

## 鄉郊補選 使用鄉郊代表選舉電子表格上載平台須知

候選人必須按照各選舉表格所訂明的呈交方式將選舉表格送交選舉主任。根據現行安排，候選人可透過「鄉郊代表選舉電子表格上載平台」（下稱「電子表格平台」）以電子方式遞交下列選舉表格：

<b>表格編號</b>	<b>表格名稱</b>
HAD/C3/By-E	招致選舉開支授權書
HAD/C4/By-E	撤銷授權招致選舉開支通知書
HAD/C6/By-E	選舉代理人委任通知書
HAD/C7/By-E	就非位於懲教院所內的投票站委任監察投票代理人通知書
HAD/C8/By-E	監察點票代理人委任通知書
HAD/C9/By-E	撤銷委任代理人通知書
HAD/C17a/By-E	方格表
HAD/C20/DPS/By-E	就位於懲教院所內的專用投票站（高度設防監獄除外）委任監察投票代理人通知書及選舉代理人／監察投票代理人在位於懲教院所內的專用投票站內停留的同意申請書（高度設防監獄除外）

### 如何透過電子表格平台遞交選舉表格

候選人可於電子表格平台 (<https://rrevoter.had.gov.hk/remis/ESubmissionPlatformDS.jsp?lang=tc>) 下載上述選舉表格的電子版本（下稱「電子表格」）。候選人及其代理人必須細閱表格內容及說明，確保填妥電子表格，並以有效的數碼證書簽署<sup>註</sup>。已簽署的電子表格檔案應儲存於電腦，並按照下列步驟上載至電子表格平台：

- (1) 點擊有關電子表格旁的「上傳」連結
- (2) 選擇「選舉主任辦事處」
- (3) 點擊「選擇檔案」按鈕，然後選擇需要上載的電子表格檔案
- (4) 填寫算式答案以作驗證
- (5) 勾選「我已簽署電子表格」及「我已閱讀及明白有關表格的說明」旁邊的方格，確認已填妥並簽署電子表格。遞交方格表時，同時須勾選「我已閱讀及明白填寫方格表須知」
- (6) 點擊「傳送」按鈕上載電子表格

電子表格成功上載後會送交選舉主任，而屏幕會顯示確認信息及處理編號。

### 注意事項

候選人必須按照《鄉郊代表選舉活動指引》，在委任或撤銷委任代理人的指明限期或之前將表格上載至電子表格平台。委任或撤銷委任代理人的申請，須待選舉主任收到表格或懲教署署長同意後才生效。

### 查詢

如有任何查詢，請致電鄉郊代表選舉熱線 2152 1521。

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<sup>註</sup> 候選人及其代理人如欲以數碼方式簽署電子表格，必須持有根據《電子交易條例》屬政府資訊科技總監認可的核證機關所發出的有效數碼證書。候選人或其代理人如未持有有效的數碼證書，可在已填妥表格的列印本上簽署，然後透過電子表格平台遞交已簽署表格的掃描本；至於候選人在簽署及遞交電子方格表必須閱讀填寫方格表須知[HAD/C17/By-E]。

## **Rural By-election**

### **Notes on using the Rural Representative Elections e-Submission Platform**

Candidates should submit the electoral forms to the Returning Officer in accordance with the submission method(s) specified in the respective electoral forms. Under the existing arrangement, candidates may submit the following electoral forms electronically via the Rural Representative Elections e-Submission Platform (“e-Submission Platform”):

<b><u>Form No.</u></b>	<b><u>Form Title</u></b>
HAD/C3/By-E	Authorization to Incur Election Expenses
HAD/C4/By-E	Notice of Revocation of Authorization to Incur Election Expenses
HAD/C6/By-E	Notice of Appointment of Election Agent
HAD/C7/By-E	Notice of Appointment of Polling Agents for a Polling Station Not Situated in a Penal Institution
HAD/C8/By-E	Notice of Appointment of Counting Agent
HAD/C9/By-E	Notice of Revocation of Appointment of Agent
HAD/C17a/By-E	Grid Paper
HAD/C20/DPS/By-E	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)

#### **How to Submit Electoral Forms via the e-Submission Platform**

Candidates may download the above electoral forms in electronic format (“e-Forms”) from the e-Submission Platform (<https://rrevoter.had.gov.hk/remis/ESubmissionPlatformDS.jsp?lang=en>). Candidates and their agents should read the relevant form and its notes carefully, and ensure that the e-Form is duly completed and signed using a valid digital certificate<sup>Note</sup>. The signed e-Form should be saved on their computer and uploaded onto the e-Submission Platform by following the steps below:

- (1) Click the “Upload” link next to the relevant e-Form
- (2) Select “Office of the Returning Officer”
- (3) Click “Select File” and select the e-Form file to be uploaded
- (4) Enter the answer to the mathematical question for verification
- (5) Confirm that the e-Form has been duly completed and signed by checking the boxes next to “I have signed the e-Form” and “I have read and understand the notes of the e-Form”. Also, click the box next to “I have read and understood the Guide on Completion of Grid Paper” for the submission of grid paper
- (6) Click “Submit” to upload the e-Form

The uploaded e-Form will be forwarded to the Returning Officer and a confirmation message with a serial number will be shown on the screen after a successful upload.

#### **Points to Note**

The electoral forms for the appointment or revocation of appointment of agents must be uploaded onto the e-Submission Platform by the deadline specified in the *Guidelines on Election-related Activities in respect of the Rural Representative Election*. The appointment or revocation of appointment will not be effective until the forms are received by the Returning Officer or consent is given by the Commissioner of Correctional Services.

#### **Enquiry**

For enquiries, please call the Rural Representative Election Hotline at 2152 1521.  
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<sup>Note</sup> Candidates and their agents who wish to sign the e-Form with a digital signature must possess a valid digital certificate issued by a certification authority recognised by the Government Chief Information Officer under the Electronic Transactions Ordinance. If a candidate or his/her agent does not possess any valid digital certificate, he/she may sign on a printout of the completed form and submit a scanned copy of the signed form via the e-Submission Platform, while *Guide on Completion of Grid Paper* [HAD/C17/By-E] should be read before signing and submitting the e-form by a candidate.