

監察點票代理人委任通知書
NOTICE OF APPOINTMENT OF COUNTING AGENT

《選舉程序（鄉郊代表選舉）規例》(第 541L 章)第 56 條及 82 條
Sections 56 and 82 of the Electoral Procedure (Rural Representative Election) Regulation (Cap. 541L)

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)

鄉事委員會

村／墟鎮

_____ **Rural Committee** _____

_____ **Village/ Market Town** _____

補選日期 : _____ 2025 年 4 月 27 日 _____

Date of By-election : _____ 27 April 2025 _____

[附註：在填寫此通知書前，請參閱「填寫監察點票代理人委任通知書說明」（“說明”）。]

[Note: Before completing this notice, please read the “Notes on Completion of Notice of Appointment of Counting Agent” (“Notes”).]

第一部分 委任（由候選人或選舉代理人填寫）

PART I APPOINTMENT (To be completed by the candidate or the election agent)

候選人姓名（正楷）：_____

Name of Candidate (in BLOCK LETTERS) (姓 Surname) (名 Other name)

點票站／選票分流站名稱：_____

Name of Counting Station/
Ballot Paper Sorting Station

1. 我是上述*候選人／候選人的選舉代理人，現委任下列人士於上述補選中擔任*我／上述候選人在上述點票站／選票分流站之監察點票代理人（見說明第 2 項）－

I, being the *above-named candidate/election agent of the above-named candidate, hereby appoint the following person to act as *my/the above-named candidate’s counting agent for the above counting station/ballot paper sorting station at the above By-election (see Note 2)－

中文姓名（正楷）：_____

Name in Chinese

英文姓名（正楷）：_____

Name in English (in BLOCK LETTERS) (姓 Surname) (名 Other name)

香港身份證號碼：_____ 聯絡電話：_____

Hong Kong Identity Card Number

Contact Telephone Number

住址：_____

Residential
Address

2. 我明白*我／候選人的監察點票代理人可以代表*我／候選人觀察點票站／選票分流站內一切點票／分流過程，以及將觀察所得的結果記錄下來，但不得觸摸任何選票，或作任何違法行為。

I understand that *my/the candidate’s counting agent may observe all counting/sorting proceedings inside the counting station/ballot paper sorting station and record their observations on *my/the candidate’s behalf. Nevertheless, they shall not touch any ballot papers or do anything contrary to law.

3. 我亦明白可於投票日前將由*我／候選人簽署的書面通知書藉專人送遞、郵遞、電子郵件或圖文傳真方式交付予有關鄉郊地區的選舉主任，或投票當日由*我／候選人親自交付予有關監察點票代理人所負責的點票站的票站主任／選舉主任或選票分流站的助理選舉主任（視何者適用而定），以撤銷此等監察點票代理人的委任。

I also understand that the appointment of counting agent may be revoked by *me/the candidate before the polling day by delivering by hand, by post, by electronic mail or by facsimile transmission to the Returning Officer for the relevant rural area, or on the polling day by delivering in person by *me/the candidate to the Presiding Officer/ Returning Officer of the counting station or the Assistant Returning Officer of the ballot paper sorting station for which the counting agent is appointed, (as may be appropriate) a notice in writing and signed by *me/the candidate to that effect.

4. 此項委任是為在第 1 頁所述日期進行的投票中和（如適用的話）遭押後的該次投票中所投的票的點算而作出。

This appointment is made for the counting of the votes cast in the poll to be conducted on the date stated on page 1 and (where applicable) the postponed or adjourned poll.

*候選人／選舉代理人簽署：_____

Signature of *Candidate/Election Agent

*候選人／選舉代理人姓名（正楷）：_____

Name of *Candidate/Election Agent (in BLOCK LETTERS) (姓 Surname) (名 Other name)

香港身份證號碼：_____

Hong Kong Identity Card Number

日期：_____

Date

* 請刪去不適用者。

Please delete whichever is inapplicable.

第二部分 監察點票代理人接受委任及理解聲明（由監察點票代理人填寫）

PART II COUNTING AGENT'S DECLARATION OF ACCEPTANCE OF APPOINTMENT AND UNDERSTANDING (To be completed by counting agent)

5. *我／我們的個人資料已列於上述第 1 段，*我現接受／我們現接受本通知第一部分所述之委任。
*I/Each of us, whose particulars are shown in paragraph 1 above, hereby accept(s) the appointment as stated in PART I of this notice.

6. *我／我們每人均明白，*我／我們須預先作出保密聲明，並於投票日到達點票站／選票分流站後，向有關監察點票代理人所負責的選舉主任、助理選舉主任或票站主任報到時出示該保密聲明及*我／我們的香港身分證。

*I/Each of us understand(s) that *I/we must make a Declaration of Secrecy in advance and produce such Declaration of Secrecy and *my/our Hong Kong Identity Card when reporting to the relevant Returning Officer/Assistant Returning Officer/ Presiding Officer for which the counting agent is appointed on attending the counting station/ballot paper sorting station on the polling day.

7. *我／我們明白，*我／我們不得—
*I/Each of us understand(s) that *I/we **must not**—

- (a) 向他人傳達在點票時取得的資料，包括任何一張選票所選之候選人；
communicate to any person any information obtained at the counting of the votes including the candidate(s) for whom a vote has been given on any particular ballot paper;
- (b) 觸摸、處理、分開或排列選票；
touch, handle, separate or arrange ballot papers;
- (c) 干擾或企圖干擾任何投票箱、選票結算表、選票結算核實書或覆核書、或其他有關的選舉物料；或
interfere with or attempt to interfere with any ballot boxes, ballot paper accounts, verifications or re-verifications of ballot paper accounts or other relevant election materials; or
- (d) 在點票過程拍影片、拍照、錄音或錄影。
film, take photograph or make any audio or video recording during the counting process.

8. *我／我們亦明白，倘若*我／我們在點票站／選票分流站內或其鄰近範圍內行為不檢或行為不當，或不遵從有關的選舉主任、助理選舉主任或票站主任的任何合法命令，即屬違法，可被判罰款及監禁，並可能會被有關的選舉主任、助理選舉主任或票站主任命令立即離開該地方。倘若*我／我們沒有離開，可能會被警務人員或獲有關的選舉主任、助理選舉主任或票站主任（視何者適用而定）以書面授權的人員逐離該地方。*我／我們被逐離後，除非獲得有關的選舉主任、助理選舉主任或票站主任的許可，否則*我／我們不得再次進入點票站／選票分流站。

*I/Each of us also understand(s) that if *I/we misconduct *myself/ourselves or behave in disorderly manner at or in the vicinity of the counting station/ballot paper sorting station, or fail to obey any lawful order of the relevant Returning Officer, the Assistant Returning Officer or the Presiding Officer, *I/we shall commit an offence punishable with a fine and imprisonment and may be ordered by the relevant Returning Officer, the Assistant Returning Officer or the Presiding Officer to leave the area immediately. *My/Our failure to leave the area may result in *my/our being removed by a police officer or person authorized in writing by the relevant Returning Officer, the Assistant Returning Officer or the Presiding Officer (as may be appropriate). If *I am/We are so removed, *I/we may not re-enter the counting station/ballot paper sorting station except with the permission of the relevant Returning Officer, the Assistant Returning Officer or the Presiding Officer.

監察點票代理人簽署： _____
Signature of Counting Agent

監察點票代理人姓名（正楷）： _____
Name of Counting Agent (in BLOCK LETTERS) (姓 Surname) (名 Other name)

日期： _____
Date

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

填寫監察點票代理人委任通知書說明

Notes on Completion of Notice of Appointment of Counting Agent

1. 除非候選人以指明表格明文另作示明，有關代理人須當作是為在預定日期進行的投票中和（如適用的話）於遭押後的該次投票中所投的票的點算而委任。

The relevant agent is to be regarded as being appointed for the counting of the votes cast in the poll to be conducted on the scheduled date and (where applicable) the postponed or adjourned poll, unless the candidate expressly indicates otherwise in the specified form.

2. 每名候選人或其選舉代理人可就每個點票站及選票分流站委任一（1）名監察點票代理人。凡年滿 18 歲的香港身分證持有人均可被委任為監察點票代理人。候選人或其選舉代理人不應委任任何選舉主任、助理選舉主任、或任何已受選舉主任或民政事務總署署長委任協助進行投票或點票的人士為其監察點票代理人。

Each candidate or his/her election agent may appoint one (1) counting agent for each counting station and ballot paper sorting station. Any person who is a holder of a Hong Kong Identity Card and has attained the age of 18 years may be appointed as a counting agent. A candidate or his/her election agent should not appoint any Returning Officer, Assistant Returning Officer, or any person already appointed by the Returning Officer or the Director of Home Affairs to assist at the poll or at the count as his/her counting agent.

3. 此通知書的第一部分應由候選人或其選舉代理人填寫及簽署。第二部分應由監察點票代理人填寫及簽署。
PART I of this notice should be completed and signed by the candidate or his/her election agent. PART II should be completed and signed by the counting agent.

4. 填妥的監察點票代理人的委任通知書須於投票日前三（3）天之前藉專人送遞、郵遞、電子郵件或圖文傳真方式交付予有關鄉郊地區的選舉主任，或於投票日由候選人或其選舉代理人親自交付予有關監察點票代理人所負責的點票站／選票分流站的票站主任／選舉主任／助理選舉主任（視何者適用而定）。逾期遞交的通知將不予接納。監察點票代理人的委任，在有關的票站主任／選舉主任／助理選舉主任（視何者適用而定）接獲委任通知書後始生效。

The duly completed notice of appointment of counting agent must either be delivered to the relevant Returning Officer for the relevant rural area by hand, by post, by electronic mail or by facsimile transmission before the three (3) days preceding polling day, or be delivered by the candidate or his/her election agent in person to the Presiding Officer/Returning Officer/Assistant Returning Officer of the counting station/ballot paper sorting station for which the counting agent is appointed on the polling day (as may be appropriate). Late submissions will not be accepted. The appointment of counting agent will not be effective until the notice of appointment is received by the relevant Returning Officer/Presiding Officer/Assistant Returning Officer, as may be appropriate.

5. 候選人在填寫此通知書時如有任何問題，請在辦公時間內致電鄉郊代表選舉熱線 2152 1521。
If the candidate has any questions in completing this notice, please call the Rural Representative Election Hotline at 2152 1521 during office hours.

6. 請注意下列有關在此通知書提供個人資料的說明－

Please note the following with regard to the personal data supplied in connection with this notice－

(a) **資料用途**

就此通知書提供的個人資料及其他有關的資料，會供選舉管理委員會、民政事務總署、有關鄉郊地區的選舉主任、有關點票站的票站主任／選票分流站的助理選舉主任及有關的政府部門用於與選舉有關的用途。

Purpose of Collection

The personal data and other related information supplied in connection with this notice will be used by the Electoral Affairs Commission, the Home Affairs Department, the Returning Officer for the relevant rural area, the Presiding Officer for the relevant counting station/ Assistant Returning Officer for the relevant ballot paper sorting station and related government departments for election-related purposes.

(b) **資料轉介**

就此通知書提供的個人資料及其他有關的資料可能會提供予其他獲授權的部門或人士，包括但不限於法院，用於與選舉有關的用途。

Transfer of Information

The personal data and other related information supplied in connection with this notice may be provided to other authorized departments or persons, including but not limited to the law courts for election-related purposes.

(c) **索閱個人資料**

任何人有權根據《個人資料（私隱）條例》（第 486 章）的條文要求索閱及改正他／她所提供的個人資料。

Access to Personal Data

Any person has the right to request access to and correction of the personal data he/she supplied in accordance with the provisions of the Personal Data (Privacy) Ordinance (Cap. 486).

(d) **個人資料保障原則**

候選人／選舉代理人應留意，在收集第三者的個人資料以填寫此通知書時，須遵守《個人資料（私隱）條例》（第 486 章）附表 1 的保障資料原則，特別是第 4 原則，即採取所有切實可行的步驟，以確保個人資料受到保障而不受未獲准許的或意外的查閱、處理、刪除、喪失或使用。

Personal Data Protection Principles

Candidates/Election agents are reminded to observe the Data Protection Principles in Schedule 1 to the Personal Data (Privacy) Ordinance (Cap.486) in collecting personal data of a third person in completing this notice, in particular Principle 4 concerning the requirement to take all practicable steps to ensure that personal data are protected against unauthorized or accidental access, processing, erasure, loss or use.

(e) **查詢**

關於透過此通知書收集的個人資料的查詢（包括索閱及改正個人資料），應向民政事務總署署長提出（地址：香港灣仔軒尼詩道 130 號修頓中心 30 樓）。

Enquiry

Enquiries concerning the personal data collected by means of this notice (including requests for access to and corrections of personal data) should be addressed to the Director of Home Affairs (Address: 30th Floor, Southorn Centre, 130 Hennessy Road, Wan Chai, Hong Kong).

民政事務總署
2025 年 3 月
Home Affairs Department
March 2025