

就位於監獄內的專用投票站（高度設防監獄除外）

委任監察投票代理人通知書及

選舉代理人／監察投票代理人

在位於監獄內的專用投票站內停留的同意申請書（高度設防監獄除外）

**NOTICE OF APPOINTMENT OF
POLLING AGENT FOR A DEDICATED POLLING STATION SITUATED IN
A PRISON (OTHER THAN A MAXIMUM SECURITY PRISON) AND
APPLICATION FOR CONSENT TO THE PRESENCE OF ELECTION AGENT/
POLLING AGENT IN A DEDICATED POLLING STATION SITUATED IN A
PRISON (OTHER THAN A MAXIMUM SECURITY PRISON)**

《選舉程序（鄉郊代表選舉）規例》（第541L）第22,36,37及82條

Sections 22, 36, 37 and 82 of the Electoral Procedure (Rural Representative Election) Regulation (Cap. 541L)

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

村／墟鎮

Rural Committee

Village/ Market Town

補選日期：_____年_____月_____日

Date of By-election：_____

[備註：在填寫此通知書／申請書前，請參閱《填寫就位於監獄內的專用投票站（高度設防監獄除外）委任監察投票代理人通知書及選舉代理人／監察投票代理人在位於監獄內的專用投票站內停留的同意申請書（高度設防監獄除外）說明》（說明）。]

[Note: Before completing this notice/application, please read the "Notes on Completion of Notice of Appointment of Polling Agent for a Dedicated Polling Station Situated in a Prison (other than a Maximum Security Prison) and Application for Consent to the Presence of Election Agent/Polling Agent in a Dedicated Polling Station Situated in a Prison (other than a Maximum Security Prison)"(Note(s)).]

第一部分（由候選人或選舉代理人填寫）

PART I (To be completed by candidate or election agent)

候選人姓名（正楷）：_____

Name of Candidate (in BLOCK LETTERS)

（姓 Surname）

（名 Other name）

1. 我是上述*候選人／候選人的選舉代理人，現為獲得懲教署署長同意在第3頁載列的人士在上述補選中在位於監獄內的專用投票站內停留提出申請。

I, being the *above-named candidate/election agent of the above-named candidate, hereby apply for the consent of the Commissioner of Correctional Services to the presence of the person(s) listed on page 3 in the dedicated polling station(s) situated in a prison at the above By-election.

2. ^我確認在第3頁載列的選舉代理人的委任通知書已經送交有關鄉郊地區的選舉主任，並且該委任並未被撤銷。

^I confirm that the notice of appointment of the election agent named on page 3 has been delivered to the Returning Officer for the relevant rural area, and the appointment has not been revoked.

3. 我明白這申請書（如適用的話）同時是委任在第3頁分別載列的專用投票站監察投票代理人的通知書。

I understand this application (where applicable) also serves as a notice of appointment of the polling agent(s) listed on page 3 for the respective dedicated polling station(s) named thereon.

4. 我明白《選舉程序（鄉郊代表選舉）規例》（第541L章）第22,36及37條對申請選舉代理人／監察投票代理人在位於監獄內的專用投票站內停留的規定（見說明第2項）。

I understand the requirements stated in sections 22, 36 and 37 of the Electoral Procedure (Rural Representative Election) Regulation (Cap. 541L) regarding the presence of election agent/polling agent in a dedicated polling station situated in a prison (see Note 2).

5. 我明白*我的選舉代理人／我的監察投票代理人／候選人的監察投票代理人可以代表*我／候選人進行一切*我／候選人為與投票的進行相關的事宜所作的合法行動，包括在第3頁載列的專用投票站觀察整個投票過程進行的情況，並將觀察所得的結果記錄下來。但不得做任何違法或足以干擾投票進行的事情。

I understand that *my election agent/my polling agent(s)/the candidate's polling agent(s) may do all the things on *my/the candidate's behalf that *I/the candidate can lawfully do for any purpose connected with the conduct of the poll, including observing all proceedings inside the dedicated polling station(s) listed on page 3 and recording their observations. Nevertheless, they shall not do anything which is contrary to law or may interfere with the conduct of the poll.

6. 我亦明白在投票當日，凡候選人正逗留在專用投票站內監察投票，則選舉代理人或監察投票代理人不得同時逗留在該專用投票站內。而且，為了維持專用投票站內的秩序及確保投票過程得以順利進行，投票站主任可以規限在同一時間進入專用投票站的候選人、選舉代理人及監察投票代理人的數目。

I also understand that on the polling day whenever the candidate is present within a dedicated polling station to observe the poll, his/her election agent or polling agent cannot be present at the same time in that dedicated polling station. Moreover, the Presiding Officer may regulate the number of candidates, election agents and polling agents to be admitted to the dedicated polling station at any one time for the purpose of maintaining order in the dedicated polling station and ensuring that polling is conducted smoothly.

7. 我亦明白可將由我簽署的指明表格送交有關鄉郊地區的選舉主任，以撤銷此等監察投票代理人的委任。

I also understand that the appointment of polling agent may be revoked by me by delivering to the Returning Officer for the relevant rural area a notice in the specified form and signed by me to that effect.

8. 此項申請是為在第一頁所述日期進行的投票和（如適用的話）於遭押後或延遲的該次投票而作出。
This application is made for the purpose of the poll to be conducted on the date stated on the first page and (where applicable) the postponed or adjourned poll.

* 請刪去不適用者。

Please delete whichever is inapplicable.

^ 如此申請是由選舉代理人提出，請刪去此項。

If this application is made by the election agent, please delete this clause.

位於監獄內專用投票站及代理人詳情一

Particulars of the dedicated polling station(s) situated in a prison and the agent(s)-

#位於監獄內的 專用投票站名稱 #Name of Dedicated Polling Station Situated in a Prison	代理人類別 Type of Agent	中文姓名（正楷） Name in Chinese	英文姓名（大楷） （先寫姓） Name in English (in BLOCK LETTERS) (Surname first)	香港身分證號碼 Hong Kong Identity Card Number	住址 Residential Address	聯絡電話號碼 Contact Telephone Number	（只供有關部 門填寫） 申請編號 (For Official Use Only) Application No.
	* 選舉代理人／ 監察投票代理人 * Election agent/ Polling agent						
	* 選舉代理人／ 監察投票代理人 * Election agent/ Polling agent						
	* 選舉代理人／ 監察投票代理人 * Election agent/ Polling agent						

* 請刪去不適用者。

Please delete whichever is inapplicable.

如選舉代理人或同一監察投票代理人擬在所有位於監獄（高度設防監獄除外）並有該有關鄉郊地區的受羈押選民的專用投票站內停留，請在此欄填上「所有」。
If the election agent or the same polling agent intends to be present in all dedicated polling stations situated in a prison (other than a maximum security prison) with electors in custody of the relevant rural area, please put "All" in this column.

*候選人／選舉代理人簽署： _____
Signature of *Candidate/Election Agent

*候選人／選舉代理人姓名（正楷）： _____
Name of *Candidate/Election Agent (in BLOCK LETTERS) (姓 Surname) (名 Other Name)

香港身分證號碼： _____ 日期： _____
Hong Kong Identity Card Number Date

第二部分 選舉代理人／監察投票代理人接受委任及理解

(由擬停留在上述位於監獄內的專用投票站內的選舉代理人及／或監察投票代理人填寫)

PART II ELECTION AGENT'S/POLLING AGENT'S ACCEPTANCE AND UNDERSTANDING

(To be completed by election agent and/or polling agent(s) who intend(s) to be present in the above-named dedicated polling station(s) situated in a prison)

1. (只適用於監察投票代理人)*我／我們每人現接受本通知書／申請書第一部分所述之監察投票代理人之委任。
(Applicable to polling agent(s) only) *I/Each of us hereby accept(s) the appointment as a polling agent as stated in Part I of this notice/application.
2. *我／我們為本通知書／申請書第一部分第3頁所述的選舉代理人／監察投票代理人，現確認此通知書／申請書所列有關*我／我們之資料乃屬真實正確。*我／我們每人均明白如果在此通知書／申請書上填寫的詳情與*我／我們的香港身分證有出入，懲教署署長可拒絕*我／我們進入有關的專用投票站。*我／我們每人均明白及同意，*我／我們的個人資料將會提供予懲教署署長以處理*我／我們在上述位於監獄內的專用投票站內停留的申請。
*I/Each of us, being the election agent/polling agent stated on page 3 of Part I of this notice/application, hereby confirm(s) that *my/our particulars as contained in this notice/application are true and correct. *I/Each of us understand(s) that if there is any discrepancy between the particulars entered in this notice/application and on *my/our Hong Kong Identity Card(s), the Commissioner of Correctional Services may refuse *my/our entry to the dedicated polling station(s) concerned. *I/Each of us understand(s) and consent(s) that *my/our personal data will be provided to the Commissioner of Correctional Services for the processing of the application for *my/our presence in the above-named dedicated polling station(s) situated in a prison.
3. *我／我們每人均明白，*我／我們分別須預先作出保密聲明，並於投票日向上述專用投票站的投票站主任報到時出示該保密聲明書及*我／我們各人的香港身分證。
*I/Each of us understand(s) that *I/we must make a Declaration of Secrecy in advance and produce such Declaration of Secrecy and *my/our Hong Kong Identity Card(s) when reporting to the Presiding Officer(s) of the above dedicated polling station(s) on the polling day.
4. *我／我們每人均明白，在專用投票站內，*我／我們不得—
*I/Each of us understand(s) that inside the dedicated polling station, *I/we must not —
 - (a) 從事拉票活動，或與任何選民談話或通信息，或干擾，或試圖影響他們；
engage in the canvassing of votes, or speak to or communicate with or interfere with or attempt to influence any elector;
 - (b) 試圖探取或透露有關任何選民投票的任何資料；
attempt to obtain or disclose any information concerning the vote of any elector;
 - (c) 拍影片、拍照、錄音或錄影；
film, take photographs or make any audio or video recording;
 - (d) 展示、留下，或派發任何選舉宣傳資料；
exhibit or leave or distribute any campaign material;

- (e) 展示、穿著或戴上可促使或阻礙一名或多於一名候選人在有關補選中當選的徽章、標誌、衣物或頭飾；
display or wear any badge, emblem, clothing or head-dress which may promote or prejudice the election of a candidate or candidates at the by-election;
- (f) 展示、穿著或戴上與任何在香港的政治性團體或有成員在補選中參選的團體有直接關聯的徽章、標誌、衣物或頭飾；
display or wear any badge, emblem, clothing or head-dress which makes direct reference to a political body in Hong Kong or a body any member of which is standing as a candidate in the by-election;
- (g) 使用流動電話、傳呼機或任何其他器材進行電子通訊；或
use a mobile telephone, paging machine or any other device for electronic communication; or
- (h) 索問或查閱選民的身分證明文件。
seek to check or check any elector's identity document.

5. *我／我們每人亦明白，*我／我們不得—
*I/Each of us further understand(s) that *I/we must not —

- (a) 藉傳達關於選民在選民登記冊上的姓名或身分證明文件號碼的資料，或藉其他方式，向他人透露某人是否已申領選票或已於專用投票站投票；
divulge to any other person by communicating information as to the name or identity document number of a voter in the register of voters, or otherwise, whether a person has or has not applied for a ballot paper or voted at the dedicated polling station;
- (b) 向他人透露某受羈押選民的身分；
divulge to any other person the identity of an elector in custody;
- (c) 向他人傳達在專用投票站內取得的關於在該專用投票站的選民將會投票或已投票予哪位候選人的資料；或
communicate to any person any information obtained in the dedicated polling station as to the candidate for whom an elector in that dedicated polling station is about to vote or has voted; or
- (d) 干擾或企圖干擾任何投票箱、未發出的選票、未用的選票、損壞的選票、重複的選票、經填劃的選票或專用投票站人員使用之任何選民登記冊副本。
interfere with or attempt to interfere with any ballot boxes, unissued ballot papers, unused ballot papers, spoiled ballot papers, tendered ballot papers, marked ballot papers or any copy of the register of voters used by the polling staff at the dedicated polling station.

6. *我／我們每人亦明白，倘若*我／我們在專用投票站或其鄰近範圍或在禁止拉票區／禁止逗留區內行為不檢，或不遵從選舉主任或投票站主任作出的任何合法指示，即屬違法，可被判罰款5,000元及監禁3個月，並可能會被選舉主任或投票站主任命令立即離開該地方。倘若*我／我們沒有離開，可能會被獲選舉主任或投票站主任以書面授權的人、懲教署人員或任何執法機關人員逐離該地方。如*我／我們被逐離後，除非得到選舉主任或投票站主任的許可，否則在投票日不得再次進入有關地方。

*I/Each of us also understand(s) that if *I/we at the dedicated polling station or its vicinity or in the no canvassing zone/no staying zone, behave in an disorderly manner or fail to comply with any lawful order given by the Returning Officer or the Presiding Officer, *I/we shall commit an offence punishable with a fine of \$5,000 and imprisonment for 3 months and may be ordered by such officer to leave the area immediately. *My/Our failure to leave such area may result in *my/our being removed by any person so authorised in writing by the Returning Officer or the Presiding Officer, an officer of the Correctional Services Department, or an officer of any law enforcement agency. If *I am/we are so removed, *I/we may not re-enter the relevant area on the polling day except with the permission of the Returning Officer or the Presiding Officer.

7. *我／我們每人亦同意完全遵守在專用投票站所在的監獄的懲教署人員的合法指示。
 *I/Each of us agree(s) to fully comply with the lawful order of officers of the Correctional Services Department of the prison in which the dedicated polling station is situated.

選舉代理人／監察投票代理人的姓名（正楷） Name of election agent/polling agent(s) (in BLOCK LETTERS) （姓 Surname） （名 Other name）	簽署 Signature	日期 Date

填寫就位於監獄內的專用投票站（高度設防監獄除外）
委任監察投票代理人通知書及
選舉代理人／監察投票代理人在位於監獄內的專用投票站內停留的同意
申請書（高度設防監獄除外）說明

Notes on Completion of Notice of Appointment of Polling Agent for a Dedicated Polling Station situated in a Prison (other than a Maximum Security Prison) and Application for Consent to the Presence of Election Agent/Polling Agent in a Dedicated Polling Station Situated in a Prison (other than a Maximum Security Prison)

- (1) 除非候選人以指明表格明文另作示明，有關代理人須當作是為在預定日期進行的投票和（如適用的話）於遭押後或延遲的該次投票而委任。

The agent is to be regarded as being appointed for the poll to be conducted on the scheduled date and (where applicable) the postponed or adjourned poll, unless the candidate expressly indicates otherwise in the specified form.

- (2) 每名候選人只可以為其選舉代理人或其一位監察投票代理人申請在某個位於監獄內的專用投票站內停留。選舉代理人或監察投票代理人不可在位於高度設防監獄內的專用投票站停留。

Each candidate can only apply for either his/her election agent or one of his/her polling agents to be present in a dedicated polling station situated in a prison. An election agent or a polling agent may not be present in a dedicated polling station situated in a maximum security prison.

- (3) 《選舉程序（鄉郊代表選舉）規例》（第541L章）第22,36及37條列出有關選舉代理人及監察投票代理人在位於監獄內的專用投票站內停留的申請之規定，該等條款之摘錄複製如下：

The requirements for applying for the presence of election agent and polling agent in a dedicated polling station situated in a prison are stated in sections 22, 36 and 37 of the Electoral Procedure (Rural Representative Election) Regulation (Cap. 541L), an extract of which is reproduced below for reference -

選舉代理人的委任〔選舉程序（鄉郊代表選舉）規例〕（第541L章）第22條〕

Appointment of election agent [Sections 22 of the Electoral Procedure (Rural Representative Election) Regulation (Cap. 541L)]

- (3) 候選人可根據本規例或須根據本規例在與選舉相關的情況下作出的所有事情，均可由他委任的選舉代理人作出，但下述事情除外—

An election agent appointed by a candidate may do all things which the candidate may do or is required to do under this Regulation in connection with an election except-

- (a) 作出第7(1)(b)條或《選舉條例》第24條提述的聲明；
making a declaration referred to in section 24 of the Election Ordinance or section 7(1)(b);
- (b) 以獲提名的候選人身分在提名表格上簽署；
signing a nomination form as the candidate being nominated
- (c) 以候選人身分在第14(2)條提述的退選通知書上簽署；
signing a notice of withdrawal of candidature referred to in section 14(2) as the candidate;
- (d) 根據第(1)款委任選舉代理人；
appointing an election agent under subsection (1);
- (e) 根據第23條委任選舉開支代理人；
appointing an election expense agent under section 23;
- (f) 代候選人招致選舉開支，但如他亦獲候選人根據第23條委任為該候選人的選舉開支代理人，則屬例外；
incurring election expenses on behalf of the candidate, unless he has also been appointed by the candidate as the candidate's election expense agent under section 23;
- (g) 根據第24(4)條撤銷選舉代理人或選舉開支代理人的委任；
revoking the appointment of an election agent or election expense agent under section 24(4);
- (h) 在(i)段的規限下，在位於監獄內的專用投票站內停留，但如懲教署署長應在投票日前一星期之前藉專人送遞、郵遞、電子郵件或圖文傳真方式交付予選舉主任的符合指明格式的申請，同意讓該人在該等投票站內停留，則屬例外；或
subject to paragraph (i), being present in a dedicated polling station situated in a prison unless, upon an application in the specified form delivered by hand, by post, by electronic mail or by facsimile transmission to the Returning Officer at least one week before polling day, the

- Commissioner of Correctional Services consents to his presence; and
- (i) 在位於高度設防監獄內的專用投票站內停留。
being present in a dedicated polling station situated in a maximum security prison.
- (3A) 如懲教署署長已根據第37(1A)條，向同一名候選人的監察投票代理人給予同意，則他不得根據第(3)(h)款給予同意。
The Commissioner of Correctional Services must not give consent under subsection (3)(h) if he has given consent under section 37(1A) to a polling agent of the same candidate.
- (3B) 儘管有第(3)(h)款的規定，如懲教署署長信納—
Despite subsection (3)(h), the Commissioner of Correctional Services may, upon an application made under that subsection during the week before polling day, give consent under that subsection if he is satisfied that-
- (a) 在投票日前一星期內，有某名有權在位於監獄內的專用投票站投票的受羈押選民被收入或轉往該監獄；及
an elector in custody who is entitled to vote at a dedicated polling station situated in a prison is admitted or transferred to the prison during that week; and
- (b) 在該名選民被如此收入或轉往該監獄後，有關申請在沒有無故拖延的情況下，在該星期內根據該款交付，
the application is made without undue delay after the admission or transfer.
- 則署長可應該申請而根據該款給予同意。
- (3C) 如懲教署署長拒絕根據第(3)(h)款給予同意，則他必須在切實可行的範圍內，盡快通知有關候選人或選舉代理人。
If the Commissioner of Correctional Services refuses to give consent under subsection (3)(h), he must notify the candidate or the election agent as soon as practicable.

監察投票代理人的委任〔選舉程序（鄉郊代表選舉）規例〕（第541L章）第36條〕
Appointment of polling agent [Sections 36 of the Electoral Procedure (Rural Representative Election) Regulation (Cap. 541L)]

- (1A) 儘管有第(1)款的規定，及除第37(1A)、(1B)及(6B)條另有規定外，每名候選人只可就每個位於監獄內的專用投票站，委任一名監察投票代理人。
Despite subsection (1) and subject to section 37(1A), (1B) and (6B), only one polling agent may be appointed by a candidate for a dedicated polling station situated in a prison.

進入投票站〔選舉程序（鄉郊代表選舉）規例〕（第541L章）第37條〕
Admission to polling station (Sections 37 of the Electoral Procedure (Rural Representative Election) Regulation (Cap. 541L))

- (1A) 監察投票代理人不得在位於監獄內的專用投票站內停留，但在以下情況下除外—
A polling agent may not be present in a dedicated polling station situated in a prison unless-
- (a) 在投票日前的第7天或之前，有委任通知發出，並藉專人送遞、郵遞、電子郵件或圖文傳真方式，交付予民政事務總署署長；及
a notice of appointment is given at least 7 days before polling day and delivered to the Director of Home Affairs by hand, by post, by electronic mail or by facsimile transmission; and
- (b) 懲教署署長同意該項委任。
the Commissioner of Correctional Services consents to the appointment.
- (1B) 如懲教署署長已根據第22(3)(h)條，向同一名候選人的選舉代理人給予同意，則他不得根據第(1A)款給予同意。
The Commissioner of Correctional Services must not give consent under subsection (1A) if he has given consent under section 22(3)(h) to the election agent of the same candidate.
- (1C) 儘管有第(1A)款的規定，如懲教署署長信納—
Despite subsection (1A), even though a notice of appointment is given during the week before polling day, the Commissioner of Correctional Services may still give consent under that subsection if the Commissioner is satisfied that-

- (a) 在投票日前一星期內，有某名有權在位於監獄內的專用投票站投票的受羈押選民被收入或轉往該監獄；及
an elector in custody who is entitled to vote at a dedicated polling station situated in a prison is admitted or transferred to the prison during that week; and
- (b) 在該名選民被如此收入或轉往該監獄後，有關委任通知在沒有無故拖延的情況下發出，
the notice of appointment is given without undue delay after the admission or transfer. (L.N. 134 of 2009; 12 of 2014 s. 48)

則雖然該通知是在該星期內發出的，署長仍可根據該款給予同意。

- (1D) 如懲教署署長拒絕根據第(1A)款給予同意，則署長必須在切實可行的範圍內，盡快通知有關候選人或其選舉代理人。
If the Commissioner of Correctional Services refuses to give consent under subsection (1A), the Commissioner must notify the candidate or the election agent of the candidate as soon as practicable.
- (2) 投票站主任為確保投票得以順利及有效率地進行—
In order to ensure that polling takes place smoothly and efficiently, the Presiding Officer—
- (a) 可規限在同一時間獲准進入有關投票站的選民、候選人、選舉代理人及監察投票代理人的人數；及
may regulate the number of electors, candidates, election agents and polling agents to be admitted to the polling station concerned at any one time; and
- (b) 可禁止任何人(第(1)款另有規定者除外)置身於有關投票站內。
may, subject to subsection (1), exclude any person from the polling station concerned.
- (3) 候選人、選舉代理人或監察投票代理人在投票站內指定容納他們的範圍內仍有空座位的情況下，才可在該投票站內停留。
A candidate, an election agent or a polling agent may be present in a polling station subject to the availability of seats in the area designated to accommodate them.
- (4) 選舉代理人或監察投票代理人在關乎其委任的通知已根據本規例發出後，始可代有關候選人在投票站內停留。
Only an election agent or a polling agent regarding whom a notice of appointment has been given under this Regulation may be present in a polling station on behalf of a candidate.
- (5) 如某候選人正在投票站內停留，則該候選人的選舉代理人不得在同一時間在該投票站內停留。
If a candidate is present in a polling station, the election agent of that candidate may not be present in the polling station at the same time.
- (6) 如某候選人及其選舉代理人均沒有在投票站內停留，則在同一時間只可有一名監察投票代理人代該候選人在該投票站內停留。
Only one polling agent of a candidate may be present in a polling station, on behalf of the candidate, at any one time, if neither the candidate nor the election agent is present.
- (6B) 任何選舉代理人或監察投票代理人均不得在位於高度設防監獄內的專用投票站內停留。
No election agent or polling agent may be present in a dedicated polling station situated in a maximum security prison.
- (4) 凡年滿18歲的香港身分證持有人均可被委任為監察投票代理人。任何人可被委任為多於一個投票站的監察投票代理人。候選人或其選舉代理人不應委任任何選舉主任、助理選舉主任、或任何已受選舉主任或民政事務總署署長委任協助進行投票或點票的人士(通常為政府公職人員)為其監察投票代理人。
Any person who is a holder of a Hong Kong Identity Card and has attained the age of 18 years may be appointed as a polling agent. A person can be appointed as a polling agent for more than one polling station. A candidate or his/her election agent should not appoint any Returning Officer, Assistant Returning Officer, or any person (usually a government officer) already appointed by the Returning Officer or Director of Home Affairs to assist at the poll or the count as his/her polling agent.
- (5) (a) 就每名候選人而言，在候選人、其選舉代理人或其監察投票代理人中，同一時間內只限一人進入及停留在一個投票站內監察投票。

- For each candidate, only **one** among the candidate, his/her election agent or his/her polling agent may be present in a polling station to observe the poll at any one time.
- (b) 投票站主任可以規限可進入投票站的候選人、選舉代理人或監察投票代理人的數目。如可容納該等人士的指定範圍已滿座，投票站主任可拒絕其他該等人士在該等時間進入投票站。
The admission into the polling station of a candidate, his/her election agent or polling agent is subject to the overriding power of the Presiding Officer to regulate the number of persons admitted to the polling station. If full capacity of the area inside the polling station designated for such persons has been reached, the Presiding Officer may refuse further admission.
- (c) 進入投票站的指定範圍監察投票一般採用先到先得的方法。假若在同一時間內要求進入指定範圍的人數超額，將以抽籤決定進入的先後次序。
Admission to the designated area of the polling station to observe the poll will normally be on a first-come-first-served basis. If the number of persons seeking admission at the same time exceeds the capacity, then lots will be drawn to determine the priority of entry.
- (d) 獲准進入指定範圍的人士，只可在指定範圍內逗留一小時；除非其後在指定範圍內的人數並未滿額，亦無其他人士在輪候進入該範圍，否則他／她必須離開。每位進入投票站的人士須在投票站職員保管的記錄表簽到並記錄進入時間。
A person will only be allowed to stay in the designated area for ONE HOUR, thereafter he/she must leave unless the designated area is not fully occupied and no other person is waiting to be admitted. Every person admitted to the polling station is required to sign in and enter the time of admission on the log sheet kept by the polling staff.
- (e) 當指定範圍所能容納的人數額滿時，輪候的每位人士會獲發一個號碼籌，以記錄指定範圍有空位時他／她獲准入內的次序。當輪到持有某一號碼籌的人士進入該範圍時，投票站人員會在投票站入口讀出該號碼。如該號碼持有人當時並不在場，則持有下一個號碼籌的人士會被獲准進入指定範圍。當缺席的人士再次回到投票站外時，便須重新領取另一號碼籌輪候。
When the designated area is full, each person waiting to be admitted will be issued a number chit in sequence to record the order of his/her entry to the designated area when a vacant seat arises. When it is his/her turn, his/her number will be called outside the entrance to the polling station, but if he/she is not present, then admission will be granted to the one holding the next number chit. Such an absentee will have to obtain another number chit and join the queue afresh on his/her return.
- (6) 此通知書／申請書第一部分應由候選人或選舉代理人填妥及簽署。第二部分應由選舉代理人及／或各個監察投票代理人填妥及簽署。
Part I of the notice/application should be completed and signed by the candidate or the election agent. Part II should be completed and signed by his/her election agent and/or each of the polling agents.
- (7) 如第3頁或第6頁的空位不敷應用，請自行複印以提供有關資料，隨通知書／申請書遞交。
If there is insufficient space on page 3 or page 6, please make copy of the page to give the relevant details and attach to the notice/application.
- (8) 通知書／申請書須於投票日前的第7天或之前(即2017年4月23日或之前)，藉專人送遞、郵遞、電子郵件或圖文傳真方式，經有關鄉郊地區的選舉主任交付予民政事務總署署長。
The notice/application shall be delivered to the Director of Home Affairs via the Returning Officer for the relevant rural area by hand, by post, by electronic mail or by facsimile transmission at least 7 days before the polling day (i.e. on or before 23 April 2017).
- (9) 選舉主任收到此通知書／申請書後，會向申請人發出一份確認收件通知，你可根據收件通知書上的申請編號，於鄉郊代表選舉網頁www.had.gov.hk/rre查閱申請是否獲得批准。如懲教署署長拒絕給予代理人進入專用投票站，有關結果將會通知申請人。
The applicant will receive an acknowledgement receipt from the Returning Officer after submission of this notice/application. You may use the application number as stated in the acknowledgment receipt to check the application result in the HAD website “www.had.gov.hk/rre”. The applicant will only be notified if the Commissioner of Correctional Services refuses to give consent to the agent(s) to enter the dedicated polling station.
- (10) 候選人在填寫此通知書／申請書時如有任何問題，請在辦公時間內致電鄉郊代表選舉熱線 2152 1521。

If the candidate has any question in completing this notice/application, please call the Rural Representative Election Hotline at 2152 1521 during office hours.

(11) 請注意下列有關在此通知書／申請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 notice/application—

(a) **資料用途**

就此通知書／申請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有關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 notice/application will be used by the Electoral Affairs Commission, Home Affairs Department, the Returning Officer for the relevant rural area and government departments concerned for election-related purposes.

(b) **資料轉介**

就此通知書／申請書提供個人及其他有關資料可能會提供予其他獲授權的部門／機構／人士，包括但不限於法院，用於與選舉有關的用途。

Transfer of Information

The personal data and other related information supplied in connection with this notice/application may be provided to other authorised departments/organisations/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／她所提供的個人資料。

Access to Personal Data

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

(d) **個人資料保障原則**

請注意，候選人／選舉代理人在收集第三者的個人資料以填寫此通知書／申請書時，須遵守《個人資料（私隱）條例》（第 486 章）附表 1 的資料保障原則，特別是第 4 原則，即採取所有切實可行的步驟，以確保資料受到保障而不受未獲准許的或意外的查閱和處理。

Personal Data Protection Principles

Please note that candidates/election agents must 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 notice/application, in particular Principle 4 concerning the requirement to take all practicable steps to ensure that personal data are protected against unauthorised or accidental access and processing.

(e) **查詢**

關於透過此通知書／申請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 notice/application (including requests for access to and corrections of personal data) should be addressed to the Director of Home Affairs at 30th Floor, Southorn Cente, 130 Hennessy Road, Wanchai, Hong Kong.

民政事務總署
2017年3月
Home Affairs Department
March 2017