

## **2016 Election Committee Subsector Ordinary Elections** **Summary on Free Postage for Election Mail**

### **1. Conditions for Free Postage for Election Mails**

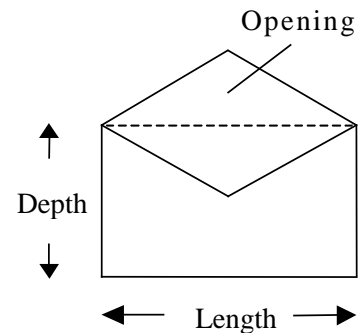
- (i) A candidate who is validly nominated is permitted to post **one** letter to each voter of the subsector/sub-subsector for which the candidate is nominated free of postage.
- (ii) Specifically, the mail must:
  - (a) be posted in Hong Kong;
  - (b) contain materials relating only to the candidature of the candidate, and in the case of joint election mail, also contain materials relating only to the candidature of the other candidate(s) of the same subsector/sub-subsector set out in the “Notice of Posting of Election Mail”, at this election concerned;
  - (c) not exceed 50 grams in weight; and
  - (d) be not larger than 175 mm x 245 mm and not smaller than 90 mm x 140 mm in size.
- (iii) **As a general requirement, a candidate should publish election advertisements in accordance with all applicable laws and the “Guidelines on Election-related Activities in respect of the Election Committee Subsector Elections”. Hence, election advertisements sent by a candidate through free postage should not contain any unlawful content.**
- (iv) If the name, logo or pictorial representation of a person or an organisation, as the case may be, is included in the election mail, and the publication is in such a way as to imply or to be likely to cause voters to believe that the candidate(s) has/have the support of the person or organisation concerned, the candidate(s) should ensure that prior written consent has been obtained from the person or organisation concerned.
- (v) The Electoral Affairs Commission and the Government of the Hong Kong Special Administrative Region (including Hongkong Post and the Registration and Electoral Office) shall not be responsible to the candidate(s) or any third party for the election mail, including but not limited to any liabilities arising from any errors in, omissions from, false or misleading statements in the contents of the election mail. The candidate(s) posting the election mail shall be responsible for the election mail and its contents, and shall indemnify and keep indemnified the Electoral Affairs Commission and the Government against all liabilities, costs, expenses, actions, proceedings, claims, demands, losses and damages arising out of or in connection with the election mail and its contents.

### **2. Make-up / Addressing for Free Postage for Election Mails**

- (i) The letter may take the form of envelope, lettergramme, card or folder. Items in roll form or enclosed in plastic wrappers **are not acceptable**. Cards and folders must be made of ordinary cardboard or paper not less than 0.25 mm thick, and must be rectangular in shape.
- (ii) When a wrapper is used, it must extend over the full length of the item which it encloses. Envelopes must not be fastened with staples or with paper fasteners with sharp edges or points, but they may be closed by means of an adhesive flap or tape.

(iii) Envelopes, folders or lettergrammes having an opening large enough to entrap smaller letters are prohibited. **Unsealed mail** item contained in envelopes with ordinary tuck-in flaps may be used up to the following size limits (s 6.3 of the Post Office Guide):

- (a) Not over 90 mm in depth – opening not over 150 mm in length;
- (b) Not over 100 mm in depth – opening not over 140 mm in length;
- (c) Over 100 mm in depth – opening not over 115 mm in length.



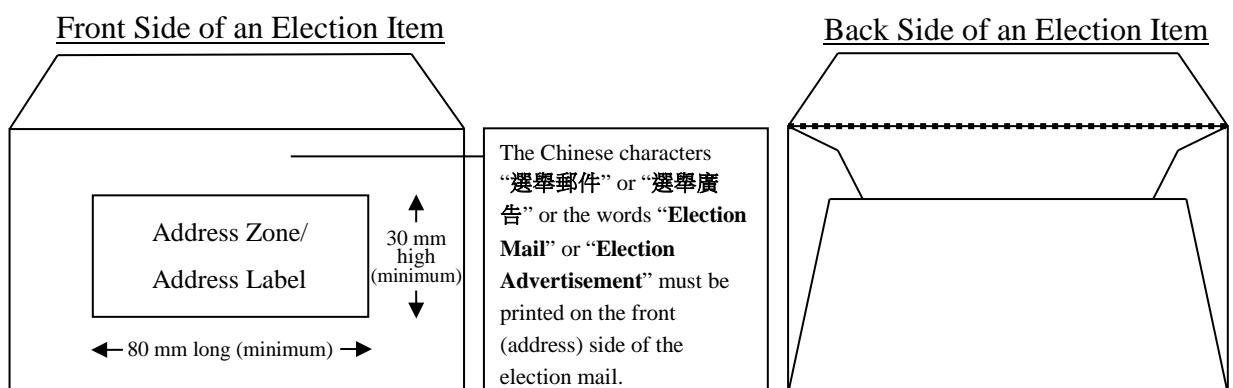
If a larger envelope is necessary, senders should adopt a pattern having a special kind of flap which can be so adjusted as not to leave a large opening or the packet can be fastened with string which can be easily untied. If metal paper fasteners are used, they must be covered with tape or other protective material to obviate risk of injury to the hands of Hongkong Post staff. Paper clips or staples must not be used.

(iv) Folders, for example, of A4 size, with openings must be closed by means of adhesive flap or tape to avoid entrapping smaller letters. All open edges must not be longer than 90 mm in width. Otherwise, adhesive tapes should be applied to the midpoints of the open edges to reduce the width. For details, please refer to the illustration in Appendix I.

(v) The requirements for the front (address) side of the envelope or the address side of the folder (unenvloped mail) are as follows:

- (a) Printed with the Chinese characters “選舉郵件” or “選舉廣告” or words “Election Mail” or “Election Advertisement”;
- (b) An address zone of at least 80 mm long and 30 mm high preferably at the right-hand half or at the centre of the front (address) side for the address of a voter, should be reserved exclusively for the address;
- (c) If an adhesive label is used, it should not be less than 80 mm long and 30 mm high. The address label should only contain the name and address of voter and be affixed to the address zone. The whole address zone and address label should be free of advertisement and should appear on the front side of the item;
- (d) The address zone and address label should be in white background colour while the characters of the postal address should be in black. Each English character should not be less than 2.5 mm in height and 2 mm in width. Each Chinese character should not be less than 3 mm in height and 3 mm in width. The font size and type style should be the same for all the address lines. There should be a uniform line spacing of not less than 1.5 mm and the lines should not be overlapped; and
- (e) **Please note that only one address of voter should be shown on the postage-free election mail.**

The relevant layout is as follows:





- (iv) If the specimens of the election mail submitted by the candidate contain any content in a language other than Chinese and English, the candidate must enclose the Chinese or English translation of such content with the “Notice of Posting of Election Mail” in order to ensure it complies with the requirement in para. 1(ii)(b) above.
  - (v) The postings should be made up in bundles of 50 or 100 each for easy counting. All election mails must be stacked on the same side and arranged in the same order as the address labels/address lists (e.g. by building name or block number) provided by the Registration and Electoral Office.
  - (vi) When handing in the specimens of election mail, candidates must select one of the posting offices (post offices/delivery offices) as set out in the “List of Post Offices/Delivery Offices for Election Mails” (Appendix II) where they intend to make their postings. With each posting made at the designated post office/delivery office, the candidate or his/her election agent must present a signed “Declaration for Posting of Election Mail” [REO/C/18/2016ECSSE (SF)] **in duplicate**. If a candidate makes posting in more than one batch, the same declaration form must be presented at the same post office/delivery office on each occasion.
  - (vii) When making postings, the candidates should provide the manager(s) of the designated post offices/delivery offices with a copy of the election mail for record purpose.
  - (viii) **Please note that under s 99 of the Electoral Affairs Commission (Electoral Procedure) (Election Committee) Regulation (Cap. 541I), a candidate sending postage-free mail items to voters in bulk is liable for payment of postage for all the items in that bulk if any item in the bulk does not meet the requirements stated in para. 1(ii) above or if the declaration mentioned in para. 3(vi) is false in any particular.**
4. For general enquiries concerning the posting of election mails, please contact officers concerned as listed in Appendix II.

# Methods of Folding of Election Mail 郵寄選舉郵件應採用的摺疊方法<sup>(1)</sup>

Figure 1 : Folder of A4 (296mm) size  
圖示一：對摺的A4（296毫米）尺寸紙張

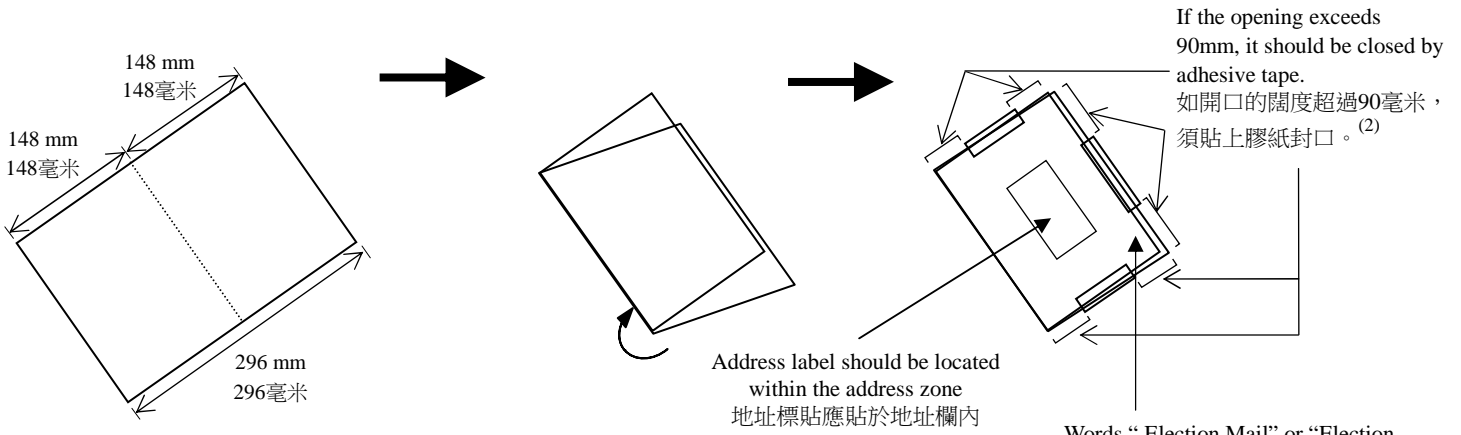


Figure 2 : Folder of A4 (296mm) size with 2 folds  
圖示二：兩摺的A4（296毫米）尺寸紙張

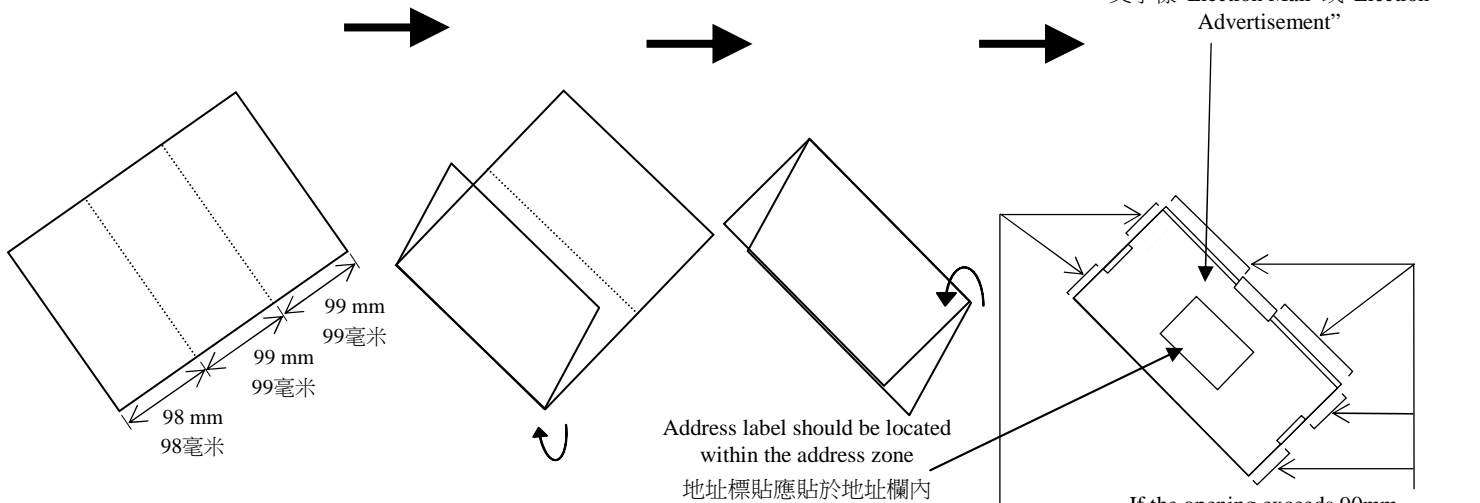
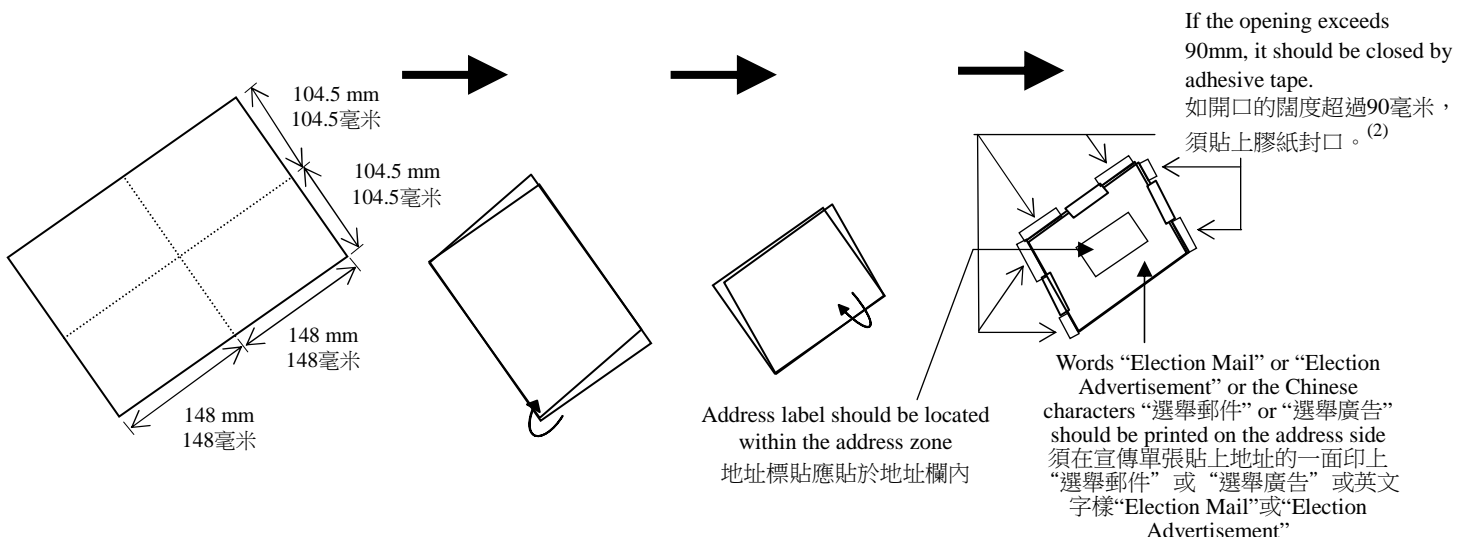


Figure 3 : Folder of A4 (296mm) size with 2 folds  
圖示三：兩摺的A4（296毫米）尺寸紙張



# Methods of Folding of Election Mail 郵寄選舉郵件應採用的摺疊方法<sup>(1)</sup>

Figure 4A&4B : Folder of A4 (296mm) size sealed with address label  
圖示四A及四B：以地址標貼封口的A4（296毫米）尺寸紙張

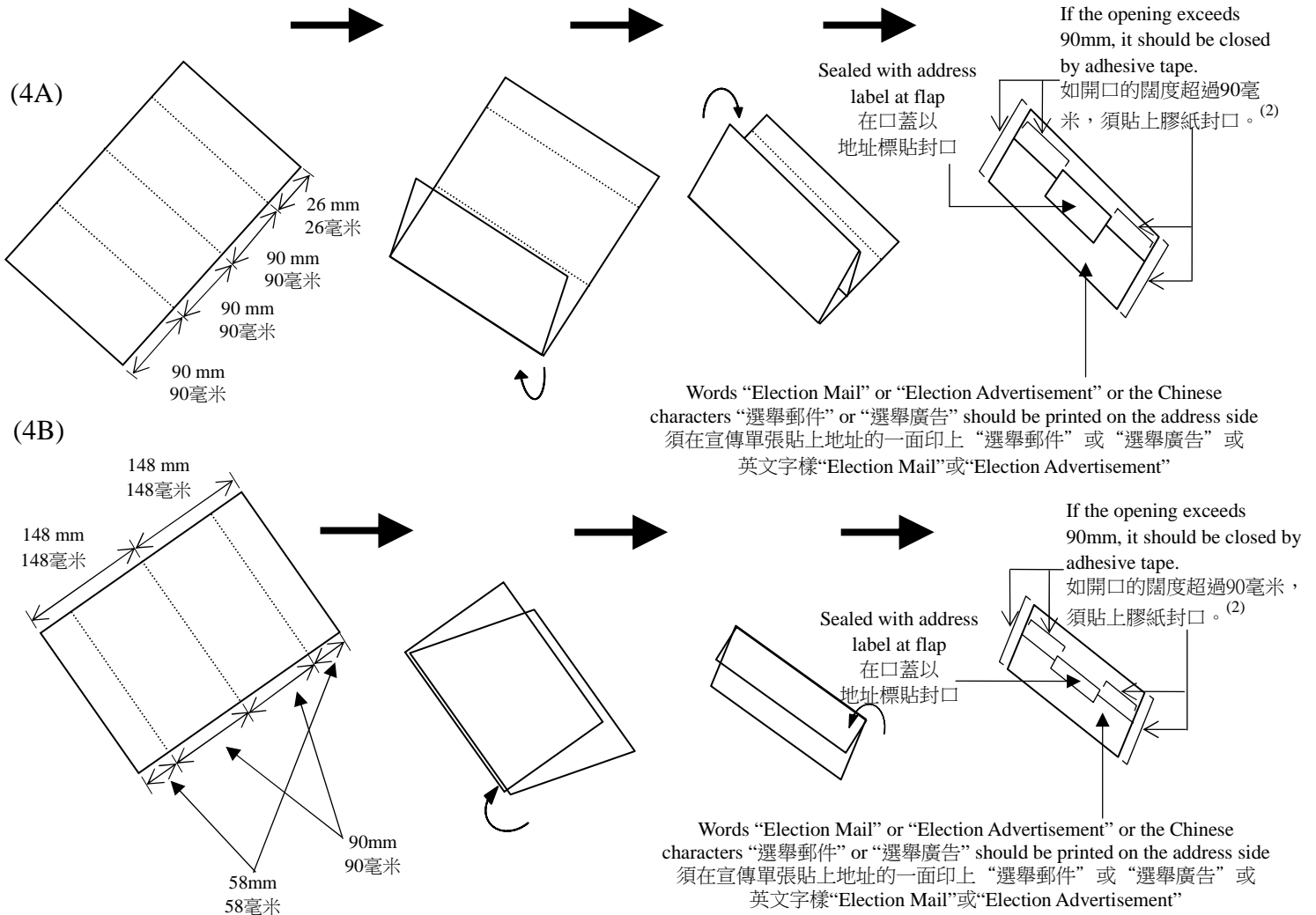
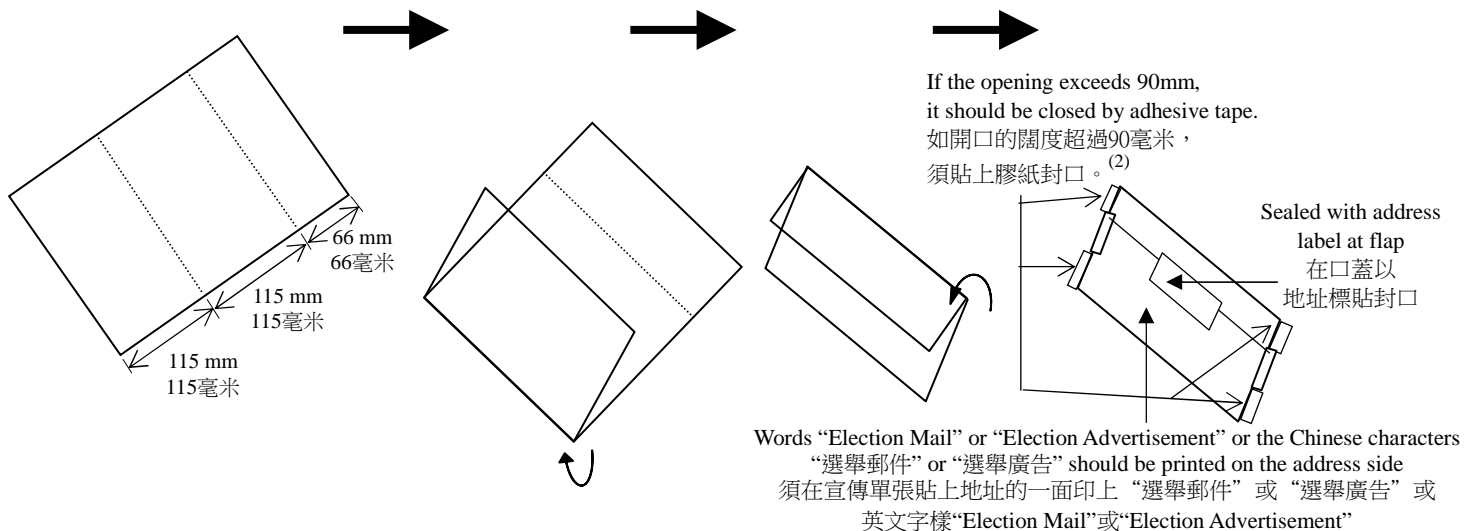


Figure 5 : Folder of A4 (296mm) size sealed with address label  
圖示五：以地址標貼封口的A4（296毫米）尺寸紙張



- (1) 無論以任何方法摺疊，所有超過90毫米的開口，必須以膠紙封口。  
For any methods of folding, all openings exceeding 90 mm should be closed by adhesive tape.
- (2) 無論郵件的開口是否已經封口，所有開口部份不得超過90毫米，否則須以膠紙封口。  
Regardless of whether the opening is closed or not, all openings shall not exceed 90 mm. Otherwise, they must be sealed with adhesive tape.

**2016 年選舉委員會界別分組一般選舉**  
**2016 Election Committee Subsector Ordinary Elections**  
**投寄選舉郵件郵政局/派遞局一覽表**  
**List of Post Offices / Delivery Offices for Election Mails**

1. 候選人應於辦公時間（星期六、星期日及公眾假期除外）到以下香港郵政辦事處提交選舉郵件樣本：  
 Candidates should submit their specimens of election mail at the following Hongkong Post offices during office hours (excluding Saturday, Sunday and public holiday):

負責人 Responsible Officer	地址 Address	辦公時間 Office Hours	電話 Telephone	傳真 Fax
經理（門市業務/港島西） Manager (Retail Business /Hong Kong West)	中環康樂廣場 2 號郵政總局 1 樓 1/F, General Post Office, 2 Connaught Place, Central	9am – 5pm	2921 2417	2501 5930
經理（門市業務/九龍東） Manager (Retail Business /Kowloon East)	九龍灣宏展街 1 號中央郵件中心地下 G/F, Central Mail Centre, 1 Wang Chin Street, Kowloon Bay	9am – 5pm	2908 0372	2868 1442
經理（門市業務/新界西） Manager (Retail Business/New Territories West)	荃灣西樓角路 38 號荃灣政府合署 10 樓 10/F, Tsuen Wan Government Offices, 38 Sai Lau Kok Road, Tsuen Wan	9am – 5pm	2417 6489	2417 6488
經理（門市業務/新界東） Manager (Retail Business/New Territories East)	沙田上禾輦路 1 號沙田政府合署 1 樓 1/F, Sha Tin Government Offices, 1 Sheung Wo Che Road, Sha Tin	9am – 5pm	2415 8516	2696 9436

2. 在遞交選舉郵件樣本時，候選人須選定在下列一間香港郵政的投寄局（郵政局/派遞局）投寄：  
When handing in the specimens of election mail, candidates must select one of the following posting offices (Post Office/Delivery Office) of Hongkong Post where they intend to make their postings:

- 投寄時間：由提名期開始（即 11 月 8 日開始）的辦公時間（星期日及公眾假期除外）  
Posting period: During office hours starting from Nomination Period (i.e. Starting from 8 November) (excluding Sunday and public holiday)

郵政局/派遞局 Post Office/Delivery Office	地址 Address	電話 Telephone
<b>郵件處理中心 Mail Processing Centre</b>		
中央郵件中心大量郵件投寄櫃位 Bulk Mail Acceptance Counter of Central Mail Centre	九龍灣宏展街 1 號中央郵件中心地下 大量郵件投寄櫃位 Bulk Mail Acceptance Counter, G/F, Central Mail Centre, 1 Wang Chin Street, Kowloon Bay	2908 0025
<b>香港區 Hong Kong</b>		
香港仔郵政局 Aberdeen Post Office	香港仔大道 171 號金豐大廈地下 G/F, Kam Fung Building, 171 Aberdeen Main Road, Aberdeen	2555 9307
東區派遞局 Eastern Delivery Office	西灣河太安街 29 號東區法院 1 樓 1/F, Eastern Law Courts Building, 29 Tai On Street, Sai Wan Ho	2886 6577 2886 6576
郵政總局 General Post Office	中環康樂廣場 2 號 2 Connaught Place, Central	2921 2332 2921 2337
西營盤郵政局 Sai Ying Pun Post Office	西營盤薄扶林道 27 號 27 Pok Fu Lam Road, Sai Ying Pun	2546 2396
筲箕灣派遞局 Shau Kei Wan Delivery Office	筲箕灣阿公岩村道五號東都中心 5 樓 5/F, Eastwood Centre, 5 A Kung Ngam Village Road, Shau Kei Wan	2569 9451 2560 5495
華富郵政局 Wah Fu Post Office	薄扶林華富(一)邨華珍樓地下 423 至 424 室 423-424 Wah Chun House, Wah Fu (1) Estate, Pok Fu Lam	2551 2014
灣仔郵政局 Wan Chai Post Office	灣仔皇后大道東 197 至 213 號胡忠大廈 2 樓 2/F, Wu Chung House, 197-213 Queen's Road East, Wan Chai	2574 5478 2147 0649



<b>九龍區 Kowloon</b>		
長沙灣派遞局 Cheung Sha Wan Delivery Office	長沙灣青山道 688 號嘉名工廠大廈地下 G/F, Ka Ming Court, 688 Castle Peak Road, Cheung Sha Wan	2741 3911
九龍中央郵政局 Kowloon Central Post Office	油麻地彌敦道 405 號九龍政府合署地下 G/F, Kowloon Government Offices, 405 Nathan Road, Yau Ma Tei	2928 6246 2928 6247
九龍城派遞局 Kowloon City Delivery Office	土瓜灣土瓜灣道 82 號至 84 號興華中心地下及 1 樓 G/F & 1/F, Hing Wah Centre, 82-84 Tokwawan Road, To Kwa Wan	2954 9983 2364 5045
東九龍郵政局 Kowloon East Post Office	觀塘鯉魚門道 12 號東九龍政府合署地下 G/F, Kowloon East Government Offices, 12 Lei Yue Mun Road, Kwun Tong	2340 1539
尖沙咀郵政局 Tsim Sha Tsui Post Office	尖沙咀中間道 10 號國際電信大廈地下及 1 樓 G/F & 1/F, Hermes House, 10 Middle Road, Tsim Sha Tsui	2722 5927
<b>新界區 New Territories</b>		
葵涌派遞局 Kwai Chung Delivery Office	葵涌葵豐街 38 號大鴻輝(葵涌)中心第二期 7-8 樓 7-8/F, Yoo Hoo Tower, 38 Kwai Fung Crescent, Kwai Chung	3145 0143
馬鞍山郵政局 Ma On Shan Post Office	馬鞍山鞍祿街 18 號新港城第四期地下 2 號 Unit 2, G/F, Sunshine City, Phase 4, 18 On Luk Street, Ma On Shan	2630 5026
西貢郵政局 Sai Kung Post Office	西貢親民街 34 號西貢政府合署地下 G/F, Sai Kung Government Offices, 34 Chan Man Street, Sai Kung	2792 2243
沙田中央郵政局 Sha Tin Central Post Office	沙田上禾輦路 1 號沙田政府合署 1 樓 1/F, Sha Tin Government Offices, 1 Sheung Wo Che Road, Sha Tin	2697 9813
石湖墟派遞局 Shek Wu Hui Delivery Office	上水彩園路 9 號深港中心 1 樓 1-3 及 13-15 號舖 Unit 1-3 & 13-15, 1/F., Hi-Tech Centre, 9 Choi Yuen Road, Sheung Shui	3124 0760 3124 0796
大埔郵政局 Tai Po Post Office	大埔汀角路 1 號大埔政府合署地下 G/F, Tai Po Government Offices, 1 Ting Kok Road, Tai Po	2650 8702
荃灣郵政局 Tsuen Wan Post Office	荃灣西樓角路 38 號荃灣政府合署 1 樓 1/F, Tsuen Wan Government Offices, 38 Sai Lau Kok Road, Tsuen Wan	2417 6455
將軍澳郵政局 Tseung Kwan O Post Office	將軍澳厚德邨厚德商場地下 G30-G32 號 Shop G30-32, G/F, Hau Tak Shopping Centre, Hau Tak Estate, Tseung Kwan O	2704 9379

**新界區 New Territories**

屯門中央派遞局 Tuen Mun Central Delivery Office	屯門青山公路新墟段 133 號玫瑰花園 1 樓 1/F, Rosedale Gardens, 133 Castle Peak Road, San Hui, Tuen Mun	2452 4752
元朗派遞局 Yuen Long Delivery Office	元朗青山道 269 號元朗民政事務處大廈 G/F, District Offices Building, 269 Castle Peak Road, Yuen Long	2478 0504 2443 3406