

選舉廣告資料摘要

INFORMATION SHEET IN RELATION TO ELECTION ADVERTISEMENTS

《選舉程序 (鄉郊代表選舉) 規例》(第 541L 章) 第 92 條

Section 92 of the Electoral Procedure (Rural Representative Election) Regulation (Cap. 541 L)

- 注意： (一) 如果候選人選擇以印本形式呈交其任何選舉廣告作公眾查閱，他／她必須填寫及提交此選舉廣告資料摘要 (「資料摘要」)。候選人無須在此資料摘要中填報已上載至中央／候選人平台供公眾查閱的選舉廣告及其相關資料。
- (二) 候選人在此資料摘要中提及已發布之選舉廣告所招致的所有選舉開支，須在「選舉開支及接受選舉捐贈之申報書及聲明書」(表格編號：HAD/C1/By-E) 內申報。
- Note: (1) Candidate is required to complete and submit this “Information Sheet in relation to Election Advertisements” (“Information Sheet”) if he/she chooses to submit any of his/her election advertisements in a hard copy format for public inspection. Candidate does not need to declare in this Information Sheet the election advertisements and their relevant information which have already been posted on the Central/Candidate’s Platform for public inspection.
- (2) All election expenses incurred for the published election advertisements mentioned in this Information Sheet must be declared in the “Return and Declaration of Election Expenses and Election Donations” (Form no.: HAD/C1/By-E).

鄉郊補選 (*原居民代表／居民代表)

Rural By-election

(*Indigenous Inhabitant Representative / Resident Representative)

鄉事委員會

Rural Committee

村

Village

補選日期 : _____ 年 _____ 月 _____ 日

Date of By-election : _____

[附註：在填寫此資料摘要前，請參閱《填寫選舉廣告資料摘要說明》(“說明”)。]

[Note: Before completing this information sheet, please read the “Notes on Completion of Information Sheet in Relation to Election Advertisements” (“Notes”).]

致：選舉主任

To: Returning Officer

候選人姓名 (正楷): _____

Name of Candidate (in BLOCK LETTERS)

(姓 Surname)

(名 Other Name)

1. 我為上述*候選人／候選人的選舉代理人，現提供候選人或其他代表候選人之人士或團體已發布載於表一至表八中的選舉廣告的有關資料，作為推廣或宣傳候選人在上述補選參選之用 (見說明第 1 項)。

I, being the *above-mentioned candidate/election agent of the above-mentioned candidate, hereby provide the relevant information of the election advertisements listed in Tables I to VIII which have been published by the candidate or other persons or organizations on behalf of the candidate for the purpose of advertising or promoting the candidate in the above By-election (see Note 1).

2. 我明白發布選舉廣告後的一個工作天內須提交選舉廣告的文本及有關資料供公眾查閱以符合有關法例及規定（見說明第 4 項）。
- I understand that copies of the election advertisements and relevant information must be submitted for public inspection within 1 working day after publication to comply with the relevant legislation and guideline (see Note 4).
3. 我亦已向有關的選舉主任以下列形式繳存在此資料摘要中提及已發布之選舉廣告及有關文件—
- I have also deposited with the relevant Returning Officer the election advertisements mentioned in this Information Sheet which have been published and the relevant documents in the following manner-
- (a) 每個選舉廣告的印本形式文本 2 份(或就每個實際上不能或不便以同樣方式出示的選舉廣告，提交一式兩份全彩色相片／打印本／影印本)，以及提供與該選舉廣告有關的准許的印本形式文本 1 份（見說明第2項）；或
two hard copies each of the election advertisements (or 2 identical full colour photographs/printouts/photocopies of each election advertisement which cannot be practically or conveniently produced in specie) and 1 hard copy each of the relevant permission (see Note 2); or
- (b) 兩份唯讀光碟(CD-ROM)或唯讀型數碼多功能光碟(DVD-ROM)，每份載有相同的選舉廣告，以及提供與該選舉廣告有關的准許的印本形式文本 1 份（見說明第 2 項）。
- two copies of a CD-ROM or DVD-ROM each containing the identical election advertisements and 1 hard copy each of the relevant permission (see Note 2).
4. 我亦明白須向有關的選舉主任繳存有關的同意書的印本形式文本 1 份（如適用）（見說明第 3 項）。
- I also understand that I shall deposit with the relevant Returning Officer 1 hard copy of the relevant consent (if applicable) (see Note 3).

*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：
Hong Kong Identity Card Number

簽署：
Signature

日期：

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

表一： 海報
Table I: Posters

項目編號 Item No.	印製日期 Date of Printing	印製的 文本數目 Number of copies printed	尺寸／面積 Size/Dimension	發布的文本數目 Number of copies published	發布日期 Date of publication	發布的方式 Manner of publication	准許的文本數目 Number of copies of Permission	印刷人的姓名及地址 Name and address of the printer	選舉廣告及准許 樣本編號 (供政府部門填寫) Election Advertisement and Permission Sample Ref. No. (For Official Use)
1.									
2.									
3.									
4.									
5.									
6.									
7.									

表二： 小冊子
Table II: Pamphlets

項目編號 Item No.	印製日期 Date of Printing	印製的 文本數目 Number of copies printed	尺寸／面積 Size/Dimension	發布的文本數目 Number of copies published	發布日期 Date of publication	發布的方式 Manner of publication	准許的文本數目 Number of copies of Permission	印刷人的姓名及地址 Name and address of the printer	選舉廣告及准許 樣本編號 (供政府部門填寫) Election Advertisement and Permission Sample Ref. No. (For Official Use)
1.									
2.									
3.									
4.									
5.									
6.									
7.									

表三：傳單（A3、A4或A5尺寸的紙張亦應算作傳單。）

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

項目編號 Item No.	印製日期 Date of Printing	印製的 文本數目 Number of copies printed	尺寸／面積 Size/Dimension	發布的文本數目 Number of copies published	發布日期 Date of publication	發布的方式 Manner of publication	准許的文本數目 Number of copies of Permission	印刷人的姓名及地址 Name and address of the printer	選舉廣告及准許 樣本編號 (供政府部門填寫) Election Advertisement and Permission Sample Ref. No. (For Official Use)
1.									
2.									
3.									
4.									
5.									
6.									
7.									

表四： 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。）

Table IV: Other Printed Items (Please specify the types of the election advertisements concerned, e.g. newspaper advertisements, facsimile, name cards, envelopes or postcards, etc.)

項目編號 Item No.	類別 Type	印製日期 Date of Printing	印製的 文本數目 Number of copies printed	尺寸／面積 Size/Dimension	發布的文本數目 Number of copies published	發布日期 Date of publication	發布的方式 Manner of publication	准許的文本數目 Number of copies of Permission	印刷人的姓名及地址 Name and address of the printer	選舉廣告及准許 樣本編號 (供政府部門填寫) Election Advertisement and Permission Sample Ref. No. (For Official Use)
1.										
2.										
3.										
4.										
5.										
6.										
7.										

表五： 橫額
Table V: Banners

項目編號 Item No.	製作日期 Date of Production	製作的 文本數目 Number of copies produced	尺寸／面積 Size/Dimension	發布的文本數目 Number of copies published	發布日期 Date of publication	發布的方式 Manner of publication	准許的文本數目 Number of copies of Permission	製作人的姓名及地址 Name and address of the producer	選舉廣告及准許 樣本編號 (供政府部門填寫) Election Advertisement and Permission Sample Ref. No. (For Official Use)
1.									
2.									
3.									
4.									
5.									
6.									
7.									

表六： 小旗
Table VI: Pennants

項目編號 Item No.	製作日期 Date of Production	製作的 文本數目 Number of copies produced	尺寸／面積 Size/Dimension	發布的文本數目 Number of copies published	發布日期 Date of publication	發布的方式 Manner of publication	准許的文本數目 Number of copies of Permission	製作人的姓名及地址 Name and address of the producer	選舉廣告及准許 樣本編號 (供政府部門填寫) Election Advertisement and Permission Sample Ref. No. (For Official Use)
1.									
2.									
3.									
4.									
5.									
6.									
7.									

表七： 標語牌
Table VII: Placards

項目編號 Item No.	製作日期 Date of Production	製作的 文本數目 Number of copies produced	尺寸／面積 Size/Dimension	發布的文本數目 Number of copies published	發布日期 Date of publication	發布的方式 Manner of publication	准許的文本數目 Number of copies of Permission	製作人的姓名及地址 Name and address of the producer	選舉廣告及准許 樣本編號 (供政府部門填寫) Election Advertisement and Permission Sample Ref. No. (For Official Use)
1.									
2.									
3.									
4.									
5.									
6.									
7.									

表八： 其他（未能分類為以上任何一項的選舉廣告應在此欄中填寫，例如光碟、電子訊息（包括電子郵件）、資訊系統網絡、電子展示版、電腦網頁、互聯網廣告等。）

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

項目編號 Item No.	類別 Type	製作日期 Date of Production	製作的 文本數目 Number of copies produced	尺寸／面積 Size/Dimension	發布的文本數目 Number of copies published	發布日期 Date of publication	發布的方式 Manner of publication	准許的文本數目 Number of copies of Permission	製作人的姓名及地址 Name and address of the producer	選舉廣告及准許 樣本編號 (供政府部門填寫) Election Advertisement and Permission Sample Ref. No. (For Official Use)
1.										
2.										
3.										
4.										
5.										
6.										
7.										

填寫選舉廣告資料摘要說明

Notes on Completion of Information Sheet in Relation to Election Advertisements

1. 根據《選舉程序（鄉郊代表選舉）規例》（第 541L 章）第 91 條，“發布”是指印刷、展示、展覽、分發、張貼、公布或以任何其他方式使公眾獲知，並包括繼續發布。
According to section 91 of the Electoral Procedure (Rural Representative Election) Regulation (Cap. 541L), “publish” means print, display, exhibit, distribute, post up, publicly announce or make publicly known by any other means, and includes continue to publish.
2. “准許”是指私人土地的擁有人或佔用人或政府土地的主管當局根據《公眾衛生及市政條例》（第 132 章）第 104A(1) 條，就候選人在該土地展示或張貼招貼或海報而給予的書面准許。
“Permission” means the written permission of the owner or the occupier of any private land or the authority of any government land given pursuant to section 104A(1) of the Public Health and Municipal Services Ordinance (Cap.132) for a candidate to display or affix a bill or poster on such land.
3. “同意書”是指任何人或組織根據《選舉（舞弊及非法行為）條例》（第 554 章）第 27 條，就候選人發布或授權發布收納了該人或組織的姓名、名稱或標識或跟該人或組織有關聯的姓名、名稱或標識；或與該人或組織的姓名、名稱或標識或與跟該人或組織有關聯的姓名、名稱或標識甚為相似的姓名、名稱或標識；或該人的圖像的選舉廣告，而給予的書面同意。
“Consent” means the consent in writing given by any person or organization pursuant to section 27 of the Elections (Corrupt and Illegal Conduct) Ordinance (Cap. 554), for a candidate to publish or authorize the publication of an election advertisement that includes the name or logo of or associated with the person or organization; or a name or logo that is substantially similar to the name or logo of or associated with the person or organization; or a pictorial representation of the person.
4. 在**發布任何選舉廣告後的一個工作天（即公眾假期及星期六以外的任何一天）內**，如候選人打算以印本形式呈交其任何選舉廣告作公眾查閱，候選人必須向有關鄉郊地區的選舉主任呈交有關廣告的文本兩份及相關的資料摘要一份。至於實際上不能或不便以同樣方式出示的選舉廣告，候選人則須呈交一式兩份全彩色相片／打印本／影印本及相關的資料摘要一份。候選人必須確保遞交的選舉廣告詳情符合《選舉程序（鄉郊代表選舉）規例》（第 541L 章）第 92 條及《鄉郊代表選舉活動指引》第七章的規定及要求。候選人必須藉專人送遞或郵遞向有關的選舉主任呈交此資料摘要。

If a candidate wishes to submit election advertisements in a hard copy format for public inspection, he/she must deposit with the Returning Officer for the relevant rural area 2 copies each of the election advertisements together with this Information Sheet **within 1 working day (i.e. any day other than a general holiday and Saturday) after publication** of any election advertisements. In respect of the election advertisements which cannot be practically or conveniently produced in specie, 2 identical full colour photographs/printouts/photocopies of each election advertisement together with this Information Sheet must be provided. The candidate must ensure that the election advertisement particulars submitted comply with the rules and requirements as set out in section 92 of the Electoral Procedure (Rural Representative Election) Regulation (Cap. 541L), and Chapter 7 of the “Guidelines on Election-related Activities in respect of the Rural Representative Election”. The candidate must deliver this Information Sheet to the relevant Returning Officer **by hand or by post**.

5. 如已向選舉主任繳存的選舉廣告資料摘要需要作出修正，候選人必須向選舉主任繳存「**修正選舉廣告資料摘要通知書**」（表格編號：HAD/C11/By-E），任何已修正的資料須在**不遲於選舉日後 2 個工作天內或在押後的選舉日之後的 2 個工作天內（如適用）**向有關的選舉主任繳存。如候選人沒有繳存任何「**修正選舉廣告資料摘要通知書**」（表格編號：HAD/C11/By-E），則此資料摘要將被視為依據，用以審查和核對候選人的「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）。

If subsequent correction to the information sheet deposited with the Returning Officer is required, the candidate must deposit with the relevant Returning Officer a “**Notification of Corrected Information in Relation to Election Advertisements**” (form no.: HAD/C11/By-E). Any such corrective information must be deposited with the relevant Returning Officer **not later than 2 working days after the polling day or not later than 2 working days after the postponed or adjourned polling day, where applicable**. If no “**Notification of Corrected Information in Relation to Election Advertisements**” (form no.: HAD/C11/By-E) has been so deposited, this information sheet will be used as one of the bases for examining and checking the candidate’s “Return and Declaration of Election Expenses and Election Donations” (form no.: HAD/C1/By-E).

6. 如尚未委任選舉主任，在此資料摘要中所提述選舉主任之處，均須解釋為提述民政事務總署署長。
If the Returning Officer has not yet been appointed, the references in this information sheet to a Returning Officer are to be construed as references to the Director of Home Affairs.

7. 候選人在填寫此資料摘要時如有任何問題，請在辦公時間內致電鄉郊代表選舉熱線 2152 1521。
If the candidate has any questions in completing this information sheet, please call the Rural Representative Election Hotline at 2152 1521 during office hours.

8. 請注意下列有關在此資料摘要提供個人資料的說明—
Please note the following with regard to the personal data supplied in connection with this information sheet-

(a) **資料用途**

就此資料摘要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 Information Sheet 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**

選舉主任收到此資料摘要、准許或授權書、同意書或選舉廣告樣本後，會將副本供公眾查閱。在展示前，文件內所有身分證明文件號碼及電話號碼將會被遮蓋。就此資料摘要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 Information Sheet, permission or authorisation, consent or election advertisement will be made available by the Returning Officer who has received them for public inspection. All identity document numbers and telephone numbers in the documents will be covered before display. The personal data and other related information supplied in connection with this Information Sheet may also be provided to other authorised 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／她在資料摘要所提供的個人資料。

Access to Personal Data

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

(d) **個人資料保障原則**

候選人在收集第三者的個人資料以填寫此資料摘要時，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

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 Information Sheet, 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**

關於透過此資料摘要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 information sheet (including requests for access to and corrections of personal data) should be addressed to the Director of Home Affairs at 30th Floor, Southorn Centre, 130 Hennessy Road, Wan Chai, Hong Kong.

民政事務總署
2019 年 10 月
Home Affairs Department
October 2019