

監察點票代理人委任通知書

NOTICE OF APPOINTMENT OF COUNTING AGENTS

《選舉程序（鄉郊代表選舉）規例》（第 541L 章）第 56 條及 82 條
Sections 56 and 82 of the Electoral Procedure (Rural Representative Election) Regulation (Cap. 541 L)

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

村

Rural Committee

Village

補選日期：_____年_____月_____日

Date of By-election : _____

[附註：在填寫此通知書前，請參閱《填寫監察點票代理人委任通知書說明》（“說明”）。

[Note: Before completing this notice, please read the “Notes on Completion of Notice of Appointment of Counting Agents” (“Notes”).]

第一部分 委任（由候選人或選舉代理人填寫）

PART I APPOINTMENT (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. 我為上述*候選人／候選人的選舉代理人，現委任下列人士於上述補選中擔任*我／上述候選人之監察點票代理人（見說明第 2 項）—

I, being the above-named *candidate/election agent of the above-named candidate, hereby appoint the following person(s) to act as *my/the candidate's counting agent(s) for the above By-election (see Note 2) –

(a) 中文姓名（正楷）：_____

Name in Chinese

英文姓名（正楷）：_____

Name in English (in BLOCK LETTERS) (姓 Surname) (名 Other name)

香港身分證號碼：_____ 聯絡電話：_____

Hong Kong Identity Card Number Contact Telephone Number

住址：_____

Residential

Address _____

(b) 中文姓名（正楷）：_____

Name in Chinese

英文姓名（正楷）：_____

Name in English (in BLOCK LETTERS) (姓 Surname) (名 Other name)

香港身分證號碼：_____ 聯絡電話：_____

Hong Kong Identity Card Number Contact Telephone Number

住址：_____

Residential

Address _____

2. 我明白候選人的監察點票代理人可以代表候選人觀察點票站／選票分流站內一切點票／分流過程，以及將觀察所得的結果記錄下來，但不得觸摸任何選票，或作任何違法行為。

I understand that the candidate's counting agent(s) may observe all counting/sorting proceedings inside the counting station/ballot paper sorting station and record their observations on the candidate's behalf. Nevertheless, they shall not handle any ballot papers or do anything contrary to law.

3. 我亦明白可於投票日前將由我簽署的書面通知書交付予有關的選舉主任，或於投票當日由候選人或他／她的選舉代理人親自交付予有關鄉郊地區的選舉主任，以撤銷此等監察點票代理人的委任。至於選票分流站，撤銷通知可交付予有關的助理選舉主任。

I also understand that these appointments of counting agent(s) may be revoked by me before the polling day by delivering to the Returning Officer for the relevant rural area, or on the polling day by delivering in person by the candidate or his/her election agent to the relevant Returning Officer a notice in writing and signed by me to that effect. For the ballot paper sorting station, the notice can be delivered to the Assistant Returning Officer concerned.

4. 此項委任是為在第 1 頁所述日期進行的投票中和（如適用的話）遭押後的該次投票中所投的票的點算而作出。

This appointment is made for the counting of the votes cast in the poll to be conducted on the date stated in page 1 and (where applicable) the postponed or adjourned poll.

*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：_____

Hong Kong Identity Card Number

日期：____/____/____

Date

第二部分 監察點票代理人接受委任及理解聲明（由監察點票代理人填寫）

PART II COUNTING AGENTS' ACCEPTANCE OF APPOINTMENT AND UNDERSTANDING (To be completed by counting agent(s))

5. *我／我們的個人資料已列於上述第 1 段，*我現接受／我們現分別接受此通知第一部分所述之委任。
*I/Each of us, whose particulars are shown in paragraph 1 above, hereby accept(s) the appointment as stated in PART I of this notice.

6. *我／我們每人均明白，*我／我們須事先作出保密聲明，並於投票當日到達點票站／選票分流站後，在點票進行前，向有關鄉郊地區的選舉主任／助理選舉主任（選票分流站）報到時出示該保密聲明及*我／我們之香港身分證。

*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 Returning Officer for the relevant rural area/the Assistant Returning Officer (Ballot Paper Sorting Station) on attending the counting station/ballot paper sorting station before commencement of the count on the polling day.

7. *我／我們每人亦清楚明白，*我／我們不得—

*I/Each of us further clearly understand(s) that *I/we **must not**—

- (a) 向他人傳達在點票時取得的資料，包括任何一張選票所選之候選人；
communicate to any person any information obtained at the counting of the votes including the candidate(s) for whom a vote has been given on any particular ballot paper;
- (b) 觸摸、處理、分開或排列選票；
touch, handle, separate or arrange ballot papers;
- (c) 干擾或企圖干擾任何投票箱、選票結算表、選票結算核實書或覆核書、或其他有關的選舉物料；或
interfere with or attempt to interfere with any ballot boxes, ballot paper accounts, verifications or reverifications of such accounts or other relevant election materials; or

(d) 在點票過程拍影片、拍照、錄音或錄影。

film, take photograph or make any audio or video recording during the counting process.

8. *我／我們每人均明白，倘若*我／我們在點票站／選票分流站內或其鄰近範圍內行為不檢，或沒有遵從選舉主任或助理選舉主任(選票分流站)的任何合法指示，即屬違法，可被判罰款及監禁，並可能會被選舉主任或助理選舉主任(選票分流站)命令立即離開該地方。倘若*我／我們沒有離開，可能會被警務人員或獲選舉主任或助理選舉主任(選票分流站)(視何者適用而定)以書面授權的人員逐離該地方。*我／我們被逐離後，除非獲得選舉主任或助理選舉主任(選票分流站)的許可，否則不得再次進入點票站／選票分流站。

*I/Each of us also understand(s) that if *I/we misconduct *myself/ourselves at or in the vicinity of the counting station/ballot paper sorting station, or fail to obey any lawful order of the Returning Officer or the Assistant Returning Officer (Ballot Paper Sorting Station), *I/we shall commit an offence punishable with a fine and imprisonment and may be ordered by the Returning Officer or the Assistant Returning Officer (Ballot Paper Sorting Station) to leave the area immediately. *My/Our failure to leave the area may result in *my/our being removed by a police officer or person authorised in writing by the Returning Officer or the Assistant Returning Officer (Ballot Paper Sorting Station), as may be appropriate. If *I am/we are so removed, *I/we may not re-enter the counting station/ballot paper sorting station except with the permission of the Returning Officer or the Assistant Returning Officer (Ballot Paper Sorting Station).

(a) 監察點票代理人簽署：_____

Signature of Counting Agent

監察點票代理人姓名(正楷)：_____

Name of Counting Agent (in BLOCK LETTERS) (姓 Surname) (名 Other name)

日期：____/____/____

Date

(b) 監察點票代理人簽署：_____

Signature of Counting Agent

監察點票代理人姓名(正楷)：_____

Name of Counting Agent (in BLOCK LETTERS) (姓 Surname) (名 Other name)

日期：____/____/____

Date

* 請刪去不適用者。

Please delete whichever is inapplicable.

填寫監察點票代理人委任通知書說明

Notes on Completion of Notice of Appointment of Counting Agents

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中或（如適用的話）遭押後的該次投票中所投的票的點算而委任。
The agent is to be regarded as being appointed for the counting of the votes cast in 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. 村代表選舉的每名候選人或其選舉代理人可委任不超過 2 名監察點票代理人，而街坊代表選舉的每名候選人或其選舉代理人則只可委任 1 名監察點票代理人。凡年滿 18 歲的香港身分證持有人均可被委任為監察點票代理人。候選人或其選舉代理人不應委任選舉主任、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）為其監察點票代理人。
For Village Representative Election, each candidate or his/her election agent **may appoint not more than 2 counting agents**. For Kaifong Representative Election, each candidate or his/her election agent **may appoint 1 counting agent**. 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 counting agent. 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 the Director of Home Affairs to assist at the poll or at the count as his/her counting agent.
3. 此通知書的第一部分應由候選人或選舉代理人填寫及簽署。第二部分應由各個監察點票代理人填寫及簽署。
PART I of the notice should be completed and signed by the candidate or the election agent. PART II should be completed and signed by each of the counting agents.
4. 監察點票代理人的委任通知書，須於投票日 3 天之前藉專人送遞、郵遞、電子郵件或圖文傳真方式交付予有關鄉郊地區的選舉主任，或於投票日由候選人或選舉代理人親自交付予有關鄉郊地區的選舉主任或助理選舉主任（如屬選票分流站）。逾期遞交的通知將不予接納。監察點票代理人的委任，在選舉主任或助理選舉主任（視何者屬適當而定）接獲委任通知書後始生效。
Notice of appointment of counting agents must either be delivered to the relevant Returning Officer by hand, by post, by electronic mail or by facsimile transmission before the 3 days preceding the polling day, or be delivered by the candidate or the election agent in person to the Returning Officer for the relevant rural area or the Assistant Returning Officer (in case of a ballot paper sorting station) on the polling day. Late submissions will not be accepted. The appointment of counting agents will not be effective until the notice of appointment is received by the Returning Officer or the Assistant Returning Officer, as may be appropriate.
5. 候選人在填寫此通知書時如有任何問題，請在辦公時間內致電鄉郊代表選舉熱線 2152 1521。
If the candidate has any questions in completing this notice, please call the Rural Representative Election Hotline at 2152 1521 during office hours.
6. 請注意下列有關在此通知書提供個人資料的說明一
Please note the following with regard to the personal data supplied in connection with this notice -
 - (a) **資料用途**
就此通知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、選票分流站的助理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 notice will be used by the Electoral Affairs Commission, the Home Affairs Department, the Returning Officer for the relevant rural area, the Assistant Returning Officer for the ballot paper sorting station and other related government departments concerned for election-related purposes.
 - (b) **資料轉介**
就此通知書提供的個人及其他有關的資料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
The personal data and other related information supplied in connection with this notice may be provided to other authorised departments or persons including but not limited to 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**

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/Election agents 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 notice, 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 (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, Wanchai, Hong Kong.

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