Please also read together the attached "Supplementary Information to the Guidelines on Election-related Activities in respect of the Rural Representative Election Issued by the Electoral Affairs Commission in October 2022"

Rural Representative Election
Action Checklist for Candidates

Time		Action
Before and during Nomination Period	1.	Obtain the following from the Returning Officer ("RO") or a New Territories District Office ("DO") of the Home Affairs Department ("HAD"): (a) "Nomination Form" (b) Grid paper for the production of the "Introduction to Candidates" and the "Guide on Completion of Grid paper"; and (c) the form of "Intention to Display Election Advertisements ("EAs") at Designated Spots". The "Nomination Form" and the form of "Intention to Display EAs at Designated Spots" can also be downloaded from the Rural Representative Election website: www.had.gov.hk/rre.
During Nomination Period	2.	Except where the RO authorises otherwise, hand in the duly completed "Nomination Form" to the RO by the candidate in person before the end of the Nomination Period.
	3.	Obtain from the RO a Candidate Folder containing various forms and reference materials for use by candidate participating in the election.
	4.	Lodge with the RO a "Notice of Withdrawal of Candidature" if the candidate wishes to withdraw his/her candidature.
Any time before, during or after handing in the "Nomination Form"	5.	(a) Ensure that all printed EAs, except for the category exempted, contain the name and address of the printer, date of printing and the number of copies printed.

Time	**Action**
	(b) Ensure that all prior written consent of support or permission/authorisation have been obtained before the publication of EAs and lodged with the RO (or the Director of Home Affairs ("DHA") if the RO has not yet been appointed), if applicable.
	(c) (i) A candidate who chooses to post the electronic copy of the EAs and relevant information/documents onto the open platform maintained by the candidate or a person authorised by the candidate ("Candidate's Platform") for public inspection should provide the RO with the **electronic address** of the platform **at least 3 working days** (i.e. any day other than a general holiday or Saturday) **before** the publication of the first EA. The Candidate's Platform, as well as the attachments uploaded, should be maintained and kept by the candidate till the end of the period during which copies of the "Return and Declaration of Election Expenses and Election Donations" (hereafter referred to as "election return") are available for public inspection under section 41 of the Elections (Corrupt and Illegal Conduct) Ordinance (Cap. 554) ("ECICO").
	(ii) A candidate who chooses to post the electronic copy of the EAs and the relevant information/documents onto the open platform maintained by the DHA or a person authorised by the DHA ("Central Platform") for public inspection should submit to the DHA the "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". The DHA will provide each candidate with a username and 2 sets of passwords **within 3 working days** upon receipt of the duly completed application and undertaking.

Time	**Action**
	(d) Make available a copy of each of the EAs and the relevant information/documents, including publication information, permission/consent of support in relation to the EAs, for public inspection **within 1 working day** after publication by:
	(i) posting an electronic copy each of all the candidate's EAs and the relevant information/documents onto the Central Platform in accordance with the procedures set out in **Appendix 4**;
	(ii) posting an electronic copy each of all the candidate's EAs and the relevant information/documents onto the Candidate's Platform and providing the RO with the **electronic address** of the platform **at least 3 working days before publication of the first EA (for details, please see Appendix 4)**;
	(iii) if it is technically impracticable to comply with (i) or (ii) above for EAs published through an open platform on the Internet (for example, when messages are exchanged on social network or communication websites on the Internet such as Instagram, Twitter, Facebook or blogs in a real-time interactive manner), posting a hyperlink of each of the EAs that is published through the open platform (the hyperlink to the specific EA published should be provided, rather than the hyperlink to the entire election website or dedicated social media page) and the information/documents relevant to the EAs onto the Candidate's Platform or the Central Platform in accordance with the procedures set out in Appendix 4;
	(iv) providing 2 hardcopies each of the EAs (or 2 identical full colour photographs/ printouts/photocopies of each EA which cannot be practically or conveniently produced in actual form) and 1 hardcopy of the

Time		Action
		information/documents in relation to the EA to the RO; or (v) providing 2 identical copies of a CD-ROM or DVD-ROM each containing the EAs and 1 hardcopy of the information/documents in relation to the EA to the RO. Candidates may make submission as required from time to time. Candidates should keep records of all relevant information/documents and the EAs uploaded onto the Central Platform or lodged with the RO.
	6. (a)	Record all election expenses incurred and all election donations received.
	(b)	Keep all original invoices and receipts issued by the goods or service providers for each item of expenditure of $500 or above.
	(c)	Issue a receipt to the donor for any non-anonymous donation of more than $1,000 and keep a copy of the receipt. (Candidates may use the "Standard Receipt for Election Donations" provided by the HAD through the RO.)
	(d)	Submit to the DHA, through the RO, an "Advance Return and Declaration of Election Donations" when an election donation is received (if required and as appropriate).
Any time before handing in the "Nomination Form" till the end of election period	7.	Appointment of Election Expense Agent(s):
	(a)	Lodge with the RO (or the DHA if the RO has not yet been appointed) an "Authorisation to Incur Election Expenses".

Time	Action
	(b) Each candidate may appoint 1 person or more as the election expense agent(s) to incur election expenses on his/her behalf (at a prescribed amount specified by the candidate). A candidate **may** also appoint his/her election agent as an election expense agent. These agents can only incur election expenses upon appointment by the candidate. It is important to note that the appointment is not effective until it has been received by the RO (or the DHA if the RO has not yet been appointed).
	(c) An election expense agent must be a person who has attained the age of 18 years.
Any time after handing in the "Nomination Form"	8. Appointment of Election Agent:
	(a) Lodge with the RO a "Notice of Appointment of Election Agent."
	(b) Each candidate can only appoint 1 election agent. An election agent has the authority to handle all affairs a candidate is appointed to handle under the Electoral Procedure (Rural Representative Election) Regulation (Cap. 541L) for the purposes of the election, **except**:
	(i) to sign the "Nomination Form" or make any requisite declaration in relation to a candidate's nomination;
	(ii) to withdraw the candidate's candidature;
	(iii) to appoint an election agent;

Time		Action
		(iv) to appoint an election expense agent; (v) to incur election expenses save where he/she has been appointed as an election expense agent by the candidate; (vi) to revoke the appointment of an election agent or election expense agent; and (vii) to be present at a dedicated polling station situated in a maximum security prison.
		(c) An election agent must be a holder of the Hong Kong Identity Card and has attained the age of 18 years.
Any time after handing in the "Nomination Form", but before the end of Nomination Period	9.	(a) If a candidate wishes to have his/her photograph and electoral message printed in the "Introduction to Candidates", he/she should: (i) lodge with the RO a duly completed grid paper affixed with a colour photograph of the candidate which must be in a specified size and should be taken within the last 6 months; and (ii) provide 2 additional copies of the photograph identical to the one affixed to the grid paper with the names of the candidate, the Rural Committee and Rural Area concerned labelled on the back. (If a candidate does not submit the grid paper, the "Introduction to Candidates" will only show the name and number of the candidate, with the sentence "Relevant Information has not been provided by the candidate" printed in the space provided for the electoral message.) (b) Lodge with the RO the form "Intention to Display EAs at Designated Spots".

Time	Action
Any time after handing in the "Nomination Form", but at least 7 days before polling day	10. Lodge with the RO the "Notice of Appointment of Polling Agents for a Polling Station not Situated in a Penal Institution" by hand, by post, by electronic mail or by facsimile transmission.
	11. Lodge with the RO the "Notice of Appointment of Polling Agent for a Dedicated Polling Station Situated in a Penal Institution (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 Penal Institution (other than a Maximum Security Prison)" to seek consent from the Commissioner of Correctional Services ("CCS") to the presence of an election agent or a polling agent at a dedicated polling station situated in a penal institution (other than a maximum security prison). (Note: (a) No consent will be given to the presence of an election agent at a dedicated polling station situated in a penal institution (other than a maximum security prison) if a polling agent has been appointed for that polling station. Likewise, if consent has been given by the CCS to the presence of an election agent at a dedicated polling station situated in a penal institution, no polling agent may be appointed for that polling station. (b) No polling agent may be appointed for nor may an election agent be present at a dedicated polling station situated in a maximum security prison.)
Any time after handing in the "Nomination Form", but before the 3 days preceding polling day	12. Lodge with the RO the "Notice of Appointment of Counting Agents" by hand, by post, by electronic mail or by facsimile transmission.

Time	Action
As soon as practicable after the RO determines the candidate as validly nominated or not	13. Receive from the RO the notification on the validity of the candidate's nomination for the relevant Rural Area (which will also be sent to every other validly nominated candidate of the same Rural Area, if there are more than one in the Rural Area).
As soon as practicable after the RO receives a "Notice of Appointment of Election Agent" from other candidates	14. Receive from the RO information about the election agents appointed by all candidates of the same Rural Area.
Around 7 days after the end of Nomination Period	15. Attend the briefing for candidates and collect from the RO name badges for candidates and their agents. 16. Attend meetings held by the RO to determine, by drawing of lots, the candidate numbers and to allocate display spots, if any, for display of EAs. 17. Receive from the RO the copy of the permission/authorisation for display of EAs at designated spots allocated to candidates (except for uncontested candidates who will not be allocated with designated spots).
Around 14 days after the end of Nomination Period	18. Check the ballot paper printing proof and verify the particulars relating to the candidate to be printed on the ballot paper. If a candidate or his/her election agent cannot perform the checking in person, the candidate may authorise a representative in writing to check the particulars concerned on the ballot paper printing proof on his/her behalf. (If a candidate or his/her election agent/authorised representative does not perform the checking at the date and venue specified by the HAD, the printing proof of the ballot paper will be printed without further notice.)
Within 14 days after the end of Nomination Period	19. Receive from the RO the location maps and layout plans of the polling stations, counting stations and ballot paper sorting station.

Time	**Action**
Any time before polling day	20. Lodge with the RO the "Notice of Revocation of Appointment of Agent", if any, by hand, by post, by electronic mail or by facsimile transmission.
At least 10 days before polling day	21. Receive information from the RO on when and where the counting/sorting of votes is to take place.
During the week before the polling day	22. Lodge with the RO the "Notice of Appointment of Polling Agent for a Dedicated Polling Station Situated in a Penal Institution (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 Penal Institution (other than a Maximum Security Prison)" **ONLY when –** (a) during the week before the polling day, an elector imprisoned or held in custody who is entitled to vote for the relevant Rural Area at the aforesaid dedicated polling station situated in a penal institution is admitted or transferred to the penal institution; and (b) the application is lodged without undue delay after the admission or transfer.
Not later than 2 days before polling day	23. Receive from the RO the information regarding the delineation of no canvassing zones and no staying zones for the polling stations (including dedicated polling stations).
Before entering the polling station, counting station or the ballot paper sorting station	24. Complete the "Declaration of Secrecy" (a declaration of secrecy should be made by all candidates, their election agents, polling agents and counting agents).
On the polling day	25. Attend and observe the poll and the count if so wishes, bringing along the "Declaration of Secrecy".

Time	Action
	26. If any required "Notice of Appointment of Polling Agents for a Polling Station not Situated in a Penal Institution" has not been lodged with the RO in the manner specified in para. 10 above, the candidate or his/her election agent must deliver the notice in person to the relevant Presiding Officer ("PRO") (except for the PROs of dedicated polling stations situated in penal institutions).
	27. If the "Notice of Revocation of Appointment of Agent" has not been lodged in the manner specified in para. 20 above, the notice must be delivered to the relevant RO by hand, by electronic mail or by facsimile transmission or the candidate or his/her election agent must deliver the notice in person to the relevant PRO (except for PROs of dedicated polling stations in penal institutions) in order to revoke the appointment of such a polling agent .
	28. If it is necessary to revoke the appointment of a polling agent for a dedicated polling station situated in a penal institution but the "Notice of Revocation of Appointment of Agent" has not been lodged in the manner specified in para. 20 above, the notice must be delivered to the relevant RO by hand, by electronic mail or by facsimile transmission in order to revoke the appointment of such a polling agent.
	29. If any required "Notice of Appointment of Counting Agents" has not been lodged with the RO in the manner specified in para. 12 above, the candidate or his/her election agent must deliver the notice in person to the relevant Officer-in-charge of the counting station.
	30. If it is necessary to revoke the appointment of a counting agent but the "Notice of Revocation of Appointment of Agent" has not been lodged in the manner specified in para. 20 above, the notice must be delivered to the relevant RO by hand, by electronic mail or by facsimile transmission before the close of poll; alternatively, the candidate or his/her election agent must deliver the notice in person to the Officer-in-charge of the relevant counting station in order to revoke the appointment of such a counting agent.

Time	**Action**
Not later than 2 working days after polling day	31. Post the corrected EA particulars onto the Candidate's Platform or the Central Platform next to the original version and input the date of correction; or deposit with the RO a "Notification of Corrected Information in relation to EAs".
Within 10 days after polling day	32. Remove all EAs displayed on Government land / property.
Before the statutory deadline for the submission of election returns as required under section 37 of the ECICO (The relevant RO will inform candidates in writing of the deadline for lodging "election returns")	33. (a) Lodge with the DHA, through the RO, an "election return" setting out all election expenses incurred by the candidate and the election expense agents on his/her behalf and all election donations received by or on behalf of the candidate. ***Candidates are required to submit an "election return" even if no election expenses have been incurred or no election donation has been received.*** (b) As required under section 37 of the ECICO, the election return must be accompanied by invoices and receipts for each election expense of $500 or more, copies of standard receipts issued to donors for each election donation of more than $1,000 in value, and copies of receipts issued by charitable institutions or trusts of a public character for the collection of any unspent election donations, anonymous donations of more than $1,000 in value and election donations exceeding the limit of election expenses (see Chapter 15 of the Guidelines for details). (c) Make a declaration/supplementary declaration(s) verifying the contents of the election return before a Commissioner for Oaths (at DOs), a Justice of the Peace or a solicitor holding a practising certificate.

Time	Action
	(d) Any candidate who is unable/fails to lodge the "election return" before the deadline may apply to the Court of First Instance ("CFI") for an order allowing him/her to lodge the election return within an extended period as specified by the CFI.
	(e) Any candidate who has submitted an "election return" and wishes to make amendments to the election return before the deadline may lodge with the DHA before the deadline a supplementary declaration stating the amendments and the relevant supporting documents (e.g. receipts) as appropriate.
	(f) Any candidate who wishes to correct any error or false statement in his/her election return (including any document accompanying his/her election return) after the deadline must apply to the CFI for an order allowing him/her to do so. Nevertheless, if the aggregate value of the error or false statement in the election return does not exceed the prescribed relief limit (i.e. $600) as stipulated in section 37A of the ECICO, the candidate may, upon receipt of notification from the DHA of the error and/or false statement in the "election return", rectify the error or false statement in the election return within a specified period in accordance with the simplified relief arrangement for minor errors or false statements in section 37A of the ECICO (see paras. 15.35 to 15.40 of the Guidelines).
Until the end of the period for which copies of election returns are available for public inspection under section 41 of the ECICO	34. Maintain the Candidate's Platform for public inspection of the EAs and relevant information/documents. If the hyperlink of a website on which an EA is published has been uploaded onto the Central Platform, candidates should ensure that the hyperlink is valid and the relevant website continues to operate.

Note:

Most of the forms mentioned in this checklist can be downloaded from the Rural

Representative Election website at www.had.gov.hk/rre.

(This "Action Checklist for Candidates" is for general reference only. Candidates are advised to refer to the "Action Checklist for Candidates" included in the candidate folder for the respective rural ordinary election/by-election.)

[Amended in December 2009, October 2010, October 2011, October 2012, April 2014, October 2014, October 2018 and October 2022]

(Updated in March 2025)

Supplementary Information to the Guidelines on Election-related Activities in respect of the Rural Representative Election Issued by the Electoral Affairs Commission in October 2022

Candidates, members of the public and organisations/ institutions must comply with the Guidelines on Election-related Activities in respect of the Rural Representative Election issued by the Electoral Affairs Commission ("EAC") in October 2022. The persons concerned should also note and comply with the requirements set out in the following supplementary information issued by the EAC ~~for the 2024 Rural By-election held in December 2024~~:

Supplementary Information (1):

Reminding candidates the information relating to a person contained in any register or in any extract of any register can only be used for election-related purposes prescribed by the electoral law. Please refer to the changes in the related chapter listed below.

CHAPTER 2 REGISTRATION OF ELECTORS AND VOTING SYSTEM

PART II : REGISTRATION OF ELECTORS *(Supplementing paragraph 2.49, changes are bolded and highlighted in yellow)*

2.49 The time and place(s) for inspection of the copy of FR will be published in a notice in the Gazette and newspapers. Publication of the notice is to be treated as publication of the FR. The inspection of the FR shall be arranged as detailed in para. 2.42 above (i.e. for specified persons only). Upon request by a person imprisoned or held in custody by a law enforcement agency and if ERO considers it appropriate to do so, the ERO may make available at a penal institution or the premises of a law enforcement agency, as the case may be, a copy of a part of the FR for that person's inspection subject to para. 2.42 above. The ERO may require persons who wish to inspect the FR to produce an identity document and complete a form specified by the ERO.

IMPORTANT :

Information relating to a person contained in any register of electors or in any extract of any register of electors can only be used for election-related purposes under the electoral

legislation. Any abuse or misuse of such information is an offence and shall be liable to a fine at level 2 ($5,000) and to imprisonment for 6 months.

To further safeguard the privacy of electors on the register, only the names and addresses of electors will be entered into the register of electors for the relevant Rural Area mentioned in paras. 2.39, 2.48 and 2.49 above for inspection by specified persons. The identification document number as well as the gender of the electors shall not be made available for inspection of the specified persons.

In accordance with Data Protection Principle 3 of Schedule 1 to the Personal Data (Privacy) Ordinance (Cap 486) ("PD(P)O"), personal data relating to a person (as a data subject) contained in any register or in any extract of any register shall not, without the prescribed consent of the data subject[1], or if the exemption under Part 8 of the PD(P)O is not applicable, be used for a "new purpose"[2]. Moreover, according to s 64(3A) and (3B) of the PD(P)O, if a person (as a discloser) discloses any personal data relating to a person (as a data subject) contained in any register or in any extract of any register without the relevant consent of the data subject with an intent to cause any specified harm[3] to or being reckless as to whether any specified harm would be, or would likely be, caused to the data subject or any family member of the data subject, the discloser commits an offence and will be liable to a fine of $100,000 and to imprisonment for 2 years. According to s 64(3C) and (3D) of the PD(P)O, if the disclosure causes any specified harm to the data subject or any family member of the data subject, the discloser will be liable on conviction to a fine of $1,000,000 and to imprisonment for 5 years.

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1 In accordance with s 2(3) of the PD(P)O, "prescribed consent" (a) means the express consent of the person given voluntarily; (b) does not include any consent which has been withdrawn by notice in writing served on the person to whom the consent has been given (but without prejudice to so much of that act that has been done pursuant to the consent at any time before the notice is so served).

2 In accordance with Data Protection Principle 3(4) of Schedule 1 to the PD(P)O, "new purpose", in relation to the use of personal data, means any purpose other than the purpose for which the data was to be used at the time of the collection of the data or a purpose directly related to that purpose.

3 In accordance with s 64(6) of the PD(P)O, "specified harm", in relation to a person, means (a) harassment, molestation, pestering, threat or intimidation to the person; (b) bodily harm or psychological harm to the person; (c) harm causing the person reasonably to be concerned for the person's safety or well-being; or (d) damage to the property of the person.

Supplementary Information (2):

The deadline for candidates to upload election advertisements ("EAs") or to submit copies of EAs together with the relevant information and documents after the publication of EAs will be adjusted from 1 working day to 3 working days. Please refer to the changes in the related chapter and appendices listed below.

CHAPTER 7 ELECTION ADVERTISEMENTS

PART I : GENERAL *(Revising paragraph 7.4, changes are bolded and highlighted in yellow)*

7.4 A candidate is required under the law to post a copy of any EA he/she has published as well as the relevant information and documents onto an open platform maintained by the DHA or a person authorised by the DHA ("Central Platform") or an open platform maintained by the candidate(s) or a person authorised by the candidate(s) ("Candidate's Platform"), or submit a copy of the EA to the RO for public inspection within **3 working days** after publication of the EA. This is not to restrict the content of EAs. Rather, it keeps track of candidates' publication of EAs for the purpose of regulating their election expenses. If any false statement is contained in EAs, it will be regulated by other provisions under the subsisting law.

PART VII : REQUIREMENTS RELATING TO PUBLICATION OF ELECTION ADVERTISEMENTS *(Revising paragraphs 7.57 and 7.58, changes are bolded and highlighted in yellow)*

7.57 In accordance with the requirements of s 92(2) and (3) of the EP (RRE) Reg and the EAC, a candidate must make available a copy of each of his/her EAs, and the relevant information/documents (see Appendix 4) including the publication information, permission or consent in relation to the EAs for public inspection within **3 working days** (i.e. any day other than a general holiday and Saturday) after the publication of the EAs by the following means:

(a) posting an electronic copy of each of his/her EAs and relevant

information/documents onto the Central Platform in accordance with the procedures set out in Appendix 4;

(b) posting an electronic copy of each of his/her EAs and relevant information/documents onto the Candidate's Platform and provide the electronic address of the platform to the RO at least 3 working days before the publication of the first EA (for details, please see Appendix 4);

(c) if it is technically impracticable to comply with (a) or (b) above for EAs published through an open platform on the internet (for example, when messages are exchanged on social networking or communication websites on the Internet, such as Instagram, Twitter, Facebook or blogs, in a real-time interactive manner), a hyperlink of the open platform and the information/documents relevant to the EAs should be posted onto the Candidate's Platform or the Central Platform in accordance with the procedures set out in Appendix 4. In this case, if the hyperlink of the EA has already been posted onto the Candidate's Platform or the Central Platform, there is no need for the candidate to upload each and every comment separately;

(d) providing 2 hard copies of each EA (or 2 identical full colour photographs/printouts/photocopies of each EA which cannot be practically or conveniently produced in specie) and a hardcopy of information/documents in relation to the EA to the RO; or

(e) providing 2 identical copies of a CD-ROM or DVD-ROM each containing the EAs and a hardcopy of information/documents in relations to the EAs to the RO.

As an interim arrangement, pending the appointment of the RO and the establishment of the Central Platform, the candidates should deposit their EAs and the related information/documents with the DHA in the same manner as stated in (d) or (e) above.

<u>IMPORTANT :</u>

According to s 92(9) of the EP (RRE) Reg, candidates who fail to comply with the above

requirement commit an offence and shall be liable to a fine at level 2 ($5,000) and to imprisonment for 6 months.

7.58 A candidate should provide information related to the printing/publication of his/her EAs (i.e. the name and address of the printer, date of printing and number of copies printed) when posting the EAs onto the Candidate's Platform or Central Platform or submitting relevant information in a specified form to the RO within **3 working days** after the publication of the EAs (see Appendix 4). A candidate must ensure the accuracy of all the information provided.

APPENDIX 1 RURAL REPRESENTATIVE ELECTION ACTION CHECKLIST FOR CANDIDATES

(Revising item 5(d), changes are bolded and highlighted in yellow)

5(d) Make available a copy of each of the EAs and the relevant information/documents, including publication information, permission/consent of support in relation to the EAs, for public inspection within **3 working days** after publication.

APPENDIX 4 SUBMISSION METHOD, FORMAT AND STANDARD FOR POSTING ELECTRONIC COPY OF ELECTION ADVERTISEMENT AND RELEVANT INFORMATION ONTO AN OPEN PLATFORM FOR PUBLIC INSPECTION

(Revising paragraph 1, changes are bolded and highlighted in yellow)

1. To comply with the requirement on public inspection of election advertisements ("EAs") under s 92(2) of the Electoral Procedure (Rural Representative Election) Regulation (Cap. 541L) regarding the electronic submission of EAs, a candidate must post the following EA particulars as applicable, within **3 working days** after the publication of an EA, onto either an open platform maintained by the Director of Home Affairs ("DHA") ("Central Platform") or one maintained by the candidate himself/herself or a person authorised by him/her ("Candidate's Platform") for public inspection.

Supplementary Information (3):

If the information of the EAs submitted by the candidates contain a mistake, the deadline for candidates to post or submit the amended information is adjusted from 2 working days to 3 working days after the polling day. Please refer to the changes in the related chapter and appendices listed below.

CHAPTER 7 ELECTION ADVERTISEMENTS

PART VII : REQUIREMENTS RELATING TO PUBLICATION OF ELECTION ADVERTISEMENTS *(Supplementing paragraph 7.59, changes are bolded and highlighted in yellow)*

7.59 If the information uploaded onto the Candidate's Platform or Central Platform or provided to the RO as set out in para. 7.58 above contains a mistake, the candidate should post the amended information onto the Candidate's Platform or Central Platform or submit the amended information in a specified form to the RO for public inspection. All the amended information must be posted onto the Candidate's Platform or Central Platform or deposited with the relevant RO within **3 working days** at the latest after the polling day. The information will be used as the basis for checking the candidate's election return and for removing unauthorised or offending EAs on display. For the avoidance of doubt, any amendment to the content of an EA will be regarded as the publication of a new EA and hence subject to the requirements stated in paras. 7.57 and 7.58 above. However, for the addition of a candidate number allocated to the candidate at the Candidates' Briefing onto a published EA (in a contested election), in which case a copy of the EA bearing the newly added and amended information must be made available for public inspection in accordance with this paragraph.

APPENDIX 1 RURAL REPRESENTATIVE ELECTION ACTION CHECKLIST FOR CANDIDATES

(Revising item 31, changes are bolded and highlighted in yellow)

Time	Action
Not later than **3 working days** after polling day	31. Post the corrected EA particulars onto the Candidate's Platform or the Central Platform next to the original version and input the date of correction; or deposit with the RO a "Notification of Corrected Information in relation to EAs".

APPENDIX 4 SUBMISSION METHOD, FORMAT AND STANDARD FOR POSTING ELECTRONIC COPY OF ELECTION ADVERTISEMENT AND RELEVANT INFORMATION ONTO AN OPEN PLATFORM FOR PUBLIC INSPECTION

(Revising paragraphs 5 and 13, changes are bolded and highlighted in yellow)

5. EA particulars uploaded onto the platform at any one time by a candidate will be treated and referred to as one single submission. As long as the size of the file(s) does not exceed the limit as stipulated in para. 7 below, there is no restriction on the number of EAs or other documents to be attached in each submission. If subsequent correction to any submitted EA particulars is required, the candidate must post the corrected EA particulars, including the corrected printing/publication information ("corrected information") of the EA, onto the platform by selecting the EA particulars concerned. If accepted, both the original and the corrected EA particulars will be displayed alongside for public inspection. The corrected information should be posted onto the platform not later than **3 working days** after the polling day.

13. If the candidate wishes to correct any uploaded EA particulars on the platform, he/she should post the corrected EA particulars, together with the date of correction, alongside the original EA particulars for public inspection (see Annex (II)). Any such corrected information should be posted onto the platform not later than **3 working days** after the polling day.

Supplementary Information (4):

Reminding candidates to arrange for the removal of all EAs displayed on private land/property and on the windows or bodywork of the public service vehicles as soon as possible after the election. Please refer to the changes in the related chapter listed below.

CHAPTER 7 ELECTION ADVERTISEMENTS

PART V : CONDITIONS AND LIMITATIONS ON DISPLAY *(Supplementing paragraph 7.53, changes are bolded and highlighted in yellow)*

7.53 All candidates should remove all their EAs displayed on government land/property within 10 days following an election. If building works (including removal of signboards) in private premises or on private land are involved for the removal of an EA, the relevant provisions of the Buildings Ordinance (Application to the New Territories) Ordinance or the BO and its subsidiary regulations should be complied with. Failure to remove all EAs within the specified period may result in prosecution being brought against the offending candidate and such EAs removed and seized by the relevant authority. Relevant authorities will issue demand notes for the removal costs to the candidates concerned within 21 days after the publication of the election result in the Gazette (normally the first Friday after the polling day). The cost of removal will be construed as election expenses and the candidates must include all these costs as election expenses in their election returns. **For EAs displayed on private land/property and on the windows or bodywork of the public service vehicles (e.g. public light buses, taxis, etc.), candidates should inform the owner or occupier of the private land/property concerned, and owner or manager of any public service vehicles to arrange the removal of all EAs as soon as possible after the election. If building works (including removal of signboards) in private premises or on private land are involved for the removal of an EA, the relevant provisions of the Buildings Ordinance (Application to the New Territories) Ordinance (Cap. 121) or the Buildings Ordinance (Cap. 123) and its subsidiary regulations should be complied with.**

Supplementary Information (5):

Mutual aid committees ("MACs") in Hong Kong had been dissolved by 1 January, 2023. MAC should therefore be removed from relevant contents. Please refer to the changes in the related chapters and appendices listed below.

CHAPTER 7 ELECTION ADVERTISEMENTS

PART II : WHAT CONSTITUTES AN ELECTION ADVERTISEMENT *(Revising paragraph 7.9(c), deleted parts are highlighted in yellow and marked with double strikethrough)*

7.9(c) Any thing or material published by any person or any organisation, including political organisation, professional or trade organisation, owners' corporation, ~~mutual aid committee ("MAC"),~~ tenants' association, owners' committee, etc. (irrespective of whether or not the candidate concerned is its office-bearer or member) showing his/her or its support for any candidate or advertising the platform or services of such an organisation with reference to a candidate or candidates by name or photograph or in any other form or manner.

PART X : ADVERTISEMENTS OF POLITICAL, PROFESSIONAL BODIES, TRADE ORGANISATIONS OR OTHER ORGANISATIONS *(Revising paragraph 7.74, deleted parts are highlighted in yellow and marked with double strikethrough)*

7.74 Any thing or material published by any organisation, including a political body, professional body or trade organisation, owners' corporation, ~~MAC,~~ tenants' association, owners' committee, etc., which advertises its platform or services with reference to a candidate (irrespective of whether or not the candidate concerned is its office-bearer or member) during or even before the election period by name or photograph or otherwise with the intent to promote the election of the candidate may be treated as an EA put up by, or on behalf of, or on account of, the candidate. The expenses of such EA may be construed as election expenses incurred by or on behalf of the candidate. A candidate should be responsible for election expenses incurred by himself/herself or his/her

authorised election expense agents, excluding those incurred without his/her knowledge and consent. It is therefore a prudent step for the relevant organisations to suspend such advertising activities. However, if the material published by the organisation concerned, as opposed to the candidate himself/herself, advertises only a particular activity, which:

CHAPTER 8 ELECTIONEERING ACTIVITIES IN PREMISES OR BUILDINGS WHERE ELECTORS RESIDE, WORK OR FREQUENT

PART I : GENERAL *(Revising paragraph 8.3, deleted parts are highlighted in yellow and marked with double strikethrough)*

8.3 However, management organisations (such as owners' corporations, ~~MACs,~~ property management companies, etc.) of the common parts of buildings should accord fair and equal treatment to all candidates. Applications of all candidates for the display of EAs or the conduct of electioneering activities in the common parts of buildings should be processed impartially, especially if the chairmen or executive committee members of the management organisations are candidates or their relatives or friends, where the principle of fair treatment must be upheld and no preferential treatment should be given.

PART II : RIGHTS OF TENANTS AND OWNERS *(Revising paragraph 8.12, deleted parts are highlighted in yellow and marked with double strikethrough)*

Tenants' Associations, Residents' Associations~~, Mutual Aid Committees~~

8.12 Sometimes there are tenants' associations or residents' associations ~~or MACs~~ representing tenants' interests in the buildings. Vis-á-vis the owners, such organisations have no right to control or manage the common parts. If they are given the authority by the owners, then they are entitled to control and manage the common parts on behalf of the owners.

PART IV : GUIDELINES TO BE OBSERVED BY OWNERS, MANAGEMENT BODIES AND ORGANISATIONS FOR HANDLING APPLICATIONS FOR CONDUCT OF ELECTIONEERING ACTIVITIES IN THE PREMISES WITHIN THEIR JURISDICTION *(Revising paragraph 8.34, deleted parts are highlighted in yellow and marked with double strikethrough)*

8.34 For all types of building organisations be it an owners' corporation, owners' committee, ~~MAC,~~ tenants' association, residents' association, management company or managers of the building, the decision that it makes relating to electioneering activities of candidates in the common parts of the building (including the office premises of the organisation and all private streets, etc.) must comply with the fair and equal treatment principle.

CHAPTER 9 ELECTION MEETINGS

PART IV : ELECTION MEETINGS IN PRIVATE PREMISES *(Revising paragraph 9.20, deleted parts are highlighted in yellow and marked with double strikethrough)*

9.20 Any person who organises an election meeting in private premises should consult the owner, occupier, owners' corporation, building management ~~or the MAC concerned,~~ etc. in advance and, if required, obtain prior permission from them. Insofar as the decision regarding election meetings by candidates in the common areas of the premises accords fair and equal treatment to all candidates, the EAC will not intervene. Specific guidelines for conducting election meetings in the premises managed by the Housing Department and the Hong Kong Housing Society are set out in Appendix 6.

PART V : ELECTIONEERING EXHIBITIONS *(Revising paragraph 9.22, deleted parts are highlighted in yellow and marked with double strikethrough)*

9.22 A candidate may hold an exhibition for election campaigning purposes. If such an exhibition is to be held, the candidate should consult the relevant management authorities of the premises concerned in advance, and, if required, obtain prior permission

from the estate manager or officer-in-charge, owner, occupier, owners' corporation, building management ~~or the MAC concerned,~~ etc. Relevant guidelines in the other parts in this chapter should also be observed, in addition to compliance with regulations and conditions imposed by other relevant authorities.

CHAPTER 17 NAMEDROPPING

PART II : CLAIM OF SUPPORT *(Removing entire paragraph 17.10 and appendix 15, deleted parts are highlighted in yellow and marked with double strikethrough)*

~~17.10 Candidates should note that the HAD has its own guidelines for MACs and their office-bearers in respect of their giving consent of support to candidates. A copy of such guidelines can be found at Appendix 15.~~

APPENDIX 8 GUIDANCE NOTE ON SAFE CONDUCT OF ELECTION-RELATED ACTIVITIES

(Revising paragraph 5, deleted parts are highlighted in yellow and marked with double strikethrough)

5. In order to ensure that order, fairness and impartiality are maintained throughout the event and to avoid any embarrassing situation, where a forum is held at a private premise, the organiser should arrange in advance with the owner, occupier, owners' corporation, building management ~~or the mutual aid committee~~ of the premise for precautionary measures to ensure the safety of all participants and the orderly conduct of the forum. Where necessary, security guards should be employed and stationed on-site.

APPENDIX 15 GUIDELINES FOR MUTUAL AID COMMITTEES

(As a result of deletion of paragraph 17.10, entire appendix is removed)

Supplementary Information (6):

Providing the latest version of the *Guidance on Election Activities for Candidates, Government Departments, Public Opinion Research Organisations and Members of the Public* published by the Office of the Privacy Commissioner for Personal Data. Please refer to the changes in the related appendix listed below.

APPENDIX 7 GUIDANCE ON ELECTION ACTIVITIES FOR CANDIDATES, GOVERNMENT DEPARTMENTS, PUBLIC OPINION RESEARCH ORGANISATIONS AND MEMBERS OF THE PUBLIC
Please refer to the link below for the latest version of the Guidance: https://www.pcpd.org.hk/english/resources_centre/publications/files/electioneering_en.pdf

Electoral Affairs Commission
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