

呈交候選人表格的方式
Submission Methods of Candidate Forms

表格 Forms	呈交方式 (見註 1 及 2) Submission method (See Note 1 and 2)				
	親自 (候選人或選舉代理人) In person (either candidate or election agent)	傳真 By fax	郵遞 By post	專人送遞 By hand	電郵 By e-mail (見註 3) (See Note 3)
選舉開支及接受選舉捐贈之申報書及聲明書 Return and Declaration of Election Expenses and Election Donations [HAD/C1/By-E]	✓	x	✓	✓	x
劃一格式選舉捐贈收據 Standard Receipt for Election Donations [HAD/C2/By-E]	✓	x	✓	✓	x
招致選舉開支授權書 Authorisation to Incur Election Expenses [HAD/C3/By-E]	✓	✓	✓	✓	✓
撤銷授權招致選舉開支／更改授權招致選舉開支金額通知書 Notice of Revocation of Authorisation to Incur Election Expenses/Adjustment of Authorised Amount of Election Expenses [HAD/C4/By-E]	✓	✓	✓	✓	✓
候選人退選通知書 Notice of Withdrawal of Candidature [HAD/C5/By-E]	✓	x	x	x	x
選舉代理人委任通知書 Notice of Appointment of Election Agent [HAD/C6/By-E]	(i) 投票日前送交選舉主任 Before polling day (To RO)	✓	✓	✓	✓
	(ii) 投票日送交選舉主任 On polling day (To RO)	✓	✓	x	✓
就非位於監獄內的投票站委任監察投票代理人委任通知書 Notice of Appointment of Polling Agents for a Polling Station not Situated in a Prison [HAD/C7/By-E]	(i) 投票日前的第7天或之前送交選舉主任 At least 7 days before polling day (To RO)	✓	✓	✓	✓
	(ii) 於投票日送交投票站主任 On polling day (To PRO)	✓	x	x	x

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		親自 (候選人或選舉代理人) In person (either candidate or election agent)	傳真 By fax	郵遞 By post	專人送遞 By hand	電郵 By e-mail (見註 3) (See Note 3)
監察點票代理人委任通知書 Notice of Appointment of Counting Agents [HAD/C8/By-E]	(i) 於投票日前三天之前(送交選舉主任) Before 3 days preceding polling day (To RO)	✓	✓	✓	✓	✓
	(ii) 於投票日(送交選舉主任/助理選舉主任(選票分流站)) On polling day (To RO/ARO(BPSS))	✓	X	X	X	X
撤銷委任代理人通知書 Notice of Revocation of Appointment of Agent [HAD/C9/By-E]	選舉代理人 Election agent					
	(i) 投票日前 Before polling day	✓ (候選人本人) (candidate in person)	✓	✓	✓	✓
	(ii) 投票日 On polling day	✓ (候選人本人) (candidate in person)	✓	X	✓	✓
	監察投票代理人 Polling agent					
	(i) 投票日 Before polling day	✓	✓	✓	✓	✓
	(ii) 投票日當日於一般投票站 On polling day In ordinary polling station	✓ (送交選舉主任/ 投票站主任) (To RO/PRO)	✓ (送交 選舉主任) (To RO)	X	✓ (送交 選舉主任) (To RO)	✓ (送交 選舉主任) (To RO)
	投票日當日於專用投票站 On polling day In dedicated polling station	✓ (送交選舉主任) (To RO)	✓ (送交選舉主任) (To RO)	X	✓ (送交選舉主任) (To RO)	✓ (送交選舉主任) (To RO)
	監察點票代理人 Counting agent					
	(i) 投票日前 Before polling day	✓	✓	✓	✓	✓
	(ii) 投票日當日於投票結束前 On polling day and before the close of poll	✓	✓	X	✓	✓
(iii) 投票日當日於投票結束後 After close of the poll	✓ (送交選舉主任/助理選舉主任(選票分流站)) (To RO/ARO(BPSS))	X	X	X	X	

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	親自 (候選人或選舉代理人) In person (either candidate or election agent)	傳真 By fax	郵遞 By post	專人送遞 By hand	電郵 By e-mail (見註 3) (See Note 3)
選舉廣告資料摘要 (見註 4) Information Sheet in Relation to Election Advertisements (See Note 4) [HAD/C10/By-E]	✓	X	✓	✓	X
中央平台戶口申請表及有關候選人使用中央平台的條款及細則的承諾書 Application for Creating an Account of the Central Platform and Undertaking in respect of the Terms and Conditions in Using the Central Platform for Candidates [HAD/C10a/By-E]	✓ (見註 5) (See Note 5)	X	✓ (見註 5) (See Note 5)	✓ (見註 5) (See Note 5)	X
候選人平台的電子地址通知書 Notification of the Electronic Address of the Candidate's Platform [HAD/C10b/By-E]	✓	✓	✓	✓	✓
修正選舉廣告資料摘要通知書(見註 4) Notification of Corrected Information in relation to Election Advertisements (See Note 4) [HAD/C11/By-E]	✓	X	✓	✓	X
支持同意書(見註 4) Consent of Support (See Note 4) [HAD/C12/By-E]	✓	X	✓	✓	X
在私人物業展示選舉廣告或進行競選 活動的批准書(見註 4) Permission for Display of Election Advertisements or Conduct of Electioneering Activities at Private Premises (See Note 4) [HAD/C13/By-E]	✓	X	✓	✓	X
保密聲明 Declaration of Secrecy [HAD/C14/By-E]	✓ (見註 6) (See Note 6)	X	X	X	X
索取選民資料通知書(見註7) Notice for Collection of Electors' Information (See Note 7) [HAD/C16a/By-E]	✓	✓	✓	✓	✓
使用選民資料承諾書(見註7) Undertaking on the Use of Electors' Information (See Note 7) [HAD/C16, HAD/C16b/By-E]	✓	X	X	X	X

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	親自 (候選人或選舉代理人) In person (either candidate or election agent)	傳真 By fax	郵遞 By post	專人送遞 By hand	電郵 By e-mail (見註 3) (See Note 3)
方格表 (見註8) Grid Paper (See Note 8) [HAD/17a/By-E]	✓	X	X	X	X
接受選舉捐贈預先申報書及聲明書 Advance Return and Declaration of Election Donations [HAD/C18/By-E]	✓	✓	✓	✓	✓
對於競選活動的決定通知書 Notification of Decision on Electioneering Activities [HAD/C19/By-E]	✓	✓	✓	✓	✓
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)(見註 9) 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) (See Note 9) [HAD/C20/DPS/By-E]	✓	✓	✓	✓	✓
在指定展示位置展示選舉廣告的意願 書 Intention to Display Election Advertisements at Designated Spots [HAD/C21/By-E]	✓	✓	✓	✓	✓
供視障人士閱讀的候選人簡介文字版 本表格 Form for Text Version of Introduction to Candidates for Persons with Visual Impairment	X	X	X	X	✓

註：

Notes:

1. 有關各份表格呈交方式的詳情，請參閱相關表格的填寫說明，如有指定。

Please refer to the notes on completion of the respective forms for details about the submission requirement, if specified.

2. (a) 向**選舉主任**遞交表格的地址、傳真號碼及電郵地址已詳列於選舉主任及助理選舉主任聯絡方法。

The address, facsimile number and e-mail address for the submission of forms to the **Returning Officer** are listed on the Contact Methods for Returning Officer and Assistant Returning Officers.

- (b) 向**民政事務總署署長**遞交表格的地址、傳真號碼及電郵地址如下：

The address, facsimile number and e-mail address for the submission of forms to the **Director of Home Affairs** are as follows –

地址 Address : 香港灣仔軒尼詩道 130 號修頓中心三十樓
30/F, Southorn Centre, 130 Hennessy Road, Wan Chai, Hong Kong

傳真 Fax : 2591 6392

電郵 E-mail : re@had.gov.hk

3. 候選人如以電郵方式遞交表格，必須將表格的電子文本夾附於電郵中，不接受以其他方式(如提供雲端儲存的超連結)傳送檔案。

In submission of forms by e-mail, candidates must attach the electronic file of the form to the e-mail. Other transmission methods (e.g. providing a hyperlink of cloud storage) are not allowed.

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選舉廣告作公眾查閱，候選人必須向有關的選舉主任呈交每個選舉廣告的文本兩份，以及與該選舉廣告相關的資料摘要、同意書及／或准許文件一份。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、同意書及／或准許文件一份。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。

If a candidate wishes to submit election advertisements in hard copy format for public inspection, he/she must deposit with the relevant Returning Officer 2 copies each of the election advertisements together with 1 copy of the information sheet, consent and/or permission 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 1 copy of the information sheet, consent and/or permission 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 Ch. 7 of the “Guidelines on Election-related Activities in respect of the Rural Representative Election”.

5. 欲申請中央平台戶口的候選人須將填妥的中央平台戶口申請表及有關候選人使用中央平台的條款及細則的承諾書 (HAD/C10a/By-E) 的**正本**送交民政事務總署署長。

Candidate who would like to or who wishes to apply for an account of the Central Platform should submit the

original of the completed Application for Creating an Account of the Central Platform and Undertaking in respect of the Terms and Conditions in Using the Central Platform for Candidates (HAD/C10a/By-E) to the Director of Home Affairs.

6. 任何進入投票站、選票分流站或點票站的人士(包括候選人、選舉代理人、監察投票代理人、監察點票代理人、選舉主任、助理選舉主任、負責投票、選票分流或點票的工作人員及任何獲授權人士)應在進入投票站、選票分流站或點票站時攜同此聲明，並於必要時出示以供檢查。

Every person (including candidates, election agents, polling agents, counting agents, Returning Officers, Assistant Returning Officers, officers on polling, ballot paper sorting or counting duties and any other authorized persons) attending a polling station, a ballot paper sorting station or a counting station should bring the declaration with him/her when entering a polling station, a ballot paper sorting station or a counting station and produce it for inspection whenever required.

7. 如候選人或選舉代理人希望領取選民資料，他們需向選舉事務處一併遞交已簽署的索取選民資料通知書和承諾書。承諾書必須以**正本**提交。

If candidates/their election agents would like to obtain electors' information, they should submit the signed Notice for Collection of Electors' Information with the signed Undertaking to the Registration and Electoral Office. The **original** of the Undertaking should be submitted.

8. 必須使用原有的方格表。填妥的方格表連同與貼在方格表上相同的另兩張照片，須放回塑料袋中一併遞交予選舉主任。

The original grid paper must be used. The completed grid paper together with 2 additional photographs which are identical to the one affixed to the grid paper should be put back to the PVC bag and submitted to the Returning Officer.

9. 如懲教署署長信納在投票日前的一星期內，有選民被收入或轉往監獄，及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的申請沒有在該名選民被收入或轉往該監獄後無故拖延，則懲教署署長可同意該申請。

The Commissioner of Correctional Services, upon receipt of an application given during the week before the polling day, may give consent to the appointment of a polling agent for a dedicated polling station situated in a prison (other than a maximum security prison) if he is satisfied that an elector is admitted or transferred to the prison during this week and that the application is made without undue delay after the admission or transfer.