

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

鄉郊補選 (*原居民代表/居民代表/街坊代表)
Rural By-election
(*Indigenous Inhabitant Representative/ Resident Representative/ Kaifong Representative)

鄉事委員會 Rural Committee 村/墟鎮 Village/ Market Town

補選日期 : _____ 年 _____ 月 _____ 日
Date of By-election : _____

[備註：請用正楷填寫此收據]
[Note: Please use BLOCK LETTERS in completing this receipt]

第一部分
Part I

收據編號 Receipt No. _____

候選人姓名 Name of Candidate _____

茲收到 Received from _____
(捐贈者姓名或名稱 Name of Donor^)

地址為 of _____
(捐贈者地址 Address of Donor^)

- * 現金 Cash in the sum of \$_____元
- * 貨品價值 Goods in the value of \$_____元
- * 服務價值 Services in the value of \$_____元
- * 貨品/服務折扣價值 Discount for goods/services in the value of \$_____元
- * 獲免繳的貸款利息款額 Interest not charged for loans obtained \$_____元

所獲捐贈貨品、服務或折扣的詳情：
Particulars of goods donated, services rendered or discounts received:

.....
.....

所獲選舉捐贈是為支付候選人在上述補選的選舉開支。
Election Donations received are to meet the candidate's election expenses for the above By-election.

候選人或接受捐贈人姓名 (正楷) : _____
Name of Candidate or Recipient (in BLOCK LETTERS) (姓 Surname) (名 Other name)

候選人或接受捐贈人簽署 : _____ 日期 : _____
Signature of Candidate or Recipient Date

- * 請在適當的方格內加上“✓”號
- * Please put a tick “✓” in the appropriate box
- ^ 如捐贈者為機構，請填上機構的名稱及地址。
- ^ If the donator is an organisation, please fill in the name and address of the organisation.

第二部分 (由捐贈者填寫後交還候選人或接受捐贈人)

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

選舉捐贈之處置

DISPOSAL OF ELECTION DONATIONS

倘若選舉捐贈超出候選人可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動用，我同意候選人須把超額或未動用的選舉捐贈，捐給候選人所選擇的屬公共性質的慈善機構或慈善信託。If the election donation is in excess of the maximum amount of election expenses that the candidate is allowed to incur or remains unused in whole or in part after the election, I agree that the candidate shall donate the excessive or unused election donation to such charitable institution(s) or trust(s) of a public character as the candidate may choose.

公眾查閱的安排

ARRANGEMENT FOR PUBLIC INSPECTION

我明白候選人會在其「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」內填報我列載於此收據的姓名或名稱及地址。我亦明白，申報書及聲明書以及本收據副本將備存於有關選舉主任的辦公室，由有關文件提交選舉主任的時間起，至有關選舉的結果公布日期的首個周年日為止，供公眾查閱，或提供予索閱有關文件的人士。 I understand that the 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” my name and address provided in this receipt. I also understand that copies of the return and declaration and this receipt will be made available at the office of the relevant Returning Officer for public inspection from the time when the documents are lodged with the Returning Officer to the first anniversary of the date on which the result of the election concerned is published, and may be furnished to any person upon request.

捐贈者姓名或名稱# (正楷) :

Name of Donor# (in BLOCK LETTERS)

(姓 Surname)

(名 Other name)

捐贈者簽署# :

Signature of Donor#

日期 :

Date

如捐贈者為機構，請填上機構的名稱，及提供機構的蓋章或其他代表簽署。

If the donor is an organisation, please fill in the name of the organisation, and provide the stamp of the organisation or signature of its authorized person.

備註 :

Remarks:

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收據，載明捐贈者的姓名或名稱及地址(一如捐贈者所提供的資料)及該項選舉捐贈的詳情。

On receiving each election donation, whether by way of money, goods or service, of more than \$1,000 in value, a candidate must issue to the donor a receipt which specifies the name and address of the donor (as supplied by the donor) and the particulars of the election donation.

2. 選舉捐贈收據的正本應交予捐贈者，副本由候選人保存作記錄。

The original of the receipt for election donations should be given to the donor, and a copy 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/By-E) (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/By-E)一併向選舉主任提交。

Candidate should make copies of receipts for election donations for submission with “Advance Return and Declaration of Election Donations” (Form no.: HAD/C18/By-E) (if applicable) and “Return and Declaration of Election Expenses and Election Donations” (Form no.: HAD/C1/By-E) to the Returning Officer.

4. 候選人在填寫此表格時如有任何問題，請在辦公時間內致電鄉郊代表選舉熱線 2152 1521。

If the candidate has any difficulty in completing this form, please call the Rural Representative Election Hotline at 2152 1521 during office hours.

民政事務總署

2016 年 10 月

Home Affairs Department

October 2016