

IMPORTANT:

- Please read the accompanying guidance notes before completing this form in BLOCK LETTERS. A person who makes any statement which the person knows to be false in a material particular or recklessly makes any statement which is incorrect in a material particular or knowingly omits any material particular commits an offence under the law.
- The statutory deadline for registered electors to apply for change of principal particulars (including name or principal residential address) is 16 June of the same year. [Note 2]
- **A registered elector applying for change of principal residential address (regardless of whether the principal residential address is still in the Market Town as registered) must attach with this application form the relevant required proof of principal residential address. [Note 7(b)-(e)]**
- The Home Affairs Department (HAD) / Electoral Registration Officer (ERO) will conduct random checking from time to time to verify the eligibility of an applicant / a registered elector, requesting him / her to provide documentary evidence to prove that the 3-year residence requirement is met. [Note 7(c)]

1. HK IDENTITY CARD NUMBER

Prefix

Number

Check Digit

 ()
2. SEX

Male

Female

3. INFORMATION AS SHOWN ON THE HK IDENTITY CARD

Name in Chinese	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
in Chinese Commercial Code	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Surname	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other Names in Full	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Date of Birth (dd / mm / yyyy)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

4. PRINCIPAL RESIDENTIAL ADDRESS (Notes 7 and 11).

Please complete in ENGLISH Block Letters.

Flat / Room	<input type="text"/>	Floor	<input type="text"/>	Block	<input type="text"/>	Name of Estate / Building	<input type="text"/>
House No.	<input type="text"/>	Number & Name of Street					
Lot Number & Demarcation District	<input type="text"/>	District			<input type="checkbox"/> Cheung Chau <input type="checkbox"/> Peng Chau		
Home Telephone Number		Mobile Phone Number		Fax Number			

E-mail Address

- If you agree to provide the above e-mail address to the candidates of the Market Town concerned for the purpose of sending election advertisement, please put a tick "✓" in this box. Otherwise, the e-mail address will only be used by the Home Affairs Department / Electoral Registration Officer for communication. The candidates may choose to send election advertisement via e-mail in lieu of hardcopy.

5. LANGUAGE PREFERENCE FOR ELECTION-RELATED COMMUNICATION (Note 8)

Please tick as appropriate:

 Chinese English**6. DECLARATION**

I declare that the particulars entered in this form and the proof of principal residential address provided (if applicable) are true and accurate, and that

(a) The principal residential address entered above is my sole or main home; and

(b) I have been a resident of ***Cheung Chau / Peng Chau** since _____ Day _____ Month _____ Year (Date since then residing in the Market Town) and for the 3 years immediately before this application and I am eligible to be registered as an elector for a Market Town (Notes 5 and 7); and

* Please delete whichever is inapplicable

(c) I am not subject to any disqualification from registration (Note 6).

Attention: In applying for change of principal residential address, applicant should ensure that he/she has been a resident of the Market Town for the 3 years immediately before this application. "Resident" means a person whose principal residential address is in the Market Town. [Notes 2 & 5(b)]

My consent and authorisation is hereby given to the Home Affairs Department (HAD) / Electoral Registration Officer (ERO), in assessing my eligibility for registration as an elector, to compare and cross check my personal data entered in this application form with my personal data collected by other organisations for any other purposes (whether or not it is collected by manual means) so as to verify if such data are true and accurate. I understand that if the personal data provided by me are false or misleading, the HAD / ERO may take appropriate action against me (including referral of the case to other law enforcement agencies for follow up action). I expressly agree that the HAD / ERO may approach other relevant government departments or public / private organisations for proof of data collected and matching of data. I hereby consent and authorise the relevant government departments (including but not limited to the Registration and Electoral Office, the Housing Department, the Correctional Services Department, the Land Registry, the Immigration Department, the Transport Department, the Inland Revenue Department, and the Companies Registry) or any other public / private organisations (including but not limited to the Hong Kong Housing Society), to release my personal data to the HAD / ERO, so that the HAD / ERO can compare and cross check such data with those on this application form when processing this application and updating the voter registration and election-related records annually. (Note 9)

Date :

Day Month Year

Signature : _____

CORRESPONDENCE ADDRESS

(Only if there is no postal service available for your principal residential address or if you are a prisoner) (Note 11)

Empty box for correspondence address.

FOR OFFICIAL USE ONLY

Work Code (HQ)

Grid for Work Code (HQ).

FOLD HERE

Please ensure that you have completed/attached the items below before submitting the application form:

- Fill in the HK Identity Card Number clearly
- Fill in your only or principal residential address in the field of "PRINCIPAL RESIDENTIAL ADDRESS"
- Sign the application form
- Attach the address proof required (applicable to change of principal residential address)

Note : You may return this application form by post or by FAX to **2591 6392**.
 If you choose to return this application together with address proof (if applicable) by post to this department, and the attached documentary proof is too bulky to be contained in this folded envelope, you may return this application form and address proof by post in a separate envelope with sufficient postage.

FOLD HERE

郵費由持牌人支付
POSTAGE WILL BE PAID BY LICENSEE

如在本港投寄
毋須貼上郵票
NO POSTAGE STAMP
NECESSARY IF POSTED IN HONG KONG

WCH.E27

香港灣仔
軒尼詩道一三〇號
修頓中心三十樓
民政事務總署
選舉登記主任收

BUSINESS REPLY SERVICE LICENCE NO.
商業回郵牌號: **7410**

Electoral Registration Officer
Home Affairs Department
30/F, Southorn Centre
130 Hennessy Road
Wan Chai, Hong Kong

FOLD HERE

SEAL WITH GLUE. DO NOT USE STAPLES

CUT ALONG THE SOLID LINE

CUT ALONG THE SOLID LINE

Kaifong Representative Election
Application for Change of Registered Particulars
Guidance Notes
(Please keep this Guidance Notes for reference)

- (1) This form is used for reporting change of registered particulars by a registered elector of Kaifong Representative Election for a Market Town (Cheung Chau / Peng Chau). If you are not yet a registered elector and wish to be registered as an elector of Kaifong Representative Election, you must complete the application form “Kaifong Representative Election: Application for New Voter Registration” (REF-3a) instead of this application form.
- (2) For inclusion in the final register of electors to be published in October every year, the statutory deadline for registered electors to apply for change of principal particulars (including name or principal residential address) is **16 June of the same year**. In applying for change of principal residential address, the elector should ensure that he/she has been a resident of the Market Town for the 3 years immediately before this application (Note 5(b)).
- (3) You may check your latest registration particulars through the Rural Representative Election Website (www.had.gov.hk/rre) or by calling the Rural Representative Election Hotline (2152 1521). Electors have the responsibility to update their registration particulars with the Home Affairs Department (HAD) / Electoral Registration Officer (ERO) as soon as possible if the particulars (e.g. principal residential address) have changed.
- (4) The above deadline refers to the date on which an application form reaches the HAD / ERO. Applications which reach the HAD / ERO after the above deadline will be processed for the purpose of compiling the register of electors for the following year. Please submit this application form to the HAD / ERO by the following means:
 - (a) by post (Address: Home Affairs Department, 30/F, Southorn Centre, 130 Hennessy Road, Wan Chai, Hong Kong (or to any District Offices of the HAD)); or
 - (b) by fax (No. : 2591 6392); or
 - (c) in person or by a representative to the HAD Headquarters or Home Affairs Enquiry Centres of any District Offices of the HAD; or
 - (d) by email (email address: rre@had.gov.hk), with the signed application form scanned and attached as an email attachment; or
 - (e) by using the electronic form and uploading the completed and signed form to the HAD (website: www.had.gov.hk/rre).
- (5) Generally speaking, you are eligible to be registered as an elector for a Market Town (Cheung Chau / Peng Chau) if:
 - (a) you are a resident of that Market Town; and
 - (b) you have been a resident of that Market Town for the 3 years immediately preceding the date of your application to be registered as an elector (“resident” means a person whose principal residential address is in that Market Town and **“principal residential address” means the address of the dwelling place at which the person resides and which constitutes the person’s sole or main home**). In the case of a prisoner, for the purpose of this residence requirement, a term of imprisonment does not normally break the period of residence provided the person has resided in that Market Town immediately before serving the sentence and has been maintaining his principal residential address in that Market Town throughout the period of imprisonment; and
 - (c) you have reached 18 years of age or will reach 18 years of age on or before the next coming 20 October following your application for registration; and
 - (d) you are a permanent resident of the Hong Kong Special Administrative Region as defined by the Hong Kong Special Administrative Region Passports Ordinance (Cap. 539); and
 - (e) you hold a valid identity document, e.g. a Hong Kong permanent identity card; and
 - (f) you are not subject to any disqualification from registration (Note 6).

For enquiries on permanent resident status, please call the Immigration Department hotline: 2824 6111 or write to the Immigration Department (Address: Immigration Tower, 7 Gloucester Road, Wan Chai, Hong Kong).

- (6) Generally speaking, persons who are disqualified from registration include persons who:
- (a) are found under the Mental Health Ordinance (Cap. 136) to be incapable, by reason of mental incapacity, of managing and administering their property and affairs; or
 - (b) are members of the armed forces of the People's Republic of China or any other country or territory.

(7) Address Proof

- (a) You will be registered in the Market Town to which you belong according to your principal residential address which constitutes your sole or main home.
- (b) Please notify the HAD / ERO immediately by completing this application form and attaching the relevant address proof required for any subsequent change of your principal residential address (regardless of whether the principal residential address is still in the Market Town as registered).

The relevant proof of principal residential address is:

- (i) If the new principal residential address is still within the boundary of the registered Market Town, you should submit address proof issued within the last three months or any other period as specified by the HAD / ERO.
 - (ii) If you have moved to another Market Town, you should submit address proof to confirm that you have been a resident of that Market Town for at least 3 years immediately before making this application.
- (c) To ensure the accuracy of the register, the HAD / ERO will conduct random checking from time to time to verify the eligibility of an applicant / a registered elector, requesting him / her to provide documentary evidence to prove that the 3-year residence requirement is met.
- (d) The HAD / ERO accepts the documents below which bear the issuing date and name of issuing organisation as a valid proof of address:
- (i) One of the following documents bearing the elector's name and principal residential address (name and address printed on the document should be identical to the name on the elector's identity card and the principal residential address given in the application form) –
 1. bills or invoices issued by public bodies (e.g. utility bills for water, electricity or towngas services);
 2. correspondences from government departments or the Judiciary;
 3. statements or correspondences issued by banks, insurance companies or Mandatory Provident Fund Approved Trustees;
 4. bills of landline telephone, mobile phone, paid television or internet services;
 5. documents or bills issued by local post-secondary institutions which reliance can be placed on confirming the elector's residential address;
 6. valid and "stamped" (for stamp duty) tenancy agreement (the criterion of being issued within 3 months before the date of submitting the application is not mandatory but such tenancy period should cover the date of application);
 7. bills, correspondences or other documents issued by public organisations such as the Hospital Authority, the Hong Kong Examinations and Assessment Authority, etc.; or
 - (ii) Address proof bearing the name and residential address of the person residing with the elector, and a declaration signed by the elector to certify that such other person is living with the elector at the same address and that the attached address proof is a complete authentic copy or true copy of the original; or
 - (iii) If the elector is not able to produce any documents at (i) or (ii) above, the HAD / ERO will also accept a statutory declaration provided by the elector made before a Commissioner for Oaths / a practising solicitor / a Justice of the Peace to substantiate the claim of residing at the address by virtue of the Oaths and Declarations Ordinance (Cap. 11). Free service for members of the public who need to make sworn declarations is available at District Offices.
- (e) The HAD / ERO accepts the original, photocopy or fax copy of the abovementioned documents as valid proof of address.
- (f) In compiling a provisional register for a Market Town, the HAD / ERO shall strike out the names and other relevant particulars of the persons whom the HAD / ERO is satisfied on reasonable grounds as being no longer eligible to have their names included in the final register for the Market Town. Such names and other relevant particulars of those persons will be entered on an omissions list.
- (g) If a registered elector of the Kaifong Representative Election no longer resides in the**

Market Town for which he / she is registered, or his / her residential address in the Market Town is no longer his / her sole or main home, he / she is no longer eligible to remain registered as an elector. Even though his / her name is still on the Final Register, the person concerned will commit an offence if he / she votes at the election. Voting right in an election is restricted to eligible elector having continued residence within the same registered Market Town. If the person has moved to another Market Town, he / she has to meet the 3-year residence requirement and apply for change of principal residential address and should submit address proof to confirm that he / she has been a resident of that Market Town for at least 3 years immediately before making the application.

- (8) Under normal circumstances, election-related communications issued to electors by the HAD / ERO are in both Chinese and English. This language preference is to facilitate candidates' communication with you at elections in the language of your choice. If you do not complete this part, it will be assumed that your preferred language is Chinese.
- (9) In assessing your eligibility for registration as an elector, the HAD / ERO will compare and cross check your personal data entered in the application form with your personal data collected by other organisations for any other purposes (whether or not it is collected by manual means) so as to verify if those data are true and accurate. If your personal data provided are false or misleading, the HAD / ERO may take appropriate action against you (including referral of the case to other law enforcement agencies for follow up action). Upon signing the application form, you expressly agree the HAD / ERO to approach other relevant government departments or public / private organisations for proof of data collected and matching of data, and you hereby consent and authorise the relevant government departments (including but not limited to the Registration and Electoral Office, the Housing Department, the Correctional Services Department, the Land Registry, the Immigration Department, the Transport Department, the Inland Revenue Department, and the Companies Registry) or any other public / private organisations (including but not limited to the Hong Kong Housing Society), to release your personal data to the HAD / ERO, so that the HAD / ERO can compare and cross check such data with those on the application form when processing this application and updating the voter registration and election-related records annually.
- (10) This application form must be signed by the applicant; otherwise, the HAD / ERO will not process your application.
- (11)(a) Please provide a correspondence address only if there is no postal service available for your principal residential address or if you are a prisoner. Please do not fill in this part if you do not meet either of the above two criteria.
- (b) If you are a prisoner, you may choose to provide the address of the correctional institution where you are imprisoned or other address as your correspondence address. If you choose to use the address of a correctional institution as your correspondence address, please provide the prisoner number for easy delivery of the election-related materials within / among the correctional institutions.
- (c) **Please note that the principal residential address and correspondence address (if provided) will be provided to candidates for the purpose of sending election-related materials to the electors concerned.**
- (12) In addition to sending written registration notices after completion of processing the application for change of registered particulars, the HAD / ERO will notify electors by short message service (if the electors have provided such information) that their applications for change of registered particulars have been completed.
- (13) These notes are for general guidance only. Applicants should also refer to the Rural Representative Election Ordinance (Cap. 576), the Electoral Affairs Commission Ordinance (Cap. 541), the Elections (Corrupt & Illegal Conduct) Ordinance (Cap. 554) and the subsidiary legislations made thereunder.
- (14) For enquiries on voter registration, please call 2152 1521 or write to the HAD / ERO (Address: 30/F, Southorn Centre, 130 Hennessy Road, Wan Chai, Hong Kong).

Personal Information Collection Statement

Purpose of Collection

The personal data, other related information and address proof (if applicable) provided by you by means of this form (REF-3b) will be used by the HAD / ERO for voter registration and election-related purposes. The provision of personal data and other related information by means of this form is voluntary. However, if you do not provide adequate and accurate data, the HAD / ERO may not be able to process your application for registration as an elector. If the ERO has determined that you are eligible to be registered as an elector, your name and principal residential address provided in this form will be compiled in a register and made available for public inspection.

If necessary, the HAD / ERO may require a public authority to furnish your personal data for data matching when preparing a register.

Any person who uses the personal data provided in this form without the express consent of the data subject for any purpose other than the purposes stated above may contravene the Personal Data (Privacy) Ordinance (Cap. 486).

Transfer of Information

The HAD / ERO may provide the information supplied by you to other authorised departments / organisations / persons for the purposes of voter registration, election and all purposes related thereto under the relevant Ordinances and / or subsidiary legislations.

Access to Personal Data and Enquiry

You have a right to request access to, and to request the correction of, the personal data and other related information you supplied in accordance with the provisions of the Personal Data (Privacy) Ordinance (Cap. 486). Such requests and enquiries should be made in writing to the Electoral Registration Officer at 30/F, Southorn Centre, 130 Hennessy Road, Wan Chai, Hong Kong.