

鄉郊補選 填寫方格表須知

民政事務總署會就鄉郊補選，以彩色印製候選人簡介，載有每位候選人在選票上的編號、候選人的彩色照片、姓名、年齡、職業、電郵地址／網址，及由每位候選人擬備與其選舉信息或參選相關的文字或插圖。此簡介會寄給有關鄉郊地區每位選民參閱，同時，候選人簡介的放大版本將於投票日在投票站張貼，以供選民參閱。

如何填寫方格表

2. 如候選人擬在候選人簡介上印上其資料¹，請按照下文的指示，小心填報夾附的方格表，填報的資料將會以直接複製方式付印。候選人只可將填報資料填寫在民政事務總署提供的方格表上，任何自行複製／修改的方格表或任何超越方格表藍線範圍的圖文均不會被接受。

- (a) 在方格表有關候選人個人資料的文字須為黑色，並用打字機打出、電腦打印機印出或用幼細原子筆以清楚字體填寫。若候選人選用其他顏色填寫，有關文字均會被轉為黑色，印刷效果將會較差。
- (b) 請填寫候選人的中文及英文姓名（除非不適用）。候選人可選擇是否提供其他資料（照片、年齡²、職業、電郵地址／網址及選舉信息）。為免引起混亂，如候選人提供的資料（例如職業及電郵地址）與提名表格上所載的資料有所抵觸，有關資料可能不會刊於候選人簡介內。
- (c) 候選人的彩色照片必須顯示候選人臉部的正面，及不大於 50 x 40 毫米（2 x 1 5/8 英吋）。照片背景必須無任何裝飾，顏色為白色、淺藍色或淺粉紅色，請勿採用螢光色或漸變色作背景。照片應為最近 6 個月內所拍攝。為達到較佳的印刷效果，我們建議候選人選用沖曬相紙，並避免以噴墨式或鐳射打印機印出照片。民政事務總署保留調整照片影像的權利。除於方格表上指定位置貼上照片外，請另外交付 2 張相同的彩色照片，並在每張照片背面貼上夾附的標貼及填上候選人的中文及英文姓名（除非不適用）及參選的鄉事委員會和鄉郊地區名稱。候選人若填寫電子方格表，所使用的照片檔案格式必須為 JPEG，由掃描器(600dpi)擷取的相片大小為 50 毫米(高) x 40 毫米(闊)；如使用由數碼相機擷取的圖像大小最少 1600 像素(高) x 1200 像素(闊)。另外，候選人不應上傳經掃描器擷取的電子方格表，以免降低照片的質素。
- (d) 在「選舉信息」標題下的藍線範圍內的資料可包括與其選舉信息或參選相關的任何資料、支持政黨或團體的徽號及詳情等。如所含資料包括其支持政黨或團體的徽號或詳情，候選人應事先獲得該政黨或團體所給予的書面同意。所用語文、字數、插圖及顏色不限。然而，候選人應注意，部份選民可能只懂中文或英文，而他們同樣有權知悉上述資料。如「選舉信息」內附加標誌或插圖，請盡量以線條或簡單方式表達，令印刷效果較為清晰。如方格表上「選舉信息」一欄未有填上任何資料，候選人簡介上的選舉信息範圍內將印上「候選人並未提供有關資料」字句。
- (e) 如方格表內容含有中文及英文以外的語言，候選人須附上該部份內容的中文或英文翻譯，以確保該部份內容只載有與候選人參選這次選舉相關的物料（有關譯文不會刊於候選人簡介內）。
- (f) 如有查詢，請致電鄉郊代表選舉熱線 2152 1521。

遞交方格表

3. 填妥的方格表連同與在方格表上相同的另外 2 張彩色照片（每張照片的背面須如上述第 2(c)段的要求貼上候選人的中文及英文姓名及參選的有關鄉事委員會和鄉郊地區名稱的標貼），須於候選人遞交提名表格時或提名期結束前（即於 2024 年 11 月 4 日下午 5 時或之前），一併遞交予選舉主任。如候選人未能在上述限期前遞交照片及／或與其選舉信息或參選相關的文字或插圖，有關資料將不會刊於候選人簡介內。候選人亦可透過鄉郊代表選舉電子表格上載平台 (<https://rrevoter.had.gov.hk/remis/ESubmissionPlatformDS.jsp?lang=tc>) 遞交電子方格表，候選人必須細閱本須知及方格表內的內容及說明，確保填妥及簽署電子表格；而候選人仍須將 2 張與在電子方格表上相同的彩色照片在提名期結束前親身交付予選舉主任。

4. 候選人須確保所填報的資料為完整及準確。提名期結束後，選舉主任及民政事務總署不會接納任何更改或提交補充資料的要求。候選人簡介自我介紹短文的内容、性質和闡述方式，純屬候選人的個人構思及創作。除非有任何內容被認為淫褻、不道德、不合乎體統、令人反感、有誹謗性、屬非法、或載有與宣傳候選人參選無關的資料，否則民政事務總署不會對其內容作出任何改動或增刪。

¹ 如候選人未有遞交方格表，候選人簡介只會印上候選人的姓名及其在選票上的候選人編號，並在選舉信息範圍內印上「候選人並未提供有關資料」字句。

² 請用阿拉伯數字填寫年齡。

RURAL BY-ELECTION

GUIDE ON COMPLETION OF GRID PAPER

The Home Affairs Department (HAD) will prepare a full colour Introduction to Candidates for the Rural By-election. This leaflet will carry the candidate number as shown on the ballot paper, colour photograph, name, age, occupation and email address/website of each candidate, together with a text or an illustration provided by each candidate relating to his/her electoral message or candidature. The leaflet will be sent to each elector of that Rural Area, while an enlarged copy of the Introduction to Candidates will be displayed at the polling station on the polling day for easy reference of electors.

How to Complete the Grid Paper

2. A candidate who wishes to have his/her particulars printed on the Introduction to Candidates¹ should carefully fill in the attached grid paper in accordance with the instructions detailed below. The grid paper will be directly reproduced for printing. Candidate can only fill in the particulars on the grid paper provided by the HAD. Any photocopied or revised grid paper or anything placed outside the blue-lined area on the grid paper will NOT be accepted.

- (a) The personal particulars shown on the grid paper **MUST** be in black, and typed, printed by computer or hand-written in clear font with a **FINE** ball pen. If the grid paper is completed with colour other than black, the colour of the relevant text will be converted to black with poorer printing effect.
- (b) The name of the candidate in both Chinese and English should be filled in (unless not applicable). Candidate may opt to provide other personal particulars (photograph, age², occupation, email address/website and electoral message). **To avoid confusion, information provided by candidate, such as occupation and email address, might not be printed on the Introduction to Candidates if it is inconsistent with the information stated in the nomination form.**
- (c) The colour photograph of the candidate must be taken full face and not larger than 50mm x 40mm (2 x 1 5/8 inches) in size. The photograph must have a plain background in colour of white, light blue or light pink. **Background with fluorescent or gradient colours should not be used. The photograph should be taken within the last 6 months.** For better printing quality, candidate is recommended to use photofinishing paper. Photographs printed by inkjet or laser printer should be avoided. The HAD reserves the right to adjust the image on the photograph. The photograph should be affixed to the specified position on the grid paper and **another 2 identical copies of colour photographs should be submitted with the attached label supplied affixed to the back of each copy and the name of the candidate in Chinese and English (unless not applicable) and the name of the Rural Committee and Rural Area in which the candidate contests written thereon.** When candidate completes the electronic grid paper, the photograph type must be in JPEG format. If captured by scanner (600dpi), the photograph size is 50mm(H) x 40mm(W). If captured by digital camera, the image size is at least 1600px(H) x 1200px(W). Besides, candidate should not upload the electronic grid paper captured by scanner, so as to avoid lowering the quality of the photograph.
- (d) The type of information to be included inside the blue-lined area on the grid paper below the caption “Electoral Message” may include any information relating to the electoral message or candidature of the candidate, emblem and particulars of the supporting political party or organization, etc. If any emblem or particulars of the supporting political party or organization is/are included, candidate should ensure that prior written consent of the party or organization concerned has been obtained. There is no restriction on the language, number of words, illustrations and colour to be used. However, candidate should note that some electors may only be familiar with either the Chinese or English language and they are equally entitled to be informed of the above information. Any logo or illustrations to be included under “Electoral Message” should preferably be in line work or simple presentation for better image quality on reproduction. If the field for “Electoral Message” on the grid paper is left blank, the words “Relevant information has not been provided by the candidate” will be printed in the space provided for electoral message on the Introduction to Candidates.
- (e) If the grid paper contains any content in a language other than Chinese and English, candidate should enclose the translation of such content in Chinese or English in order to ensure that it contains materials relating only to his/her candidature of the candidate at this Election (the translation will NOT be included in the Introduction to Candidates).
- (f) For enquiries, please call the Rural Representative Election Hotline at 2152 1521.

Submission of Grid Paper

3. The completed grid paper together with 2 additional colour photographs of the candidate which are identical to the one affixed to the grid paper (with the label supplied affixed to the back of each copy and the name of the candidate in Chinese and English and the name of the Rural Committee and Rural Area in which the candidate contests written thereon as required in paragraph (2)(c) above) should be submitted to the Returning Officer **at the time of submitting the nomination form or before the end of the nomination period (i.e. on or before 5 pm, 4 November 2024).** If the photographs and/or the text or illustration relating to the electoral message or candidature are not submitted before the said deadline, the relevant information will NOT be included in the Introduction to Candidates. Candidate may submit the electronic grid paper through the Rural Representative Election e-Submission Platform (<https://revoter.had.gov.hk/remis/ESubmissionPlatformDS.jsp?lang=en>). Candidate should read this Guide together with the notes and content of the grid paper, and ensure the e-Form is duly completed and signed. Also, candidate should submit the 2 identical colour photographs as the one attached on the electronic grid paper to the Returning Officer in person by the end of nomination period.

4. Candidate should ensure the completeness and accuracy of the information provided. The Returning Officer and the HAD will not accept any request for correction or addition to the grid paper made after the end of nomination period. The contents, nature and presentation of a candidate’s message in the Introduction to Candidates are exclusively the idea and creation of the candidate himself/herself. They will not be subject to alteration or editing by the HAD unless they are considered to be obscene, immoral, indecent, offensive, defamatory, unlawful, or contain information not relating to the promotion of the candidature of the candidate concerned.

¹ If a candidate does not submit the grid paper, the Introduction to Candidates will only show the name of the candidate and his/her candidate number as shown on the ballot paper, and the words “Relevant information has not been provided by the candidate” will be printed in the space provided for electoral message.

² The age should be completed in Arabic numerals.