

**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 AUTHORISATION TO INCUR ELECTION EXPENSES/ADJUSTMENT OF AUTHORISED AMOUNT OF ELECTION EXPENSES**

《選舉程序（鄉郊代表選舉）規例》（第541L章）第24條  
Section 24 of the Electoral Procedure (Rural Representative Election) Regulation (Cap. 541 L)

**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  
**Rural Committee** \_\_\_\_\_ 村／墟鎮  
**Village/ Market Town**

補選日期：\_\_\_\_\_年\_\_\_\_月\_\_\_\_日  
Date of By-election：\_\_\_\_\_

該鄉郊地區選舉開支最高限額：\_\_\_\_\_

Maximum Amount of Election Expenses for the Rural Area

最近一次提交\*通知書／授權書的日期（如適用）：\_\_\_\_\_

Date of \*Notice/Authorisation last submitted (if applicable)

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

[附註：在填寫此通知書前，請參閱《填寫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說明》（“說明”）。]  
[Note: Before completing this notice, please read the “Notes on Completion of Notice of Revocation of Authorisation to Incur Election Expenses/Adjustment of Authorised Amount of Election Expenses” (“Note(s)” ).]

**第一部分 撤銷授權招致選舉開支（只在適用時填寫）**  
**PART I REVOCATION OF AUTHORISATION TO INCUR ELECTION EXPENSES**  
(To be completed if applicable)

1. 我現撤銷授權下列第1欄中的選舉開支代理人為我招致選舉開支：  
I hereby revoke the authorisation of the election expense agent(s) named in Column 1 below to incur election expenses on my behalf.

選舉開支代理人姓名 Name of Election Expense Agent (第1欄) (Column 1)	身分證明文件 (請註明類別及號碼) Identity Document (please specify Type and Number)
(1) _____	_____
(2) _____	_____
(3) _____	_____
(4) _____	_____

**第二部分 更改選舉開支代理人的獲授權招致的選舉開支金額**  
**PART II ADJUSTMENT OF AUTHORISED AMOUNT OF ELECTION EXPENSES IN RESPECT OF ELECTION EXPENSE AGENT(S)**

2. 我現聲明我的所有選舉開支代理人（須包括所有之前已獲委任及被撤銷授權的代理人）（名列於下文第 2 欄中）的獲授權招致的選舉開支金額載於第 5 欄中。

I hereby declare that the authorised amount(s) of election expenses in respect of all my election expense agent(s) (including all agents already appointed prior to this notice and agent(s) whose authorisation has been revoked by way of this notice) (as listed in Column 2 below), are as stated in Column 5 below.

選舉開支 代理人姓名 Name of Election Expense Agent	身分證明文件 （請註明類別 及號碼） Identity Document (please specify Type and Number)	載於我最近一次 提交的授權書上 獲授權招致的選 舉 開支金額 （港元） Authorised Amount as Stated in the Authorisation Last Submitted (HK\$)	已招致的 選舉開支金額 Δ （港元） Amount of Election Expenses Already Incurred Δ (HK\$)	在更改後或仍有效 的獲授權招致的選 舉開支金額 Δ # （港元） Authorised Amount After Adjustment or which is still Valid Δ # (HK\$)
(第 2 欄) (Column 2)		(第 3 欄) (Column 3)	(第 4 欄) Δ (Column 4) Δ	(第 5 欄) Δ # (Column 5) Δ #
(1) _____	_____	\$ _____ 元	\$ _____ 元	\$ _____ 元
(2) _____	_____	\$ _____ 元	\$ _____ 元	\$ _____ 元
(3) _____	_____	\$ _____ 元	\$ _____ 元	\$ _____ 元
(4) _____	_____	\$ _____ 元	\$ _____ 元	\$ _____ 元
(5) _____	_____	\$ _____ 元	\$ _____ 元	\$ _____ 元
(6) _____	_____	\$ _____ 元	\$ _____ 元	\$ _____ 元
(7) _____	_____	\$ _____ 元	\$ _____ 元	\$ _____ 元
<b>總計 Total:</b>				\$ _____ 元

Δ 如獲授權的金額並無更改，第 4 欄須填寫“不適用”，而第 5 欄應顯示與第 3 欄相同的金額。  
 In case the authorised amounts have not been changed, candidates should mark “not applicable” in Column 4, and the amounts stated in Column 5 should be the same amounts as stated in Column 3.

# 如候選人撤銷選舉開支代理人的委任，須同時更改授權該人士招致選舉開支的金額。更改後的金額，須與該人已招致的選舉開支的金額相同。  
 When the candidate has revoked the authorisation of an election expense agent to incur election expenses, he/she should adjust the authorised amount in respect of that agent in such a way that the authorised amount after adjustment will be the same as the amount of election expenses already incurred by that agent.

---

**第三部分 候選人的聲明**  
**PART III DECLARATION BY CANDIDATE**

3. 我在釐定上述各授權金額時，已計及我及我的選舉開支代理人已招致的選舉開支。我明白我及我的選舉開支代理人所招致的選舉開支總額，不得超逾適用於我所屬鄉郊地區的選舉開支上限。  
In setting out the above authorised amounts of election expenses, I have taken into account the election expenses already incurred by me and my election expense agent(s). I understand that the total amount of the election expenses incurred by me and my election expense agent(s) must not exceed the election expenses ceiling applicable to the rural area concerned.
4. 我明白，選舉開支必須包括捐贈予我而用於促使我當選或阻礙其他候選人當選的貨品及／或服務的價值。（見說明第 7 項）  
I understand that the value of all donations to me, consisting of goods and/or services which are used in promoting the election of me or in prejudicing the election of other candidates shall be included in my election expenses. (See Note 7)
5. 我明白，我須為我整體的選舉開支金額負責。倘若由我及／或我的選舉開支代理人所招致的開支總額超逾有關鄉郊地區的選舉開支上限，除非我能夠證明任何超額開支並非因我疏忽，及未經我的同意或該等開支超過授權書中所指明的限額，否則我將會觸犯法例。  
I understand that I shall be responsible for the overall amount of my election expenses. If the total amount incurred by me and/or by my election expense agent(s) exceeds the applicable election expenses ceiling for the rural area concerned, I may be liable for contravening the law, unless I can prove that the excess was incurred without negligence on my part, and without my consent or in excess of an amount specified in an authorisation.
6. 我可隨時簽署指明格式的撤銷授權通知書（表格編號：HAD/C4/By-E）並送達有關的選舉主任，以撤銷授權招致選舉開支。但在相關撤銷授權通知書送達選舉主任及生效前招致的獲授權選舉開支，須計算在我的選舉開支總額內。  
Authorisation to incur election expenses may be revoked by me at any time by signing and delivering to the relevant Returning Officer a notice of revocation in the specified form (Form No.: HAD/C4/By-E). However, election expenses incurred under or pursuant to the authorisation before the relevant notice of revocation has been served on the Returning Officer and come into effect shall be counted towards my total election expenses.
7. 我已將這份通知書的副本交予上述第 1 及 2 欄所列的人士。  
I have provided a copy of this notice to the person(s) named in Columns 1 and 2 above.

候選人簽署： \_\_\_\_\_  
Signature of Candidate

候選人姓名（正楷）： \_\_\_\_\_  
Name of Candidate (in BLOCK LETTERS)                      (姓 Surname)                      (名 Other name)

香港身分證號碼： \_\_\_\_\_ ( )  
Hong Kong Identity Card Number

日期：   /  /    
Date

**第四部分 選舉開支代理人接受候選人更改獲授權金額的同意書**（每名列於上文第二部分第 2 欄中的選舉開支代理人均須按此部分填寫獨立的申報書，除非其獲授權招致的選舉開支金額並無更改或其獲授權已被撤銷。）

**PART IV ACCEPTANCE OF ADJUSTMENT OF THE AMOUNT OF ELECTION EXPENSES BY ELECTION EXPENSE AGENT(S)** (Each Election Expense Agent named in Column 2 of Part II above should complete a separate return for this part, unless his/her authorised amount of election expenses remains unchanged or his/her authorisation has been revoked.)

我（詳細資料見上文第二部分第 2 欄），接受此通知書第二部分所述的更改。

I, whose particulars are at Column 2 of Part II above, accept the adjustment described in Part II of this notice.

我明白我代表候選人所招致的選舉開支總數，不得超逾第二部分第 5 欄中所指明我獲授權的有關金額；否則，我將會觸犯法例。

I understand that I must not incur any election expenses on behalf of the candidate in excess of my authorised amount as specified in Column 5 of Part II above. If I do, I shall be contravening the law.

為了協助候選人呈交「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），我須就代表候選人招致的所有選舉開支記存帳目，並須在補選結束後，在切實可行的情況下，盡快向候選人呈交—

In order to assist the candidate in filing the “Return and Declaration of Election Expenses and Election Donations” (Form no.: HAD/C1/By-E), I shall keep accounts of all election expenses incurred by me on behalf of the candidate and shall as soon as practicable after the by-election submit to the candidate –

(a) 一份詳細的開支申報表，並就每項 100 元或以上的開支附上發票及收據，作為證明（為免生疑問，上述附上發票及收據的要求不適用於由包含貨品或服務的選舉捐贈所完全抵付的選舉開支）；

a detailed statement of expenditure supported by invoices and receipts for each item of expenditure of \$100 or above (for the avoidance of doubt, the above-mentioned requirement for invoices and receipts does not apply to election expenses fully met by election donations consisting of goods or services);

(b) 如某項選舉開支包括了捐贈予候選人而用於促使候選人當選或阻礙其他候選人當選的貨品及／或服務的價值，一份列明該些貨品及服務的詳細資料（如描述及數量），捐贈日期及其合理估值的申報書〔見說明第 7 項〕；

if any election expense includes the value of goods and/or services donated to the candidate and which are used for promoting the election of the candidate or prejudicing the election of other candidates, a statement showing the full details (such as descriptions and quantities), date of donation and assessed reasonable value of the goods and services (see Note 7);

(c) 如(b)段所指的某項或某些來自同一捐贈者的捐贈價值為 1,000 元以上，附上一份發給捐贈者載有該捐贈者姓名或名稱、地址及該項捐贈詳情的「劃一格式選舉捐贈收據」（表格編號：HAD/C2/By-E）副本。

if the value of a donations(s) referred to in (b) from the same donor exceeds \$1,000, a copy of “Standard Receipt for Election Donations” to the donor specifying the name and address of the donor and giving particulars of the donation (Form no.: HAD/C2/By-E).

**選舉開支代理人：**

**Election Expense Agent:**

簽署：\_\_\_\_\_

Signature

姓名（正楷）：\_\_\_\_\_

Name

（姓 Surname）

（名 Other name）

身分證明文件（請註明類別及號碼）：\_\_\_\_\_

Identity Document (please specify Type and Number)

聯絡電話：\_\_\_\_\_

Contact Telephone Number

住址：\_\_\_\_\_

Residential Address

日期：  /  /

Date

**第四部分 選舉開支代理人接受候選人更改獲授權金額的同意書**（每名列於上文第二部分第 2 欄中的選舉開支代理人均須按此部分填寫獨立的申報書，除非其獲授權招致的選舉開支金額並無更改或其獲授權已被撤銷。）

**PART IV ACCEPTANCE OF ADJUSTMENT OF THE AMOUNT OF ELECTION EXPENSES BY ELECTION EXPENSE AGENT(S)** (Each Election Expense Agent named in Column 2 of Part II above should complete a separate return for this part, unless his/her authorised amount of election expenses remains unchanged or his/her authorisation has been revoked.)

我（詳細資料見上文第二部分第 2 欄），接受此通知書第二部分所述的更改。

I, whose particulars are at Column 2 of Part II above, accept the adjustment described in Part II of this notice.

我明白我代表候選人所招致的選舉開支總數，不得超逾第二部分第 5 欄中所指明我獲授權的有關金額；否則，我將會觸犯法例。

I understand that I must not incur any election expenses on behalf of the candidate in excess of my authorised amount as specified in Column 5 of Part II above. If I do, I shall be contravening the law.

為了協助候選人呈交「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），我須就代表候選人招致的所有選舉開支記存帳目，並須在補選結束後，在切實可行的情況下，盡快向候選人呈交—

In order to assist the candidate in filing the “Return and Declaration of Election Expenses and Election Donations” (Form no.: HAD/C1/By-E), I shall keep accounts of all election expenses incurred by me on behalf of the candidate and shall as soon as practicable after the by-election submit to the candidate –

(a) 一份詳細的開支申報表，並就每項 100 元或以上的開支附上發票及收據，作為證明（為免生疑問，上述附上發票及收據的要求不適用於由包含貨品或服務的選舉捐贈所完全抵付的選舉開支）；

a detailed statement of expenditure supported by invoices and receipts for each item of expenditure of \$100 or above (for the avoidance of doubt, the above-mentioned requirement for invoices and receipts does not apply to election expenses fully met by election donations consisting of goods or services);

(b) 如某項選舉開支包括了捐贈予候選人而用於促使候選人當選或阻礙其他候選人當選的貨品及／或服務的價值，一份列明該些貨品及服務的詳細資料（如描述及數量），捐贈日期及其合理估值的申報書〔見說明第 7 項〕；

if any election expense includes the value of goods and/or services donated to the candidate and which are used for promoting the election of the candidate or prejudicing the election of other candidates, a statement showing the full details (such as descriptions and quantities), date of donation and assessed reasonable value of the goods and services (see Note 7);

(c) 如(b)段所指的某項或某些來自同一捐贈者的捐贈價值為 1,000 元以上，附上一份發給捐贈者載有該捐贈者姓名或名稱、地址及該項捐贈詳情的「劃一格式選舉捐贈收據」（表格編號：HAD/C2/By-E）副本。

if the value of a donations(s) referred to in (b) from the same donor exceeds \$1,000, a copy of “Standard Receipt for Election Donations” to the donor specifying the name and address of the donor and giving particulars of the donation (Form no.: HAD/C2/By-E).

**選舉開支代理人：**

**Election Expense Agent:**

簽署：\_\_\_\_\_

Signature

姓名（正楷）：\_\_\_\_\_

Name

（姓 Surname）

（名 Other name）

身分證明文件（請註明類別及號碼）：\_\_\_\_\_

Identity Document (please specify Type and Number)

聯絡電話：\_\_\_\_\_

Contact Telephone Number

住址：\_\_\_\_\_

Residential Address

日期：    /    /   

Date

**第四部分 選舉開支代理人接受候選人更改獲授權金額的同意書**（每名列於上文第二部分第 2 欄中的選舉開支代理人均須按此部分填寫獨立的申報書，除非其獲授權招致的選舉開支金額並無更改或其獲授權已被撤銷。）

**PART IV ACCEPTANCE OF ADJUSTMENT OF THE AMOUNT OF ELECTION EXPENSES BY ELECTION EXPENSE AGENT(S)** (Each Election Expense Agent named in Column 2 of Part II above should complete a separate return for this part, unless his/her authorised amount of election expenses remains unchanged or his/her authorisation has been revoked.)

我（詳細資料見上文第二部分第 2 欄），接受此通知書第二部分所述的更改。

I, whose particulars are at Column 2 of Part II above, accept the adjustment described in Part II of this notice.

我明白我代表候選人所招致的選舉開支總數，不得超逾第二部分第 5 欄中所指明我獲授權的有關金額；否則，我將會觸犯法例。

I understand that I must not incur any election expenses on behalf of the candidate in excess of my authorised amount as specified in Column 5 of Part II above. If I do, I shall be contravening the law.

為了協助候選人呈交「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），我須就代表候選人招致的所有選舉開支記存帳目，並須在補選結束後，在切實可行的情況下，盡快向候選人呈交—

In order to assist the candidate in filing the “Return and Declaration of Election Expenses and Election Donations” (Form no.: HAD/C1/By-E), I shall keep accounts of all election expenses incurred by me on behalf of the candidate and shall as soon as practicable after the by-election submit to the candidate –

(a) 一份詳細的開支申報表，並就每項 100 元或以上的開支附上發票及收據，作為證明（為免生疑問，上述附上發票及收據的要求不適用於由包含貨品或服務的選舉捐贈所完全抵付的選舉開支）；

a detailed statement of expenditure supported by invoices and receipts for each item of expenditure of \$100 or above (for the avoidance of doubt, the above-mentioned requirement for invoices and receipts does not apply to election expenses fully met by election donations consisting of goods or services);

(b) 如某項選舉開支包括了捐贈予候選人而用於促使候選人當選或阻礙其他候選人當選的貨品及／或服務的價值，一份列明該些貨品及服務的詳細資料（如描述及數量），捐贈日期及其合理估值的申報書〔見說明第 7 項〕；

if any election expense includes the value of goods and/or services donated to the candidate and which are used for promoting the election of the candidate or prejudicing the election of other candidates, a statement showing the full details (such as descriptions and quantities), date of donation and assessed reasonable value of the goods and services (see Note 7);

(c) 如(b)段所指的某項或某些來自同一捐贈者的捐贈價值為 1,000 元以上，附上一份發給捐贈者載有該捐贈者姓名或名稱、地址及該項捐贈詳情的「劃一格式選舉捐贈收據」（表格編號：HAD/C2/By-E）副本。

if the value of a donations(s) referred to in (b) from the same donor exceeds \$1,000, a copy of “Standard Receipt for Election Donations” to the donor specifying the name and address of the donor and giving particulars of the donation (Form no.: HAD/C2/By-E).

**選舉開支代理人：**

**Election Expense Agent:**

簽署：\_\_\_\_\_

Signature

姓名（正楷）：\_\_\_\_\_

Name

（姓 Surname）

（名 Other name）

身分證明文件（請註明類別及號碼）：\_\_\_\_\_

Identity Document (please specify Type and Number)

聯絡電話：\_\_\_\_\_

Contact Telephone Number

住址：\_\_\_\_\_

Residential Address

日期：   /  /         

Date

**第四部分 選舉開支代理人接受候選人更改獲授權金額的同意書**（每名列於上文第二部分第 2 欄中的選舉開支代理人均須按此部分填寫獨立的申報書，除非其獲授權招致的選舉開支金額並無更改或其獲授權已被撤銷。）

**PART IV ACCEPTANCE OF ADJUSTMENT OF THE AMOUNT OF ELECTION EXPENSES BY ELECTION EXPENSE AGENT(S)** (Each Election Expense Agent named in Column 2 of Part II above should complete a separate return for this part, unless his/her authorised amount of election expenses remains unchanged or his/her authorisation has been revoked.)

我（詳細資料見上文第二部分第 2 欄），接受此通知書第二部分所述的更改。

I, whose particulars are at Column 2 of Part II above, accept the adjustment described in Part II of this notice.

我明白我代表候選人所招致的選舉開支總數，不得超逾第二部分第 5 欄中所指明我獲授權的有關金額；否則，我將會觸犯法例。

I understand that I must not incur any election expenses on behalf of the candidate in excess of my authorised amount as specified in Column 5 of Part II above. If I do, I shall be contravening the law.

為了協助候選人呈交「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），我須就代表候選人招致所有選舉開支記存帳目，並須在補選結束後，在切實可行的情況下，盡快向候選人呈交—

In order to assist the candidate in filing the “Return and Declaration of Election Expenses and Election Donations” (Form no.: HAD/C1/By-E), I shall keep accounts of all election expenses incurred by me on behalf of the candidate and shall as soon as practicable after the by-election submit to the candidate –

(a) 一份詳細的開支申報表，並就每項 100 元或以上的開支附上發票及收據，作為證明（為免生疑問，上述附上發票及收據的要求不適用於由包含貨品或服務的選舉捐贈所完全抵付的選舉開支）；

a detailed statement of expenditure supported by invoices and receipts for each item of expenditure of \$100 or above (for the avoidance of doubt, the above-mentioned requirement for invoices and receipts does not apply to election expenses fully met by election donations consisting of goods or services);

(b) 如某項選舉開支包括了捐贈予候選人而用於促使候選人當選或阻礙其他候選人當選的貨品及／或服務的價值，一份列明該些貨品及服務的詳細資料（如描述及數量），捐贈日期及其合理估值的申報書〔見說明第 7 項〕；

if any election expense includes the value of goods and/or services donated to the candidate and which are used for promoting the election of the candidate or prejudicing the election of other candidates, a statement showing the full details (such as descriptions and quantities), date of donation and assessed reasonable value of the goods and services (see Note 7);

(c) 如(b)段所指的某項或某些來自同一捐贈者的捐贈價值為 1,000 元以上，附上一份發給捐贈者載有該捐贈者姓名或名稱、地址及該項捐贈詳情的「劃一格式選舉捐贈收據」（表格編號：HAD/C2/By-E）副本。

if the value of a donations(s) referred to in (b) from the same donor exceeds \$1,000, a copy of “Standard Receipt for Election Donations” to the donor specifying the name and address of the donor and giving particulars of the donation (Form no.: HAD/C2/By-E).

**選舉開支代理人：**

**Election Expense Agent:**

簽署：\_\_\_\_\_

Signature

姓名（正楷）：\_\_\_\_\_

Name

（姓 Surname）

（名 Other name）

身分證明文件（請註明類別及號碼）：\_\_\_\_\_

Identity Document (please specify Type and Number)

聯絡電話：\_\_\_\_\_

Contact Telephone Number

住址：\_\_\_\_\_

Residential Address

日期：   /  /     /  /  

Date

---

**第五部分 見證** (由見證人填寫)

**PART IV ATTESTATION** (To be completed by a witness)

8. 我聲明本通知書第一部分至第四部分是於我見證下填寫和簽署。我的個人資料如下：  
I hereby declare that Part I to Part IV of this notice were completed and signed in my presence. My particulars are as follows –

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)

身分證明文件 (請註明類別及號碼) (見說明第 4 項) : \_\_\_\_\_  
Identity Document (please specify Type and Number) (see Note 4)

住址 : \_\_\_\_\_  
Residential  
Address \_\_\_\_\_

日期 :   /  /   見證人簽署 : \_\_\_\_\_  
Date Signature of Witness

---



## 填寫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說明

### Notes on Completion of Notice of Revocation of Authorisation to Incur Election Expenses/ Adjustment of Authorised Amount of Election Expenses

1. 此通知書可用作 —

Candidate can use this notice to –

(a) 撤銷選舉開支代理人招致選舉開支的授權；或  
revoke the authorisation of election expense agent(s) to incur election expenses; or

(b) 更改選舉開支代理人所獲授權招致的選舉開支金額。  
adjust the authorised amount of election expenses of election expense agent(s).

為了確保更改後的授權招致選舉開支金額的總數不會超越適用於有關鄉郊地區選舉開支最高限額，候選人須填寫本通知書表格第一（如適用）、第二及第三部分，並在第三部分簽署。本通知書第四部分須由獲授權招致選舉開支的人填寫和簽署。第五部分則須由一名見證人填妥及簽署。

To ensure that the total authorised amount of election expenses after adjustment will not exceed the election expenses limit applicable to the relevant constituency, the candidate must complete Parts I (if applicable), II and III of this notice, and sign on Part III. Part IV of this notice should be completed and signed by the person(s) authorised to incur election expenses. Part V should be completed and signed by a witness.

2. 候選人可授權一名或多名人士代其招致選舉開支。任何年滿 18 歲的人士都合資格獲得授權。候選人不應授權任何總選舉主任、選舉主任、助理選舉主任，或任何已獲總選舉事務主任委任協助進行投票或點票的人士（通常為政府公職人員）為其選舉開支代理人。候選人可使用「招致選舉開支授權書」（表格編號：HAD/C3/By-E）授權選舉開支代理人。

A candidate may authorise one or more persons to incur election expenses on his/her behalf. Any person who is aged 18 years or over can be so authorised. A candidate should not authorise any Chief Returning Officer, Returning Officer, Assistant Returning Officer, or any person (usually a government officer) already appointed by the Chief Electoral Officer to assist at the poll or the count as his/her election expense agent. A candidate can use the “Authorisation to Incur Election Expenses” (Form no.: HAD/C3/By-E) to authorise election expense agent(s).

3. 任何人士必須事前獲得候選人書面授權，才可招致選舉開支。

No election expenses shall be incurred by any person unless he/she is so authorised beforehand by the candidate in writing.

4. 任何年滿 18 歲並持有身分證明文件的人士，均可擔任見證人。根據《鄉郊代表選舉條例》（第 576 章）第 2(1)條，“身分證明文件”（identity document）指 –

Any person holding an identity document and aged 18 years or over can be a witness. According to section 2(1) of the Rural Representative Election Ordinance (Cap. 576), “identity document”（身分證明文件）means –

(a) 身分證；或  
an identity card; or

(b) 向某人發出而可獲選舉登記主任接受為該人的身分證明的任何其他文件。  
any other document issued to a person that is acceptable to the Electoral Registration Officer as proof of the person’s identity.

5. 撤銷授權或更改授權只有在撤銷的通知送達有關的選舉主任後方為生效。如尚未委任選舉主任，則須把通知書送達民政事務總署署長。填妥的通知書文本可藉專人送遞、郵遞、電子郵件或圖文傳真方式送達。此外，候選人亦應將通知書的副本交予有關選舉開支代理人。

The revocation of authorisation or adjustment of authorisation will take effect only when the notice of revocation has been served on the relevant Returning Officer or, if the Returning Officer has not yet been appointed, the Director of Home Affairs. A copy of the duly completed notice may be served by hand, by post, by electronic mail or by facsimile transmission. In addition, the candidate should also send a copy of the notice to the election expense agent(s) concerned.

6. 根據《選舉程序（鄉郊代表選舉）規例》（第 541L 章）第 24 條，選舉主任會在切實可行範圍內盡快將收到的每份通知書的副本供公眾查閱。

According to section 24 of the Electoral Procedure (Rural Representative Election) Regulation (Cap. 541L), a copy of the notice will be made available for public inspection as soon as practicable after it is received by the Returning Officer.

7. 如一項開支是由一項包含貨品或服務的捐贈所抵付，則須為該項捐贈作出公平及合理估值，並計算在獲授權招致的選舉開支內。例如候選人或選舉開支代理人安排印刷商免費供應紙張及印刷傳單，則須以該印刷商就該項捐贈（例如紙張及印刷）的通常收費為估值基礎。選舉開支代理人須把該等捐贈視為選舉開支記存帳目，如該等捐贈價值為 1,000 元以上，並須附上一份發給捐贈者載有該捐贈者姓名或名稱、地址及該項捐贈詳情的「劃一格式選舉捐贈收據」（表格編號：HAD/C2/By-E）副本。

If an item of expense is met by a donation consisting of goods or a service, a fair and reasonable assessment of the value of the donation should be made and counted as part of the election expenses authorised to be incurred. For example, if the candidate or the election expense agent arranges a printing company to provide papers and print leaflets free of charge, the normal price charged by the printer for the donation (such as papers and printing) should be adopted as the basis of assessment. This donation should be regarded as an election expense and should be accounted for by the election expense agent, and in the case of a donation of more than \$1,000 in value, evidenced by a copy of “Standard Receipt for Election Donations” to the donor specifying the name and address of the donor and giving particulars of the donation (Form no.: HAD/C2/By-E).

8. 為了協助候選人呈報「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），選舉開支代理人須就代表候選人招致的所有選舉開支記存帳目，並須在補選後，在切實可行的情況下，盡快向候選人呈交—

In order to assist the candidate in filing the “Return and Declaration of Election Expenses and Election Donations” (Form no.: HAD/C2/By-E), election expense agent should keep accounts of all election expenses incurred by him/her on behalf of the candidate and as soon as practicable after the by-election submit to the candidate –

- (a) 一份詳細的開支申報表，並就每項 100 元或以上的開支附上發票及收據，作為證明（為免生疑問，上述附上發票及收據的要求不適用於由包含貨品或服務的捐贈所完全抵付的選舉開支）；

a detailed statement of expenditure supported by invoices and receipts for each item of expenditure of \$100 or above (for the avoidance of doubt, the above-mentioned requirement for invoices and receipts does not apply to election expenses fully met by election donations consisting of goods or services);

- (b) 如某項選舉開支包括了捐贈予候選人而用於促使候選人當選或阻礙其他候選人當選的貨品及／或服務的價值，一份列明該些貨品及服務的詳細資料（如描述及數量），捐贈日期及其合理估值的申報書（見說明第 7 項）；

if any election expense includes the value of goods and/or services donated to the candidate and which are used for promoting the election of the candidate or prejudicing the election of other candidates, a statement showing the full details (such as descriptions and quantities), date of donation and assessed reasonable value of the goods and services (see Note 7);

- (c) 如(b)段所指的某項或某些來自同一捐贈者的捐贈價值為 1,000 元以上，附上一份發給捐贈者載有該捐贈者姓名或名稱、地址及該項捐贈詳情的「劃一格式選舉捐贈收據」（表格編號：HAD/C2/By-E）副本。

if the value of a donation(s) referred to in (b) from the same donor exceeds \$1,000, a copy of “Standard Receipt for Election Donations” (Form no.: HAD/C2/By-E) to the donor specifying the name and address of the donor and giving particulars of the donation.

9. 候選人必須在《選舉(舞弊及非法行為)條例》(第 554 章)第 37 條規定的限期屆滿之前，將填妥的「選舉開支及接受選舉捐贈之申報書及聲明書」（表格編號：HAD/C2/By-E）提交有關鄉郊地區的選舉主任，以轉交民政事務總署署長。

Candidate must submit the completed “Return and Declaration of Election Expenses and Election Donations” (Form no.: REO/C/1/2018LC(By-E)(SF)) to the Director of Home Affairs via the Returning Officer for the relevant rural area by the statutory deadline as required under section 37 of the Elections (Corrupt and Illegal Conduct) Ordinance (Cap. 554).

10. 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.

11. 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**

就此通知書內提供的個人及其他有關的資料，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、及其他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 and other related government departments for election-related purposes.

(b) **資料轉介**

此通知書的副本將根據《選舉程序（鄉郊代表選舉）規例》（第 541L 章）提供給公眾查閱，直至選舉申報書的副本根據《選舉（舞弊及非法行為）條例》（第 554 章）第 41 條可供查閱的期間結束為止。在展示前，通知書內所有身分證明文件號碼、聯絡電話及住址將會被遮蓋。就此通知書提供的個人及其他有關資料亦可能會提供予其他獲授權的部門／機構／人士，包括但不限於法院，用於與選舉有關的用途。

**Transfer of Information**

A copy of this notice will be made available for public inspection in accordance with the Electoral Procedure (Rural Representative Election) Regulation (Cap. 541L) until the end of the period for which copies of election returns are available for inspection pursuant to section 41 of the Elections (Corrupt and Illegal Conduct) Ordinance (Cap. 554). All identity document numbers, contact telephone numbers and residential addresses provided in the notice will be covered before display. The personal data and other related information supplied in connection with this notice may also be provided to other authorised 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**

A 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，以確保資料受到保障而不受未獲准許的或意外的查閱和處理。

**Personal Data Protection Principles**

Candidates 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 unauthorised or accidental access and processing.

(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 at 30th Floor, Southorn Centre, 130 Hennessy Road, Wanchai, Hong Kong.

民政事務總署  
2018 年 7 月  
Home Affairs  
Department July 2018