

選舉開支及接受選舉捐贈

之申報書及聲明書 指南

Guide to

Return and Declaration of Election Expenses and Election Donations

本指南說明如何填寫選舉開支及接受選舉捐贈之申報書及聲明書並夾附已填妥的樣本，以供候選人參考。有關選舉開支及選舉捐贈的法例，請參閱《選舉(舞弊及非法行為)條例》(第 554 章)及《選舉程序(鄉郊代表選舉)規例》(第 541L 章)。

This Guide explains how to complete the Return and Declaration of Election Expenses and Election Donations and includes a sample of a completed return and declaration for candidates' reference. For legislation concerning election expenses and election donations, please refer to the Elections (Corrupt and Illegal Conduct) Ordinance (Cap. 554) and the Electoral Procedure (Rural Representative Election) Regulation (Cap. 541L)

填寫選舉開支及接受選舉捐贈之申報書及聲明書說明

Notes on Completion of Return and Declaration of Election Expenses and Election Donations

1. 填寫選舉開支及接受選舉捐贈申報書及聲明書前，請細心閱讀選舉管理委員會發出的《鄉郊代表選舉活動指引》第十二章，以及參考廉政公署編製的《廉潔鄉郊選舉資料冊》中有關選舉開支及選舉捐贈的資料和本指南夾附的「已填妥的申報書及聲明書(樣本)」。

Before completing the Return and Declaration of Election Expenses and Election Donations, please read carefully Chapter 12 of the “Guidelines on Election-related Activities in respect of the Rural Representative Election” issued by the Electoral Affairs Commission. Please also make reference to the “Clean Rural Elections Information Booklet” produced by the Independent Commission Against Corruption for the parts concerning election expenses and election donations, and the “Sample of a completed return and declaration” included in this Guide.

2. 根據《選舉（舞弊及非法行為）條例》（第 554 章）第 37(1) 條的規定，此申報書及聲明書中必須列出候選人在選舉中的選舉開支及由候選人或他/她的代表收取的所有選舉捐贈。

According to section 37(1) of the Elections (Corrupt and Illegal Conduct) Ordinance (Cap. 554), this return and declaration must set out the candidate’s election expenses at the election and all election donations received by or on behalf of the candidate.

3. 請用中文或英文填寫此申報書及聲明書，如任何部分篇幅不敷應用，可採用同樣格式另紙填寫，然後夾附於本申報書及聲明書。

Please complete this return and declaration either in Chinese or in English. Please attach additional sheets in the same format to this return and declaration if the space provided in any section is insufficient.

4. 本申報書及聲明書內的金額及價值須以港幣表示。填寫本有關部分時，請將金額及價值以整數或四捨五入至不超過兩個小數位填寫。

All amounts and values in this return and declaration must be expressed in Hong Kong dollars. When filling in the relevant sections, please fill in the amount or value with an integer or round up/down to not more than 2 decimal places.

5. 就每項\$100 或以上的選舉開支而言，候選人須提交載有該項支出詳情的發票及收據。選舉開支的發票及收據可分為不同文件提交，亦可包含於同一份文件內。候選人提交的發票及收據必須載有以下資料，包括：

- (a) 日期；
- (b) 開支項目的詳情(即貨品或服務的資料和金額)；
- (c) 提供貨品或服務的機構或人士(非候選人本人)的資料；及
- (d) 證明提供貨品或服務的機構或人士(非候選人本人)已全數收取有關款額的資料(例如收款人士的姓名及簽署，或收款機構的蓋章及代表簽署)。

In the case of each election expense of \$100 or more, candidate should submit an invoice and a receipt giving particulars of the expenditure. The invoice and receipt for an election expense may be submitted in separate documents, also may be contained in the same document. Candidate should submit invoices and receipts with the following particulars, including:

- (a) date;
 - (b) details of the expense item (i.e. information and amount of the goods or services);
 - (c) information of the organisation or person (other than the candidate himself/herself) providing the goods or services;
- and
- (d) information supporting that the organisation or person (other than the candidate himself/herself) providing the goods or services has received the relevant payment in full (e.g. name and signature of the recipient, or the stamp and signature of the authorised person of the organisation).

6. 發票及收據上應順序註明編號，而編配予每一發票及收據的編號應填寫在“發票及收據”／“收據副本”一欄內的相應位置，以資對照。
- All invoices and receipts should be marked in numerical sequence and, for cross-referencing purpose, the number assigned to each invoice and receipt should be correspondingly entered in the “Invoice and Receipt”/“Copy of Receipt” column.
7. 如發票及收據以副本形式提交，候選人須在每張發票及收據的副本上簽署，以核證其為真確無誤的副本(見載於附錄的核證發票及收據副本的樣式)。
- If copies of invoice and receipt are submitted, candidate is required to sign on each copy of invoice and receipt to duly certify it as a true and correct copy (see the sample for certifying copy of invoice and receipt at Appendix).
8. 候選人應根據於中央平台或候選人平台或交給有關鄉郊地區的選舉主任之「選舉廣告資料摘要」(表格編號：HAD/C10/By-E)及「已修正的選舉廣告資料通知書」(表格編號：HAD/C11/By-E)(如適用)所列的選舉廣告數量及種類填寫申報書。候選人須計算及申報每一項選舉廣告的開支。選舉廣告單價應包括設計及畫稿之費用。如透過互聯網發布選舉廣告(例如電子郵件)，與該選舉廣告相關的費用，例如設計及發布服務費用及按比例適當分攤的相關互聯網服務費等，應被計算為選舉開支。
- Candidate should complete the return based on the quantities and types of election advertisements as stated on the Central Platform or Candidate’s Platform or in the “Information Sheet in relation to Election Advertisements” (Form no.: HAD/C10/By-E) and “Notification of Corrected Information in Relation to Election Advertisements” (Form no.: HAD/C11/By-E) (if applicable) submitted to the Returning Officer for the relevant rural area. Candidate should calculate and declare the expenses for each and every item of election advertisement. Unit price for election advertisements should include design and artwork fees. If election advertisements are published through the Internet (e.g. electronic mail), fees that are related to the election advertisements, such as design and publication fees and service charges for Internet access appropriately apportioned, should be counted as election expenses.
9. 選舉捐贈的形式包括金錢、貨品及服務。不論形式為何，所有已接受的選舉捐贈均須在本申報書的相關部分填報。
- Election donations may take the form of money, goods or service. Regardless of the form they take, all election donations received must be accounted for under the relevant sections in this return.
10. 凡免費獲得的服務或貨品(除義務服務外)，必須申報為選舉捐贈，並於申報書內相應申報其估計的價值為選舉開支。
- Services or goods obtained free of charge (except for voluntary service) must be declared as election donations, and their estimated value must also be correspondingly declared as election expenses in the return.
11. 除非所有顧客一般均可享有有關折扣，否則貨品或服務的市價／正常價格與候選人支付的價格差額是一項選舉捐贈，候選人必須申報為選舉捐贈，並於申報書內相應申報為選舉開支。
- Unless the discount is generally available to all customers, the difference between the market/regular price and the price paid by the candidate is an election donation and must be declared as such and correspondingly declared as an election expense in the return.

12. 如某項選舉捐贈的金額或價值為\$1,000 以上(包括某些來自同一捐贈者而總價值為\$1,000 以上的選舉捐贈)，候選人接受該項捐贈時，須發給捐贈者載有關於該捐贈者及該項捐贈的詳情的收據，並將收據副本與申報書一併提交。

If the amount or value of an election donation is more than \$1,000 (including election donations from the same donor and total value is more than \$1,000), candidate should issue a receipt to the donor giving particulars of the donor and the donation at the time of receiving the election donation, and submit the return together with a copy of the receipt.

13. (i) 任何來自沒有表明姓名或名稱及地址的捐贈者，而金額或價值為\$1,000 以上之選舉捐贈；或
(ii) 任何沒有用於償付選舉開支或選舉用途之選舉捐贈或其一部分；或
(iii) 任何超出候選人可招致的選舉開支訂明的最高限額的選舉捐贈
均須按照《選舉(舞弊及非法行為)條例》(第 554 章)第 19 條處置，在呈交申報書之前轉贈候選人所選擇的屬公共性質的慈善機構或慈善信託，並在申報書附上收款人發出的收據副本。否則，申報書及聲明書須附有書面解釋，列出沒有按照該條處置該項或該部分選舉捐贈的理由。

- (i) Any election donation in the amount or value of more than \$1,000 from a donor whose name and address are not identified; or
(ii) any election donation or part of it which has not been used to meet election expenses or for election purpose; or
(iii) any election donation which is in excess of the maximum prescribed amount of election expenses that the candidate is allowed to incur

must, in accordance with section 19 of the Elections (Corrupt and Illegal Conduct) Ordinance (Cap. 554), be donated to charitable institutions or trusts of a public character chosen by the candidate before the return is lodged. The return must be accompanied by copy(ies) of the receipt(s) given by the recipient(s) thereof. Otherwise, the return and declaration must be accompanied by a written explanation setting out the reason why such election donation or part of it was not disposed of in accordance with that section.

14. 根據《選舉(舞弊及非法行為)條例》(第 554 章)第 37(2)條的規定，候選人必須在選舉結果刊登憲報後的 30 天屆滿之前、或根據有關的選舉法例宣布選舉程序終止／未能完成的日期後的 30 天屆滿之前，將填妥的申報書及聲明書提交有關鄉郊地區的選舉主任，以轉交民政事務總署署長。

Under section 37(2)(a) of the Elections (Corrupt and Illegal Conduct) Ordinance (Cap. 554), the candidate must submit the completed return and declaration to the Director of Home Affairs via the Returning Officer for the relevant rural area not later than 30 days after the publication of the result of the election in the Gazette, or not later than 30 days after the declaration of the termination of the election proceedings/failure of the election under the relevant electoral law.

15. 申報書及聲明書以及所有附件的副本將備存於有關選舉主任的辦公室，由該申報書及聲明書提交選舉主任的時間起，至有關選舉的結果公布日期、或根據有關的選舉法例宣布選舉程序終止／未能完成的日期的首個周年日為止，供公眾查閱，或提供予索閱有關文件的人士。

Copies of the return and declaration and all attachments will be made available at the office of the relevant Returning Officer for public inspection from the time when the return and declaration is lodged with the relevant Returning Officer to the first anniversary of the date on which the result of the election concerned is published or the termination of the election proceedings/failure of the election under the relevant electoral law is declared, and may be furnished to any person upon request.

16. 民政事務總署將查核所有候選人提交的申報書及聲明書。倘發現任何不當情況，將會向有關當局報告，以進行調查。候選人在申報書及聲明書上填報的資料亦可能供給有關當局進行調查。

Home Affairs Department will check all returns and declarations submitted by candidates. Any irregularities detected will be reported to the relevant authorities for investigation. The information provided by the candidates in their returns and declarations may also be provided to the relevant authorities for investigation.

17. 《選舉(舞弊及非法行為)條例》(第 554 章)有關選舉開支、選舉捐贈及選舉申報書的相關部分載列如下，以供參考—

The relevant parts of the Elections (Corrupt and Illegal Conduct) Ordinance (Cap. 554) related to election expenses, election donations and election returns are reproduced below for reference –

《選舉(舞弊及非法行為)條例》(第 554 章) 第 2 條

“選舉開支”(election expenses)就某項選舉的候選人或候選人組合而言，指在選舉期間前、在選舉期間內或在選舉期間後，由該候選人或該候選人組合或由他人代該候選人或該候選人組合—

- (a) 為促使該候選人或該候選人組合當選；或
- (b) 為阻礙另一候選人或另一候選人組合當選，

而招致或將招致的開支，並包括包含貨品及服務而用於上述用途的選舉捐贈的價值。

“選舉捐贈”(election donation)就某項選舉的一名或多於一名候選人而言，指以下任何捐贈—

- (a) 為償付或分擔償付該候選人或該等候選人的選舉開支，而給予該候選人或該等候選人或就該候選人或該等候選人而給予的任何金錢；或
- (b) 為促使該候選人或該等候選人當選或阻礙另一名候選人或另一些候選人當選，而給予該候選人或該等候選人或就該候選人或該等候選人而給予的任何貨品，包括由於提供義務服務而附帶給予的貨品；
- (c) 為促使該候選人或該等候選人當選或阻礙另一名候選人或另一些候選人當選，而向該候選人或該等候選人提供或就該候選人或該等候選人而提供的任何服務，但不包括義務服務。

Section 2 of the Elections (Corrupt and Illegal Conduct) Ordinance (Cap. 554)

“Election expenses”(選舉開支), in relation to a candidate or group of candidates at an election, means expenses incurred or to be incurred, before, during or after the election period, by or on behalf of the candidate or group for the purpose of -

- (a) promoting the election of the candidate or group; or
- (b) prejudicing the election of another candidate or group,

and includes the value of election donations consisting of goods and services used for that purpose.

“Election donation”(選舉捐贈), in relation to a candidate or candidates at an election, means any of the following donations -

- (a) any money given to or in respect of the candidate or candidates for the purpose of meeting, or contributing towards meeting, the election expenses of the candidate or candidates;
- (b) any goods given to or in respect of the candidate or candidates for the purpose of promoting the election of the candidate or candidates or of prejudicing the election of another candidate or other candidates, and includes any goods given incidental to the provision of voluntary service;
- (c) any service provided to or in respect of the candidate or candidates for the purpose of promoting the election of the candidate or candidates or of prejudicing the election of another candidate or other candidates, but does not include voluntary service.

《選舉(舞弊及非法行為)條例》(第 554 章)第 37(1)條

在選舉中的每名候選人必須向有關主管當局提交選舉申報書，列出一

- (a) 該候選人在該項選舉中的選舉開支；及
- (b) 曾由該候選人或由他人代該候選人在與該項選舉有關連的情況下收取的所有選舉捐贈。

Section 37(1) of the Elections (Corrupt and Illegal Conduct) Ordinance (Cap. 554)

Each candidate at an election must lodge with the appropriate authority an election return setting out -

- (a) the candidate's election expenses at the election; and
- (b) all election donations received by or on behalf of the candidate in connection with the election.

《選舉(舞弊及非法行為)條例》(第 554 章)第 37(2)(b)條

候選人必須確保申報書附有一

- (i) (就每項\$100 或以上的選舉開支而言)載有該項支出的詳情的發票及收據；及
- (ii) (就每項\$1000 以上或每項包含貨品或服務而價值\$1000 以上的選舉捐贈而言)發給捐贈者的載有關於該捐贈者及該項捐贈的詳情的收據的副本；及
- (iii) (如由候選人或由他人代候選人在與選舉有關連的情況下收取的某項選舉捐贈或某項選舉捐贈的一部分沒有用於該用途而已按照第 19 條處置)收取該等如此處置的捐贈或部分捐贈的人所發出的收據的副本；及
- (iv) (如由候選人或由他人代候選人在與選舉有關連的情況下收取的某項選舉捐贈或某項選舉捐贈的一部分沒有用於該用途，亦沒有按照第 19(3)條處置)書面解釋，列出沒有按照該條處置該項捐贈或該部分捐贈的理由；及
- (v) 採用有關主管當局提供或指明的表格或格式所作的聲明書，證明申報書內容屬實。

Section 37(2)(b) of the Elections (Corrupt and Illegal Conduct) Ordinance (Cap. 554)

The candidate must ensure that the return is accompanied -

- (i) in the case of each election expense of \$100 or more, by an invoice and a receipt giving particulars of the expenditure; and
- (ii) in the case of each election donation of more than \$1000 or, in the case of an election donation consisting of goods or a service, of more than \$1000 in value, by a copy of the receipt issued to the donor giving particulars of the donor and the donation; and
- (iii) where an election donation or part of an election donation that was received by or on behalf of the candidate in connection with the election was not used for that purpose was disposed of in accordance with section 19, by a copy of the receipt given by the recipient of the donation or part; and
- (iv) where an election donation or part of an election donation that was received by or on behalf of the candidate in connection with the election was not used for that purpose was not disposed of in accordance with section 19(3), by an explanation setting out the reason why it was not disposed of in accordance with that section; and
- (v) by a declaration in a form provided or specified by the appropriate authority verifying the contents of the return.

《選舉(舞弊及非法行為)條例》(第 554 章)第 40 條

- (1) 候選人如不能夠或沒有在准許的限期屆滿之前按照第 37 條的規定提交選舉申報書，可向原訟法庭申請作出命令，容許該候選人在原訟法庭指明的較長限期內，向有關主管當局提交選舉申報書。
- (2) 原訟法庭在聆訊根據第(1)款提出的申請後，必須信納不能夠或沒有按照第 37 條的規定提交選舉申報書一事是可歸因於下述情況而非因申請人不真誠所致，方可作出所尋求的命令—

- (a) 申請人患病或不在香港；或
 - (b) 申請人的代理人或僱員去世、患病、不在香港或行為不當；或
 - (c) 申請人或其他人粗心大意或意外地計算錯誤；或
 - (d) 任何合理因由。
- (3) 候選人亦可向原訟法庭申請作出命令，使該候選人可更正在選舉申報書或附於該申報書的任何文件內的錯誤或虛假陳述。
- (4) 原訟法庭在聆訊根據第(3)款提出的申請後，必須信納該等錯誤或虛假陳述是因下述情況而非因申請人不真誠所致，方可作出所尋求的命令—
- (a) 申請人的代理人或僱員的行為不當；或
 - (b) 申請人或其他人粗心大意或意外地計算錯誤；或
 - (c) 任何合理因由。

Section 40 of the Elections (Corrupt and Illegal Conduct) Ordinance (Cap. 554)

- (1) A candidate who is unable or has failed to lodge an election return as required by section 37 before the end of the permitted period can apply to the Court for an order allowing the candidate to lodge with the appropriate authority an election return within such further period as the Court specifies.
- (2) On the hearing of an application made under subsection (1), the Court may make the order sought, but only if it is satisfied that the inability or failure to lodge an election return as required by section 37 was attributable to-
- (a) the applicant's illness or absence from Hong Kong; or
 - (b) the death, illness, absence from Hong Kong or misconduct of an agent or employee of the applicant; or
 - (c) inadvertence or an accidental miscalculation by the applicant or any other person; or
 - (d) any reasonable cause,
- and was not due to the applicant's bad faith.
- (3) A candidate can also apply to the Court for an order enabling the candidate to correct any error or false statement in an election return or in any document accompanying the return.
- (4) On the hearing of an application made under subsection (3), the Court may make the order sought, but only if it is satisfied that the error or false statement was due to-
- (a) misconduct of an agent or employee of the applicant; or
 - (b) inadvertence or an accidental miscalculation by the applicant or any other person; or
 - (c) any reasonable cause,
- and was not due to the applicant's bad faith.

《選舉(舞弊及非法行為)條例》(第 554 章) 第 38(1)條

候選人如沒有按照第 37 條的規定提交選舉申報書，即屬犯罪—

- (a) 如循簡易程序審訊，一經定罪，可處第 5 級罰款及監禁 1 年；或
- (b) 如循公訴程序審訊，一經定罪，可處罰款\$200000 及監禁 3 年。

Section 38(1) of the Elections (Corrupt and Illegal Conduct) Ordinance (Cap. 554)

A candidate who fails to lodge an election return as required by section 37 commits an offence and is-

- (a) if tried summarily, liable on conviction to a fine at level 5 and to imprisonment for 1 year; or
- (b) if tried on indictment, liable on conviction to a fine of \$200000 and to imprisonment for 3 years.

18. 候選人在填寫申報書及聲明書時如有任何問題，請在辦公時間內致電鄉郊代表選舉熱線 2152 1521。如對《選舉(舞弊及非法行為)條例》有任何諮詢，可致電廉政公署查詢熱線 2920 7878。

If the candidate has any difficulty in completing the return and declaration, please contact the Rural Representative Election Hotline at 2152 1521 during office hours. For enquiries relating to the Elections (Corrupt and Illegal Conduct) Ordinance, please call the Election Enquiry Hotline of the Independent Commission Against Corruption at 2920 7878.

核證供應者發票及收據副本樣式

Sample on certifying a duplicate copy of invoice and receipt issued by the supplier

核證無誤及為真確副本
Certified correct and true copy

[候選人簽署]
[Signature of candidate]

候選人姓名
[Name of candidate]
[日期]
[Date]

已填妥的申報書及聲明書的樣本（只供參考用）
Sample of a completed return and declaration (for reference only)

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

《選舉（舞弊及非法行為）條例》（第 554 章）第 37 條
Section 37 of the Elections (Corrupt and Illegal Conduct) Ordinance (Cap. 554)

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)

刪去不適用者
Delete whichever
is inapplicable

村/墟鎮
Village/
Market Town

鄉事委員會
Rural Committee

XX

YY

補選日期 : 2015 年 12 月 xx 日

Date of By-election : xx December 2015

填上鄉事委員會名稱及鄉村/墟鎮名稱
Fill in the name of the Rural
Committee and the Village/
Market Town

申報書
FORM OF RETURN

填上選舉日期
Fill in the date of Election

[附註：請用正楷填寫此申報書及聲明書，填寫前請小心參閱《填寫選舉開支及接受選舉捐贈之申報書及聲明書說明（說明）》。]

[Note : Please read carefully the "Notes on Completion of Return and Declaration of Election Expenses and Election Donations" (Note(s)) before completing this return and declaration in BLOCK LETTERS.]

候選人姓名

Name of Candidate 甲乙丙 / ABC

必須填上候選人在香港身分證上顯示的姓名
Fill in your full name as shown on
candidate's Hong Kong Identity Card

一·我是參加此次補選之上述候選人。

1. I am the candidate named above at the above By-election.

二·我現把由我及我的選舉開支代理人代我在此次補選中招致的選舉開支，及由我、我的選舉代理人及其他人士代表或為我在與此次補選相關的情況下接受的所有選舉捐贈，申報如下。

2. I hereby make the following return of election expenses incurred by me and by my election expense agent(s) on my behalf at the above By-election, and all election donations received by me, my election agent or by any other persons on my behalf in connection with the above By-election.

各項選舉開支
ELECTION EXPENSES

開支一覽表（詳情列於以下各有關部分）（見說明第4項）

Summary of expenses (with details set out under each of the relevant sections below)(see Note 4)

候選人個人開支（A部）.....\$ 1,214.50 元
Candidate's personal expenses (Section A)

選舉聚會之開支（B部）.....\$ 1,000.00 元
Expenses for election meetings (Section B)

代理人及選舉助理之開支（C部）.....\$ 1,800.00 元
Expenses for agents and election assistants (Section C)

選舉廣告之開支（D部）.....\$ 3,050.00 元
Expenses for election advertisements (Section D)

租金、辦公室及運輸之開支（E部）.....\$ 2,690.00 元
Rental, office and transportation expenses (Section E)

雜項支出（F部）.....\$ 4,000.04 元
Expenses for miscellaneous items (Section F)

未支付之索款（G部）.....\$ 3,500.00 元
Outstanding claims (Section G)

等於 A 至 G 部的總和
Equal to the sum of Sections A to G

總開支 \$ 17,254.54 元
Total expenses

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

A 部： 候選人個人開支（例如：製作候選人的個人相片或個人形象設計等之開支。）

Section A : Candidate's personal expenses (For example, expenses on the production of personal photographs or image design, etc.)

開支性質 Nature of Expenses		金額 Amount (見說明第 4 項) (see Note 4)	發票及收據 Invoice and Receipt
1.	相片沖印 Production of Film	\$ 214.50 元	A1 (見附件 1) (see Annex 1)
2.	形象設計 Image Design	\$ 1,000 元	A2 – A3
3.		\$ 元	
4.		\$ 元	
5.		\$ 元	
6.		\$ 元	
7.		\$ 元	
總數 Total		\$ 1,214.50 元	

候選人個人開支例子
Examples of candidate's personal expenses
請以整數或四捨五入至不超過兩個小數位填寫
Please fill in with an integer or round up/down to not more than 2 decimal places

相等於 A 部各項的總和
Equal to the sum of all items in Section A

B 部： 選舉聚會之開支（例如：舉辦選舉活動或政治團體舉行誓師大會之開支。）

Section B : Expenses for election meetings (For example, expenses for conducting electioneering functions or launching ceremony of the election campaign by political organizations.)

活動日期 Date of Activity	活動名稱 Name of the Activity	金額 Amount (見說明第 4 項) (see Note 4)	發票及收據 Invoice and Receipt
X.X.2015	誓師大會 Launching Ceremony	\$ 500.00 元	B1 – B4
X.X.2015	XX 講座 XX Talks	\$ 250.00 元	B5 – B8
X.X.2015	租借場地 Hiring of Venue	\$ 250.00 元	(捐贈) (Donation)
		\$ 元	
		\$ 元	
總數 Total		\$ 1,000.00 元	

選舉聚會費用例子
Examples of election meeting expenses

相等於 B 部各項的總和
Equal to the sum of all items in Section B

如此項目是捐贈物品/服務，只須在“發票及收據”一欄填上“捐贈”，同時須在“各項選舉捐贈”(即 H 或 I 部)中申報，金額則等同於捐贈物品/服務的市價或合理市值估價。(就此項目的選舉捐贈申報要求，另見此樣本 H 部)
If this item is donated goods/service, candidate only has to state "Donation" in the "Invoice and Receipt" column. Candidate should also declare the item in the part for reporting election donations (i.e. Section H or I) and the amount should be the market value or the fair estimated market value of the donated goods/service. (See also Section H of this sample for the requirements on declaration of this item of election donation)

C 部 : 代理人及選舉助理之開支
 Section C : Expenses for agents and election assistants

代理人類別／獲委任人姓名 Types of Agents/Names of Appointees	金額 Amount (見說明第 4 項) (see Note 4)	發票及收據 Invoice and Receipt
選舉代理人： Election Agent: 甲甲甲 AAA	\$ 300.00 元	C1 (見附件 2) (see Annex 2)
選舉開支代理人： Election Expense Agent(s): ZZZ BBB	\$ 600.00 元	C2 (見附件 3) (see Annex 3)
	\$ 元	
監察投票代理人： Polling Agent(s): 丙丙丙 CCC	\$ 300.00 元	C3 – C7
	\$ 元	
	\$ 元	
監察點票代理人： Counting Agent(s): 丁丁丁 DDD	\$ 300.00 元	C8 – C12
	\$ 元	
	\$ 元	
	\$ 元	
	\$ 元	
選舉助理及拉票人： Election Assistant(s) and Canvasser(s): 戊戊戊 EEE	\$ 300.00 元	C13 (見附件 4) (see Annex 4)
	\$ 元	
	\$ 元	
	\$ 元	
	\$ 元	
總數 Total	\$ 1,800.00 元	

D 部 : 選舉廣告之開支(見說明第 8 項)

Section D : Expenses for election advertisements (see Note 8)

應根據於中央平台或候選人平台或交給有關鄉郊地區的選舉主任之「選舉廣告資料摘要」(表格編號: HAD/C10/By-E)及「已修正的選舉廣告資料通知書」(表格編號: HAD/C11/By-E)(如適用)所列的選舉廣告數量及種類,計算及填寫此部分之開支。不論開支的價值是否極少,候選人均須申報每一項選舉廣告的開支。即使某項選舉廣告的開支為零,候選人亦應申報該項目,以供民政事務總署查核。

The expenses entered in this section should be calculated based on the quantities and types of election advertisements as stated on the Central Platform or Candidate's Platform or in the "Information Sheet in relation to Election Advertisements" (Form no.: HAD/C10/By-E) and "Notification of Corrected Information in relation to Election Advertisements" (Form no.: HAD/C11/By-E)(if applicable) submitted to the Returning Officer for the relevant rural area. The candidate should declare the expenses for each and every item of election advertisement no matter how minimal the value of the expense is. Even if the expense for a particular election advertisement is zero, the candidate should also declare the item for checking by the Home Affairs Department.

1. 海報 Posters

	印刷日期 Date of Printing	尺寸/面積 Size/ Dimension	顏色 (單色/多色) Colour (Single/Multi)	印製的文本數目 Number of Copies Printed	單價 Unit Price (見說明第 4 項) (see Note 4)	金額 Amount (見說明第 4 項) (see Note 4)	發票及收據 Invoice and Receipt
1.	X.X.2015	20" x 30"	多色 Multi	500	\$ 0.20 元	\$ 100.00 元	D1
2.	X.X.2015	15" x 20"	單色 Single	2,000	\$ 0.15 元	\$ 150.00 元 (由甲乙丙及丁戊己 兩位候選人平均攤 分) (Equally shared between two candidates, namely ABC and DEF)	D2 (本人現提交 收據副本,正本 由丁戊己候選人 提交) D2 (The receipt is only a copy and the original one is submitted by candidate DEF)
3.							
5.							
6.							
7.							

海報例子
Examples of posters

請依發票或收據列明
印製的文本數目,無
需攤分
Please state the number
of copies printed
according to the invoice
or receipt, no need to
divide

若兩位候選人的聯合選舉廣告開支總金額為\$300,而該項選舉開支由兩位候選人平均攤分,每位候選人需申報\$150。但印製的文本數目則不需攤分。候選人應列明有關候選人的姓名及如何分攤選舉開支,由於收據及發票的正本由其中一位候選人提交,另一位候選人應遞交有關收據及發票的核實副本,並註明正本是那一位候選人提交,以便核實。
If the total amount of the expense of a joint election advertisement of two candidates is \$300 and that election expense is to be evenly divided between two candidates, each candidate should declare \$150. However, there is no need to divide the number of copies printed.
Candidates should state clearly the name of the concerned candidates and how the election expenses is apportioned. Since the original invoice and receipt have been submitted by one of the candidates, the other candidate should also provide the certified true copies of the relevant invoice and receipt and state the name of the candidate who has submitted the original documents so as to facilitate checking.

2. 小冊子 Pamphlets

	印刷日期 Date of Printing	尺寸/面積 Size/Dimension	顏色 (單色/多色) Colour (Single/Multi)	印製的文本數目 Number of Copies Printed	單價 Unit Price (見說明第 4 項) (see Note 4)	金額 Amount (見說明第 4 項) (see Note 4)	發票及收據 Invoice and Receipt
1.	X.X.2015	A4	多色 Multi	1,000	\$ 0.10 元	\$ 100.00 元	D3
2.	X.X.2015	A3	單色 Single	750	\$ 0.20 元	\$ 150.00 元	D4
3.					\$ 元	\$ 元	
第 2 項小計 Sub-total of 2						\$ 250.00 元	

小冊子例子
Examples of pamphlets

3. 傳單 (A3 或 A4 或 A5 尺寸的紙張亦應算作傳單。)
Handbills (One-page paper with the size of A3, A4 or A5 is also regarded as handbill.)

	印刷日期 Date of Printing	尺寸/面積 Size/Dimension	顏色 (單色/多色) Colour (Single/Multi)	印製的文本數目 Number of Copies Printed	單價 Unit Price (見說明第 4 項) (see Note 4)	金額 Amount (見說明第 4 項) (see Note 4)	發票及收據 Invoice and Receipt
1.	X.X.2015	A4	多色 Multi	1,250	\$ 0.12 元	\$ 150.00 元	D5
2.	X.X.2015	A5	單色 Single	2,000	\$ 0.05 元	\$ 100.00 元	(捐贈) (Donation)
3.							
4.							
5.							
6.							
7.							
第 3 項小計 Sub-total of 3						\$ 250.00 元	

傳單例子
Examples of handbills

如此項目是捐贈物品/服務，只須在“發票及收據”一欄填上“捐贈”，同時須在“各項選舉捐贈”(即 H 或 I 部) 中申報，金額則等同於捐贈物品/服務的市價或合理市值估價。(就此項目的選舉捐贈申報要求，另見此樣本 H 部)

If this item is donated goods/service, candidate only has to state “Donation” in the “Invoice and Receipt” column. Candidate should also declare the item in the part for reporting election donations (i.e. Section H or I) and the amount should be the market value or the fair estimated market value of the donated goods/service. (See also Section H of this sample for the requirements on declaration of this item of election donation)

4. 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。)
Other Printed Items (Please specify the types of the election advertisements concerned, e.g. newspaper advertisements, facsimile, name cards, envelopes, postcards, etc.)

	類別 Type	印刷日期 Date of Printing	尺寸/面積 Size/Dimension	顏色 (單色/多色) Colour (Single/Multi)	印製的文本數目 Number of Copies Printed	單價 Unit Price (見說明第 4 項) (see Note 4)	金額 Amount (見說明第 4 項) (see Note 4)	發票及收據 Invoice and Receipt
1.	信封 Envelopes	X.X.2015	4.5" x 8.5"	單色 Single	2,500	\$ 0.06 元	\$ 150.00 元	D6
2.	明信片 Postcards	X.X.2015	4" x 6"	多色 Multi	250	\$ 0.40 元	\$ 100.00 元	D7
3.						\$ 元	\$ 元	
4.						\$ 元	\$ 元	
5.						\$ 元	\$ 元	
第 4 項小計 Sub-total of 4							\$ 250.00 元	

請列明印刷品類別
Please state the type of the printed items

5. 橫額
Banners

	製作日期 Date of Production	尺寸/面積 Size/Dimension	製作數量 Quantity Produced	單價 Unit Price (見說明第 4 項) (see Note 4)	金額 Amount (見說明第 4 項) (see Note 4)	發票及收據 Invoice and Receipt
1.	<i>X.X.2015</i>	<i>3' x 12'</i>	<i>1</i>	\$ <i>150.00</i> 元	\$ <i>150.00</i> 元 <i>(當中\$100 為折扣, 屬於選舉捐贈)</i> <i>(\$100 of it is discount, which is election donation)</i>	<i>D8</i>
2.	<i>X.X.2015</i>	<i>3' x 10'</i>	<i>1</i>	\$ <i>100.00</i> 元	\$ <i>100.00</i> 元	<i>D9</i>
3.				\$ 元	\$ 元	
4.				\$ 元	\$ 元	
5.				\$ 元	\$ 元	
6.				\$ 元	\$ 元	
7.				\$ 元	\$ 元	
8.				\$ 元	\$ 元	
9.				\$ 元	\$ 元	
第 5 項小計 Sub-total of 5					\$ <i>250.00</i> 元	

橫額例子
Examples of banners

實物抵付形式的選舉捐贈包括免費或以折扣價獲得的貨品及服務。如有關折扣並非所有顧客一般均可享有，貨品或服務的市價／正常價格與候選人支付的價格差額會是一項選舉捐贈。候選人必須在此兩欄申報市價／正常價格並在金額一欄註明折扣金額，另須把折扣申報為選舉捐贈。（就此項目的選舉捐贈申報要求，另見此樣本H部）

Election donations in kind include goods and services obtained free of charge or at a discount. If the discount is not generally available to all customers, the difference between the market/regular price and the price charged is an election donation. Candidate must declare the market/regular price in these two columns and specify the amount of discount in the column of "Amount". Candidate must also declare the discount as an election donation. (See also Section H of this sample for the requirements on declaration of this item of election donation)

6. 小旗
Pennants

	製作日期 Date of Production	尺寸/面積 Size/Dimension	顏色 (單色/多色) Colour (Single/Multi)	製作數量 Quantity Produced	單價 Unit Price (見說明第 4 項) (see Note 4)	金額 Amount (見說明第 4 項) (see Note 4)	發票及收據 Invoice and Receipt
1.	<i>X.X.2015</i>	<i>2' x 4'</i>	<i>多色</i> <i>Multi</i>	<i>2</i>	\$ <i>50.00</i> 元	\$ <i>100.00</i> 元	<i>D10</i>
2.	<i>X.X.2015</i>	<i>A3</i>	<i>單色</i> <i>Single</i>	<i>10</i>	\$ <i>15.00</i> 元	\$ <i>150.00</i> 元	<i>D11</i>
3.					\$ 元	\$ 元	
4.					\$ 元	\$ 元	
5.					\$ 元	\$ 元	
6.					\$ 元	\$ 元	
第 6 項小計 Sub-total of 6					\$ <i>250.00</i> 元		

小旗例子
Examples of pennants

7. 標語牌 Placards

	製作日期 Date of Production	尺寸/面積 Size/Dimension	製作數量 Quantity Produced	單價 Unit Price (見說明第 4 項) (see Note 4)	金額 Amount (見說明第 4 項) (see Note 4)	發票及收據 Invoice and Receipt
1.	X.X.2015	3' x 6'	2	\$ 50.00 元	\$ 100.00 元	D12
2.	X.X.2015	3' x 6'	1	\$ 100.00 元	\$ 100.00 元	舊物重用 Re-use of old material (舊宣傳板估計值) (Estimated value of old publicity board)
3.	X.X.2015	3' x 6'	1	\$ 100.00 元	\$ 100.00 元	D13 (重新修整第 2 列的舊宣 傳板費用) (Cost incurred for refurbishing of old publicity board in row 2)
4.				元	\$ 元	
				第 7 項小計 Sub-total of 7	\$ 300.00 元	

標語牌例子
Examples of placards

8. 其他 (請註明類別)
Others (Please specify the type)

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、網絡、電子展示版、電腦網頁、互聯網廣告等。

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

舊宣傳板的估計價值和重新修整所招致的費用，均須計入選舉開支，並須清楚分開列明。
The estimated value of the old publicity boards and the cost incurred for its refurbishment should be counted towards the election expenses, and should be listed separately.

	類別 Type	製作日期 Date of Production	製作數量 Quantity Produced	單價 Unit Price (見說明第 4 項) (see Note 4)	金額 Amount (見說明第 4 項) (see Note 4)	發票及收據 Invoice and Receipt
1.	光碟 Compact Discs	X.X.2015	100	\$ 1.00 元	\$ 100.00 元	D14
2.	網站製作 Website Construction	X.X.2015	1	\$ 750.00 元	\$ 750.00 元	D15
3.	短訊服務 Short Message Service (SMS)	X.X.2015	500	\$ 0.50 元	\$ 250.00 元	D16
4.	肩帶 Sash	X.X.2015	15	\$ 10.00 元	\$ 150.00 元	(捐贈) (Donation)
5.						
6.						
7.						
8.						

請註明每項廣告的類別
Please state the type of each election advertisement

如此項目是捐贈物品/服務，只須在“發票及收據”一欄填上“捐贈”，同時須在“各項捐贈”(即 H 部或 I 部)中申報，金額則等同於捐贈物品/服務的市價或合理市值估價。(就此項目的選舉捐贈申報要求，另見此樣本 I 部)
If this item is donated goods/service, candidate only has to state "Donation" in the "Invoice and Receipt" column. Candidate should also declare the item in the part for reporting election donations (i.e. Section H or I) and the amount should be the market value or the fair estimated market value of the donated goods/service. (See also Section I of this sample for the requirements on declaration of this item of election donation)

第 8 項小計 Sub-total of 8	\$ 1,250.00 元
第 1 項至第 8 項小計總和 The Sum of Sub-totals 1 to 8	\$ 3,050.00 元

E 部 : 租金、辦公室及運輸之開支
 Section E : Rental, office and transportation expenses

1. 租金及辦公室開支
 Rental and office expenses

服務／貨品之性質及詳情 Nature and Particulars of Services/Goods			金額 Amount (見說明第 4 項) (see Note 4)	發票及收據 Invoice and Receipt
租金：地址 Rental: Address	單位收費 [#] (見說明第 4 項) Unit Charge [#] (see Note 4)	租用日期及期間 Rental Period & Duration (X.X.2015 - X.X.2015)		
ZZ 區YYY 道 XX 大廈十樓 10/F, XX Building, YYY Road, ZZ	\$ 1,000.00 元 (每月 per month)	一個月 1 month	\$ 1,000.00 元	E1
文具：種類 Stationery: Type	單價(見說明第 4 項) Unit Price [#] (see Note 4)	數量 Quantity		
原子筆 Ball-point Pens	\$ 5 元	20	\$ 100.00 元	E2
郵費：性質 Postage: Nature	單價(見說明第 4 項) Unit Price [#] (see Note 4)	數量 Quantity		
郵寄選舉廣告 Posting of Election Advertisements	\$ 1.70 元	200	\$ 340.00 元	E3 - E10
其他(請註明)： Others (Please specify)：	單價(見說明第 4 項) Unit Price [#] (see Note 4)	數量 Quantity		
1.	元		\$ 元	
2.	元		\$ 元	
			第 1 項小計 Sub-total of 1	\$ 1,440.00 元

[#] 單位收費應包括租金、電費、冷氣費及其他有關費用(計算至選舉日止)。
[#] Unit charge should include rent, electricity charges, air conditioning charges and other related expenses (calculated up to the election day only).

雖然此項選舉開支的總額是 100 元，但因每一交通費是少於 100 元，所以候選人無需提交發票及收據。
 Although the total amount of this election expense item is \$100, candidate is not required to submit the invoice and receipt as each transportation cost is less than \$100.

2. 運輸
 Transportation

單位收費(見說明第 4 項) Unit Charge(see Note 4)			數目／數量／期間 Number/Quantity/Duration	金額 Amount (見說明第 4 項) (see Note 4)	發票及收據 Invoice and Receipt
租賃車輛 Hiring of Vehicles	\$ 325.00 元	2 (X.X.2015)	\$ 650.00 元	E11 - E12	
汽油 Petrol	\$ 100.00 元	3	\$ 300.00 元	E13 - E15	
司機 Driver	\$ 200.00 元	1	\$ 200.00 元	E16	
交通費：性質 Travelling Expense/ Nature					
公共汽車 Bus	\$ 5.00 元	20	\$ 100.00 元	不適用 N/A	
其他(請註明)： Others (Please specify):			\$ 元		
			第 2 項小計 Sub-total of 2	\$ 1,250.00 元	
			第 1 項至第 2 項小計總和 The Sum of Sub-totals 1 to 2	\$ 2,690.00 元	

等於第 1 項小計及第 2 項小計總和
 Equal to the sum of Sub-total of 1 and 2

F 部 : 雜項開支
Section F : Expenses for miscellaneous items

詳情 Particulars	金額 Amount (見說明第 4 項) (see Note 4)	發票及收據 Invoice and Receipt
供應予選舉助理之飲品及食物 Beverages and food for election assistants 日期 人數 場合 Date No. of Persons Occasion <i>X.X.2015 – X.X.2015</i> <i>15</i> <i>投票日前</i> <i>Before Polling Day</i> <i>X.X.2015</i> <i>5</i> <i>投票日</i> <i>On Polling Day</i> <i>X.X.2015</i> <i>12</i> <i>慶功宴</i> <i>(履行對選舉助理的承諾)</i> <i>Celebration Dinner</i> <i>(honour the promise made previously</i> <i>to the Election Assistant(s))</i>	\$ <i>750.00</i> 元 \$ <i>500.00</i> 元 \$ <i>1,750.00</i> 元	<i>F1 – F15</i> <i>F16 – F20</i> <i>F21</i>
<p>如果候選人當選後設慶功宴，其目的純粹為慶祝他/她在選舉中當選，該宴會並非為促使他/她當選而舉辦，有關費用不需要計算為候選人的選舉開支。但是，如果設慶功宴的目的是為了履行候選人對協助他/她進行競選活動的人士曾許下的承諾，例如他/她曾答應他/她成功當選後，將設宴酬謝曾為他/她的競選活動而奔波的人士及助選成員，該宴會的舉行便與促使他/她當選有關，所涉及的費用亦因此屬選舉開支。候選人須註明開支是為履行承諾。</p> <p>If the celebration banquet is arranged after the election for the sole purpose of celebrating the candidate's successful election and the purpose of hosting the said banquet is not for promoting his/her election, the expenses incurred need not be counted towards his/her election expenses. If the celebration banquet is hosted to honour the candidate's promise made previously to the participants that they would be rewarded with a banquet for their electioneering assistance upon the candidate's successful election, the hosting of this celebration banquet is related to the purpose of promoting his/her election and the expenses of the banquet should be counted towards the candidate's election expenses. Candidate should specify that the expense is to honour the promise made previously.</p>		
其他 (請註明) Others (Please specify) <i>上網費</i> <i>X.X.2015 –</i> <i>Internet Service Fee</i> <i>X.X.2015</i>	\$ <i>1,000.04</i> 元	<i>F22</i>
<p>如此開支是用作多於一項用途，如家居用途，這項開支應就與選舉有關和其他用途分攤。舉例如下： 候選人的家居上網月費為\$697。在 7 至 9 月期間利用該上網服務進行與選舉有關的用途(例如傳送電郵給選民及在網絡日誌上發布選舉廣告)，估計使用時間的總和為 44 日： 7 至 9 月的家居上網月費總額：\$697 x 3 個月 = \$2091 用作選舉有關用途的開支部分： \$2091 ÷ (31 + 31 + 30)天 x 44 日 = \$1000.04 If this expense is incurred for more than one purpose, for instance domestic purpose, there is a need for apportionment of the expense between election-related purposes and any other purposes. An example as follows- The monthly domestic internet service fee of a candidate is \$697. Such internet service was used for election-related purpose (e.g. sent out emails to electors and published Election Advertisements at blog) between July and September, and the estimated total time of such usage amounted to 44 days: Total domestic internet service fee between July and September: \$697 x 3 months = \$2091 Portion of expenses incurred for election-related purposes: \$2091 ÷ (31 + 31 + 30) days x 44 days = \$1000.04</p>		
總數 Total	\$ <i>4,000.04</i> 元	

如已在 A 至 F 部申報的費用，毋須在此部分重覆申報。
If the expenses have already been included in Sections A to F,
no need to complete this section

G 部 : 未支付之索款

根據《選舉（舞弊及非法行為）條例》（第 554 章）第 37(2)(b)(i)條的規定，候選人必須確保申報書附有（就每項 100 元或以上的選舉開支而言）載有該項支出的詳情的發票及收據。我承諾將依據下表列出預定支付索款的時間表，向有關供應者支付索款，並於付款日期後的 30 天內，向有關鄉郊地區的選舉主任提交每項 100 元或以上的選舉開支的發票及付款收據，以證明下述索款已如期支付。如我未能於限期內提交有關的發票及付款收據，民政事務總署可能會將個案轉交執法機構跟進。

Section G : Outstanding claims

According to section 37(2)(b)(i) of the Elections (Corrupt and Illegal Conduct) Ordinance (Cap. 554), the candidate must ensure that the return is accompanied, in the case of each election expense of \$100 or more, by an invoice and receipt giving particulars of the expenditure. I undertake to settle the following outstanding claim(s) with the supplier(s) according to the scheduled date(s) of payment of outstanding claim(s) as set out in the table below and submit to the Returning Officer for the relevant rural area within 30 days from the payment date the invoice and receipt for each item of election expense which is of \$100 or more in support of the settlement of the outstanding claim(s). If I do not submit the invoice and receipt, the Home Affairs Department may refer the case to the law enforcement agency for follow-up action.

預定支付索款的時間表 Schedule for Settlement of Outstanding Claim(s)			
貨品／服務之性質及詳情 Nature and Particulars of Goods/Services	供應者 Supplier(s)	包括在我的選舉開支內的 索款的金額(元) Amount of Outstanding Claim(s) included in my Election Expenses(\$) (見說明第 4 項) (see Note 4)	擬定支付索款的日期 Scheduled Date(s) of Payment of Outstanding Claim(s)
1. 拆板費 <i>Removal cost of placards</i>	XXX	\$500.00	X.X.2015
2. 傳單支出 <i>Expenses for handbills</i>	YYY	\$1,000.00	X.X.2015
3. 海報支出 <i>Expenses for posters</i>	ZZZ	\$2,000.00	X.X.2015
總數 Total		\$ 3,500.00 元	

I 部 : 1,000 元以上之選舉捐贈

請在下表填報每名（在一次或多次之選舉捐贈中）選舉捐贈總額在 1,000 元以上之捐贈者的姓名或名稱及地址，並附上就有關選舉捐贈發給捐贈者之「劃一格式選舉捐贈收據」（表格編號：HAD/C2/By-E）副本。所有收據副本上應順序註明編號，而編配予每一收據副本的編號應填寫在“收據副本”一欄內的相應位置，以資對照。

Section I : Election donations of more than \$1,000

Please enter the name and address of each donor who has donated more than \$1,000 in total (in one or more election donations). Each entry must be accompanied with a copy of the “Standard Receipt for Election Donations” (Form no.: HAD/C2/By-E) issued to the donor. All copies of receipt should be marked in numerical sequence and, for cross-referencing purpose, the number assigned to each copy of receipt should be correspondingly entered in the “Copy of Receipt” column.

捐贈者 Donor		選舉捐贈說明 Description of Election Donation	捐款金額或 選舉捐贈之價值 Amount or Value of Election Donation (見說明第 4 項) (see Note 4)	收據副本 Copy of Receipt
姓名或名稱 Name	地址 Address			
乙丙丁 BCD	DDD 區 EE 街 F 大廈三十二樓 32/F, F Building, EE Street, DDD	現金 Cash	\$ 1,450.00 元	I1
丁戊己 DEF	ZZZ 區 YYY 街 XXX 大廈十樓 10/F, XXX Building, YYY Street, ZZZ	現金 Cash	\$ 900.00 元	I2 (見附件五) (see Annex 5)
丁戊己 DEF	ZZZ 區 YYY 街 XXX 大廈十樓 10/F, XXX Building, YYY Street, ZZZ	15 條肩帶 15 pieces of sashes	\$ 150.00 元	I2
			\$ 元	
			元	
			元	
<p>“15 條肩帶” 此一項目亦必須在有關部分中申報（即此樣本 D8 部） This item of “15 pieces of sashes” should also be declared in the relevant section (see Section D8 of this sample)</p>				
<p>由於同一捐贈者的捐贈價值總和超過 \$1,000，因此須提交「劃一格式選舉捐贈收據」（見附件 5） Since the total value of the donations from the same donor is over \$1,000, a “Standard Receipt for Election Donations” should be submitted (see Annex 5)</p>				
總數 Total			\$ 2,500.00 元	

J 部 : 已處置之選舉捐贈（如有此情況）（見說明第 13 項）

每項填報資料均須附上收款人所發之收據副本，所有收據副本上須順序註明編號，而編配予每一收據副本的編號應填寫在“收據副本”一欄內的相應位置，以資對照。

Section J : Election donations disposed of (if any) (see Note 13)

Each entry must be accompanied with a copy of the receipt issued by the recipient. All copies of receipt should be marked in numerical sequence and, for cross-referencing purpose, the number assigned to each copy of receipt should be correspondingly entered in the “Copy of Receipt” column.

屬公共性質的慈善機構或慈善信託名稱 Name of Charitable Institution or Trust of a Public Character	金額 Amount (見說明第 4 項) (see Note 4)	收據副本 Copy of Receipt
丙丁戊慈善機構 CDE Charitable Institution	\$ 1550.00 元	J1
	\$ 元	
總數 Total	\$ 1550.00 元	

聲 明 書
FORM OF DECLARATION

候選人姓名

Name of Candidate 甲乙丙 / ABC ←

必須填上候選人在香港身分證上顯示的姓名
Please fill in the full name as shown on candidate's
Hong Kong Identity Card

我謹以至誠鄭重聲明如下—

I hereby solemnly and sincerely declare as follows —

一. 我是參與是次補選之上述候選人。

1. I am the candidate named at the above By-election.

二. 我已審閱上述經由有關鄉郊地區的選舉主任，呈交民政事務總署署長之「選舉開支及接受選舉捐贈之申報書」及附件。據我所知及所信，申報書已按法例之規定，準確詳列關於進行及管理上述選舉之—

(甲) 所有由我招致及由我的選舉開支代理人代我招致之選舉開支；以及

(乙) 所有由我、我的選舉代理人以及任何其他人士代表或為我所接受之選舉捐贈。

2. I have examined the above return of election expenses and election donations and the attachments to be submitted to the Director of Home Affairs via the Returning Officer for the relevant rural area, and to the best of my knowledge and belief, it is an accurate account of—

(a) all election expenses incurred by me and by my election expense agent(s) on my behalf; and

(b) all election donations received by me, by my election agent and by any other persons on my behalf or on my account, in respect of the conduct and management of the above By-election as required by law.

三. 據我所知及所信—

(甲) 除本申報書所列出的選舉開支外，我並無招致其他選舉開支，而我的選舉開支代理人並無代我招致其他選舉開支；以及

(乙) 除本申報書所列出的選舉捐贈外，我並無接受其他選舉捐贈，而我的選舉代理人及任何其他人士並無代表或為我接受其他選舉捐贈。

所有已處置之選舉捐贈亦已按本申報書所列出的方式處置。

3. To the best of my knowledge and belief—

(a) no election expenses other than those set out in the return were incurred by me and my election expense agent(s) on my behalf; and

(b) no election donations other than those set out in the return were received by me, my election agent and any other persons on my behalf or on my account; and

all election donations disposed of have been disposed of in the manner set out in this return.

我謹憑藉《宣誓及聲明條例》(第 11 章) 衷誠作出此項鄭重聲明，並確信其為真確無訛。

And I make this solemn declaration conscientiously believing the same to be true and by virtue of the Oaths and Declarations Ordinance (Cap. 11).

聲明人簽署

Signature of Declarant  ←

必須由候選人簽署
Must be signed by the candidate.

上述聲明是於 2015 年 X 月 X 日由上述聲明人在我面前作出及簽署。

Signed and declared by the above declarant on the Xth day of X 2015 before me.

必須寫上作出聲明的日期
Must fill in the date
when the declaration
is made

~~*監誓員 / 太平紳士 / 持有執業證書的律師簽署~~

Signature of ~~*Commissioner for Oaths/Justice of the Peace/
Solicitor with a practising certificate~~

~~*監誓員 / 太平紳士 / 持有執業證書的律師姓名~~

Name of ~~*Commissioner for Oaths/Justice of the Peace/
Solicitor with a practising certificate~~

壹貳叁 / XYZ ← 

必須由監誓員 / 太平紳士 / 持有執業證書的律師簽署
Must be signed by the Commissioner for Oaths/Justice of the
Peace/Solicitor with practising certificate

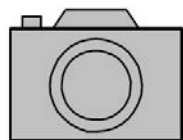
* 請刪去不適用者

* Please delete whichever is inapplicable

應載有提供貨品或服務的機構或人士的資料。
There should be information of the organisation or person providing the goods or services.

應註明編號，而分配予每一收據的編號應填寫在“發票及收據”一欄內的相應位置，以資對照。
There should be a numerical sequence marked and, for cross-referencing purpose, the number assigned to each invoice and receipt should be correspondingly entered in the “Invoice and Receipt” column.

A1



ABC 攝影沖印公司
ABC Photo Studio

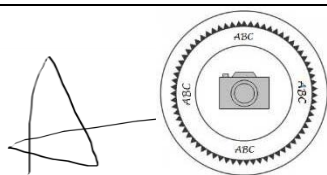
應載有日期。
There should be a date.

地址 Address: xxxxx 編號 Serial Number: A01234
電話 Tel: 1234-5678 日期 Date: 2015-X-X
傳真 Fax: 1234-5678

項目 Item(s)	數量 quantity	金額 amount
11張12 R照片 (11 pieces of 12 R photos)	11	\$214.50
總額 total amount		\$214.50
已付金額 amount paid		\$214.50
餘額 balance		\$0

應載有關支項目的詳情（即貨品或服務的資料和金額）。
There should be details of the expense item (i.e. information and amount of the goods or services).

應載有證明提供貨品或服務的機構或人士已全數收取有關款額的資料（例如收款人士的姓名及簽署，或收款機構的蓋章及代表簽署）。
There should be information supporting that the organisation or person providing the goods or services has received the relevant payment in full (e.g., name and signature of the recipient, or the stamp and signature of the authorised person of the organisation).



授權簽署/公司蓋章
Authorised Signature/ Company Chop

應註明編號，而分配予每一收據的編號應填寫在“發票及收據”一欄內的相應位置，以資對照。
There should be a numerical sequence marked and, for cross-referencing purpose, the number assigned to each invoice and receipt should be correspondingly entered in the “Invoice and Receipt” column.

C1

薪金/津貼收據

Receipt for Salary/Allowance

現證明本人已收取 \$300，作為在 2015-X-X 至 2015-X-X 期間，擔任 選舉代理人 的 津貼。

This is to confirm that I have received \$300 being payment of allowance for election agent for the period from 2015-X-X to 2015-X-X.

應載有開支項目的詳情（即貨品或服務的資料和金額）。
There should be details of the expense item (i.e., information and amount of the goods or services).

簽名:

Signature:

姓名（正楷）:

Name (in block letters):

日期:

Date:

SAA

甲甲甲

AAA

X.X.2016

應載有證明提供貨品或服務的機構或人士已全數收取有關款額的資料（例如收款人士的姓名及簽署）。就薪金/津貼收據而言，該證明必須由收款者本人簽署。
There should be information supporting that the organisation or person providing the goods or services has received the relevant payment in full (e.g., name and signature of the recipient). A Receipt for Salary/Allowance must be signed by the recipient himself/herself.

應載有簽收的日期。
There should be a date of receipt.

應載有提供貨品或服務的機構或人士的資料。
There should be information of the organisation or person providing the goods or services.

應註明編號，而分配予每一收據的編號應填寫在“發票及收據”一欄內的相應位置，以資對照。
There should be a numerical sequence marked and, for cross-referencing purpose, the number assigned to each invoice and receipt should be correspondingly entered in the “Invoice and Receipt” column.

應載有提供貨品或服務的機構或人士的資料。
There should be information of the organisation or person providing the goods or services.

甲乙丙辦事處
ABC Office

C2

本人乙乙乙 (姓名) 於 2016 年 X 月 X 日收訖 3000 元作為在 2016 年 X 月擔任甲乙丙的助理之薪酬。

應載有開支項目的詳情 (即貨品或服務的資料和金額)。
There should be details of the expense item (i.e. information and amount of the goods or services).

I BBB (name) received \$ 3000 on X.X.2016 for the salary of Assistant of ABC in X.2016.

20元用於 2016 鄉郊補選有關活動
20元 is used on activities related to 2016 Rural By-election

收據副本須由候選人核證。
Copy of receipt should be certified by the candidate.

核證無誤及為真確副本
Certified correct and true copy

候選人姓名: 甲乙丙
Name of candidate: ABC
2016 - X - X

簽名

Signature: B

日期

Date: X.X.2016

應載有簽收的日期。
There should be a date of receipt.

此候選人的助理同時擔任選舉開支代理人。候選人須估計其助理用於為其處理競選事宜的工作時間，以按比例計算助理的薪金為選舉開支。
This candidate's assistant acts as an election expense agent at the same time. The candidate should estimate the working time spent by the assistant in handling electioneering matters and calculate the assistant's salary on a pro rata basis as an election expense.

應載有證明提供貨品或服務的機構或人士已全數收取有關款額的資料 (例如收款人士的姓名及簽署)。就薪金/津貼收據而言，該證明必須由收款者本人簽署。
There should be information supporting that the organisation or person providing the goods or services has received the relevant payment in full (e.g., name and signature of the recipient). A Receipt for Salary/Allowance must be signed by the recipient himself/herself.

應載有提供貨品或服務的機構或人士的資料。
There should be information of the organisation or person providing the goods or services.

應註明編號，而分配予每一收據的編號應填寫在“發票及收據”一欄內的相應位置，以資對照。

There should be a numerical sequence marked and, for cross-referencing purpose, the number assigned to each invoice and receipt should be correspondingly entered in the “Invoice and Receipt” column.

薪金/津貼收據
Receipt for Salary/Allowance

應載有開支項目的詳情（即貨品或服務的資料和金額）。
There should be details of the expense item (i.e., information and amount of the goods or services).

C13

服務／工作日期 Date of service/work	X.X.2016
服務／工作性質 Nature of service/work	選舉助理及拉票人 Election Assistant and Canvasser

工作人員姓名及薪金／津貼簽收紀錄：

Name of staff and record of receipt of salary/allowance:

	姓名（正楷） Name (in block letters)	金額（\$） Amount (\$)	簽收日期 Date of receipt	簽署 Signature
1.	戊戊戊 EEE	300	2016 -X-X	E
2.				
3.				
4.				

應載有簽收的日期。
There should be a date of receipt.

應載有證明提供貨品或服務的機構或人士已全數收取有關款額的資料（例如收款人士的姓名及簽署）。就薪金／津貼收據而言，該證明必須由收款者本人簽署。

There should be information supporting that the organisation or person providing the goods or services has received the relevant payment in full (e.g., name and signature of the recipient). A Receipt for Salary/Allowance must be signed by the recipient himself/herself.

候選人須遵守《個人資料（私隱）條例》的資料保障原則，採取所有切實可行的步驟，以確保收集的個人資料受到保障而不受未獲准許的或意外的查閱和處理。
Candidates are reminded to observe the Data Protection Principles in the Personal Data (Privacy) Ordinance and to take all practicable steps to ensure that personal data are protected against unauthorised or accidental access and processing.

劃一格式選舉捐贈收據

附件 5

STANDARD RECEIPT FOR ELECTION DONATIONS

Annex 5

鄉郊補選 (*原居民代表/居民代表/街坊代表)

December 2015 Rural By-election

(*Indigenous Inhabitant Representative/ Resident Representative/ Kaifong Representative)

刪去不適用者
Delete whichever
is inapplicable

鄉事委員會
Rural Committee

村/墟鎮
Village/
Market Town

XX

YY

填上鄉事委員會名稱及鄉村/墟鎮名稱
Fill in the name of the Rural Committee and
the Village/ Market Town

補選日期: 2015年12月xx日

Date of Election: xx December 2015

[備註: 請用正楷填寫此選舉捐贈收據]

[Note: Please use BLOCK LETTERS in completing this receipt for election donations]

第一部分
Part I

收據編號 Receipt No.

12

填上選舉日期
Fill in the date of Election

候選人姓名 Name of Candidate 甲乙丙 / ABC

茲收到 Received from 丁戊己 / DEF
(捐贈者姓名或名稱 Name of Donor)

地址為 of 新界ZZZ村YYY號 No. YYY, ZZZ Village, New Territories
(捐贈者地址 Address of Donor)

- 現金 Cash in the sum of \$ 900.00 元
- 貨品價值 Goods in the value of \$ 150.00 元
- 服務價值 Services in the value of \$ 元
- 貨品/服務折扣價值 Discount for goods/services in the value of \$ 元
- 獲免繳的貸款利息款額 Interest not charged for loans obtained

所獲捐贈貨品、服務或折扣的詳情:

Particulars of goods donated, services rendered or discounts received:

肩帶15條 \$150.00
15 pieces of sashes \$150.00

必須填上選舉捐贈的詳情, 即類別、數量及價值
Must state the particulars of the election donation,
i.e. type, quantity and value.

由於同一捐贈者的捐贈價值總和超過
\$1,000元, 因此須提交此「劃一格式
選舉捐贈收據」
Since the total value of the donation
from the same donor is over \$1,000, this
"Standard Receipt for Election
Donations" should be submitted

所獲選舉捐贈是為支付候選人在上述補選的選舉開支。

Election Donations received are to meet the candidate's election expenses for the above By-election.

候選人或接受捐贈人姓名 (正楷): 戊戌戌 / EEE
Name of Candidate or Recipient (in BLOCK LETTERS) (姓 Surname) (名 Other name)

候選人或接受捐贈人簽署: [Signature] 日期: X.X.2015
Signature of Candidate or Recipient Date

接受捐贈人可以是候選人本人或
任何代表候選人的人士
Recipient can be the candidate or anyone
representing the candidate

- * 請在適當的方格內加上“✓”號
- * Please put a tick “✓” in the appropriate box

第二部分 (由捐贈者填寫後交還候選人或接受捐贈人)

Part II (To be completed by donor and returned to candidate or recipient)

選舉捐贈之處置

DISPOSAL OF ELECTION DONATIONS

倘選舉捐贈超出候選人可招致的選舉開支最高限額，或在選舉後全部或部分捐贈尚未動用，我同意候選人須把超額或未動用的選舉捐贈，捐給候選人所選擇的屬公共性質的慈善機構或慈善信託。

If the election donation is in excess of the maximum amount of election expenses that the candidate is allowed to incur or remains unused in whole or in part after the election, I agree that the candidate shall donate the excessive or unused election donation to such charitable institution(s) or trust(s) of a public character as the candidate may choose.

公眾查閱的安排

ARRANGEMENT FOR PUBLIC INSPECTION

我明白候選人會在其「接受選舉捐贈預先申報書及聲明書」(如適用)及「選舉開支及接受選舉捐贈之申報書及聲明書」內填報我列載於此收據的姓名或名稱及地址。我亦明白，申報書及聲明書以及本收據副本將備存於有關選舉主任的辦公室，由有關文件提交選舉主任的時間起，至有關選舉的結果公布日期的首個周年日為止，供公眾查閱，或提供予索閱有關文件的人士。

I understand that the candidate will enter in his/her “Advance Return and Declaration of Election Donations” (if applicable) and “Return and Declaration of Election Expenses and Election Donations” my name and address provided in this receipt. I also understand that copies of the return and declaration and this receipt will be made available at the office of the relevant Returning Officer for public inspection from the time when the documents are lodged with the Returning Officer to the first anniversary of the date on which the result of the election concerned is published, and may be furnished to any person upon request.

捐贈者姓名或名稱 (正楷) : 丁成己 / DEF
Name of Donor (in BLOCK LETTERS) (姓 Surname) (名 Other name)

捐贈者簽署 : 日期 : X.X.2015
Signature of Donor Date

必須由捐贈者簽署
Must be signed by the donor

備註 :
Remarks:

1. 當收取每項價值 1,000 元以上的選舉捐贈 (不論是以金錢、貨品或服務形式抵付) 時，候選人必須向捐贈者發出收據，載明捐贈者的姓名或名稱及地址 (一如捐贈者所提供的資料) 及該項選舉捐贈的詳情。
On receiving each election donation, of money, goods or service, of more than \$1,000 in value, a candidate must issue to the donor a receipt which specifies the name and address of the donor (as supplied by the donor) and the particulars of the election donation.
2. 選舉捐贈收據的正本應交予捐贈者，副本由候選人保存作記錄。
The original of the receipt for election donations should be given to the donor, and a copy should be given to the candidate for record.
3. 候選人應另製備選舉捐贈收據的副本，以便連同「接受選舉捐贈預先申報書及聲明書」(表格編號：HAD/C18/By-E) (如適用) 及「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) 一併向選舉主任提交。
Candidate should make copies of receipts for election donations for submission with “Advance Return and Declaration of Election Donations” (Form no.: HAD/C18/By-E) (if applicable) and “Return and Declaration of Election Expenses and Election Donations” (Form no.: HAD/C1/By-E) to the Returning Officer.
4. 候選人在填寫此表格時如有任何問題，請在辦公時間內致電鄉郊代表選舉熱線 2152 1521。
If the candidate has any difficulty in completing this form, please contact the Rural Representative Election Hotline at 2152 1521 during office hours.