display. The information in this permission may be provided to other authorized departments or 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**  
關於透過此批准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 permission (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.