

呈交候選人表格的方式
Submission Methods of Candidate Forms

表格 Forms	呈交方式 (見註 1 及 2) Submission method (See Notes 1 and 2)					
	親自 (候選人或 選舉代理人) In person (either candidate or election agent)	傳真 By fax	郵遞 By post	專人送遞 By hand	電郵 By email (見註 3) (See Note 3)	電子表格 上載平台 By e- Submission Platform (見註 4) (See Note 4)
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 [HAD/C1/By-E]	✓	x	✓	✓	x	x
劃一格式選舉捐贈收據 Standard Receipt for Election Donations [HAD/C2/By-E]	✓	x	✓	✓	x	x
招致選舉開支授權書 Authorization to Incur Election Expenses [HAD/C3/By-E]	✓	✓	✓	✓	✓	✓
撤銷授權招致選舉開支／更改授權招 致選舉開支金額通知書 Notice of Revocation of Authorization to Incur Election Expenses/Adjustment of Authorized Amount of Election Expenses [HAD/C4/By-E]	✓	✓	✓	✓	✓	✓
候選人退選通知書 Notice of Withdrawal of Candidature [HAD/C5/By-E]	✓	x	x	x	x	x
選舉代理人委任通知書 (見附件) Notice of Appointment of Election Agent (See Annex) [HAD/C6/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 (見附件) Notice of Appointment of Polling Agents for a Polling Station not Situated in a Penal Institution (See Annex) [HAD/C7/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) (見附件) 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) (See Annex) [HAD/C20/DPS/By-E]	✓	✓	✓	✓	✓	✓

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	親自 (候選人或 選舉代理人) In person (either candidate or election agent)	傳真 By fax	郵遞 By post	專人送遞 By hand	電郵 By email (見註 3) (See Note 3)	電子表格 上載平台 By e- Submission Platform (見註 4) (See Note 4)
監察點票代理人委任通知書 (見附件) Notice of Appointment of Counting Agent (See Annex) [HAD/C8/By-E]	✓	✓	✓	✓	✓	✓
撤銷委任代理人通知書 (見附件) Notice of Revocation of Appointment of Agent (See Annex) [HAD/C9/By-E]	✓	✓	✓	✓	✓	✓
選舉廣告資料摘要 (見註 5) Information Sheet in relation to Election Advertisements (See Note 5) [HAD/C10/By-E]	✓	x	✓	✓	x	x
中央平台戶口申請表及有關候選人使用中央平台的條款及細則的承諾書 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 [HAD/C10a/By-E]	✓ (見註 6) (See Note 6)	x	✓ (見註 6) (See Note 6)	✓ (見註 6) (See Note 6)	✓	x
候選人平台的電子地址通知書 Notification of the Electronic Address of the Candidate's Platform [HAD/C10b/By-E]	✓	✓	✓	✓	✓	x
修正選舉廣告資料摘要通知書 (見註 5) Notification of Corrected Information in relation to Election Advertisements (See Note 5) [HAD/C11/By-E]	✓	x	✓	✓	x	x
以個人名義或職銜名義給予支持的同意書 (見註 5) Consent of Support Given by Individual(s) in Personal Capacity of Official Capacity (See Note 5) [HAD/C12A/By-E]	✓	x	✓	✓	✓	x
以組織名義給予支持的同意書 (見註 5) Consent of Support Given in Organizational Capacity (See Note 5) [HAD/C12B/By-E]	✓	x	✓	✓	✓	x

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	親自 (候選人或 選舉代理人) In person (either candidate or election agent)	傳真 By fax	郵遞 By post	專人送遞 By hand	電郵 By email (見註 3) (See Note 3)	電子表格 上載平台 By e- Submission Platform (見註 4) (See Note 4)
在私人物業展示選舉廣告或進行競選活動的批准書 (見註 5) Permission for Display of Election Advertisements or Conduct of Electioneering Activities at Private Premises (See Note 5) [HAD/C13/By-E]	✓	x	✓	✓	✓	x
保密聲明 Declaration of Secrecy [HAD/C14/By-E]	✓ (見註 7) (See Note 7)	x	x	x	x	x
索取選民資料通知書 (見註 8) Notice for Collection of Electors' Information (See Note 8) [HAD/C16/By-E]	✓	✓	✓	✓	✓	x
使用選民資料承諾書 (見註 8) Undertaking on the Use of Electors' Information (See Note 8) [HAD/C16a/By-E]	✓	✓	✓	✓	✓	x
方格表 (見註 9) Grid Paper (See Note 9) [HAD/C17a/By-E]	✓	x	x	x	x	✓
接受選舉捐贈預先申報書及聲明書 Advance Return and Declaration of Election Donations [HAD/C18/By-E]	✓	✓	✓	✓	✓	x
對於競選活動的決定通知書 Notification of Decision on Electioneering Activities [HAD/C19/By-E]	✓	✓	✓	✓	✓	x
在指定展示位置展示選舉廣告的意願書 Intention to Display Election Advertisements at Designated Spots [HAD/C21/By-E]	✓	✓	✓	✓	✓	x
提交供視障人士閱讀的候選人簡介文字版本表格 Form for Submission of a Text Version of Introduction to Candidates for Persons with Visual Impairment	x	x	x	x	✓	x

註：

Notes:

1. 有關各份表格呈交方式的詳情，請參閱相關表格的填寫說明，如有指定。
Please refer to the notes on completion of the respective forms for details about the submission requirement, if specified.
2. (a) 向選舉主任遞交表格的地址、傳真號碼及電郵地址已詳列於選舉主任及助理選舉主任聯絡方法。
The address, facsimile number and email address for the submission of forms to the **Returning Officer** are listed on the Contact Methods for Returning Officers and Assistant Returning Officers.

(b) 向民政事務總署署長遞交表格的地址、傳真號碼及電郵地址如下：
The address, facsimile number and email address for the submission of forms to the **Director of Home Affairs** are as follows –

地址 Address : 香港灣仔軒尼詩道 130 號修頓中心三十樓
30/F, Southorn Centre, 130 Hennessy Road, Wan Chai, Hong Kong

傳真 Fax : 2591 6392

電郵 Email : rre@had.gov.hk
3. 候選人如以電郵方式遞交表格，必須將表格的電子文本夾附於電郵中，**不接受**以其他方式（如提供雲端儲存的超連結）傳送檔案。
In submission of forms by email, candidates must attach the electronic file of the form to the email. Transmission of files through other methods (e.g. providing a hyperlink of cloud storage) **is not accepted**.
4. 候選人可透過鄉郊代表選舉電子表格上載平台（網址：<https://www.had.gov.hk/rre>）遞交此表格。詳情請參閱「使用鄉郊代表選舉電子表格上載平台須知」。
Candidates may submit this form via the Rural Representative Election e-Submission Platform (website: <https://www.had.gov.hk/rre>). For details, please refer to the “Notes on Using the Rural Representative Election e-Submission Platform”.
5. 在發布任何選舉廣告後的 3 個工作天（即公眾假期及星期六以外的任何 1 天）內，如候選人打算以印本形式呈交選舉廣告作公眾查閱，他／她必須向有關的選舉主任呈交每個選舉廣告的文本 2 份，以及 1 份與該選舉廣告相關的資料摘要、支持同意書及／或在私人物業展示選舉廣告或進行競選活動的批准書。至於實際上不能或不便以同樣方式出示的選舉廣告，候選人則須呈交每個選舉廣告一式 2 份的全彩色相片／打印本／影印本及 1 份相關的資料摘要、支持同意書及／或在私人物業展示選舉廣告或進行競選活動的批准書。候選人必須確保遞交的選舉廣告詳情符合《選舉程序（鄉郊代表選舉）規例》（第 541L 章）第 92 條及《鄉郊代表選舉活動指引》有關「選舉廣告」的章節的規定及要求。
If a candidate wishes to submit election advertisements in hard copy format for public inspection, he/she must deposit with the relevant Returning Officer 2 copies each of the election advertisements together with 1 copy of the information sheet, consent of support and/or permission for display of election advertisements or conduct of electioneering activities at private premises within 3 working days (i.e. any day other than a general holiday and Saturday) after publication of any election advertisements. In respect of the election advertisements which cannot be practically or conveniently produced in specie, 2 identical full colour photographs/printouts/photocopies of each election advertisement together with 1 copy of the information sheet, consent of support and/or permission for display of election advertisements or conduct of electioneering activities at private premises must be provided. The candidate must ensure that the election advertisement particulars submitted comply with the rules and requirements as set out in section 92 of the Electoral Procedure (Rural Representative Election) Regulation (Cap. 541L) and the Chapter related to “Election Advertisements” in the “Guidelines on Election-related Activities in respect of the Rural Representative Election”.
6. 欲申請中央平台戶口的候選人須將填妥的中央平台戶口申請表及有關候選人使用中央平台的條款及細則的承諾書(HAD/C10a/By-E)的**正本**送交民政事務總署署長。
Candidate who would like to or who wishes to apply for an account of the Central Platform should submit the **original** of

the completed 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 (HAD/C10a/By-E) to the Director of Home Affairs.

7. 任何進入投票站、選票分流站或點票站的人士（包括候選人、選舉代理人、監察投票代理人、監察點票代理人、選舉主任、助理選舉主任、負責投票、選票分流或點票的工作人員、及任何獲授權人士）應在進入投票站、選票分流站或點票站時攜同保密聲明，並於有必要時親自出示以供檢查。

Any person (including candidates, election agents, polling agents, counting agents, Returning Officers, Assistant Returning Officers, officers on polling, ballot paper sorting or counting duties and any other authorized persons) attending a polling station, a ballot paper sorting station or a counting station should bring a Declaration of Secrecy when entering a polling station, a ballot paper sorting station or a counting station and produce it in person for inspection whenever required.

8. 在提交提名表格後，每名候選人可索取正式選民登記冊的摘錄的硬複本及／或軟複本。在確定擬索取的物品後，候選人或選舉代理人必須填妥「索取選民資料通知書」回條，並連同「使用選民資料承諾書」一併以電郵、圖文傳真或郵寄方式交回有關的選舉主任。承諾書必須以**正本**提交。若候選人或選舉代理人以電郵或傳真遞交表格，他們可在親身領取選民資料時簽署承諾書。他們須在鄉郊補選後兩星期內把正式選民登記冊的摘錄的硬複本及／或軟複本，以及從上述複本複製的選民個人資料妥善銷毀；以及於上述限期前把「確認已妥善銷毀選民資料的回條」填妥並交回有關的選舉主任。倘若候選人或選舉代理人未能於上述選舉後兩星期內向選舉主任交回有關回條，候選人或選舉代理人須將事件向香港個人資料私隱專員公署及有關執法部門（例如香港警務處）報告。

After submission of the nomination form, each candidate may request the hard copy and/or soft copy of an extract of the Final Register. Upon confirmation of the item(s) to be requested, the candidate or the election agent is required to return the completed reply slip of “Notice for Collection of Electors’ Information” together with the “Undertaking on the Use of Electors’ Information” by email, facsimile transmission or by post to the relevant Returning Officer. The **original** of the Undertaking must be submitted. If candidates or their election agents submit the forms by email or facsimile, they can sign the Undertaking when they collect the electors’ information in person. They should duly destroy the hard copy and/or soft copy of an extract of the Final Register and the electors’ personal data copied from the aforesaid copies within 2 weeks after the Rural By-election, and return the duly completed “Reply Slip on Confirmation of Destruction of the Elector’s Information” to the relevant Returning Officer before the above deadline. If the candidate or the election agent fail to return the relevant Reply Slip to the Returning Officer within 2 weeks after the above election, the candidate or election agent should report the incident to the Office of the Privacy Commissioner for Personal Data, Hong Kong and the relevant law enforcement agencies (e.g. the Hong Kong Police Force).

9. 候選人應親身或透過電子表格上載平台遞交方格表予有關的選舉主任。額外 2 張相同的照片需放回塑料袋中並**親身**交回有關的選舉主任。

Candidates can submit the grid paper in person or via e-Submission Platform to the relevant Returning Officer. The 2 additional identical photographs should be put back to the PVC bag and returned **in person** to the relevant Returning Officer.

呈交選舉代理人、監察投票代理人及監察點票代理人的**委任通知書**的方式概述如下，以供參考：

The submission methods of **notice of appointment** for election agent, polling agent(s) and counting agent(s) are summarized below for reference –

選舉代理人 Election Agent	
投票日之前 Before polling day	委任通知書可藉專人送遞、電子郵件、圖文傳真或郵遞方式交付予有關的 選舉主任 。 The notice of appointment may be delivered by hand, by electronic mail, by facsimile transmission or by post to the relevant Returning Officer .
投票日 On polling day	委任通知書可藉專人送遞、電子郵件或圖文傳真交付予有關的 選舉主任 。 The notice of appointment may be delivered by hand, by electronic mail or by facsimile transmission to the relevant Returning Officer .
監察投票代理人 Polling Agent	
投票日前的第 7 天或之前 At least 7 days before the polling day	委任通知書可藉專人送遞、郵遞、電子郵件或圖文傳真方式交付予有關的 選舉主任 。 The notice of appointment may be delivered by hand, by post, by electronic mail or by facsimile transmission to the relevant Returning Officer .
投票日 On polling day	非位於懲教院所內的投票站 委任通知書可由候選人或其選舉代理人親自交付予該投票站的票站主任。 <u>For a polling station not situated in a penal institution</u> The notice of appointment may be delivered by the candidate or his/her election agent in person to the Presiding Officer of the polling station .
監察點票代理人 Counting Agent	
投票日前 3 天之前 Before 3 days preceding polling day	委任通知書可藉專人送遞、郵遞、電子郵件或圖文傳真方式交付予有關的 選舉主任 。 The notice of appointment may be delivered by hand, by post, by electronic mail or by facsimile transmission to the relevant Returning Officer .
投票日 On polling day	委任通知書可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（視屬何情況而定）。 The notice of appointment may 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 (as the case may be).

呈交選舉代理人、監察投票代理人及監察點票代理人的撤銷委任通知書的方式概述如下，以供參考：

The submission methods of **notice of revocation of appointment** for election agent, polling agent(s) and counting agent(s) are summarized below for reference –

選舉代理人 Election Agent	
投票日之前 Before polling day	撤銷委任通知書可藉專人送遞、電子郵件、圖文傳真或郵遞方式交付予有關的選舉主任。 The notice of revocation may be delivered by hand, by electronic mail, by facsimile transmission or by post to the relevant Returning Officer .
投票日 On polling day	撤銷委任通知書可藉專人送遞、電子郵件或圖文傳真方式交付予有關的選舉主任。 The notice of revocation may be delivered by hand, by electronic mail or by facsimile transmission to the relevant Returning Officer .
監察投票代理人 Polling Agent	
投票日之前 Before polling day	撤銷委任通知書可藉專人送遞、電子郵件、圖文傳真或郵遞方式交付予有關的選舉主任。 The notice of revocation may be delivered by hand, by electronic mail, by facsimile transmission or by post to the relevant Returning Officer .
投票日 On polling day	<p><u>非位於懲教院所內的投票站</u></p> <p>撤銷委任通知書可—</p> <p>(a) 由候選人或其選舉代理人親自交付予該投票站的票站主任；或</p> <p>(b) 藉專人送遞、電子郵件或圖文傳真方式交付予有關的選舉主任。</p> <p><u>For a polling station not situated in a penal institution</u></p> <p>The notice of revocation may be delivered—</p> <p>(a) by the candidate or his/her election agent in person to the Presiding Officer of the polling station; or</p> <p>(b) by hand, by electronic mail or by facsimile transmission to the relevant Returning Officer.</p>
	<p><u>位於懲教院所內的專用投票站</u></p> <p>撤銷委任通知書可藉專人送遞、電子郵件或圖文傳真方式交付予有關的選舉主任。</p> <p><u>For a dedicated polling station situated in a penal institution</u></p> <p>The notice of revocation may be delivered by hand, by electronic mail or by facsimile transmission to the relevant Returning Officer.</p>

監察點票代理人 Counting Agent	
<p>在投票日之前 Before polling day</p>	<p>撤銷委任通知書可藉專人送遞、電子郵件、圖文傳真或郵遞方式交付予有關的選舉主任。</p> <p>The notice of revocation may be delivered by hand, by electronic mail, by facsimile transmission or by post to the relevant Returning Officer.</p>
<p>投票日(投票結束前) On polling day (before the close of the poll)</p>	<p>撤銷委任通知書可—</p> <p>(a) 由候選人或其選舉代理人親自交付予點票站主管；或</p> <p>(b) 藉專人送遞、電子郵件或圖文傳真方式交付予有關的選舉主任。</p> <p>The notice of revocation may be delivered—</p> <p>(a) by the candidate or his/her election agent in person to the Officer-in-charge of the relevant counting station;</p> <p>(b) or by hand, by electronic mail or by facsimile transmission to the relevant Returning Officer.</p>
<p>投票日(投票結束後) On polling day (after the close of the poll)</p>	<p>撤銷委任通知書可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（視屬何情況而定）。</p> <p>The notice of revocation may 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 (as the case may be).</p>