

鄉郊代表選舉
RURAL REPRESENTATIVE ELECTION

選舉開支及接受選舉捐贈
之申報書及聲明書 指南

Guide to
Return and Declaration of
Election Expenses and Election Donations

此指南說明如何填寫選舉開支及接受選舉捐贈之申報書及聲明書並夾附已填妥的樣本，以供候選人參考。有關選舉開支及選舉捐贈的法例，請參閱《選舉（舞弊及非法行為）條例》（第 554 章）及《選舉程序（鄉郊代表選舉）規例》（第 541L 章）。

This Guide explains how to complete the Return and Declaration of Election Expenses and Election Donations and includes a sample of a completed Return and Declaration for candidates' reference. For legislation concerning election expenses and election donations, please refer to the Elections (Corrupt and Illegal Conduct) Ordinance (Cap. 554) and the Electoral Procedure (Rural Representative Election) Regulation (Cap. 541L).

民政事務總署
2022 年 8 月
Home Affairs Department
August 2022

填寫選舉開支及接受選舉捐贈之申報書及聲明書說明

Notes on Completion of Return and Declaration of Election Expenses and Election Donations

1. 填寫選舉開支及接受選舉捐贈申報書及聲明書前，請閱讀選舉管理委員會發出的《鄉郊代表選舉活動指引》第十五章，以及參考廉政公署編製的《廉潔鄉郊選舉資料冊》中有關選舉開支及選舉捐贈的資料和此指南夾附的「已填妥的申報書及聲明書（樣本）」。
Before completing the Return and Declaration of Election Expenses and Election Donations, please read Chapter 15 of the “Guidelines on Election-related Activities in respect of the Rural Representative Election” issued by the Electoral Affairs Commission. Please also make reference to the “Clean Rural Elections Information Booklet” produced by the Independent Commission Against Corruption for the parts concerning election expenses and election donations, and the “Sample of a completed Return and Declaration” included in this Guide.
2. 根據《選舉（舞弊及非法行為）條例》（第 554 章）第 37(1) 條的規定，此申報書及聲明書中必須列出候選人在選舉中的選舉開支及曾由候選人或由他人代該候選人在與選舉有關連的情況下收取的所有選舉捐贈。
According to section 37(1) of the Elections (Corrupt and Illegal Conduct) Ordinance (Cap. 554), this Return and Declaration must set out the candidate’s election expenses at the election and all election donations received by or on behalf of the candidate in connection with the election.
3. 請用中文或英文填寫此申報書及聲明書。如任何部分篇幅不敷應用，可採用同樣格式另紙填寫，然後作為附件夾附於此申報書及聲明書。
Please complete this Return and Declaration in Chinese or English. Please use additional sheet(s) in the same format to set out the particulars and then attach the same as appendix/appendices to this Return and Declaration if the space provided in any Section is insufficient.
4. 此申報書及聲明書內的金額及價值須以港元表示。填寫金額或價值時，如在分攤開支或轉換幣值的情況下經計算的金額有小數位，請將金額或價值以整數或四捨五入至不超過兩個小數位填寫。
All amounts and values in this Return and Declaration must be expressed in Hong Kong dollars. When filling in the amount or value, if the amount has decimal places after calculation due to apportionment of the expenses or conversion of currency, please fill in the amount or value with an integer or round off to no more than 2 decimal places.
5. 就每項 \$500 或以上的選舉開支，候選人須提交載有該項支出詳情的發票及收據。選舉開支的發票及收據可分為不同文件提交，亦可包含於同一份文件內。候選人提交的發票及收據必須載有以下資料，包括—
 - (a) 日期；
 - (b) 開支項目的詳情（即貨品或服務的資料和金額）；
 - (c) 提供貨品或服務的機構或人士（非候選人本人）的資料；及
 - (d) 證明提供貨品或服務的機構或人士（非候選人本人）已全數收取有關款額的資料（例如收款人士的姓名及簽署，或收款機構的蓋章或其授權代表簽署）。For each item of election expense of \$500 or above, the candidate must submit an invoice and a receipt giving particulars of such expenditure. The invoice and receipt for election expense may be submitted in separate documents or may be contained in a single document. The invoice and receipt submitted by candidate must contain the following particulars, including—
 - (a) date;
 - (b) details of the expense item (i.e. information and amount of the goods or services);
 - (c) information of the organization or person (other than the candidate himself/herself) providing the goods or services; and
 - (d) information showing that the organization or person (other than the candidate himself/herself) providing the goods or services has received the relevant payment in full (e.g. name and signature of the recipient, or the stamp of the organization or signature of its authorized person).
6. 所有發票及收據（包括選舉捐贈收據）上應順序註明編號，而編配予每一發票及收據的編號應填寫在“發票及收據”／“收據副本”一欄內的相應位置，以資對照。如發票及收據以副本形式提交，候選人須在每張發票及收據的副本上簽署，以核證其為真確無誤的副本（見載於附錄的核證發票及收據副本的樣本）。
All invoices and receipts (including receipts for election donations) should be marked in numerical sequence and, for cross-referencing purpose, the number assigned to each invoice and receipt should be correspondingly entered in the “Invoice and Receipt”/ “Copy of Receipt” column. If copies of invoice and receipt are submitted, candidate is required to sign on each copy of invoice and receipt to certify it as a true and correct copy (see the sample for certifying copy of invoice and receipt at Appendix).

7. 候選人應根據於中央平台或候選人平台或交給有關鄉郊地區的選舉主任之「選舉廣告資料摘要」（表格編號：HAD/C10）及「修正選舉廣告資料摘要通知書」（表格編號：HAD/C11）（如適用）所列的選舉廣告數量及種類填寫此申報書及聲明書。候選人須計算及申報每一項選舉廣告的開支。選舉廣告的開支應包括設計及畫稿之費用。如透過互聯網發布選舉廣告（例如經電子郵件發布），與該選舉廣告相關的費用，例如設計及發布費用及按比例適當分攤的相關互聯網服務費等，應被計算為選舉開支。
Candidate should complete this Return and Declaration based on the quantity and type of election advertisements as stated on the Central Platform or Candidate's Platform or in the "Information Sheet in relation to Election Advertisements" (Form no.: HAD/C10) and "Notification of Corrected Information in relation to Election Advertisements" (Form no.: HAD/C11) (if applicable) submitted to the Returning Officer for the relevant rural area. Candidate should calculate and declare the expense for each and every item of election advertisements. Expenses for election advertisements should include design and artwork fees. If election advertisements are published through the Internet (e.g. by email), fees that are related to such election advertisements, such as design and publication fees and related internet service fee as appropriately apportioned, should be counted as election expenses.
8. 候選人應根據因選舉有關用途而招致的租金及辦公室開支金額申報選舉開支。候選人租用辦公室進行競選活動時，如有關租約指定須租用該辦公室直至某一期限，而該期限是選舉日結束後的一個日期，而有關租賃開支是在選舉期間招致的，只要該辦公室是一直只用於選舉有關用途，候選人則必須將整筆租賃開支計算為選舉開支（包括租約內橫跨選舉日之後的部分）。假如候選人在選舉日後不再使用該辦公室作選舉有關用途，應將有關租約內涉及選舉日之後的租賃開支分攤，並在此申報書及聲明書內說明有關選舉日之後的租賃開支因與選舉無關而不計算在選舉開支內。此外，如辦公室並非只用於選舉有關用途（例如與其他人士分租或用作議員辦事處），應就選舉有關用途和其他用途分攤租金及辦公室開支，並將計算方式詳列於此申報書及聲明書。上述安排亦適用於代理人及選舉助理的薪金開支。
Candidate should declare the election expenses based on the amounts of rental and office expenses incurred for election-related purpose. When the candidate rents an office for electioneering purposes, if the lease has specified a rental period which lasts beyond the date of the election, and if the relevant rental expense is incurred during the election period, the candidate should include the whole rental expense (including the expense for the rental period after the date of election) as an election expense, if the office concerned is solely used for election-related purpose. If the candidate does not use the office for election-related purpose after the date of election, he/she should apportion the rental expense for the period after the date of election, and state in this Return and Declaration that the rental expense for the period after the date of election is not for election-related purpose, thus it is not counted as part of the election expenses. Besides, if the office is not solely used for election-related purpose (for example, it is shared with other persons or used as a councillor's office), the rental and office expenses should be apportioned between election-related purposes and those other purposes. The calculation should also be stated in details in this Return and Declaration. The above arrangement is also applicable to the salary expenses for agents and election assistants.
9. 選舉捐贈的形式包括金錢、貨品及服務。不論形式為何，所有已接受的選舉捐贈均須在此申報書及聲明書的相關部分填報。
Election donations may take the form of money, goods or service. Regardless of the form they take, all election donations received must be set out under the relevant Section in this Return and Declaration.
10. 凡免費獲得的服務（除義務服務外）或貨品，必須申報為選舉捐贈，並於此申報書及聲明書內相應申報其估計的價值為選舉開支。
Services (except for voluntary service) or goods obtained free of charge must be declared as election donations, and their estimated value must also be correspondingly declared as election expenses in this Return and Declaration.
11. 除非所有顧客一般均可享有折扣，否則貨品或服務的市價／正常價格與候選人支付的價格差額是一項選舉捐贈，候選人必須將其申報為選舉捐贈，並於此申報書及聲明書內相應申報為選舉開支。
Unless the discount is generally available to all customers, the difference between the market/regular price of goods or services and the price paid by the candidate is an election donation. Candidate must declare such as an election donation, and correspondingly declare it as an election expense in this Return and Declaration.
12. 如某項選舉捐贈的金額或價值為 \$1,000 以上（包括多項來自同一捐贈者而總價值為 \$1,000 以上的選舉捐贈），候選人須發給捐贈者載有該捐贈者的姓名或名稱及地址（一如捐贈者所提供）及該項捐贈的詳情的收據，並將收據副本與申報書及聲明書一併提交。捐贈者可選擇披露其屬意的地址，如其辦事處或業務地址、通訊地址、住址或郵政信箱號碼。候選人須將捐贈者的姓名或名稱及地址及捐贈詳情填報於此申報書及聲明書。
If the amount or value of an election donation is more than \$1,000 (including multiple election donations from the same donor of which the total value is more than \$1,000), the candidate should issue a receipt to the donor specifying the name and address of the donor concerned (as supplied by the donor) and giving particulars of the donation concerned, and submit the Return and Declaration together with a copy of such receipt. The donor may choose to disclose an address that he/she/it prefers, for example his/her/its office or business address, correspondence address, residential address or post office box number. The candidate must provide the name and address of donor and particulars of the donations in this Return and Declaration.

13. 選舉捐贈只可用於償付或分擔償付該候選人或該等候選人的選舉開支。如某項選舉捐贈包含貨品或服務，該項捐贈則只可用於促使該候選人或該等候選人當選或阻礙另一名候選人或另一些候選人當選。此外，就某些選舉捐贈，候選人均須在呈交此申報書及聲明書之前按照《選舉（舞弊及非法行為）條例》（第 554 章）第 19(2)-(4)條處置，並在此申報書及聲明書附上收款人發出的收據副本。否則，此申報書及聲明書須附有書面解釋，列出沒有按照該條處置該項或該部分選舉捐贈的理由。《選舉（舞弊及非法行為）條例》（第 554 章）第 19(2)-(4)條的條文載列如下，以供參考—

《選舉（舞弊及非法行為）條例》（第 554 章）第 19(2)-(4)條

- (2) 如給予某候選人或某些候選人或就某候選人或某些候選人而給予的某項選舉捐贈為 \$1,000 以上或（如該項選舉捐贈包含貨品）價值 \$1,000 以上，而該候選人或該等候選人不知道捐贈者的姓名或名稱及地址，則該候選人或該等候選人必須確保—
- (a) 該項捐贈不會用於—
 - (i) 償付或分擔償付該候選人或任何該等候選人的選舉開支；或
 - (ii) （如該項捐贈包含貨品）促使該候選人或任何該等候選人當選或阻礙另一名候選人或另一些候選人當選；及
 - (b) 將該項捐贈給予該候選人或該等候選人所選擇的屬公共性質的慈善機構或慈善信託。
- (3) 如給予某候選人或某些候選人或就某候選人或某些候選人而給予的某項選舉捐贈屬金錢或貨品，而該項捐贈—
- (a) 沒有用於—
 - (i) 償付或分擔償付該候選人或該等候選人的選舉開支；或
 - (ii) （如該項捐贈包含貨品）促使該候選人或該等候選人當選或阻礙另一名候選人或另一些候選人當選；或
 - (b) 在第(2)款所提述的情況下不會用於該款(a)(i)或(ii)段所述用途，則該候選人或該等候選人必須確保將該項捐贈給予該候選人或該等候選人所選擇的屬公共性質的慈善機構或慈善信託。
- (4) 如給予某候選人或就某候選人而給予的所有選舉捐贈的總額超過根據第 45 條訂明的最高限額，則該候選人必須確保將超額部分（不包括屬服務性質的選舉捐贈）給予該候選人所選擇的屬公共性質的慈善機構或慈善信託。

Election donations can only be used for the purpose of meeting, or contributing towards meeting, the election expenses of the candidate or candidates. In the case of an election donation consisting of goods or services, such donation may only be used for the purpose of promoting the election of the candidate or candidates or of prejudicing the election of another candidate or other candidates. Moreover, certain election donations must be disposed of in accordance with section 19(2)-(4) of the Elections (Corrupt and Illegal Conduct) Ordinance (Cap. 554) before this Return and Declaration is lodged. The Return and Declaration must be accompanied by copy of the receipt given by the recipient thereof. Otherwise, this Return and Declaration must be accompanied by a written explanation setting out the reason why such election donation or part of it was not disposed of in accordance with that section. Section 19(2)-(4) of the Elections (Corrupt and Illegal Conduct) Ordinance (Cap. 554) is reproduced below for reference—

Section 19(2)-(4) of the Elections (Corrupt and Illegal Conduct) Ordinance (Cap. 554)

- (2) If an election donation of more than \$1,000 or, in the case of an election donation consisting of goods, of more than \$1,000 in value, is given to or for a candidate or candidates and the candidate or candidates do not know the name and address of the donor, the candidate or candidates must ensure that the donation—
- (a) is not used—
 - (i) for the purpose of meeting, or contributing towards meeting, the election expenses of the candidate or any of the candidates; or
 - (ii) in the case of an election donation consisting of goods, for the purpose of promoting the election of the candidate or any of the candidates or of prejudicing the election of another candidate or other candidates; and
 - (b) is given to a charitable institution or trust of a public character chosen by the candidate or candidates.
- (3) If an election donation of money or goods has been given to or for a candidate or candidates and the donation—
- (a) has not been used—
 - (i) for the purpose of meeting, or contributing towards meeting, the election expenses of the candidate or candidates; or
 - (ii) in the case of an election donation consisting of goods, for the purpose of promoting the election of the candidate or candidates or of prejudicing the election of another candidate or other candidates; or
 - (b) is not used in the case referred to in subsection (2), the candidate or candidates must ensure that the donation is given to a charitable institution or trust of a public character chosen by the candidate or candidates.
- (4) If the aggregate of all election donations given to or for a particular candidate exceeds the maximum amount prescribed under section 45, the candidate must ensure that the excess (not including election donations of services) is given to a charitable institution or trust of a public character chosen by the candidate.

14. 候選人必須在《選舉（舞弊及非法行為）條例》（第 554 章）第 37(1L)及(1M)條規定的限期屆滿之前，將填妥的申報書及聲明書經由有關鄉郊地區的選舉主任，提交予民政事務總署署長。
Candidate must submit the completed Return and Declaration to the Director of Home Affairs via the Returning Officer for the relevant rural area by the statutory deadline as required under section 37(1L) and (1M) of the Elections (Corrupt and Illegal Conduct) Ordinance (Cap. 554).
15. 此申報書及聲明書以及所有附件的副本將備存於有關選舉主任的辦事處，由該申報書及聲明書提交選舉主任的時間起，直至根據《選舉（舞弊及非法行為）條例》（第 554 章）第 41 條規定申報書及聲明書可供公眾查閱的期間完結為止，供公眾查閱或提供予問取有關文件的副本的人士。在展示前，此申報書及聲明書連同所有附件的副本內所有個人資料（捐贈者的姓名或名稱及地址除外）將會被遮蓋。
Copies of this Return and Declaration and all attachments hereto will be kept at the office of the relevant Returning Officer and made available for public inspection or may be provided to any person asking for a copy of the relevant documents from the time when the Return and Declaration concerned is lodged with the relevant Returning Officer until the end of the period for which copies of Returns and Declarations are available for public inspection under section 41 of the Elections (Corrupt and Illegal Conduct) Ordinance (Cap. 554). All personal data (except the name and address of the donor) in the copy of this Return and Declaration and all attachments hereto will be covered before display.
16. 民政事務總署將查核所有候選人提交的申報書及聲明書。倘若發現任何不當情況，將會向有關當局報告，以進行調查。候選人在申報書及聲明書上填報的資料亦可能供給有關當局進行調查。
The Home Affairs Department will check all Returns and Declarations submitted by the candidates. Any irregularities detected may be reported to the relevant authorities for investigation. The information provided by the candidates in their Returns and Declarations may also be provided to the relevant authorities for investigation.
17. 《選舉（舞弊及非法行為）條例》（第 554 章）與選舉申報書相關的部分載列如下，以供參考—
Part of the provisions of the Elections (Corrupt and Illegal Conduct) Ordinance (Cap. 554) concerning election return are reproduced below for reference—

《選舉（舞弊及非法行為）條例》（第 554 章）第 2 條

“選舉開支”(election expenses) 就某項選舉的候選人而言，指在選舉期間前、在選舉期間內或在選舉期間後，由該候選人或由他人代該候選人—

- (a) 為促使該候選人當選；或
- (b) 為阻礙另一候選人當選，

而招致或將招致的開支，並包括包含貨品及服務而用於上述用途的選舉捐贈的價值。

“選舉捐贈”(election donation) 就某項選舉的一名或多於一名候選人而言，指以下任何捐贈—

- (a) 為償付或分擔償付該候選人或該等候選人的選舉開支，而給予該候選人或該等候選人或就該候選人或該等候選人而給予的任何金錢；或
- (b) 為促使該候選人或該等候選人當選或阻礙另一名候選人或另一些候選人當選，而給予該候選人或該等候選人或就該候選人或該等候選人而給予的任何貨品，包括由於提供義務服務而附帶給予的貨品；
- (c) 為促使該候選人或該等候選人當選或阻礙另一名候選人或另一些候選人當選，而向該候選人或該等候選人提供或就該候選人或該等候選人而提供的任何服務，但不包括義務服務。

“義務服務”(voluntary service) 指任何自然人為以下目的在其私人時間自願親自免費向某項選舉的一名或多於一名候選人提供或就某項選舉的一名或多於一名候選人而提供的任何服務—

- (a) 促使該候選人或該等候選人當選；或
- (b) 阻礙另一名候選人或另一些候選人當選。

Section 2 of the Elections (Corrupt and Illegal Conduct) Ordinance (Cap. 554)

“Election expenses”（選舉開支），in relation to a candidate at an election, means expenses incurred or to be incurred, before, during or after the election period, by or on behalf of the candidate for the purpose of—

- (a) promoting the election of the candidate; or
- (b) prejudicing the election of another candidate,

and includes the value of election donations consisting of goods and services used for that purpose.

“Election donation”（選舉捐贈），in relation to a candidate or candidates at an election, means any of the following donations—

- (a) any money given to or in respect of the candidate or candidates for the purpose of meeting, or contributing towards meeting, the election expenses of the candidate or candidates;
- (b) any goods given to or in respect of the candidate or candidates for the purpose of promoting the election of the candidate or candidates or of prejudicing the election of another candidate or other candidates, and includes any goods given incidental to the provision of voluntary service;
- (c) any service provided to or in respect of the candidate or candidates for the purpose of promoting the election of the candidate or candidates or of prejudicing the election of another candidate or other candidates, but does not include voluntary service.

“Voluntary service”（義務服務）means any service provided free of charge to or in respect of a candidate or candidates at an election by a natural person, voluntarily and personally, in the person’s own time for the purpose of—

- (a) promoting the election of the candidate or candidates; or

- (b) prejudicing the election of another candidate or other candidates.

《選舉（舞弊及非法行為）條例》（第 554 章）第 20 條

如任何候選人在根據第 37 條提交的選舉申報書內，或在根據第 37A 條提交的選舉申報書的副本內，作出該候選人明知或理應知道屬虛假或具誤導性達關鍵程度的陳述，即屬在選舉中作出舞弊行為，該陳述屬一項根據第 37A 條達成的更正的標的亦然。

Section 20 of the Elections (Corrupt and Illegal Conduct) Ordinance (Cap. 554)

A candidate engages in corrupt conduct at an election if the candidate, in an election return lodged under section 37 or a copy of an election return lodged under section 37A, makes a statement that the candidate knows or ought to know is materially false or misleading whether or not the statement is the subject of a correction effected under section 37A.

《選舉（舞弊及非法行為）條例》（第 554 章）第 37 條

- (1) 在選舉中的每名候選人必須向有關主管當局提交選舉申報書，列出一
- (a) 該候選人在該項選舉中的選舉開支；及
 - (b) 曾由該候選人或由他人代該候選人在與該項選舉有關連的情況下收取的所有選舉捐贈。
- (1L) 就為某鄉郊地區而舉行的鄉郊代表選舉而言，候選人須確保申報書在以下情況出現當日後 30 日期間屆滿前提交—
- (a) 如按《鄉郊代表選舉條例》（第 576 章）第 20(3)(b)條或《選舉程序（鄉郊代表選舉）規例》（第 541 章，附屬法例 L）第 6 條所指的公告，該選舉是某些同日舉行的鄉郊代表選舉的其中之一，而該等鄉郊代表選舉關乎同一鄉事委員會—該等鄉郊代表選舉均已告結束（如該等鄉郊代表選舉在不同日期結束，則以該等日期中的最後者為準）；或
 - (b) 如屬其他情況—該選舉已告結束。
- (1M) 為施行第(1L)款，選舉在以下任何事件就該選舉發生當日，即告結束—
- (a) 選舉結果於憲報公布；
 - (b) 宣布選舉程序終止；
 - (c) 宣布選舉未能完成。
- 如多於一項上述事件就該選舉發生，則該選舉在最後發生的事件發生當日，即告結束。
- (2) 候選人必須確保申報書—
- (b) 附有一
 - (i) （就每項 \$500 或以上的選舉開支而言）載有該項支出的詳情的發票及收據；及
 - (ii) 就每項 \$1,000 以上或每項包含貨品或服務而價值 \$1,000 以上的選舉捐贈而言）發給捐贈者的載有關於該捐贈者及該項捐贈的詳情的收據的副本；及
 - (iii) （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而已按照第 19 條處置）收取該等如此處置的捐贈或部分捐贈的人所發出的收據的副本；及
 - (iv) （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，亦沒有按照第 19(3) 條處置）書面解釋，列出沒有按照該條處置該項捐贈或該部分捐贈的理由；及
 - (v) 採用有關主管當局提供或指明的表格或格式所作的聲明書，證明申報書內容屬實。

Section 37 of the Elections (Corrupt and Illegal Conduct) Ordinance (Cap. 554)

- (1) Each candidate at an election must lodge with the appropriate authority an election return setting out—
- (a) the candidate's election expenses at the election; and
 - (b) all election donations received by or on behalf of the candidate in connection with the election.
- (1L) For a Rural Representative election for a Rural Area, the candidate must ensure that the return is lodged before the expiry of the period of 30 days after—
- (a) if, according to a notice under section 20(3)(b) of the Rural Representative Election Ordinance (Cap. 576) or section 6 of the Electoral Procedure (Rural Representative Election) Regulation (Cap. 541 sub. leg. L), the election is one of the Rural Representative elections in relation to the same Rural Committee that are to be held on the same date—the date on which the Rural Representative elections become settled or, if the Rural Representative elections become settled on different dates, the last of those dates; or
 - (b) in any other case—the date on which the election becomes settled.
- (1M) For the purposes of subsection (1L), an election is settled on the date on which any of the following events occurs in relation to the election, or, if more than one of the following events occurs in relation to the election, on the date on which the last of those events occurs—
- (a) the result of the election is notified in the Gazette;
 - (b) the proceedings for the election are declared to have been terminated;
 - (c) the election is declared to have failed.
- (2) The candidate must ensure that the return—
- (b) is accompanied—
 - (i) in the case of each election expense of \$500 or more, by an invoice and a receipt giving particulars of the expenditure; and

- (ii) in the case of each election donation of more than \$1,000 or, in the case of an election donation consisting of goods or a service, of more than \$1,000 in value, by a copy of the receipt issued to the donor giving particulars of the donor and the donation; and
- (iii) 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 was disposed of in accordance with section 19, by a copy of the receipt given by the recipient of the donation or part; and
- (iv) 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 was not disposed of in accordance with section 19(3), by an explanation setting out the reason why it was not disposed of in accordance with that section; and
- (v) by a declaration in a form provided or specified by the appropriate authority verifying the contents of the return.

《選舉（舞弊及非法行為）條例》（第 554 章）第 38(1) 條

候選人如沒有按照第 37 條的規定提交選舉申報書，即屬犯罪—

- (a) 如循簡易程序審訊，一經定罪，可處第 5 級罰款及監禁 1 年；或
- (b) 如循公訴程序審訊，一經定罪，可處罰款 \$200,000 及監禁 3 年。

Section 38(1) of the Elections (Corrupt and Illegal Conduct) Ordinance (Cap. 554)

A candidate who fails to lodge an election return as required by section 37 commits an offence and is—

- (a) if tried summarily, liable on conviction to a fine at level 5 and to imprisonment for 1 year; or
- (b) if tried on indictment, liable on conviction to a fine of \$200,000 and to imprisonment for 3 years.

《選舉（舞弊及非法行為）條例》（第 554 章）第 40 條

- (1) 候選人如不能夠或沒有在准許的限期屆滿之前按照第 37 條的規定提交選舉申報書，可向原訟法庭申請作出命令，容許該候選人在原訟法庭指明的較長限期內，向有關主管當局提交選舉申報書。
- (2) 原訟法庭在聆訊根據第(1)款提出的申請後，必須信納不能夠或沒有按照第 37 條的規定提交選舉申報書一事是可歸因於下述情況而非因申請人不真誠所致，方可作出所尋求的命令—
 - (a) 申請人患病或不在香港；或
 - (b) 申請人的代理人或僱員去世、患病、不在香港或行為不當；或
 - (c) 申請人或其他人粗心大意或意外地計算錯誤；或
 - (d) 任何合理因由。
- (3) 候選人亦可向原訟法庭申請作出命令，使該候選人可更正在選舉申報書或附於該申報書的任何文件內的錯誤或虛假陳述。
- (4) 原訟法庭在聆訊根據第(3)款提出的申請後，必須信納該等錯誤或虛假陳述是因下述情況而非因申請人不真誠所致，方可作出所尋求的命令—
 - (a) 申請人的代理人或僱員的行為不當；或
 - (b) 申請人或其他人粗心大意或意外地計算錯誤；或
 - (c) 任何合理因由。

Section 40 of the Elections (Corrupt and Illegal Conduct) Ordinance (Cap. 554)

- (1) A candidate who is unable or has failed to lodge an election return as required by section 37 before the end of the permitted period can apply to the Court for an order allowing the candidate to lodge with the appropriate authority an election return within such further period as the Court specifies.
- (2) On the hearing of an application made under subsection (1), the Court may make the order sought, but only if it is satisfied that the inability or failure to lodge an election return as required by section 37 was attributable to—
 - (a) the applicant's illness or absence from Hong Kong; or
 - (b) the death, illness, absence from Hong Kong or misconduct of an agent or employee of the applicant; or
 - (c) inadvertence or an accidental miscalculation by the applicant or any other person; or
 - (d) any reasonable cause,
 and was not due to the applicant's bad faith.
- (3) A candidate can also apply to the Court for an order enabling the candidate to correct any error or false statement in an election return or in any document accompanying the return.
- (4) On the hearing of an application made under subsection (3), the Court may make the order sought, but only if it is satisfied that the error or false statement was due to—
 - (a) misconduct of an agent or employee of the applicant; or
 - (b) inadvertence or an accidental miscalculation by the applicant or any other person; or
 - (c) any reasonable cause,
 and was not due to the applicant's bad faith.

18. 候選人在填寫此申報書及聲明書時如有任何問題，請在辦公時間內致電鄉郊代表選舉熱線 2152 1521。如對《選舉（舞弊及非法行為）條例》有任何諮詢，可致電廉政公署的廉潔選舉查詢熱線 2920 7878。

If the candidate has any questions in completing this Return and Declaration, please call the Rural Representative Election Hotline at 2152 1521 during office hours. For enquiries relating to the Elections (Corrupt and Illegal Conduct) Ordinance, please call the Clean Election Enquiry Hotline of the Independent Commission Against Corruption at 2920 7878.

19. 請注意下列有關在此申報書及聲明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 Return and Declaration—

(a) **資料用途**

就此申報書及聲明書提供的個人及其他有關的資料，會供選舉管理委員會、民政事務總署、有關鄉郊地區的選舉主任及其他有關的政府部門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 Return and Declaration will be used by the Electoral Affairs Commission, the Home Affairs Department, the Returning Officer for the relevant rural area and other related government departments for election-related purposes.

(b) **資料轉介**

此申報書及聲明書連同所有附件的副本會供公眾查閱直至根據《選舉（舞弊及非法行為）條例》（第 554 章）第 41 條規定申報書及聲明書可供公眾查閱的期間結束為止。在展示前，此申報書及聲明書連同所有附件內所有個人資料（捐贈者的姓名及地址除外）將會被遮蓋。就此申報書及聲明書提供的個人及其他有關的資料亦可能會提供予其他獲授權的部門或人士，包括但不限於法院，用於與選舉有關的用途。

Transfer of Information

A copy of this Return and Declaration of election expenses and election donations and all attachments will be made available for public inspection until the end of the period for which copies of Returns and Declaration are available for inspection under section 41 of the Elections (Corrupt and Illegal Conduct) Ordinance (Cap. 554). All personal data (except the name and address of the donor) in the Return and Declaration and all attachments hereto will be covered before display. The personal data and other related information supplied in connection with this Return and Declaration may also be provided to other authorized departments or persons including but not limited to the law courts 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／她在此申報書及聲明書所提供的個人資料。

Access to Personal Data

Any person has the right to request access to and correction of the personal data he/she supplied in this Return and Declaration in accordance with the provisions of the Personal Data (Privacy) Ordinance (Cap. 486).

(d) **個人資料保障原則**

候選人應留意，在收集第三者的個人資料以填寫此申報書及聲明書時，須遵守《個人資料（私隱）條例》（第 486 章）附表 1 的保障資料原則，特別是第 4 原則，即採取所有切實可行的步驟，以確保個人資料受到保障而不受未獲准許的或意外的查閱、處理、刪除、喪失或使用。

Personal Data Protection Principles

Candidates are 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 this Return and Declaration, in particular Principle 4 concerning the requirement to take all practicable steps to ensure that personal data are protected against unauthorized or accidental access, processing, erasure, loss or use.

(e) **查詢**

關於透過本申報書及聲明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 Return and Declaration (including requests for access to and corrections of personal data) should be addressed to the Director of Home Affairs (Address: 30th Floor, Southorn Centre, 130 Hennessy Road, Wan Chai, Hong Kong.)

民政事務總署
2022 年 8 月
Home Affairs Department
August 2022

核證供應者發出的發票及收據副本樣本

Sample on certifying a copy of invoice and receipt issued by the supplier

<p>核證無誤及為真確副本 Certified correct and true copy</p> <p>[候選人簽署] [Signature of candidate]</p> <hr/> <p>[候選人姓名] [Name of candidate]</p> <p>[日期] [Date]</p>

備註：

Remarks:

候選人必須在發票及收據的副本上簽署，不應在載有上述資料的標貼上簽署。簽署須在載有支出詳情的同一頁面。

The candidate must sign on the copy of the invoice and receipt, and should not sign on a label containing the above-mentioned information. The signature must be on the same page where the particulars of the expenditure are set out.

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)

鄉郊代表選舉（*原居民代表/~~居民代表~~/~~街坊代表~~）

刪去不適用者。
Delete whichever is
inapplicable.

Rural Representative Election

(*Indigenous Inhabitant Representative/~~Resident Representative~~/~~Kaifong Representative~~)

XX

鄉事委員會
Rural Committee

YY

村/~~墟鎮~~
Village/~~Market Town~~

選舉日期 : 2023 年 1 月 8 日

Date of Election : 8 January 2023

填上鄉事委員會名稱及鄉村/墟鎮名稱。
Fill in the name of the Rural Committee
and the Village/ Market Town.

申報書
FORM OF RETURN

[附註：請用正楷填寫此申報書及聲明書，填寫前請參閱《填寫選舉開支及接受選舉捐贈之申報書及聲明書說明》（“說明”）。]

[Note: Please read the “Notes on Completion of Return and Declaration of Election Expenses and Election Donations” (“Notes”) before completing this Return and Declaration in BLOCK LETTERS.]

候選人姓名（正楷）：

Name of Candidate 甲乙丙 / ABC

(in BLOCK LETTERS)

必須填上候選人在香港身份證上顯示的姓名。
Must fill in the full name as shown on the candidate's
Hong Kong Identity Card.

一. 我是參加上述選舉之上述候選人。

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

二. 我現把由我及我的選舉開支代理人代我在該選舉中招致的選舉開支，及曾由我、我的選舉代理人及其他人士代我在與該選舉有關連的情況下收取的所有選舉捐贈，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 election, and all election donations received by me, by my election agent and by any other person(s) on behalf of me in connection with the above election.

各項選舉開支
ELECTION EXPENSES

開支一覽表（詳情列於以下各有關部分）（見說明第 4 項）

Summary of expenses (with details set out under each of the relevant Sections below) (see Note 4)

候選人個人開支（A 部）..... HK\$ 1,214.5 港元
Candidate's personal expenses (Section A)

選舉聚會之開支（B 部）..... HK\$ 1,000 港元
Expenses for election meetings (Section B)

代理人及選舉助理之開支（C 部）..... HK\$ 1,800 港元
Expenses for agents and election assistants (Section C)

選舉廣告之開支（D 部）..... HK\$ 3050.20 港元
Expenses for election advertisements (Section D)

租金、辦公室及運輸之開支（E 部）..... HK\$ 3695.51 港元
Rental, office and transportation expenses (Section E)

雜項開支（F 部）..... HK\$ 3,000.00 港元
Expenses for miscellaneous items (Section F)

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

等於 A 至 G 部的總和。
Equal to the sum of Sections A to G.

總開支 HK\$ 17,260.21 港元
Total expenses

* 請刪去不適用者。
Please delete whichever is not applicable.

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開支。)

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

項目編號 Item No.	開支性質 Nature of Expenses	金額 (港元) (見說明第 4 項) Amount (HK\$) (see Note 4)	發票及收據 Invoice and Receipt
1.	相片沖印 <i>Production of Photos</i>	214.5	A1 (見附件 1) (see Annex 1)
2.	形象設計 <i>Image Design</i>	1,000	A2 - A3
<p>候選人個人開支例子。 Examples of candidate's personal expenses.</p>			
<p>無需競逐而當選的候選人，在其所屬鄉郊地區的選舉結果公布後，參與競選活動以促使其他需競逐的候選人當選所牽涉的有關支出不會被計算為該無需競逐而當選的候選人的選舉開支。 Costs of electioneering activities participated by an uncontested candidate after declaration of the election result in respect of his/her rural area to promote the election of other contested candidates will not be counted as election expenses of the uncontested candidate.</p>			
			<p>如分攤開支後經計算的金額有小數位，請以整數或四捨五入至不超過兩個小數位填寫。 If the amount has decimal places after calculation due to apportionment of the expense, please fill in with an integer or round off to no more than 2 decimal places.</p>
總數 Total		1,214.5	

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

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

項目編號 Item No.	活動日期 Date of the Activity	活動名稱 Name of the Activity	金額 (港元) (見說明第 4 項) Amount (HK\$) (see Note 4)	發票及收據 Invoice and Receipt
1.	X.X.202X	誓師大會 <i>Launching Ceremony</i>	500.00	B1
2.	X.X.202X	選舉講座 <i>Election Talks</i>	250.00	B2
3.	X.X.202X	租借場地 <i>Hiring of Venue</i>	250.00	(捐贈) (Donation)
		<p>選舉聚會開支例子。 Examples of election meeting expenses.</p>		
<p>如此項目是捐贈貨品/服務，只須在“發票及收據”一欄填上“捐贈”及捐贈收據編號 (如適用)，同時須在“各項選舉捐贈” (即 H 或 I 部) 中申報，金額則等同於捐贈貨品/服務的市價或合理市值估價。(就此項目的選舉捐贈申報要求，另見此樣本 H 部。) For an item that is donated goods/service, candidate only has to state “Donation” and donation receipt no. (if applicable) in the “Invoice and Receipt” column. Candidate should also declare the item in the part for reporting election donations (i.e. Section H or I) and the amount should be the market price or the fair estimated market value of the donated goods/service. (See also Section H of this sample for the requirements on declaration of this item of election donation.)</p>				
總數 Total		1,000.00		

C 部 : 代理人及選舉助理之開支
 Section C : Expenses for agents and election assistants

代理人類別／獲委任人姓名 Types of Agents/Names of Appointees	金額（港元） （見說明第 4 項） Amount (HK\$) (see Note 4)	發票及收據 Invoice and Receipt
選舉代理人： Election Agent: <i>甲甲甲</i> <i>AAA</i>	<i>300</i>	<i>C1</i> <div style="border: 1px solid red; padding: 2px; display: inline-block;">(見附件 2) (see Annex 2)</div>
選舉開支代理人： Election Expense Agent(s): <i>ZZZ</i> <i>BBB</i>	<i>600</i>	<i>C2</i> <div style="border: 1px solid red; padding: 2px; display: inline-block;">(見附件 3) (see Annex 3)</div>
監察投票代理人： Polling Agent(s): <i>丙丙丙</i> <i>CCC</i>	<i>300</i>	<i>C3</i>
<p>如果候選人申報代理人及／或選舉助理的強制性公積金供款作為選舉開支，應該只申報僱主的供款款額。 When declaring the contribution(s) to the agent(s)' and/or election assistant(s)' Mandatory Provident Fund as election expense(s), candidate should only declare the portion contributed by the employer.</p>		
	<i>300</i>	<i>C4</i>
監察點票代理人： Counting Agent: <i>丁丁丁</i> <i>DDD</i>		
選舉助理及拉票人： Election Assistant(s) and Canvasser(s): <i>戊戊戊</i> <i>EEE</i>	<i>150</i>	<i>C5</i> <div style="border: 1px solid red; padding: 2px; display: inline-block;">(見附件 4) (see Annex 4)</div>
<i>己己己</i> <i>FFF</i>	<i>150</i>	
總數 Total	<i>1,800</i>	

D 部 : 選舉廣告之開支 (見說明第 7 項)
Section D : Expenses for election advertisements (see Note 7)

備註

Remarks

1. 應根據於中央平台或候選人平台或交給有關鄉郊地區的選舉主任之「選舉廣告資料摘要」(表格編號: HAD/C10)及「修正選舉廣告資料摘要通知書」(表格編號: HAD/C11)(如適用)所列的選舉廣告數量及種類,計算及填寫此部分之開支。不論開支的價值是否極低,候選人均須申報每一項選舉廣告的開支。即使某項選舉廣告的開支為零,候選人亦應申報該項目,以供民政事務總署查核。

The expenses entered in this Section should be calculated based on the quantity and type of election advertisements as stated on the Central Platform or Candidate's Platform or in the "Information Sheet in relation to Election Advertisements" (Form no.: HAD/C10) and "Notification of Corrected Information in relation to Election Advertisements" (Form no.: HAD/C11) (if applicable) submitted to the Returning Officer for the relevant rural area. The candidate should declare the expenses for each and every item of election advertisement no matter how minimal the value of the expense is. Even if the expense for a particular election advertisement is zero, the candidate should also declare such item for checking by the Home Affairs Department.

2. 如候選人透過互聯網發布大量選舉廣告(包括選舉網站、社交網絡平台、即時通訊程式等),雖然必須在「選舉廣告資料摘要」或中央平台或候選人平台提供每次發布的相關資料,但在填寫此申報書及聲明書時,若要就每次發布計算相關開支,則可能有一定難度。因此,在候選人須申報所有選舉開支的大前提下,民政事務總署可接受以下申報選舉開支的方法:

- (1) 負責在互聯網發布選舉廣告的助理薪金及互聯網服務費,可分別在此申報書及聲明書 C 部及 E 部申報;
- (2) 一個選舉網站的設計及製作費用可在此申報書及聲明書 D8 部申報為一項開支;
- (3) 如某選舉廣告涉及獨立開支(例如影片製作費),可在此申報書及聲明書 D8 部申報為一項開支,並註明該選舉廣告是經互聯網發布及其製作日期;
- (4) 所有透過互聯網發布的選舉廣告之開支,可在此申報書及聲明書 D8 部按互聯網媒介的類別申報(例如選舉網站、社交網絡平台、即時通訊程式),列出經該類媒介發布的選舉廣告數目,註明所有相關的選舉開支是否已在上述相應的部分申報,並填上此申報書及聲明書相關部分的編號以供民政事務總署查核。如透過互聯網發布的選舉廣告尚有其他選舉開支,亦應在此申報書及聲明書 D8 部申報。

If the candidate has published a large number of election advertisements through the internet (including election website, social media platform, instant messaging application, etc.), although the related information for each publication must be provided in the "Information Sheet in relation to Election Advertisements" or on the Central Platform or Candidate's Platform, there may be difficulties in calculating the related expenses for each publication when completing this Return and Declaration. In this regard, under the premise that a candidate must declare all election expenses, the Home Affairs Department will accept the following methods of declaring election expenses –

- (1) the salary of an assistant who is responsible for publishing the election advertisements through the internet and the internet service fee can be declared at Section C and Section E of this Return and Declaration respectively;
- (2) the design and production fees of an election website can be declared at Section D8 of this Return and Declaration as an expense item;
- (3) if an election advertisement involves stand-alone expense (e.g. video production fee), the expense can be declared at Section D8 of this Return and Declaration as an expense item, and a remark that the election advertisement is published through the internet and its date of production should be stated;
- (4) the expenses of all election advertisements published through the internet can be declared at Section D8 of this Return and Declaration according to the types of internet media (for example, election website, social media platform, instant messaging application), listing the number of election advertisements published via the respective type of media, stating clearly whether all related election expenses have been declared at the said corresponding Section, and specifying the reference number of the corresponding Section of this Return and Declaration for checking by the Home Affairs Department. If there are still other election expenses of election advertisements published through the internet, they should also be declared at Section D8 of this Return and Declaration.

3. 如此申報書及聲明書 D 部的篇幅不敷應用,候選人可以另紙(例如採用試算表形式)列出有關選舉開支詳情,然後作為附件夾附於此申報書及聲明書。請參考載於「選舉開支及接受選舉捐贈之申報書及聲明書指南」(表格編號: HAD/C1a)的例子。

If the space provided in Section D of this Return and Declaration is insufficient, candidate may use additional worksheet(s) (e.g. in Excel format) to set out the particulars of the relevant election expenses and then attach the same as appendix/appendices to this Return and Declaration. Please make reference to the examples in the "Guide to Return and Declaration of Election Expenses and Election Donations" (Form no.: HAD/C1a).

1. 海報

Posters

項目編號 Item No.	印刷日期 Date of Printing	尺寸/面積 Size/Dimension	顏色 (單色/多色) Colour (Single/Multi)	印刷的文本數目 Number of Copies Printed	金額 (港元) (見說明第 4 項) Amount (HK\$) (see Note 4)	發票及收據 Invoice and Receipt
1.	X.X.202X	20" x 30"	多色 Multi	50	100	D1 (見附件 5) (See Annex 5)
2.	X.X.202X	15" x 20"	單色 Single	2,000	150 (總額 300 元由 兩位候選人攤分) (A total of \$300 shared between two candidates)	D2 (正本由 XXX 提交) (Original copy submitted by XXX)
<p>請依發票或收據列明印製的文本數目，毋須註明每位候選人攤分的文本數目。 Please state the number of copies printed according to the invoice or receipt but it is not needed to state the number of copies shared by each candidate.</p>				<p>若兩位候選人的聯合選舉廣告開支總金額為 \$300，而該項選舉開支由兩位候選人平均攤分，每位候選人需申報 \$150。但毋須註明每位候選人攤分的印刷文本的數目。</p> <p>候選人應列明如何分攤選舉開支，由於收據及發票的正本由其中一位候選人提交，另一位候選人應遞交有關收據及發票的核實副本作代替，並註明正本是由那一位候選人提交，以便核實。</p> <p>If the total amount of the expense of a joint election advertisement of two candidates is \$300 and that election expense is to be evenly divided between two candidates, each candidate should declare \$150 in his/her return. However, there is no need to state the number of printed copies shared by each candidate.</p> <p>Candidates should state clearly how the election expense is apportioned. Since the original invoice and receipt have been submitted by one of the candidates, the other candidate should instead provide the copies of the relevant invoice and receipt and state the name of the candidate who has submitted the original documents so as to facilitate checking.</p>		
第 1 項小計 Sub-total of 1					250	

2. 小冊子
Pamphlets

項目編號 Item No.	印刷日期 Date of Printing	尺寸/面積 Size/Dimension	顏色 (單色/多色) Colour (Single/Multi)	印刷的文本數目 Number of Copies Printed	金額(港元) (見說明第4項) Amount (HK\$) (see Note 4)	發票及收據 Invoice and Receipt
1.	X.X.202X	A4	多色 Multi	1,000	100	D3
2.	X.X.202X	A3	單色 Single	750	150	D4
<p>選舉廣告的印刷日期應根據於中央平台或候選人平台或交給有關的選舉主任之「選舉廣告資料摘要」及「修正選舉廣告資料摘要通知書」(如適用)所列的詳情填寫。 The Date of Printing of the election advertisement should be filled in according to the details on the Central Platform or Candidate's Platform or in the "Information Sheet in relation to Election Advertisements" and "Notification of Corrected Information in relation to Election Advertisements" (if applicable) submitted to the relevant Returning Officer.</p>						
第2項小計 Sub-total of 2					250	

3. 傳單 (A3 或 A4 或 A5 尺寸的紙張亦應算作傳單。)

Handbills (Paper with the size of A3, A4 or A5 is also regarded as handbill.)

項目編號 Item No.	印刷日期 Date of Printing	尺寸/面積 Size/Dimension	顏色 (單色/多色) Colour (Single/Multi)	印刷的文本數目 Number of Copies Printed	金額 (港元) (見說明第 4 項) Amount (HK\$) (see Note 4)	發票及收據 Invoice and Receipt
1.	X.X.202X	A4	多色 Multi	1,250	150	D5
2.	X.X.202X	A5	單色 Single	2,000	100	(捐贈) (Donation)
3.	X.X.202X	A5	單色 Single	100	0	自行製作 (文具開支已在 E 部申報) Self-produced (Stationery expense has been declared at Section E)
<p>如此項目是捐贈貨品/服務，只須在“發票及收據”一欄填上“捐贈”及捐贈收據編號（如適用），同時須在“各項選舉捐贈”（即 H 或 I 部）中申報，金額則等同於捐贈貨品/服務的市價或合理市值估價。（就此項目的選舉捐贈申報要求，另見此樣本 H 部。）</p> <p>If this item is donated goods/service, candidate only has to state “Donation” and donation receipt no. (if applicable) in the “Invoice and Receipt” column. Candidate should also declare the item in the part for reporting election donations (i.e. Section H or I) and the amount should be the market price or the fair estimated market value of the donated goods/service. (See also Section H of this sample for the requirements on declaration of this item of election donation.)</p>						
<p>如候選人自行製作一批傳單，候選人須在 D3 部申報有關項目，並在“發票及收據”一欄填上“自行製作”，而有關製作開支（例如：紙張、油墨等）須在 E1 部-文具作出申報。由於相關開支已在 E1 部-文具作出申報。由於相關開支已在 E 部中申報，為避免重覆計算相關開支，請於 D3 部金額一欄填寫“0”。</p> <p>If candidate has self-produced some handbills, he/she should declare the item under Section D3 and state “Self-produced” in the “Invoice and Receipt” column. The related production expenses (e.g. paper, ink, etc.) should be declared under Section E1 – Stationery. Since the expenses have been declared under Section E, to avoid duplicate counting of the relevant expenses, please fill in zero in the amount column under Section D3.</p>						
第 3 項小計 Sub-total of 3					250	

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 type(s) of the election advertisements concerned, e.g. newspaper advertisements, facsimile transmission, name cards, envelopes, postcards, etc.)

項目編號 Item No.	類別 Type	印刷日期 Date of Printing	尺寸/面積 Size/Dimension	顏色 (單色/多色) Colour (Single/Multi)	印刷的 文本數目 Number of Copies Printed	金額(港元) (見說明第 4 項) Amount (HK\$) (see Note 4)	發票及收據 Invoice and Receipt
1.	信封 Envelopes	X.X.202X	4.5" x 8.5"	單色 Single	2,500	150	D6
2.	明信片 Postcards	X.X.202X	4" x 6"	多色 Multi	250	100	D7
第 4 項小計 Sub-total of 4						250	

請列明印刷品類別。
Please state the type of the printed items.

如候選人製作一批選舉廣告，但最終只發布了一部分，候選人須把整筆有關選舉廣告開支作出申報。
Candidate should declare the entire election expenses related to election advertisements even if only a part of those election advertisements has been distributed.

5. 橫額
Banners

項目 編號 Item No.	製作日期 Date of Production	尺寸／面積 Size/Dimension	製作數量 Quantity Produced	金額（港元） （見說明第 4 項） Amount (HK\$) (see Note 4)	發票及收據 Invoice and Receipt
1.	X.X.202X	3' x 12'	1	150 <i>(當中 \$100 為折扣， 屬於選舉捐贈)</i> <i>(\$100.00 of it is discount, which is election donation)</i>	D8
2.	X.X.202X	3' x 10'	1	100	D9
				↑	
	<p data-bbox="188 633 1409 728">實物抵付形式的選舉捐贈包括免費或以折扣價獲得的貨品及服務。如有關折扣並非所有顧客一般均可享有，貨品或服務的市價／正常價格與候選人支付的價格差額會是一項選舉捐贈。候選人必須在金額一欄申報市價／正常價格並註明折扣金額，另須把折扣申報為選舉捐贈。（就此項目的選舉捐贈申報要求，另見此樣本H部。）</p> <p data-bbox="188 732 1409 934">Election donations in kind include goods and services obtained free of charge or at a discount. If the discount is not generally available to all customers, the difference between the market/regular price of goods and services and the price paid by the candidate is an election donation. Candidate must declare the market/regular price and specify the amount of discount in the column of "Amount". Candidate must also declare the discount as an election donation. (See also Section H of this sample for the requirements on declaration of this item of election donation.)</p>				
第 5 項小計 Sub-total of 5				250	

8. 其他 (請註明類別)
Others (Please specify the type)

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、影片／視頻、電子訊息(包括電子郵件)、資訊系統網絡、電子展示版、電腦網頁、互聯網廣告等。

The election advertisement(s) which cannot be classified into any one of the above items should be stated in this part. Examples are compact discs, films/videos, electronic messages (including email), information system network, electronic display boards, webpage, internet advertisements, etc.

項目編號 Item No.	類別 Type	製作日期 Date of Production	製作數量 Quantity Produced	金額(港元) (見說明第4項) Amount (HK\$) (see Note 4)	發票及收據 Invoice and Receipt
1.	肩帶 Sash	X.X.202X	30	10	(捐贈), I2 (Donation), I2
2.	背心 Vest	X.X.202X	2	40	不適用 N/A
3.	網上橫額廣告 Web Banner	X.X.202X	1	50	不適用 N/A
4.	選舉網站 Election Website	X.X.202X – X.X.202X	1	50	D15
5.	短訊服務 Short Message Service (SMS)	X.X.202X	50	20	D16
6.	電子郵件 Emails	X.X.202X	1,112	0	(上網費已在 E 部申報) (Internet service fee has been declared at Section E)
7.	社交網站發布的 選舉廣告 Election advertisement published at social media	各項社交網站發布的選舉廣告 開支詳請見附表D17 See Appendix D17 for particulars of the expenses for election advertisements published at social media (見附件6) (See Annex 6)		1,080	D17(1) – D17(4)
<p>透過互聯網發布的選舉廣告開支，可在 D8 部按互聯網媒介的類別申報(例如選舉網站、社交網絡平台、即時通訊程式)，列出經該類媒介發布的選舉廣告數目及所有相關開支。如表格的篇幅不敷應用，候選人可以另紙(例如採用試算表形式)列出選舉開支項目的詳情，然後作為附件提交。</p> <p>The expenses of all election advertisements published through the internet can be declared at Section D8 according to the types of internet media (for example, election website, social media platform, instant messaging application), listing the number of election advertisements published via the respective types of media and the relevant expenses. If the space provided in this form is insufficient, candidate may use a worksheet (e.g. in Excel format) to set out the particulars of the election expense items and submit the additional worksheet as Appendix.</p>					
第8項小計 Sub-total of 8				1,250	
第1項至第8項小計總和 The Sum of Sub-totals 1 to 8				3,050.2	

E 部 : 租金、辦公室及運輸之開支 (請列明服務/貨品之類別或性質及詳情)

Section E : Rental, office and transportation expenses (Please specify the type/nature and particulars of services/goods)

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

服務/貨品的詳情 Particulars of Services/Goods			金額 (港元) Amount (HK\$) (見說明第 4 項) (see Note 4)	發票及收據 Invoice and Receipt
租金: 地址 (見說明第 9 項) Rental: Address (see Note 9)	單位收費# (港元) (見說明第 4 項) Unit Charge# (HK\$) (see Note 4)	租用日期及期間 Rental Period & Duration		(見附件 7) (See Annex 7)
ZZ 區YYY 道 XX 大廈10樓 10/F, XX Building, YYY Road, ZZ	1,000 (每月 per month)	(X.X.202X - X.X.202X)	1,000	E1
文具 Stationery				
各項文具項目開支詳情見附表 E2 See Appendix E2 for particulars of stationery expenses		(見附件 8) (See Annex 8)	274	E2
郵費 Postage:	請列明項目類別或性質及詳情。 Please state the type or the nature and particulars of each item.			
郵寄選舉廣告 Posting of Election Advertisements	2x50		100	E3
其他辦公室開支 (請註明): Others office expenses (Please specify):				
1. 上網費 Internet Service Fee	697 (每月 per month)	使用量總和共 44 日 Total usage amounted to 44 days (X.X.202X - X.X.202X)	1,005.51	E4
<p>如此開支是用作多於一項用途, 如家居用途, 應就與選舉有關的用途和其他用途分攤這項開支。舉例如下:</p> <p>候選人的家居上網月費為 \$697。在 11 至 12 月期間利用該上網服務進行與選舉有關的用途 (例如傳送電郵給選民及在網絡日誌上發布選舉廣告), 直至選舉日的估計使用時間的總和為 44 日:</p> <p>11 至 12 月的家居上網月費總額: \$697 x 2 個月 = \$1,394</p> <p>用作選舉有關用途的開支部分: \$1,394 ÷ (30 + 31) 天 x 44 日 = \$1,005.51</p> <p>If this expense is incurred for more than one purpose, for instance, domestic purpose, there is a need for apportionment of the expense between election-related purposes and any other purposes. An example as follows -</p> <p>The monthly domestic internet service fee of a candidate is \$697. Such internet service was used for election-related purpose (e.g. sent out emails to electors and published Election Advertisements at blog) between November and December, and the estimated total time of such usage up to the election day amounted to 44 days:</p> <p>Total domestic internet service fee between November and December: \$697 x 2 months = \$1,394</p> <p>Portion of expenses incurred for election-related purposes: \$1,394 ÷ (30+ 31) days x 44 days = \$1,005.51</p>				
<p>如當月的月結繳款賬單未載有證明提供服務的機構已全數收取有關款額的資料, 候選人須連同下一期賬單或繳款收據一併提供, 以證明提供服務的機構已全數收取有關款額。</p> <p>If the monthly bill has no information showing that the organization which provides the services has received the relevant payment in full, candidate should also submit the monthly bill of the next month or official receipt, to support that the organization providing the services has received the relevant payment in full.</p>				
2. 電話費及傳真服務費 Telephone and fax service charge	99 (每月 per month)	使用量總和共 20 日 Total usage amounted to 20 days (X.X.202X - X.X.202X)	66	E5
# 單位收費應包括租金、電費、冷氣費及其他有關費用 (見說明第 9 項)。 Unit charge should include rent, electricity charges, air conditioning charges and other related expenses (see Note 9).			第 1 項小計 Sub-total of 1	2,445.51

2. 運輸開支

Transportation Expenses

	單位收費 (港元) (見說明第 4 項) Unit Charge (HK\$) (see Note 4)	數目/數量/期間 Number/Quantity/Duration	金額 (港元) (見說明第 4 項) Amount (HK\$) (see Note 4)	發票及收據 Invoice and Receipt
租賃車輛 Hiring of Vehicles	125.00	2 (X.X.202X)	250	E6 – E7
汽油 Petrol	100.00	2	200	E8 – E9
<p>如獲得由第三者免費提供車輛服務，除了申報汽油的開支作為選舉開支外，使用車輛的合理市場租賃估價同時是一項選舉捐贈，須在 E2 部申報為選舉開支及在“各項選舉捐贈”（即 H 或 I 部）中申報。</p> <p>If vehicle service(s) is/are provided by a third party free of charge, apart from declaring the cost of petrol as election expense(s), candidate should also declare the fair estimated market value of hiring the vehicle(s) at Section E2 as election expense and at “Election Donations” (i.e. Sections H or I) since it is an item of election donation.</p>				
司機 Driver	100	1	100	E10
<p>雖然此項選舉開支的總額是 \$500，但因每一程交通費是少於 \$500，所以候選人無需提交發票及收據。</p> <p>Although the total amount of this election expense item is \$500, candidate is not required to submit the invoice and receipt as the transportation cost of each journey is less than \$500.</p>				
交通費 Travelling Expense				
公共汽車 Bus	4 – 10.5	50 (X.X.202X- X.X.202X)	500	不適用 N/A
地鐵 MTR	4.50 – 11.9	5 (X.X.202X- X.X.202X)	103	不適用 N/A
的士 Taxi	47	1 (X.X.202X)	47	E11
<p>請列明交通工具的類別。 Please state the type of transport.</p> <p>候選人須把交通費的詳情，例如交通工具類別、單價收費、數目/數量/期間，列明於此申報書及聲明書內。如某項選舉開支是 \$500 或以上，候選人須提交該項開支的發票及收據。增值電子儲值卡（例如八達通卡）的收據不可作為選舉開支項目的收據提交。</p> <p>Candidate should declare the details of travelling expenses, for example, the type of transport, unit charge, number/quantity/duration in this Return and Declaration. If the amount of an election expense item is \$500 or above, candidate should submit the invoice and receipt for the item. The receipt for value top-up of electronic stored value cards (e.g. Octopus Card) is not accepted as the receipt for an election expense item.</p>				
其他運輸開支（請註明）： Other transportation expenses (Please specify):				
泊車費 Parking fee	20	1 (X.X.202X- X.X.202X)	20	不適用 N/A
隧道費 Tunnel fee	30	1 (X.X.202X- X.X.202X)	30	
<p>請列明開支項目的性質。 Please state the nature of election expenses.</p>				
第 2 項小計 Sub-total of 2			1,250	
第 1 項至第 2 項小計總和 The Sum of Sub-totals 1 to 2			3,695.51	

F 部 : 雜項開支
Section F : Expenses for miscellaneous items

詳情 Particulars			金額 (港元) Amount (HK\$) (見說明第 4 項) (see Note 4)	發票及收據 Invoice and Receipt
供應予選舉助理之飲品及食物 Beverages and food for election assistant(s)				
日期 Date	人數 No. of Persons	場合 Occasion		
<i>X.X.202X – X.X.202X</i>	<i>15</i>	<i>投票日前 Before Polling Day</i>	<i>300</i>	<i>F1 – F3</i>
<i>X.X.202X</i>	<i>5</i>	<i>投票日 On Polling Day</i>	<i>100</i>	<i>F4</i>
<i>X.X.202X</i>	<i>12</i>	<i>慶功宴 (履行對選舉助理的承諾) Celebration Banquet (honour the promise made previously to the Election Assistant(s))</i>	<i>1,000</i>	<i>F5 – F7</i>
<p>如果候選人當選後設慶功宴，其目的純粹為慶祝他／她在選舉中當選，該宴會並非為促使他／她當選而舉辦，有關費用不需要計算為候選人的選舉開支。但是，如果設慶功宴的目的是為了履行候選人對協助他／她進行競選活動的人士曾許下的承諾，例如他／她曾答應他／她成功當選後，將設宴酬謝曾為他／她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／她當選有關，所涉及的費用亦因此屬選舉開支。候選人須註明開支是為履行承諾。</p> <p>If the celebration banquet is arranged after the election for the sole purpose of celebrating the candidate's successful election and the purpose of hosting the said banquet is not for promoting his/her election, the expenses incurred need not be counted towards his/her election expenses. If the celebration banquet is hosted to honour the candidate's promise made previously to the participants, e.g. they would be rewarded with a banquet for their electioneering assistance upon the candidate's successful election, the hosting of this celebration banquet is related to the purpose of promoting his/her election and the expenses of the banquet should be counted towards the candidate's election expenses. Candidate should specify that the expense is to honour the promise made previously.</p>				
其他 (請註明日期及性質) Others (Please specify date and nature)				
<i>X.X.202X</i>	<i>選舉工程設計費 Election campaign design fee</i>		<i>500</i>	<i>F8</i>
<i>X.X.202X</i>	<i>保險費 Insurance expenses</i>		<i>500</i>	<i>F9</i>
<i>X.X.202X</i>	<i>手推車 Trolley</i>		<i>50</i>	<i>不適用 N/A</i>
<i>X.X.202X</i>	<i>拆除選舉廣告費用 Costs for removal of election advertisements</i>		<i>550</i>	<i>F10</i>
<p>由政府部門拆除選舉廣告所收取的費用，亦應計算為選舉開支。如有相關費用為 \$500 或以上，請提交相關的發票及收據。</p> <p>The removal costs for the election advertisements charged by the government departments should also be counted as election expenses. If such cost is of \$500 or above, please submit the relevant invoice and receipt.</p>				
總數 Total			<i>3,000</i>	

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, no need to 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 500 元或以上的選舉開支而言）載有該項支出的詳情的發票及收據。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，向有關鄉郊地區的選舉主任提交每項 500 元或以上的選舉開支的發票及付款收據，以證明下述索款已如期支付。我完全明白如我未能於限期內提交有關的發票及付款收據，民政事務總署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 this Return and Declaration is accompanied, in the case of each election expense of \$500 or more, by an invoice and a receipt which contains the particulars of the expenditure. I undertake to settle outstanding claim(s) with the relevant supplier(s) according to the Schedule for Settlement of Outstanding Claim(s) listed in the table below and submit to the Returning Officer for the relevant rural area within 30 days from the payment date the invoice and receipt for each election expense of \$500 or more to show that the following outstanding claim(s) has/have been settled as scheduled. I fully understand that if I do not submit the relevant invoice and receipt within the period, the Director of Home Affairs Department may refer the case to the law enforcement agency for follow-up action.

預定支付索款的時間表
 Schedule for Settlement of Outstanding Claim(s)

貨品／服務的詳情 Particulars of Goods/Services	供應者 Supplier(s)	包括在我的選舉開支內的 索款的金額（港元） （見說明第 4 項） Amount of Outstanding Claim(s) included in my Election Expenses (HK\$) (see Note 4)	擬定支付索款的日期 Scheduled Date(s) of Payment of Outstanding Claim(s)
1. 拆板費 <i>Removal cost of placards</i>	XXX	1,000	X.X.202X
2. 電費 <i>Electricity Expense</i>	YYY	2,000	X.X.202X
3. 電話費及傳真服務費 <i>Telephone and fax service charge</i>	ZZZ	500	X.X.202X
<p>如賬單並未繳付，候選人應在 G 部申報該項選舉開支。如有關開支為 \$500 或以上，候選人須於付款日期後的 30 天內，向有關鄉郊地區的選舉主任提交已全數繳付的發票及收據。 If the bill has not been paid, candidate should declare such expense at Section G. If the related expense is of \$500 or above, candidate should submit the invoice and receipt to the Returning Officer for the relevant rural area within 30 days from the payment date for the settlement of the outstanding payment.</p>			
總數 Total		3,500	

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（不論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，並附上候選人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）副本。所有收據副本上應順序註明編號，而編配予每一收據副本的編號應填寫在“收據副本”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 total (whether in a single or multiple election donations). Each entry must be accompanied with a copy of the “Standard Receipt for Election Donations” (Form no.: HAD/C2) issued by the candidate to the donor. All copies of receipts should be marked in numerical sequence and, for cross-referencing purpose, the number assigned to each copy of receipts should be correspondingly entered in the “Copy of Receipt” column.

捐贈者 (見說明第 13 及 16 項) Donor (see Notes 13 and 16)		選舉捐贈說明 Description of Election Donation	選舉捐贈 金額或價值 (港元) (見說明第 4 項) Amount or Value of Election Donation (HK\$) (see Note 4)	收據副本 Copy of Receipt
姓名或名稱 Name	地址 Address			
乙丙丁 BCD	DDD 區 EE 街 F 大廈 32 樓 32/F, F Building, EE Street, DDD	現金 Cash	1,450	I1
丁戊己 DEF	ZZZ 區 YYY 街 XXX 大廈 10 樓 10/F, XXX Building, YYY Street, ZZZ	現金 Cash	1,040	(見附件 9) (see Annex 9) I2
丁戊己 DEF	ZZZ 區 YYY 街 XXX 大廈 10 樓 10/F, XXX Building, YYY Street, ZZZ	30 條肩帶 30 pieces of sashes	10	I2
<div style="border: 1px solid red; padding: 5px;"> <p>由於同一捐贈者的捐贈價值總和超過 \$1,000，因此須提交「劃一格式選舉捐贈收據」副本（見附件 9）。 Since the total value of the donations from the same donor is over \$1,000, a copy of “Standard Receipt for Election Donations” should be submitted (see Annex 9).</p> </div>				
總數 Total			2,500	

J 部 : 已處置之選舉捐贈（如有）（見說明第 14 項）

Section J : Election donations disposed of (if any) (see Note 14)

每項填報資料均須附上收款人所發之收據副本，所有收據副本上須順序註明編號，而編配予每一收據副本的編號應填寫在“收據副本”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 copies of receipts should be marked in numerical sequence and, for cross-referencing purpose, the number assigned to each copy of receipts should be correspondingly entered in the “Copy of Receipt” column.

屬公共性質的慈善機構或慈善信託名稱 Name of Charitable Institution or Trust of a Public Character	金額或價值 (港元) (見說明第 4 項) Amount or Value (HK\$) (see Note 4)	收據副本 Copy of Receipt
丙丁戊慈善機構 CDE Charitable Institution	1,550	J1
總數 Total		1,550

聲 明 書
FORM OF DECLARATION

候選人姓名（正楷）
Name of Candidate
(in BLOCK LETTERS)

甲乙丙 / ABC

必須填上候選人在香港身份證上顯示的姓名。
Must fill in the full name as shown on the candidate's Hong Kong Identity Card.

本人謹以至誠鄭重聲明如下—

I hereby solemnly and sincerely declare as follows -

1. 本人是參與是次選舉之上述候選人。

I am the candidate named above at the above election.

2. 本人已審閱即將經由有關鄉郊地區選舉主任，提交予民政事務總署署長之選舉開支及接受選舉捐贈之申報書及聲明書及附件。據本人所知及所信，此申報書及聲明書已按法例之規定，準確詳列關於進行及管理上述選舉之—

(甲) 所有由本人招致及本人的選舉開支代理人代本人招致之選舉開支；以及

(乙) 曾由本人、本人的選舉代理人以及任何其他人士代本人在與上述選舉有關連的情況下收取的所有選舉捐贈。

I have examined this Return and Declaration and the attachments to be submitted to the Director of Home Affairs via the Returning Officer for the relevant rural area, 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 person(s) on my behalf in connection with the above election,

in respect of the conduct and management of the above election as required by law.

3. 據本人所知及所信—

(甲) 除此申報書及聲明書所列出的選舉開支外，本人並無招致其他選舉開支，而本人之選舉開支代理人並無代本人在上述選舉中招致其他選舉開支；以及

(乙) 除此申報書及聲明書所列出的選舉捐贈外，本人並無在與上述選舉有關連的情況下收取其他選舉捐贈，而本人的選舉代理人及任何其他人士並無代本人在與上述選舉有關連的情況下收取其他選舉捐贈；以及

所有已處置之選舉捐贈（如有）亦已按申報書及聲明書內申報的方式處置。

To the best of my knowledge and belief—

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

(b) no election donations other than those set out in this Return and Declaration were received by me, by my election agent and any other person(s) on my behalf in connection with the above election; and

all election donations disposed of (if any) have been disposed of in a manner set out in this Return and Declaration.

4. 在此申報書及聲明書所夾附之每張發票及收據經本人確認無誤，如發票及收據以副本形式提交，已確認其為真確無誤的副本。

I confirm that each invoice and receipt accompanying this Return and Declaration is correct. If copies of invoice(s) and receipt(s) are submitted, I confirm that they are true and correct copies.

本人謹憑藉《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

必須由候選人簽署。
Must be signed by the candidate.

上述聲明是於 202X 年 X 月 X 日由上述聲明人在本人面前作出及簽署。

Declared and signed by the above declarant on the Xth day of X 202X before me.

必須寫上作出聲明的日期。
Must fill in the date on which 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

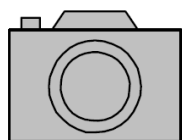
壹貳叁 / XYZ

必須由監誓員／太平紳士／持有執業證書的律師簽署。
Must 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.

應註明編號，而分配予每一收據的編號應填寫在“發票及收據”一欄內的相應位置，以資對照。
There should be a numerical sequence marked. For cross-referencing purposes, the number assigned to each invoice and receipt should be entered in the corresponding space in the “Invoice and Receipt” column.

應載有提供貨品或服務的機構或人士的資料。
There should be information of the organization or person providing the goods or services.



ABC 攝影沖印公司
ABC Photo Studio

地址 Address: xxxxx
電話 Tel: 1234-5678
傳真 Fax: 1234-5678

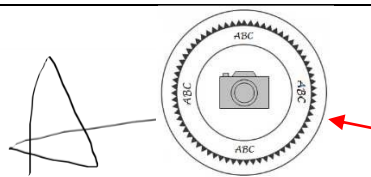
編號 Serial Number: A01234
日期 Date: 202X-X-X

應載有日期。
There should be a date.

A1

項目 Item(s)	數量 Quantity	金額 Amount
20張 12 R 照片 (20 pieces of 12 R photos)	20	\$214.5
總額 Total amount		\$214.5
已付金額 Amount paid		\$214.5
餘額 Balance		\$0

應載有開支項目的詳情（即貨品或服務的資料和金額）。
There should be details of the expense item (i.e. information and amount of the goods or services).



授權簽署/公司蓋章
Authorized Signature / Company Chop

應載有證明提供貨品或服務的機構或人士已全數收取有關款額的資料（例如收款人士的姓名及簽署，或收款機構的蓋章或代表簽署）。
There should be information supporting that the organization or person providing the goods or services has received the relevant payment in full (e.g. name and signature of the recipient, or the stamp of the organization or signature of its authorized person).

應註明編號，而分配予每一收據的編號應填寫在“發票及收據”一欄內的相應位置，以資對照。
There should be a numerical sequence marked. For cross-referencing purposes, the number assigned to each invoice and receipt should be entered in the corresponding space in the “Invoice and Receipt” column.

C1

薪金／津貼收據
Receipt for Salary/Allowance

現證明本人已收取 \$300，作為在 202X-X-X 至 202X-X-X 期間，擔任 選舉代理人 的 津貼。

This is to confirm that I have received \$300 being payment of allowance for election agent for the period from 202X-X-X to 202X-X-X.

應載有開支項目的詳情（即服務的資料和金額）。
There should be details of the expense item (i.e., information and amount of the services).

簽名：

Signature:

姓名（正楷）：

Name (in block letters):

日期：

Date:

AA

甲甲甲

AAA

X.X.202X

應載有提供服務的人士已全數收取有關款額的資料（例如收款人士的姓名及簽署）。薪金／津貼收據必須由提供服務人士本人簽署。

There should be information supporting that the person providing the services has received the relevant payment in full (e.g., name and signature of the recipient). A Receipt for Salary/Allowance must be signed by the person who provided the service himself/herself.

應載有簽收的日期。

There should be a date of receipt.

應載有提供服務的人士的資料。

There should be information of the person providing the services.

應註明編號，而分配予每一收據的編號應填寫在“發票及收據”一欄內的相應位置，以資對照。
There should be a numerical sequence marked. For cross-referencing purposes, the number assigned to each invoice and receipt should be entered in the corresponding space in the “Invoice and Receipt” column.

應載有提供服務的人士的資料。
There should be information of the person providing the services.

甲乙丙區議員辦事處
ABC District Councillor Office

C2

本人 乙乙乙 (姓名) 於 202X 年 X 月 X 日收訖 3,000 元
作為在 202X 年 X 月擔任甲乙丙區議員的助理之薪酬。

應載有開支項目的詳情(即服務的資料和金額)。
There should be details of the expense item (i.e. information and amount of the services).

I BBB (name) received \$ 3,000 on X.X.202X for
the salary of Assistant of ABC District Councillor in X.202X .

20% 用於與 2023 年鄉郊選舉有關的活動。
*20% was used on activities related to
2023 Rural Election.*

核證無誤及為真確副本
Certified correct and true copy

候選人姓名: 甲乙丙
Name of candidate: ABC
202X - X - X

收據副本須由候選人核證。
Copy of receipt should be certified by the candidate.

簽名
Signature : β
日期
Date: X-X-202X

應載有簽收的日期。
There should be a date of receipt.

此候選人是現任區議員，他／她的議員助理同時擔任選舉開支代理人。候選人須估計其議員助理用於為其處理競選事宜的工作時間，以按比例計算議員助理的薪金為選舉開支。

This candidate is a serving District Council Member, and his/her assistant acts as an election expense agent at the same time. The candidate should estimate the working time spent by the assistant in handling electioneering matters and calculate the election expense by apportioning the assistant's salary.

應載提供服務的人士已全數收取有關款額的資料(例如收款人士的姓名及簽署)。薪金／津貼收據必須由提供服務的人士本人簽署。

There should be information supporting that the person providing the services has received the relevant payment in full (e.g., name and signature of the recipient). A Receipt for Salary/Allowance must be signed by the person who provided the service himself/herself.

應註明編號，而分配予每一收據的編號應填寫在“發票及收據”一欄內的相應位置，以資對照。
There should be a numerical sequence marked. For cross-referencing purposes, the number assigned to each invoice and receipt should be entered in the corresponding space in the “Invoice and Receipt” column.

薪金／津貼收據
Receipt for Salary/Allowance

C5

服務／工作日期 Date of service/work	X.X.202X
服務／工作性質 Nature of service/work	選舉助理及拉票人 Election Assistant and Canvasser

應載有提供服務的人士的資料。
There should be information of the person providing the services.

應載有開支項目的詳情（即貨服務的資料和金額）。
There should be details of the expense item (i.e., information and amount of the services).

工作人員姓名及薪金／津貼簽收紀錄：
Name of staff and record of receipt of salary/allowance:

	姓名（正楷） Name (in block letters)	金額（\$） Amount (\$)	簽收日期 Date of receipt	簽署 Signature
1.	戊戊戊 EEE	150	202X -X-X	E
2.	己己己 FFF	150	202X -X-X	F
3.				
4.				

應載有簽收的日期。
There should be a date of receipt.

應載有證明提供服務的人士已全數收取有關款額的資料（例如收款人士的姓名及簽署）。薪金／津貼必須由提供服務的人士本人簽署。

There should be information supporting that the person providing the services has received the relevant payment in full (e.g., name and signature of the recipient). A Receipt for Salary/Allowance must be signed by the person who provided the service himself/herself.

候選人須遵守《個人資料（私隱）條例》的保障資料原則，採取所有切實可行的步驟，以確保收集的個人資料受到保障而不受未獲准許的或意外的查閱和處理。

Candidates are reminded to observe the Data Protection Principles in the Personal Data (Privacy) Ordinance and to take all practicable steps to ensure that personal data are protected against unauthorized or accidental access and processing.

應載有提供貨品或服務的機構或人士的資料。

There should be information of the organization or person providing the goods or services.

應註明編號，而分配予每一收據的編號應填寫在“發票及收據”一欄內的相應位置，以資對照。

There should be a numerical sequence marked. For cross-referencing purposes, the number assigned to each invoice and receipt should be entered in the corresponding space in the “Invoice and Receipt” column.

壹貳打印公司
ONE TWO Printing Company

D1

地址 Address: xxxxx

編號Serial Number: A000011

電話 Tel: 1234-5678

日期Date: 202X-X-X

現 沽 單
CASH MEMO

應載有日期。
There should be a date.

貨號 No.	貨名 Description	數量 Quantity	單價 Unit Price	金額 Amount
1	海報 Posters	50	2	100
合計				100

已付款
PAID



應載有開支項目的詳情（即貨品或服務的資料和金額）。
There should be details of the expense item (i.e. information and amount of the goods or services).

經手人:

作為收據的文件，應印有「收據/Receipt」或「現沽單/Cash Memo」字眼。如只印有「發票/Invoice/單據」，必須有蓋上「已付款/Paid」的印鑑，或由機構負責人以書面形式確認已全數收取有關款額，並於文件上簽名或蓋上機構的蓋章作實。

As a receipt, a document should be marked with the word “Receipt” or “Cash Memo”. If the document is only marked as “Invoice/transaction record”, it should have the stamp of “Paid”, or written confirmation from the authorized person of the organization that the relevant payment has been received in full with signature or stamp of the organization.

D17

附表 D17— 社交網站發布的選舉廣告開支詳情
Appendix D17 - Particulars of expenses for election advertisements published at social media

項目編號 Item No.	類別 Type	製作日期 Date of Production	製作數量 Quantity Produced	金額 (港元) Amount (HK\$)	發票及收據 Invoice and Receipt
1	FaceBxxx 帖子 FaceBxxx Post	X.X.202X – X.X.202X	183	0	(上網費已在 E 部申報) (Internet service fee has been declared at Section E)
2	IG 帖子 IG Post	X.X.202X – X.X.202X	58	0	(上網費已在 E 部申報) (Internet service fee has been declared at Section E)
3	XXX App 廣告 XXX App Advertisement	X.X.202X	1	100	D17(1)
4	Youtuxx 廣告 Youtuxx Advertisement	X.X.202X – X.X.202X	1	600	D17(2)
5	Youtuxx 帖子 Youtuxx Post	X.X.202X – X.X.202X	20	0	(上網費已在 E 部申報) (Internet service fee has been declared at Section E)
6	設計及管理費 Design and maintenance fee	不適用 N/A	不適用 N/A	100	D17(3)
7	影片製作費 Video production fee	X.X.202X – X.X.202X	1	280	D17(4)
總數 Total				1,080	

社交網站發布的選舉開支詳情，包括類別、製作日期、數量及金額須列於明細表內，如某項開支的金額是 \$500 或以上，候選人須提交該項開支的發票及收據。如相關開支已在 E 部或 F 部中申報，為避免重覆計算相關開支，請於“金額”一欄填寫“零”並在“發票及收據”一欄加上說明。

The particulars of the expenses for election advertisements published at social media should include the type, date of production, quantity and amount. If the amount of an expense item is \$500 or above, candidate should submit the invoice and receipt for such expense item. If the relevant expenses had been declared under Section E or Section F, to avoid duplicate counting of the relevant expenses, please fill in “zero” in the “Amount” column and add a note in the “Invoice and Receipt” column.

如現任議員沿用其議員辦事處作選舉有關用途，應提交由業主或香港房屋委員會（如適用）發出的相關發票及收據，而非由該議員或其個人辦事處自行發出的發票及收據。

If an incumbent Council member used his or her ward office for election-related purpose, he/she should submit the relevant invoice and receipt issued by the landlord or the Hong Kong Housing Authority (if applicable), but not an invoice and receipt produced by the Council member or his/her personal office.

租金收據

Receipt for Rental Service

E1

應載有開支項目的詳情（即貨品或服務的資料和金額）。

There should be details of the expense item (i.e. information and amount of the goods or services).

應註明編號。
Please mark the
sequence number.

本公司已收妥 甲乙丙 支付港幣 1,000 元作為 202X 年 X 月及 X 月 租用位於 ZZ 區 YYY 道 XX 大廈 10 樓 的辦事處之租金。

This Company has well received HKD1,000 from ABC as the rental charges for renting the office at 10/F, XX Building, YYY Road, ZZ during X and X 202X.

應載有證明提供貨品或服務的機構或人士已全數收取有關款額的資料（例如收款人士的姓名及簽署，或收款機構的蓋章或代表簽署）。

There should be information supporting that the organization or person providing the goods or services has received the relevant payment in full (e.g. name and signature of the recipient, or the stamp of the organization or signature of its authorized person).



應載有提供貨品或服務的機構或人士的資料。提供貨品或服務的機構或人士應為第三者（即非候選人本人或候選人的個人辦事處）。

There should be information of the organization or person providing the goods or services. The organization or person providing the goods or services should be a third person (i.e. not the candidate himself/herself nor the personal office of the candidate).

庚庚庚有限公司
GGG Company Ltd.
202X.X.X

應載有日期。
There should be a date.

E2

文具開支項目明細表

List of Stationery Expense Items

日期 Date	類別 Type	數量 Quantity	金額 (\$) Amount (\$)	發票及收據 Invoice and Receipt
X.X.202X	原子筆 Ballpoint pens	5	50	
X.X.202X	A4 紙 A4 paper	1	29	
X.X.202X	打印機墨水 Printer ink	1	120	
X.X.202X	膠紙 Adhesive tape	3	15	
X.X.202X	信封 Envelope	50	20	
X.X.202X	A4 文件套 A4 files	20	20	
X.X.202X	原子印 Chops	1	20	
	總數 Total		274	

文具項目開支詳情，例如文具類別、數量及金額須列於明細表內，如某項選舉開支的金額是 \$500 或以上，候選人須提交該項開支的發票及收據。

The breakdown of stationery expenses should include the type of expenses, quantity and amount. If the amount of an expense item is \$500 or above, candidate should submit the invoice and receipt for such expense item.

劃一格式選舉捐贈收據
STANDARD RECEIPT FOR ELECTION DONATIONS

鄉郊代表選舉 (*原居民代表/居民代表/街坊代表)

Rural Representative Election

(*Indigenous Inhabitant Representative/ Resident Representative/ Kaifong Representative)

XXXX

鄉事委員會
Rural Committee

YY

村/墟鎮
Village/Market Town刪去不適用者。
Delete whichever
is inapplicable.填上鄉事委員會名稱及鄉村/墟鎮名稱。
Fill in the name of the Rural Committee and
the Village/ Market Town.

選舉日期: 2023 年 1 月 8 日

Date of Election: 8 January 2023

收據編號 Receipt No. I2

〔附註: 請用正楷填寫此選舉捐贈收據, 填寫前請參閱《填寫劃一格式選舉捐贈收據說明》(“說明”)。此
選舉捐贈收據必須由候選人確認及簽署。〕[Note: Please read the “Notes on Completion of Standard Receipt for Election Donations” (“Notes”) before
completing this Receipt for Election Donations in BLOCK LETTERS. This Receipt for Election Donations
must be confirmed and signed by the candidate.]

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 ZZZ 區YYY 街XXX 大廈10 樓 10/F, XXX Building, YYY Street, ZZZ

(捐贈者地址 Address of Donor#)

<input checked="" type="checkbox"/>	現金金額	Cash in the sum of	HK\$ 1,040	港元
<input checked="" type="checkbox"/>	貨品價值	Goods in the value of	HK\$ 10	港元
<input type="checkbox"/>	服務價值	Services in the value of	HK\$	港元
<input type="checkbox"/>	貨品/服務折扣價值	Discount for goods/services in the value of	HK\$	港元
<input type="checkbox"/>	獲免繳的貸款利息款額	Interest not charged for loans obtained	HK\$	港元

所獲捐贈貨品、服務、折扣或相關貸款的詳情(見說明第2項)(如下列空位不敷應用,請另紙列出有關詳情):
Particulars of goods donated, services rendered, discounts or relevant loans received (See Note 2) (Please set out the
relevant particulars on a separate sheet if the space provided below is insufficient):

肩帶 30 條 \$10

30 pieces of sashes \$10

由於同一捐贈者的捐贈價值總和超過 \$1,000, 因此須提
交此「劃一格式選舉捐贈收據」副本。Since the total value of the donation from the same donor is
over \$1,000, a copy of 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選舉的選舉開支。

Election donations received are to meet the candidate's election expenses for the above election.

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

必須填上選舉捐贈的詳情, 即類別、數量及價值。

Must state the particulars of the election donation, i.e. type, quantity and
value.# 如捐贈者為機構, 請填上機構的名稱
的地址, 如其辦事處或業務地址、通訊地址、住址或郵政信箱號碼。If the donor is an organization, please fill in the name and address of the organization. The name and address of the donor
will be made available for public inspection. The donor may choose to disclose an address that he/she/it prefers, for example
his/her/its office or business address, correspondence address, residential address or post office box number. 請在適當的方格內加上“✓”號。
Please tick as appropriate.

我確認捐贈者已知悉以下安排—

I confirm that the donor has been informed of the following arrangements –

(1) 選舉捐贈之處置

DISPOSAL OF ELECTION DONATIONS

倘若所有選舉捐贈的總額超出在選舉中可由候選人或由他人代候選人招致的選舉開支最高限額，或在選舉後全部或部分捐贈尚未用於償付或分擔償付該候選人的選舉開支；或（如該項捐贈包含貨品）促使該候選人當選或阻礙另一名候選人或另一些候選人當選，候選人必須確保將超額或未動用的選舉捐贈（不包括屬服務性質的選舉捐贈），給予該候選人所選擇的屬公共性質的慈善機構或慈善信託。

If the aggregate of all election donations given to or for a particular candidate exceeds the maximum amount of election expenses that can be incurred by or on behalf of the candidate at an election, or remains unused in whole or in part after the election for the purpose of meeting, or contributing towards meeting, the election expenses of the candidate; or in the case of an election donation consisting of goods, for the purpose of promoting the election of the candidate or of prejudicing the election of another candidate or other candidates, the candidate must ensure that the excess or unused election donation (not including election donations of services) is given to a charitable institution or trust of a public character chosen by the candidate.

候選人須通知捐贈者有關選舉捐贈之處置及公眾查閱的安排。捐贈者的姓名或名稱及地址會供公眾查閱。

Candidate must inform the donor of the disposal of election donations and arrangement for public inspection. The name and address of the donor will be made available for public inspection.

(2) 公眾查閱的安排

ARRANGEMENT FOR PUBLIC INSPECTION

候選人會在其「接受選舉捐贈預先申報書及聲明書」（如適用）及「選舉開支及接受選舉捐贈之申報書及聲明書」內填報列載於此選舉捐贈收據的捐贈者的姓名或名稱及地址。捐贈者可選擇披露其屬意的地址，如其辦事處或業務地址、通訊地址、住址或郵政信箱號碼。申報書及聲明書以及此選舉捐贈收據副本將備存於有關選舉主任的辦事處，由有關文件提交選舉主任的時間起，直至根據《選舉（舞弊及非法行為）條例》（第 554 章）第 41 條規定選舉申報書可供公眾查閱的期間完結為止，供公眾查閱或提供予問取有關文件的副本的人士。申報書及聲明書以及此選舉捐贈收據副本內所有個人資料（捐贈者的姓名或名稱及地址除外）將會被遮蓋（見說明第 4 項）。

The candidate will enter in his/her “Advance Return and Declaration of Election Donations” (if applicable) and “Return and Declaration of Election Expenses and Election Donations” the name and address of the donor provided in this Receipt for Election Donations. The donor may choose to disclose an address that he/she/it prefers, for example, his/her/its office or business address, correspondence address, residential address or post office box number. Copies of the Return and Declaration and this Receipt for Election Donations will be kept at the office of the relevant Returning Officer and made available for public inspection or may be provided to any person asking for a copy of the relevant document from the time when the relevant documents are lodged with the Returning Officer until the end of the period for which copies of election returns are available for public inspection under section 41 of the Elections (Corrupt and Illegal Conduct) Ordinance (Cap. 554). All personal data (except the name and address of the donor) in the copy of the Return and Declaration and this Receipt for Election Donations will be covered (see Note 4).

候選人姓名（正楷）..... 甲乙丙 / ABC
Name of Candidate (in BLOCK LETTERS) (姓 Surname) (名 Other name)

候選人簽署..... 日期..... XX.202X
Signature of Candidate Date

必須由候選人簽署。
Must be signed by the candidate.

填寫劃一格式選舉捐贈收據說明
Notes on Completion of Standard Receipt for Election Donations

1. 當收取每項價值 1,000 元以上的選舉捐贈（不論是以金錢、貨品或服務形式抵付）時，候選人必須向捐贈者發出此選舉捐贈收據，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。捐贈者可選擇披露其屬意的地址，如其辦事處或業務地址、通訊地址、住址或郵政信箱號碼。

On receiving each election donation (whether by way of money, goods or service) of more than \$1,000 in value, candidate must issue to the donor this Receipt for Election Donation which specifies the name and address of the donor (as supplied by the donor) and the particulars of such election donation. The donor may choose to disclose an address that he/she/it prefers, for example his/her/its office or business address, correspondence address, residential address or post office box number.

2. 選舉捐贈收據的正本應交予有關的捐贈者，其副本由候選人保存作記錄。
The original of the Receipt for Election Donations should be given to the donor concerned, and a copy of it should be kept by the candidate for record.

3. 候選人應另製備選舉捐贈收據的副本，以便連同「接受選舉捐贈預先申報書及聲明書」（表格編號：HAD/C18）（如適用）及「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）一併向有關鄉郊地區的選舉主任提交。

Candidate should make copies of the Receipt for Election Donation for lodging with the Returning Officer for the relevant rural area together with “Advance Return and Declaration of Election Donations” (Form no.: HAD/C18) (if applicable) and “Return and Declaration of Election Expenses and Election Donations” (Form no.: HAD/C1).

4. 請注意下列有關在此選舉捐贈收據提供個人資料的說明—
Please note the following with regard to the personal data supplied in connection with this Receipt for Election Donations—

(a) **資料用途**

就此選舉捐贈收據提供的個人及其他有關的資料，會供選舉管理委員會、民政事務總署、有關鄉郊地區的選舉主任及其他有關的政府部門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 Receipt for Election Donations will be used by the Electoral Affairs Commission, the Home Affairs Department, the Returning Officer for the relevant rural area and other related government departments for election-related purposes.

(b) **資料轉介**

此選舉捐贈收據連同所有附件的副本會供公眾查閱。在展示前，此選舉捐贈收據連同所有附件內所有個人資料（捐贈者的姓名及地址除外）將會被遮蓋。就此選舉捐贈收據提供的個人及其他有關的資料亦可能會提供予其他獲授權的部門或人士，包括但不限於法院，用於與選舉有關的用途。

Transfer of Information

A copy of this Receipt for Election Donations and all attachments hereto will be made available for public inspection. All personal data (except the name and address of the donor) in this Receipt for Election Donations and all attachments hereto will be covered before display. The personal data and other related information supplied in connection with this Receipt for Election Donations may also be provided to other authorized departments or persons including but not limited to the law courts 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／她在此選舉捐贈收據所提供的個人資料。

Access to Personal Data

Any person has the right to request access to and correction of the personal data he/she supplied in this Receipt for Election Donations in accordance with the provisions of the Personal Data (Privacy) Ordinance (Cap. 486).

(d) **個人資料保障原則**

候選人應留意，在收集第三者的個人資料以填寫此選舉捐贈收據時，須遵守《個人資料（私隱）條例》（第 486 章）附表 1 的保障資料原則，特別是第 4 原則，即採取所有切實可行的步驟，以確保個人資料受到保障而不受未獲准許的或意外的查閱、處理、刪除、喪失或使用。

Personal Data Protection Principles

Candidates are 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 this Receipt for Election Donations, in particular Principle 4 concerning the requirement to take all practicable steps to ensure that personal data are protected against unauthorized or accidental access, processing, erasure, loss or use.

(e) **查詢**

關於透過此選舉捐贈收據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 Receipt for Election Donations (including requests for access to and corrections of personal data) should be addressed to the Director of Home Affairs (Address: 30th Floor, Southorn Centre, 130 Hennessy Road, Wan Chai, Hong Kong.)

民政事務總署
2022 年 8 月
Home Affairs Department
August 2022