

**已填妥的申報書及聲明書的樣本（只供參考用）**  
**Sample of a completed return and declaration (for reference only)**

**選舉開支及接受選舉捐贈之申報書及聲明書**  
**RETURN AND DECLARATION OF ELECTION EXPENSES AND ELECTION DONATIONS**

《選舉（舞弊及非法行為）條例》（第 554 章）第 37 條  
Section 37 of the Elections (Corrupt and Illegal Conduct) Ordinance (Cap. 554)

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

XX

YY

補選日期：2014 年 5 月 25 日  
Date of By-election：25 May 2014

**申報書**  
**FORM OF RETURN**

[附註：請用正楷填寫此表格及小心參閱夾附的《填寫申報書及聲明書說明》。]

[Note: You should use BLOCK LETTERS in completing this form and read carefully the attached "Explanatory Notes on Completion of Return and Declaration".]

候選人姓名

Name of Candidate 甲乙丙 / ABC

填上你在香港身分證上的姓名

Fill in your full name as shown on your Hong Kong Identity Card

一．我乃參加此次補選之上述候選人。

1. I am the candidate named above at the above By-election.

二．茲將由我及我的選舉開支代理人代我在上述補選中招致的選舉開支及由我、我的選舉代理人及其他人士代表或為我在與上述補選相關的情況下接受的所有選舉捐贈，申報如下。

2. I hereby make the following return of election expenses incurred by me and by my election expense agent(s) on my behalf at the above By-election, and all election donations received by me, my election agent or by any other persons on my behalf in connection with the above By-election.

**各項選舉開支**  
**ELECTION EXPENSES**

支出一覽表（詳情列於以下各有關部分）（見備註（1）及（2））

Summary of expenses (with details supplied under each of the relevant sections below) (see Remarks (1) and (2))

候選人個人開支（A 部）\$ 1,200.00 元  
Candidate's personal expenses (Section A)

選舉聚會之費用（B 部）\$ 1,000.00 元  
Payments for election meetings (Section B)

代理人及選舉助理之費用（C 部）\$ 1,500.00 元  
Payments for agents and election assistants (Section C)

選舉廣告之費用（D 部）\$ 3,000.00 元  
Payments for election advertisements (Section D)

租金、辦公室開支及運輸之費用（E 部）\$ 2,500.00 元  
Payments for rental, office expenses and transportation (Section E)

雜項支出（F 部）\$ 4,000.00 元  
Payments for miscellaneous items (Section F)

等於 A 至 G 部的總和

Equal to the sum of Sections A to G

未支付之索款（G 部）\$ 3,500.00 元  
Outstanding claims (Section G)

總開支 \$ 16,700.00 元

Total expenditure

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

A 部： 候選人個人開支（例如：製作候選人的個人相片或個人形象設計等之費用。）

Section A : Candidate's personal expenses (For example, expenses on the production of personal photographs or image design, etc..)

| 開支性質<br>Nature of Expenses |   | 金額<br>Amount<br>(見備註 (1))<br>(see Remark (1)) | 收據<br>Voucher |
|----------------------------|---|---|---------------|
| 1.                         | 相片沖印 <i>Production of Film</i>  | \$ 199.33 元                                   | A1 – A2       |
| 2.                         | 形象設計 <i>Image Design</i>  | \$ 1,000.67 元                                 | A3 – A4       |
| 3.                         | <div>           候選人個人開支例子<br/>           Examples of candidate's personal expenses<br/>           請以四捨五入法計算至小數點後兩個位<br/>           Please round off the amount to two decimal places         </div> | \$ 元  |               |
| 4.                         |   | \$ 元  |               |
| 5.                         |   | \$ 元  |               |
| 6.                         |   | \$ 元  |               |
| 7.                         |   | \$ 元  |               |
| 8.                         |   | \$ 元  |               |
| 9.                         |   | \$ 元  |               |
| 10.                        |   | \$ 元  |               |
| 總數<br>Total                |   | \$ 1,200.00 元                                 |               |

B 部： 選舉聚會之費用（例如：舉辦選舉活動或政治團體舉行誓師大會之費用。）

Section B : Payments for election meetings (For example, expenses for conducting electioneering functions or launching ceremony of the election campaign by political organizations.)

|             | 活動日期<br>Date of Activity | 活動名稱<br>Name of the Activity   | 金額<br>Amount<br>(見備註 (1))<br>(see Remark (1)) | 收據<br>Voucher            |
|-------------|--------------------------|--------------------------------|---|--------------------------|
| 1.          | X.X.2013                 | 誓師大會 <i>Launching Ceremony</i> | \$ 500.00 元                                   | B1 – B4                  |
| 2.          | X.X.2013                 | XX 講座 <i>XX Talks</i>          | \$ 250.00 元                                   | B5 – B8                  |
| 3.          | X.X.2013                 | 租借場地 <i>Hiring of Venue</i>    | \$ 250.00 元                                   | B9<br>(捐贈)<br>(Donation) |
| 4.          |                          |                                | \$ 元  |                          |
| 5.          |                          |                                |   |                          |
| 6.          |                          |                                | \$ 元  |                          |
| 總數<br>Total |                          |                                | \$ 1,000.00 元                                 |                          |

C 部 : 代理人及選舉助理之費用  
Section C : Payments for agents and election assistants

| 代理人類別／獲委任人姓名<br>Types of Agents/Names of Appointees          | 金額<br>Amount<br>(見備註 (1))<br>(see Remark (1)) | 收據<br>Voucher |
|--|---|---------------|
| 選舉代理人： 甲甲甲<br>Election Agent: AAA                            | \$ 300.00 元                                   | C1 – C3       |
| 選舉開支代理人： ZZZ<br>Election Expense Agent(s): BBB               | \$ 300.00 元                                   | C4 – C6       |
|  | \$ 元  |               |
| 監察投票代理人： 丙丙丙<br>Polling Agent(s): CCC                        | \$ 300.00 元                                   | C7 – C9       |
|  | \$ 元  |               |
|  | \$ 元  |               |
|  | \$ 元  |               |
|  | \$ 元  |               |
| 監察點票代理人： 丁丁丁<br>Counting Agent(s): DDD                       | \$ 300.00 元                                   | C10 – C13     |
|  | \$ 元  |               |
|  | \$ 元  |               |
|  | \$ 元  |               |
|  | \$ 元  |               |
| 選舉助理及拉票人： 戊戊戊<br>Election Assistant(s) and Canvasser(s): EEE | \$ 300.00 元                                   | C14 – C17     |
|  | \$ 元  |               |
|  | \$ 元  |               |
|  | \$ 元  |               |
|  | \$ 元  |               |
| 總數<br>Total  | \$ 1,500.00 元                                 |               |

D 部 : 選舉廣告之費用

Section D : Payments for election advertisements

應根據已上載至中央平台或候選人平台或交給選舉主任之「選舉廣告資料摘要」(表格編號: HAD/C10/By-E) / 「已修正的選舉廣告資料通知書」(表格編號: HAD/C11/By-E) (如適用) 所列的選舉廣告數量及種類, 計算及填寫此部分之費用。不論每一項目的價值是否極少, 候選人均須申報每一項目的選舉廣告開支。即使候選人對某項開支的估值為零, 亦需就該項目申報。

The expenditure entered in this section should be calculated based on the quantities and types of election advertisements uploaded onto the Central Platform or Candidate's Platform or stated in the "Information Sheet in relation to Election Advertisements" (Form no.: HAD/C10/By-E)/"Notification of Corrected Information in relation to Election Advertisements"(Form no.: HAD/C11/By-E)(if applicable) submitted to the Returning Officer. The candidate should also declare in the form each and every item of expenditure of all election advertisements no matter how minimal the cost will be. The candidate should also declare the item even if the value of the expense is assessed to be \$0.

# 1. 海報

Posters

|                           | 印刷日期<br>Date of Printing | 尺寸<br>Size/Dimension | 顏色<br>(單色/多色)<br>Colour<br>(Single/Multi) | 印製的文本數目<br>Number of copies printed | 單價<br>Unit Price<br>(見備註 (1))<br>(see Remark (1)) | 金額<br>Amount<br>(見備註 (1))<br>(see Remark (1)) | 收據<br>Voucher |
|---------------------------|--------------------------|----------------------|---|-------------------------------------|---|---|---------------|
| 1.                        | <i>XX.2014</i>           | <i>20" x 30"</i>     | <i>多色<br/>Multi</i>                       | <i>500</i>                          | \$ <i>0.20</i> 元                                  | \$ <i>100.00</i> 元                            | <i>D1</i>     |
| 2.                        | <i>XX.2014</i>           | <i>15" x 20"</i>     | <i>單色<br/>Single</i>                      | <i>1,000</i>                        | \$ <i>0.15</i> 元                                  | \$ <i>150.00</i> 元                            | <i>D2</i>     |
| 3.                        |                          |                      |   |                                     | \$ 元  | \$ 元  |               |
| 4.                        |                          |                      |   |                                     | \$ 元  | \$ 元  |               |
| 5.                        |                          |                      |   |                                     | 元   | \$ 元  |               |
| 6.                        |                          |                      |   |                                     | \$ 元  | \$ 元  |               |
| 7.                        |                          |                      |   |                                     | \$ 元  | \$ 元  |               |
| 8.                        |                          |                      |   |                                     | \$ 元  | \$ 元  |               |
| 9.                        |                          |                      |   |                                     | \$ 元  | \$ 元  |               |
| 10.                       |                          |                      |   |                                     | \$ 元  | \$ 元  |               |
| 11.                       |                          |                      |   |                                     | \$ 元  | \$ 元  |               |
| 12.                       |                          |                      |   |                                     | \$ 元  | \$ 元  |               |
| 13.                       |                          |                      |   |                                     | \$ 元  | \$ 元  |               |
| 14.                       |                          |                      |   |                                     | \$ 元  | \$ 元  |               |
| 15.                       |                          |                      |   |                                     | \$ 元  | \$ 元  |               |
| 16.                       |                          |                      |   |                                     | \$ 元  | \$ 元  |               |
| 17.                       |                          |                      |   |                                     | \$ 元  | \$ 元  |               |
| 18.                       |                          |                      |   |                                     | \$ 元  | \$ 元  |               |
| 第 1 項小計<br>Sub-total of 1 |                          |                      |   |                                     |   | \$ <i>250.00</i> 元                            |               |

2. 小冊子  
Pamphlets

|                           | 印刷日期<br>Date of<br>Printing | 尺寸<br>Size/Dimension | 顏色<br>(單色／多色)<br>Colour<br>(Single/Multi) | 印製的文本數目<br>Number of copies<br>printed | 單價<br>Unit Price<br>(見備註 (1))<br>(see Remark (1)) | 金額<br>Amount<br>(見備註 (1))<br>(see Remark (1)) | 收據<br>Voucher |
|---------------------------|-----------------------------|----------------------|---|--|---|---|---------------|
| 1.                        | <i>X.X.2014</i>             | <i>A4</i>            | <i>多色<br/>Multi</i>                       | <i>1,000</i>                           | \$ <i>0.10</i> 元                                  | \$ <i>100.00</i> 元                            | <i>D3</i>     |
| 2.                        | <i>X.X.2014</i>             | <i>A3</i>            | <i>單色<br/>Single</i>                      | <i>750</i>                             | \$ <i>0.20</i> 元                                  | \$ <i>150.00</i> 元                            | <i>D4</i>     |
| 3.                        |                             |                      |   |  | \$ 元  | \$ 元  |               |
| 4.                        |                             |                      |   |  | \$ 元  | \$ 元  |               |
| 5.                        |                             |                      |   |  | \$ 元  | \$ 元  |               |
| 6.                        |                             |                      |   |  | \$ 元  | \$ 元  |               |
| 7.                        |                             |                      |   |  | \$ 元  | \$ 元  |               |
| 8.                        |                             |                      |   |  | \$ 元  | \$ 元  |               |
| 9.                        |                             |                      |   |  | \$ 元  | \$ 元  |               |
| 10.                       |                             |                      |   |  | \$ 元  | \$ 元  |               |
| 11.                       |                             |                      |   |  | \$ 元  | \$ 元  |               |
| 12.                       |                             |                      |   |  | \$ 元  | \$ 元  |               |
| 13.                       |                             |                      |   |  | \$ 元  | \$ 元  |               |
| 14.                       |                             |                      |   |  | \$ 元  | \$ 元  |               |
| 15.                       |                             |                      |   |  | \$ 元  | \$ 元  |               |
| 16.                       |                             |                      |   |  | \$ 元  | \$ 元  |               |
| 17.                       |                             |                      |   |  | \$ 元  | \$ 元  |               |
| 18.                       |                             |                      |   |  | \$ 元  | \$ 元  |               |
| 第 2 項小計<br>Sub-total of 2 |                             |                      |   |  |   | \$ <i>250.00</i> 元                            |               |

小冊子例子  
Examples of pamphlets

3. 傳單 (A3 或 A4 或 A5 尺寸的紙張亦應算作傳單。)

Handbills (One-page paper with the size of A3, A4 or A5 should also be regarded as handbill.)

|                           | 印刷日期<br>Date of Printing | 尺寸<br>Size/Dimension | 顏色<br>(單色/多色)<br>Colour<br>(Single/Multi) | 印製的文本數目<br>Number of copies printed | 單價<br>Unit Price<br>(見備註 (1))<br>(see Remark (1)) | 金額<br>Amount<br>(見備註 (1))<br>(see Remark (1)) | 收據<br>Voucher                     |
|---------------------------|--------------------------|----------------------|---|-------------------------------------|---|---|-----------------------------------|
| 1.                        | <i>X.X.2014</i>          | <i>A4</i>            | <i>多色<br/>Multi</i>                       | <i>1,250</i>                        | \$ <i>0.12</i> 元                                  | \$ <i>150.00</i> 元                            | <i>D5</i>                         |
| 2.                        | <i>X.X.2014</i>          | <i>A5</i>            | <i>單色<br/>Single</i>                      | <i>2,000</i>                        | \$ <i>0.05</i> 元                                  | \$ <i>100.00</i> 元                            | <i>D6<br/>(捐贈)<br/>(Donation)</i> |
| 3.                        |                          |                      |   |                                     | \$ 元  | \$ 元  |                                   |
| 4.                        |                          |                      |   |                                     | \$ 元  | \$ 元  |                                   |
| 5.                        |                          |                      |   |                                     | \$  |   |                                   |
| 6.                        |                          |                      |   |                                     | \$  |   |                                   |
| 7.                        |                          |                      |   |                                     | \$  |   |                                   |
| 8.                        |                          |                      |   |                                     | \$ 元  | \$ 元  |                                   |
| 9.                        |                          |                      |   |                                     | \$ 元  | \$ 元  |                                   |
| 10.                       |                          |                      |   |                                     | \$ 元  | \$ 元  |                                   |
| 11.                       |                          |                      |   |                                     | \$ 元  | \$ 元  |                                   |
| 12.                       |                          |                      |   |                                     | \$ 元  | \$ 元  |                                   |
| 13.                       |                          |                      |   |                                     | \$ 元  | \$ 元  |                                   |
| 14.                       |                          |                      |   |                                     | \$ 元  | \$ 元  |                                   |
| 15.                       |                          |                      |   |                                     | \$ 元  | \$ 元  |                                   |
| 16.                       |                          |                      |   |                                     | \$ 元  | \$ 元  |                                   |
| 17.                       |                          |                      |   |                                     | \$ 元  | \$ 元  |                                   |
| 18.                       |                          |                      |   |                                     | \$ 元  | \$ 元  |                                   |
| 第 3 項小計<br>Sub-total of 3 |                          |                      |   |                                     |   | \$ <i>250.00</i> 元                            |                                   |

傳單例子  
Examples of handbills

如此乃捐贈物品，亦須在“各項捐贈”(即 H 或 I 部)中註明，金額則等同於捐贈物品之合理市值估價。  
If this item is donated goods, it should also be stated in the part for reporting all donations (i.e. Section H or I) and the amount should refer to a fair estimated market value of the donated goods.

4. 其他印刷物品 (請註明有關選舉廣告的類別，例如：報紙廣告、圖文傳真、名片、信封、明信片等。)  
 Other Printed Items (Please specify the types of the election advertisements concerned, e.g. newspaper advertisements, facsimile, name cards, envelopes or postcards, etc.)

|                           | 類別<br>Type  | 印刷日期<br>Date of<br>Printing | 尺寸<br>Size/Dimension | 顏色<br>(單色／多色)<br>Colour<br>(Single/Multi) | 印製的文本<br>數目<br>Number of<br>copies printed | 單價<br>Unit Price<br>(見備註 (1))<br>(see Remark (1)) | 金額<br>Amount<br>(見備註 (1))<br>(see Remark (1)) | 收據<br>Voucher |
|---------------------------|---|-----------------------------|----------------------|---|--|---|---|---------------|
| 1.                        | 信封<br>Envelopes   | X.X.2014                    | 4.5" x 8.5"          | 單色<br>Single                              | 2,500                                      | \$ 0.06 元   | \$ 150.00 元                                   | D7            |
| 2.                        | 明信片<br>Postcards  | X.X.2014                    | 4" x 6"              | 多色<br>Multi                               | 250  | \$ 0.40 元   | \$ 100.00 元                                   | D8            |
| 3.                        |   |                             |                      |   |  | \$ 元  | \$ 元  |               |
| 4.                        | 請列明印刷品種類<br>You should state the types<br>of the printing items |                             |                      |   |  | \$ 元  | \$ 元  |               |
| 5.                        |   |                             |                      |   |  | \$ 元  | \$ 元  |               |
| 6.                        |   |                             |                      |   |  | \$ 元  | \$ 元  |               |
| 7.                        |   |                             |                      |   |  | \$ 元  | \$ 元  |               |
| 8.                        |   |                             |                      |   |  | \$ 元  | \$ 元  |               |
| 9.                        |   |                             |                      |   |  | \$ 元  | \$ 元  |               |
| 10.                       |   |                             |                      |   |  | \$ 元  | \$ 元  |               |
| 11.                       |   |                             |                      |   |  | \$ 元  | \$ 元  |               |
| 12.                       |   |                             |                      |   |  | \$ 元  | \$ 元  |               |
| 13.                       |   |                             |                      |   |  | \$ 元  | \$ 元  |               |
| 14.                       |   |                             |                      |   |  | \$ 元  | \$ 元  |               |
| 15.                       |   |                             |                      |   |  | \$ 元  | \$ 元  |               |
| 16.                       |   |                             |                      |   |  | \$ 元  | \$ 元  |               |
| 17.                       |   |                             |                      |   |  | \$ 元  | \$ 元  |               |
| 18.                       |   |                             |                      |   |  | \$ 元  | \$ 元  |               |
| 第 4 項小計<br>Sub-total of 4 |   |                             |                      |   |  |   | \$ 250.00 元                                   |               |

5. 橫額  
Banners

|                           | 製作日期<br>Date of Production | 尺寸<br>Size/Dimension | 製作的文本數目<br>Number of copies<br>produced | 單價<br>Unit Price<br>(見備註 (1))<br>(see Remark (1)) | 金額<br>Amount<br>(見備註 (1))<br>(see Remark (1)) | 收據<br>Voucher |
|---------------------------|----------------------------|----------------------|---|---|---|---------------|
| 1.                        | <i>XX.2014</i>             | <i>3' x 12'</i>      | <i>1</i>                                | \$ <i>150.00</i> 元                                | \$ <i>150.00</i> 元                            | <i>D9</i>     |
| 2.                        | <i>XX.2014</i>             | <i>3' x 10'</i>      | <i>1</i>                                | \$ <i>100.00</i> 元                                | \$ <i>100.00</i> 元                            | <i>D10</i>    |
| 3.                        |                            |                      |   | \$ 元  | \$ 元  |               |
| 4.                        |                            |                      |   | \$ 元  | \$ 元  |               |
| 5.                        |                            |                      |   | \$ 元  | \$ 元  |               |
| 6.                        |                            |                      |   | \$ 元  | \$ 元  |               |
| 7.                        |                            |                      |   | \$ 元  | \$ 元  |               |
| 8.                        |                            |                      |   | \$ 元  | \$ 元  |               |
| 9.                        |                            |                      |   | \$ 元  | \$ 元  |               |
| 10.                       |                            |                      |   | \$ 元  | \$ 元  |               |
| 11.                       |                            |                      |   | \$ 元  | \$ 元  |               |
| 12.                       |                            |                      |   | \$ 元  | \$ 元  |               |
| 13.                       |                            |                      |   | \$ 元  | \$ 元  |               |
| 14.                       |                            |                      |   | \$ 元  | \$ 元  |               |
| 15.                       |                            |                      |   | \$ 元  | \$ 元  |               |
| 16.                       |                            |                      |   | \$ 元  | \$ 元  |               |
| 17.                       |                            |                      |   | \$ 元  | \$ 元  |               |
| 18.                       |                            |                      |   | \$ 元  | \$ 元  |               |
| 第 5 項小計<br>Sub-total of 5 |                            |                      |   |   | \$ <i>250.00</i> 元                            |               |

橫額例子  
Examples of banners



6. 小旗  
Pennants

|                           | 製作日期<br>Date of<br>Production | 尺寸<br>Size/Dimension | 顏色<br>(單色／多色)<br>Colour<br>(Single/Multi) | 製作的文本數目<br>Number of copies<br>produced | 單價<br>Unit Price<br>(見備註 (1))<br>(see Remark (1)) | 金額<br>Amount<br>(見備註 (1))<br>(see Remark (1)) | 收據<br>Voucher |
|---------------------------|-------------------------------|----------------------|---|---|---|---|---------------|
| 1.                        | <i>X.X.2014</i>               | <i>2' x 4'</i>       | <i>多色<br/>Multi</i>                       | <i>2</i>                                | \$ <i>50.00</i> 元                                 | \$ <i>100.00</i> 元                            | <i>D11</i>    |
| 2.                        | <i>X.X.2014</i>               | <i>A3</i>            | <i>單色<br/>Single</i>                      | <i>10</i>                               | \$ <i>15.00</i> 元                                 | \$ <i>150.00</i> 元                            | <i>D12</i>    |
| 3.                        |                               |                      |   |   | \$ 元  | \$ 元  |               |
| 4.                        |                               |                      |   |   | \$ 元  | \$ 元  |               |
| 5.                        |                               |                      |   |   | \$ 元  | \$ 元  |               |
| 6.                        |                               |                      |   |   | \$ 元  | \$ 元  |               |
| 7.                        |                               |                      |   |   | \$ 元  | \$ 元  |               |
| 8.                        |                               |                      |   |   | \$ 元  | \$ 元  |               |
| 9.                        |                               |                      |   |   | \$ 元  | \$ 元  |               |
| 10.                       |                               |                      |   |   | \$ 元  | \$ 元  |               |
| 11.                       |                               |                      |   |   | \$ 元  | \$ 元  |               |
| 12.                       |                               |                      |   |   | \$ 元  | \$ 元  |               |
| 13.                       |                               |                      |   |   | \$ 元  | \$ 元  |               |
| 14.                       |                               |                      |   |   | \$ 元  | \$ 元  |               |
| 15.                       |                               |                      |   |   | \$ 元  | \$ 元  |               |
| 16.                       |                               |                      |   |   | \$ 元  | \$ 元  |               |
| 17.                       |                               |                      |   |   | \$ 元  | \$ 元  |               |
| 18.                       |                               |                      |   |   | \$ 元  | \$ 元  |               |
| 第 6 項小計<br>Sub-total of 6 |                               |                      |   |   |   | \$ <i>250.00</i> 元                            |               |

7. 標語牌  
Placards

|                           | 製作日期<br>Date of Production | 尺寸<br>Size/Dimension | 製作的文本數目<br>Number of copies<br>produced | 單價<br>Unit Price<br>(見備註 (1))<br>(see Remark (1)) | 金額<br>Amount<br>(見備註 (1))<br>(see Remark (1)) | 收據<br>Voucher |
|---------------------------|----------------------------|----------------------|---|---|---|---------------|
| 1.                        | <i>XX.2014</i>             | <i>3' x 6'</i>       | <i>3</i>                                | \$ <i>50.00</i> 元                                 | \$ <i>150.00</i> 元                            | <i>D13</i>    |
| 2.                        | <i>XX.2014</i>             | <i>3' x 6'</i>       | <i>1</i>                                | \$ <i>100.00</i> 元                                | \$ <i>100.00</i> 元                            | <i>D14</i>    |
| 3.                        |                            |                      |   | \$ 元  | \$ 元  |               |
| 4.                        |                            |                      |   | \$ 元  | \$ 元  |               |
| 5.                        |                            |                      |   | \$ 元  | \$ 元  |               |
| 6.                        |                            |                      |   | \$ 元  | \$ 元  |               |
| 7.                        |                            |                      |   | \$ 元  | \$ 元  |               |
| 8.                        |                            |                      |   | \$ 元  | \$ 元  |               |
| 9.                        |                            |                      |   | \$ 元  | \$ 元  |               |
| 10.                       |                            |                      |   | \$ 元  | \$ 元  |               |
| 11.                       |                            |                      |   | \$ 元  | \$ 元  |               |
| 12.                       |                            |                      |   | \$ 元  | \$ 元  |               |
| 13.                       |                            |                      |   | \$ 元  | \$ 元  |               |
| 14.                       |                            |                      |   | \$ 元  | \$ 元  |               |
| 15.                       |                            |                      |   | \$ 元  | \$ 元  |               |
| 16.                       |                            |                      |   | \$ 元  | \$ 元  |               |
| 17.                       |                            |                      |   | \$ 元  | \$ 元  |               |
| 18.                       |                            |                      |   | \$ 元  | \$ 元  |               |
| 第 7 項小計<br>Sub-total of 7 |                            |                      |   |   | \$ <i>250.00</i> 元                            |               |

8. 其他 (請註明)  
Others (Please specify)

未能分類為以上任何一項的選舉廣告應在此欄中填寫。例如：光碟、電子訊息（包括電郵）、資訊系統網絡、電子展示版、電腦網頁、互聯網廣告等。

The election advertisements which cannot be classified into any one of the above items should be stated in this part. Examples are video discs, electronic messages (including electronic mail), information system network, electronic display boards, web page, Internet advertisements, etc.

|   | 類別<br>Type   | 製作日期<br>Date of Production | 製作的文本數目<br>Number of copies produced | 單價<br>Unit Price<br>(見備註 (1))<br>(see Remark (1)) | 金額<br>Amount<br>(見備註 (1))<br>(see Remark (1))   | 收據<br>Voucher |
|---|--|----------------------------|--------------------------------------|---|---|---------------|
| 1.  | 光碟<br>Video Discs  | X.X.2014                   | 100                                  | \$ 1.00 元   | \$ 100.00 元   | D15           |
| 2.  | 網站製作<br>Website Construction   | X.X.2014                   | 1                                    | \$ 750.00 元                                       | \$ 750.00 元   | D16           |
| 3.  | 短訊服務<br>Short Message Service (SMS)                                    | X.X.2014                   | 500                                  | \$ 0.50 元   | \$ 250.00 元   | D17           |
| 4.  | 肩帶<br>Sash   | X.X.2014                   | 15                                   | \$ 10.00 元  | \$ 150.00 元   | I2<br>(捐贈)    |
| 5.  | 電郵<br>Email  | X.X.2014                   | 3,000                                | \$ 0.00 元   | \$ 0.00 元   |               |
| 6.  |  |                            |                                      | \$  | 如此乃捐贈物品，亦須在“各項捐贈”（即 H 部或 I 部）中註明，金額則等同於捐贈物品之合理市值估價。<br>If this item is donated goods, it should also be stated in the part for reporting all donations (i.e. Section H or I) and the amount should refer to fair estimated market value of the donated goods. |               |
| 7.  | 請註明每項廣告的種類<br>You should state the type of each election advertisement |                            |                                      | \$  |   |               |
| 8.  |  |                            |                                      | \$  |   |               |
| 9.  |  |                            |                                      | \$ 元  | \$ 元  |               |
| 10.   |  |                            |                                      | \$ 元  | \$ 元  |               |
| 11.   |  |                            |                                      | \$ 元  | \$ 元  |               |
| 12.   |  |                            |                                      | \$ 元  | \$ 元  |               |
| 13.   |  |                            |                                      | \$ 元  | \$ 元  |               |
| 14.   |  |                            |                                      | \$ 元  | \$ 元  |               |
| 15.   |  |                            |                                      | \$ 元  | \$ 元  |               |
| 16.   |  |                            |                                      | \$ 元  | \$ 元  |               |
| 17.   |  |                            |                                      | \$ 元  | \$ 元  |               |
| 18.   |  |                            |                                      | \$ 元  | \$ 元  |               |
| 第 8 項小計<br>Sub-total of 8                       |  |                            |                                      |   | \$ 1,250.00 元   |               |
| 第 1 項至第 8 項小計總和<br>The Sum of Sub-totals 1 to 8 |  |                            |                                      |   | \$ 3,000.00 元   |               |

E 部 : 租金、辦公室開支及運輸之費用  
 Section E : Payments for rental, office expenses and transportation

1. 租金及辦公室開支  
 Rental and office expenses

| 服務／物品之性質及詳情<br>Nature and Particulars of Services/Goods |  |  | 金額<br>Amount<br>(見備註 (1))<br>(see Remark (1)) | 收據<br>Voucher |
|---|--|--|---|---------------|
| 租金：地址<br>Rentals: Address                               | 單位收費 <sup>#</sup> (見備註 (1))<br>Unit Charge <sup>#</sup> (see Remark (1)) | 租用日期及期間<br>Rental Period & Duration<br>(X.X.2014 - X.X.2014) |   |               |
| ZZ 區 YYY 道 XX 大廈十樓<br>10/F, XX Building, YYY Road, ZZ   | \$ 1,000.00 元  | 一個月<br>1 month   | \$ 1,000.00 元                                 | E1 – E2       |
| 文具：種類<br>Stationery: Type                               | 單價 <sup>#</sup> (見備註 (1))<br>Unit Price <sup>#</sup> (see Remark (1))    | 數量<br>Quantity   |   |               |
| 原子筆 Ball-point Pens                                     | \$ 5.00 元  | 20   | \$ 100.00 元                                   | E3            |
| 郵費：性質<br>Postage: Nature                                | 單價 <sup>#</sup> (見備註 (1))<br>Unit Price <sup>#</sup> (see Remark (1))    | 數量<br>Quantity   |   |               |
| 郵寄選舉廣告 Posting of Election<br>Advertisements            | \$ 1.50 元  | 100  | \$ 150.00 元                                   | E4 – E10      |
| 其他（請註明）：<br>Others (Please specify):                    | 單價 <sup>#</sup> (見備註 (1))<br>Unit Price <sup>#</sup> (see Remark (1))    | 數量<br>Quantity   |   |               |
| 1.  | \$ 元   |  | \$ 元  |               |
| 2.  | \$ 元   |  | \$ 元  |               |
| 3.  | \$ 元   |  | \$ 元  |               |
| 4.  | \$ 元   |  | \$ 元  |               |
| 5.  | \$ 元   |  | \$ 元  |               |
| 第 1 項小計<br>Sub-total of 1                               |  |  | \$ 1,250.00 元                                 |               |

<sup>#</sup> 單位收費應包括租金、電費、冷氣費及其他有關費用。

<sup>#</sup> Unit charge should include rentals, electricity charges, air conditioning charges and other related expenses.

2. 運輸  
 Transportation

由於港鐵每程車資一般不會超過 100 元，所以無需夾附收據。候選人需註明招致每程車資不超過 100 元的期間。  
 Since the fare of MTR per occasion usually does not exceed \$100, receipt is not required. Candidate should specify the duration when the expenses, which was less than \$100 on each occasion, were incurred.

| 單位收費 <sup>#</sup> (見備註 (1))<br>Unit Charge <sup>#</sup> (see Remark (1)) |             |  | 數目／數量／期間<br>Number/Quantity/Duration | 金額<br>Amount<br>(見備註 (1))<br>(see Remark (1)) | 收據<br>Voucher |
|--|-------------|--|--------------------------------------|---|---------------|
| 租賃車輛<br>Hiring of Vehicles   | \$ 550.00 元 |  | 1<br>(X.X.2014)                      | \$ 550.00 元                                   | E11 – E12     |
| 汽油<br>Petrol   | \$ 50.00 元  |  | 3                                    | \$ 150.00 元                                   | E13 – E15     |
| 司機<br>Driver   | \$ 500.00 元 |  | 1                                    | \$ 500.00 元                                   | E16           |
| 交通費：性質<br>Travelling Expense: Nature                                     |             |  |                                      |   |               |
| 公共汽車 Bus   | \$ 5.00 元   |  | 10<br>(X.X.2014 - X.X.2014)          | \$ 50.00 元                                    |               |
| 港鐵 MTR   |             |  |                                      | \$ 300.00                                     |               |
| 其他（請註明）：<br>Others (Please specify):                                     |             |  |                                      | \$ 元  |               |
| 第 2 項小計<br>Sub-total of 2  |             |  |                                      | \$ 1,250.00 元                                 |               |
| 第 1 項至第 2 項小計總和<br>The Sum of Sub-totals 1 to 2                          |             |  |                                      | \$ 2,500.00 元                                 |               |

等於第 1 項小計及第 2 項小計總和  
 Equal to the sum of Sub-total of 1 and 2

F 部 : 雜項支出  
 Section F : Payments for miscellaneous items

| 詳情<br>Particulars  |                                   |   | 金額<br>Amount<br>(見備註 (1))<br>(see Remark (1)) | 收據<br>Voucher    |
|--|-----------------------------------|---|---|------------------|
| 供應予選舉助理之飲品及食物<br>Beverages and food for election assistants  |                                   |   |   |                  |
| 日期<br>Date<br><i>X.X.2014 – X.X.2014</i>   | 人數<br>No. of Persons<br><i>30</i> | 場合<br>Occasion<br><i>投票日前<br/>Before Polling Day</i>  | \$ <i>750.00</i> 元                            | <i>F1 – F30</i>  |
| <i>X.X.2014</i>  | <i>10</i>                         | <i>投票日<br/>On Polling Day</i>   | \$ <i>500.00</i> 元                            | <i>F31 – F40</i> |
| <i>X.X.2014</i>  | <i>25</i>                         | <i>慶功宴<br/>(候選人請註此開支是履行<br/>對選舉助理的承諾)<br/>Celebration Dinner<br/>(Candidate please specify if<br/>this expense is to honour<br/>the promise made<br/>previously to the Election<br/>Assistant(s))</i> | \$ <i>1,750.00</i> 元                          | <i>F41</i>       |
| <p>如果候選人當選後設慶功宴，其目的純粹為慶祝他當選為村代表，該宴會並非為促使他當選而舉辦，有關費用不需要以候選人的選舉開支計算。但是，如果設慶功宴的目的是為了履行候選人對協助他進行競選活動的人士曾許下的承諾，例如他曾答應他成功當選後，將設宴酬謝曾為他的競選活動而奔波的人士及助選成員，該宴會的舉行便與促使他當選有關，所涉及的費用亦因此屬選舉開支。</p> <p>If the celebration dinner is arranged after the election for the sole purpose of marking the inauguration of the candidate's term as a Village Representative and the purpose of hosting the said dinner is not for promoting his election, the expenses incurred need not be counted towards his election expenses. If the celebration dinner is hosted to honour the candidate's promise made previously to the participants that they would be rewarded with a dinner party for their electioneering assistance upon the candidate's successful election, the hosting of this celebration dinner is related to the purpose of promoting his election and the expenses of the dinner party should be counted towards the candidate's election expenses.</p> |                                   |   |   |                  |
| 其他（請註明）<br>Others (Please specify)<br><i>上網費 X.X.2014 – X.X.2014<br/>Internet Service Fee</i>  |                                   |   | \$ <i>1,000.00</i> 元                          | <i>F42</i>       |
| 總數<br>Total  |                                   |   | \$ <i>4,000.00</i> 元                          |                  |

G 部 : 未支付之索款  
Section G : Outstanding claims

如已在 A 至 F 部申報的費用，  
毋須在此部分重覆申報  
If the expenses have already been included in Sections  
A to F, you need not complete this section

根據《選舉（舞弊及非法行為）條例》（第 554 章）第 37(2)(b)(i)條的規定，候選人必須確保申報書附有（就每項 100 元或以上的選舉開支而言）載有該項支出的詳情的正本發票及收據。我承諾將依據下表列出預定支付索款的時間表，向有關供應者支付索款，並於付款日期後的 30 天內，向選舉主任提交經我妥為核證的每項 100 元或以上的選舉開支的正本發票及付款收據，以證明下述索款已如期支付。如我未能於限期內提交有關的正本發票及付款收據，選舉主任可能會將個案轉交執法機構跟進。

According to section 37(2)(b)(i) of the Elections (Corrupt and Illegal Conduct) Ordinance (Cap. 554), the candidate must ensure that the return is accompanied in the case of each election expense of \$100 or more, by an original invoice and receipt giving particulars of the expenditure. I undertake to settle the following outstanding claim(s) with the supplier(s) according to the scheduled date(s) of payment of outstanding claim(s) as set out in the table below and submit to the Returning Officer within 30 days from the payment date a duly certified original invoice and receipt for each item of election expense, which is of \$100 or more in support of the settlement of the outstanding claim(s). If I do not submit the concerned original invoice and receipt, the Returning Officer may refer the case to the law enforcement agency for follow-up action.

| 預定支付索款的時間表<br>Schedule for Settlement of Outstanding Claim(s) |                    |   |  |
|---|--------------------|---|--|
| 物品／服務之性質<br>Nature of Goods/Services                          | 供應者<br>Supplier(s) | 包括在我的選舉開支內的<br>索款的金額(元)<br>Amount of Outstanding Claim(s)<br>included in my Election<br>Expenses(\$)<br>(見備註 (1))<br>(see Remark (1)) | 擬定支付索款的日期<br>Scheduled Date(s) of Payment of<br>Outstanding Claim(s) |
| 1. 拆板費 <i>Removal cost of placards</i>                        | XXX                | \$500.00  | X.X.2014   |
| 2. 傳單支出 <i>Payments for handbills</i>                         | YYY                | \$1,000.00  | X.X.2014   |
| 3. 海報支出 <i>Payments for posters</i>                           | ZZZ                | \$2,000.00  | X.X.2014   |
| 總數<br>Total   |                    | \$ 3,500.00 元   |  |

各項選舉捐贈(見備註(2))  
ELECTION DONATIONS (see Remark (2))

選舉捐贈一覽表（詳情列於以下各有關部分）（見備註(1)）

*Summary of election donations* (with details set out under each of the relevant sections below) (see Remark (1))

1,000 元或以下之選舉捐贈 (H 部) .....\$ 350.00 元  
Election donations of \$1,000 or less (Section H)

1,000 元以上之選舉捐贈 (I 部) .....\$ 2,500.00 元  
Election donations of more than \$1,000 (Section I)

總數 \$ 2,850.00 元

Total

減除：已處置之選舉捐贈（如有此情況）（J 部）（見備註(3)） .....\$ 500.00 元  
LESS: Election donations disposed of (if any) (Section J) (see Remark (3))

用於補選中之捐贈總額 \$ 2,350.00 元  
Total of donations used for the by-election

H 部 : 1,000 元或以下之選舉捐贈  
Section H : Election donations of \$1,000 or less

[illegible]

I 部 : 1,000 元以上之選舉捐贈

Section I : Election donations of more than \$1,000

請在下表填報每名（在一次或多次之選舉捐贈中）選舉捐贈總額在 1,000 元以上之捐贈者的姓名或名稱及地址，並附上就有關選舉捐贈發給捐贈者之「劃一格式選舉捐贈收據」（表格編號：HAD/C2/By-E）副本。收據上應順序註明編號，而編配予每一收據的編號應填寫在“收據”一欄內的相應位置，以資對照。

Please enter the name and address of each donor who has donated more than \$1,000 (in one or more election donations). Each entry must be accompanied with a copy of the “Standard Receipt for Election Donations” (Form no.: HAD/C2/By-E) issued to the donor. All receipts should be marked in numerical sequence and, for cross-referencing purpose, the number assigned to each receipt should be correspondingly entered in the “Receipt” column.

| 捐贈者 (見備註 (3))<br>Donor (see Remark (3)) |   | 選舉捐贈說明<br>Description of Election Donation | 捐款金額或<br>選舉捐贈之價值<br>Amount or<br>Value of Election<br>Donation<br>(見備註 (1))<br>(see Remark (1)) | 收據<br>Receipt<br>(見備註 (2))<br>(see Remark (2)) |
|---|---|--|---|--|
| 姓名或名稱<br>Name                           | 地址<br>Address   |  |   |  |
| 乙丙丁 BCD                                 | DDD 區 EE 街 F 大廈三十二樓<br>32/F, F Building, EE Street, DDD     | 現金 Cash                                    | \$ 1,450.00 元   | I1   |
| 丁戊己 DEF                                 | ZZZ 區 YYY 街 XXX 大廈十樓<br>10/F, XXX Building, YYY Street, ZZZ | 現金 Cash                                    | \$ 900.00 元   | I2   |
| 丁戊己 DEF                                 | ZZZ 區 YYY 街 XXX 大廈十樓<br>10/F, XXX Building, YYY Street, ZZZ | 15 條肩帶<br>15 pieces of sashes              | \$ 150.00 元   | I2   |
|   |   |  | \$ 元  |  |
|   |   |  | 元   |  |
|   |   |  | 元   |  |
| 總數<br>Total                             |   |  | \$ 2,500.00 元   |  |

“15 條肩帶” 此一項目亦必須在有關部分中申報（即本樣本 D 部第 8 項）

This item of “15 pieces of sashes” should also be declared in the relevant section (see Item 8 of Section D of this sample)

由於同一捐贈者的捐贈價值總和超過一千元，因此須提交「劃一格式選舉捐贈收據」（見夾附的樣本）

Since the total value of the donations from the same donor is over \$1,000, a “Standard Receipt for Election Donations” should be submitted (See the sample attached)

J 部 : 已處置之選舉捐贈（如有此情況）（見備註 (3)）

Section J : Election donations disposed of (if any) (see Remark (3))

每項填報資料均須附上收款人所發之收據副本，收據上須順序註明編號，而編配予每一收據的編號應填寫在“收據”一欄內的相應位置，以資對照。

Each entry must be accompanied with a copy of the receipt issued by the recipient. All receipts should be marked in numerical sequence and, for cross-referencing purpose, the number assigned to each receipt should be correspondingly entered in the “Receipt” column.

| 屬公共性質的慈善機構或慈善信託名稱<br>Name of Charitable Institution or Trust of a Public Character | 金額<br>Amount<br>(見備註 (1))<br>(see Remark (1)) | 收據<br>Receipt<br>(見備註 (3))<br>(see Remark (3)) |
|--|---|--|
| 丙丁戊慈善機構<br>CDE Charitable Institution  | \$ 500.00 元                                   | J1   |
|  | \$ 元  |  |
|  | \$ 元  |  |
|  | \$ 元  |  |
| 總數<br>Total  | \$ 500.00 元                                   |  |



- (1) 在填寫本申報書的有關部分，請將金額準確至小數點後兩個位。  
When filling in the relevant sections in this return, please round the amount to 2 decimal places.
- (2) 所接受之選舉捐贈全部均須填報，包括所有以金錢、貨品或服務抵付形式之選舉捐贈，亦應在本選舉開支申報書的相關部分填報。屬 1,000 元以上之選舉捐贈則須個別列出，並附上就該等選舉捐贈發給捐贈者之「劃一格式選舉捐贈收據」（表格編號：HAD/C2/By-E）副本。收據上應順序註明編號，而編配予每一收據的編號應填寫在 I 部“收據”一欄內的相應位置，以資對照。  
All election donations accepted must be declared, including all election donations of money, goods or service in kind which must also be accounted for under the relevant sections in this return of election expenses. Election donations of more than \$1,000 are required to be individually listed and accompanied with copies of the “Standard Receipt for Election Donations” (Form no.: HAD/C2/By-E) issued to the donors. All receipts should be marked in numerical sequence and, for cross-referencing purpose, the number assigned to each receipt should be correspondingly entered in the “Receipt” column in Section I.
- (3) (i) 任何由沒有表明姓名或名稱及地址的捐贈者捐助之 1,000 元以上之選舉捐贈；或  
(ii) 任何沒有用於償付在選舉開支申報書所填報之選舉開支之選舉捐贈；或  
(iii) 任何超出候選人可使用的選舉開支限額的選舉捐贈  
均須在呈交選舉申報書之前轉贈候選人所選擇的屬公共性質的慈善機構或慈善信託。經候選人如此處置之所有選舉捐贈的記錄均須附上收款人所發之收據副本，收據上須順序註明編號，而編配予每一收據的編號應填寫在 J 部“收據”一欄內的相應位置，以資對照。如由候選人或由他人代候選人在與選舉有關連的情況下收取的某項選舉捐贈或某項選舉捐贈的一部分沒有用於該用途，亦沒有按照《選舉（舞弊及非法行為）條例》（第 554 章）第 19(3) 條處置，選舉開支申報書則須附有書面解釋，列出沒有按照該條處置該項選舉捐贈或該部分選舉捐贈的理由。  
(i) any election donation of more than \$1,000 which was received from a donor whose name and address are not identified; or  
(ii) any election donation which has not been used to defray the election expenses set out in the return of election expenses; or  
(iii) any election donation which is in excess of the limit of election expenses that the candidate is allowed to expend  
must be donated to charitable institutions or trusts of a public character chosen by the candidate before the time when the election return is lodged. All entries of election donations so disposed of by the candidate must be accompanied with copies of receipts issued by the recipients. All receipts should be marked in numerical sequence and, for cross-reference purpose, the number assigned to each receipt should be correspondingly entered in the “Receipt” column in Section J. Where an election donation or part of an election donation that was received by or on behalf of the candidate in connection with the election was not used for that purpose and was not disposed of in accordance with section 19(3) of the Elections (Corrupt and Illegal Conduct) Ordinance (Cap. 554), the election return must be accompanied by a written explanation setting out the reason why it was not disposed of in accordance with that section.
- (4) 捐贈者已在候選人發給他的「劃一格式選舉捐贈收據」上簽署，確認他明白及同意候選人會在其「選舉開支及接受選舉捐贈之申報書及聲明書」內填報有關捐贈者的姓名及地址，而該申報書及聲明書及有關的收據副本會根據《選舉（舞弊及非法行為）條例》（第 554 章）第 41 條備存於所屬民政事務處供公眾查閱。  
Donor has signed on the “Standard Receipt for Election Donation” provided by the candidate to confirm his understanding and agreement for the candidate to enter in his “Return and Declaration of Election Expenses and Election Donations” the name and address of the donor and for copies of that return and declaration and the relevant receipt be made available at the District Office concerned for public inspection under section 41 of the Elections (Corrupt and Illegal Conduct) Ordinance (Cap 554).
- (5) 如任何部分篇幅不敷應用，可採用另一同樣格式的紙張填寫，然後夾附於本申報書及聲明書。  
If the space allowed in any section is insufficient, separate sheets in the same format may be used for completion and should be attached to this return and declaration.
- (6) 請將填妥的申報書及聲明書交付予選舉主任。  
Please submit the completed return and declaration to the Returning Officer.

**聲 明 書**  
**FORM OF DECLARATION**

候選人姓名

Name of Candidate .....

甲乙丙 / ABC

必須填上候選人的姓名

Please fill in the name of the candidate

我謹以至誠鄭重聲明如下—

I hereby solemnly and sincerely declare as follows —

一. 我乃參與上述補選之上述候選人。

1. I am the candidate named at the above by-election.

二. 上述提交選舉主任之選舉開支及接受選舉捐贈之申報書及附件，經由我審閱。據我所知，申報書已按法例之規定，準確詳列關於進行及處置上述補選之—

(甲) 所有由我招致及由我之選舉開支代理人代我招致之選舉開支；以及

(乙) 所有由我、我之選舉代理人以及任何其他人士代表或為我所接受之選舉捐贈。

2. I have examined the above return of election expenses and election donations and the annexures to be sent to the Returning Officer, and to the best of my knowledge and belief, it is an accurate account of —

(a) all election expenses incurred by me and by my election expense agent(s) on my behalf; and

(b) all election donations received by me, by my election agent and by any other persons on my behalf or on my account, in respect of the conduct and management of the above By-election as required by law.

三. 據我所知及所信—

(甲) 除本申報書所列出的選舉開支外，我並無招致其他選舉開支，而我之選舉開支代理人並無代我招致其他選舉開支；以及

(乙) 除本申報書所列出的選舉捐贈外，我並無接受其他選舉捐贈，而我之選舉代理人及任何其他人士並無代表或為我接受其他選舉捐贈。

所有已處置之選舉捐贈亦已按申報書內申報的方式處置。

3. To the best of my knowledge and belief—

(a) no election expenses other than those set out in this return were incurred by me and my election expense agent(s) on my behalf; and

(b) no election donations other than those set out in the return were received by me, by my election agent and by any other persons on my behalf or on my account; and

all election donations disposed of have been disposed of in a manner set out in this return.

我謹憑藉《宣誓及聲明條例》(第 11 章)衷誠作出此項鄭重聲明，並確信其為真確無訛。

And I make this solemn declaration conscientiously believing the same to be true and by virtue of the Oaths and Declarations Ordinance (Cap. 11).

聲明人簽署

Signature of Declarant .....

此部分必須由候選人簽署

This part must be signed by the candidate

上述聲明是於 2014 年 X 月 X 日由上述聲明人在我面前作出及簽署。

Signed and declared by the above declarant on the Xth day of X 2014 before me.

須寫上作出聲明的日期  
It must be the day  
when the declaration  
is made

\*監誓員／太平紳士／持有執業證書的律師簽署

Signature of \*Commissioner for Oaths/Justice of the Peace/  
~~Solicitor with a practising certificate~~

\*監誓員／太平紳士／持有執業證書的律師姓名

Name of \*Commissioner for Oaths/Justice of the Peace/  
~~Solicitor with a practising certificate~~

壹貳叁叁 / XYZ

須由監誓員／太平紳士／持有執業證書的律師簽署  
This part should be signed by the Commissioner for  
Oaths/Justice of the Peace/Solicitor with practising certificate

\* 請刪去不適用者

\* Please delete whichever is inapplicable

## 劃一格式選舉捐贈收據

## STANDARD RECEIPT FOR ELECTION DONATIONS

樣本

Sample

2014 年 5 月鄉村補選 (\*原居民代表/居民代表)

May 2014 Village By-election (\*Indigenous Inhabitant Representative/ Resident Representative)

刪去不適用者  
Delete whichever is inapplicable

XX

鄉事委員會  
Rural Committee

YY

村  
Village補選日期: 2014 年 5 月 25 日  
Date of By-election: 25 May 2014填上鄉事委員會名稱及鄉村名稱  
Fill in the name of the Rural Committee and the Village

[備註: 請用正楷填寫此選舉捐贈收據]

[Note: Please use BLOCK LETTERS in completing this receipt for election donations]

第一部分

收據編號 Receipt No. 12

填上選舉日期  
Fill in the date of Election

Part I

候選人姓名 Name of Candidate 甲乙丙 / ABC

茲收到 Received from 丁戊己 / DEF

(捐贈者姓名或名稱 Name of Donor)

地址為 of 新界 ZZZ 村 YYY 號 No. YYY, ZZZ Village, New Territories

(捐贈者地址 Address of Donor)

|  |   |             |
|--|---|-------------|
| <input checked="" type="checkbox"/> 現金   | Cash in the sum of                          | \$ 900.00 元 |
| <input checked="" type="checkbox"/> 貨品價值 | Goods at the value of                       | \$ 150.00 元 |
| <input type="checkbox"/> 服務價值            | Services at the value of                    | \$ 元        |
| <input type="checkbox"/> 貨品/服務折扣價值       | Discount for goods/services at the value of | \$ 元        |
| <input type="checkbox"/> 獲免繳的貸款利息款額      | Interest not charged for loans obtained     | \$ 元        |

所獲捐贈貨品、服務或折扣的詳情:

Particulars of goods donated, services rendered or discounts received:

15 條肩帶 \$150.00  
15 pieces of sashes \$150.00須填上捐贈詳情  
Should state the detail of the donation

由於同一捐贈者的捐贈價值總和超過一千元, 因此須提交「劃一格式選舉捐贈收據」

Since the total value of the donations from the same donor is over \$1,000, this "Standard Receipt for Election Donations" should be submitted

所獲選舉捐贈是為支付候選人在上述鄉村補選的選舉開支  
Election Donations received are to meet the candidate's election expenses for the接受捐贈人可以是任何代表候選人的人士  
Recipient can be anyone representing the

候選人或接受捐贈人姓名 (正楷): 戊戌戌 / EEE

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

候選人或接受捐贈人簽署: 日期: X.X.2014

Signature of Candidate or Recipient Date

- \* 請在適當的方格內加上“✓”號
- \* Please put a tick “✓” in the appropriate box

## 第二部分 (由捐贈者填寫後交還候選人或接受捐贈人)

### Part II (To be completed by donor and returned to the candidate or recipient)

#### 選舉捐贈之處置

#### DISPOSAL OF ELECTION DONATIONS

倘選舉捐贈超出候選人可使用的選舉開支限額，或在選舉後全部或部分選舉捐贈尚未動用，我明白候選人會把超出選舉開支限額或未動用的選舉捐贈，捐給候選人所選擇的屬公共性質的慈善機構或慈善信託。

If the election donation is in excess of the limit of election expenses that the candidate is allowed to expend or remains unused in whole or in part at the close of the election, I understand that the candidate will donate the amount in excess of the limit or the unused amount to such charitable institution(s) or trust(s) of a public character as the candidate may select.

#### 公眾查閱的安排

#### ARRANGEMENT FOR PUBLIC INSPECTION

我明白接受選舉捐贈候選人會在其「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/By-E) 內填報此收據所列載有關捐贈者的姓名及地址。我亦明白，申報書及聲明書以及本收據副本將備存於所屬新界民政事務處，由有關文件提交選舉主任的時間起，至有關選舉的結果公布日期的首個周年日為止，供公眾查閱，或提供予索閱有關文件的人士。

I understand that the receipt candidate will enter in his “Return and Declaration of Election Expenses and Election Donations” (form no.: HAD/C1/By-E) the name and address of the donor provided in this receipt. I also understand that copies of the return and declaration and this receipt will be made available at the concerned District Office in the New Territories for public inspection from the time when the documents are lodged with the Returning Officer to the first anniversary of the date on which the result of the election concerned is published, and may be furnished to any person upon request.

捐贈者姓名或名稱 (正楷) : 丁成己 / DEF  
Name of Donor (in BLOCK LETTERS) (姓 Surname) (名 Other name)

捐贈者簽署 : [Signature] 日期 : X.X.2014  
Signature of Donor Date

捐贈者必須在此部分簽署  
The donor must sign this part

備註 :

Notes:

- 當收取每項價值 1,000 元以上的選舉捐贈 (不論是以金錢、貨品或服務抵付形式) 時，候選人必須向捐贈者發出收據，載明捐贈者的姓名或名稱及地址 (一如捐贈者所提供的資料) 及該項選舉捐贈的詳情。  
On receiving each election donation, of money, goods or service, of more than \$1,000 in value, a candidate must issue to the donor a receipt which specifies the name and address of the donor (as supplied by the donor) and the particulars of the election donation.
- 選舉捐贈收據的正本應交予捐贈者，副本由候選人保存作記錄。  
The original of the receipt for election donations should be kept by the donor, and a copy should be kept by the candidate for record.
- 候選人應另製備選舉捐贈收據的副本，以便連同「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/By-E) 一併向選舉主任提交。  
The candidate should make copies of receipts for election donations for submission with “Return and Declaration of Election Expenses and Election Donations” (form no.: HAD/C1/By-E) to the Returning Officer.
- 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鄉郊代表選舉熱線 2152 1521。  
If the candidate has any difficulty in completing this form, please contact the Rural Representative Election hotline at 2152 1521 during office hours.

民政事務總署

Home Affairs Department

HAD/C1a/By-E