

2016 Election Committee Subsector Ordinary Elections
Notes on Using the Registration and Electoral Office e-Form Upload Platform

Candidates must deliver the electoral forms to the Returning Officer or the Chief Electoral Officer in accordance with the submission method(s) specified in the respective electoral forms. Under the existing arrangement, candidates may upload and submit the following seven electoral forms electronically via the “Registration and Electoral Office e-Form Upload Platform” (“e-Form Platform”) –

<u>Form No.</u>	<u>Form Title</u>
REO/C/3/2016ECSSE(SF)	Authorisation to Incur Election Expenses
REO/C/4/016ECSSE(SF)	Notice of Revocation of Authorisation to Incur Election Expenses
REO/C/6/2016ECSSE(SF)	Notice of Appointment of Election Agent
REO/C/7/2016ECSSE(SF)	Notice of Appointment of Polling Agents for a Polling Station Not Situated in a Prison
REO/C/7A/2016ECSSE(SF)	Notice of Appointment of Polling Agent for a Dedicated Polling Station Situated in a Prison (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 Prison (other than a Maximum Security Prison)
REO/C/8/2016ECSSE(SF)	Notice of Appointment of Counting Agents
REO/C/9/2016ECSSE(SF)	Notice of Revocation of Appointment of Agent

How to Submit Electoral Forms via the e-Form Platform

Candidate may download the above electoral forms in electronic format (“e-Form”) at the website of the e-Form Platform <https://www.reo-form.gov.hk>. Candidate and his/her agent should read the content and notes of the relevant form and ensure the e-Form is duly completed and signed using a valid digital certificate^{Note}. After completion and signing of the e-Form, please save the e-Form file in the computer and follow the steps below to upload the form to the e-Form Platform –

^{Note} A candidate and his/her agents must possess a valid digital certificate issued by a certification authority recognised by the Government Chief Information Officer under the Electronic Transactions Ordinance for digital signing on the electronic form. If a candidate or his/her agent does not possess a valid digital certificate, he/she may print and sign the filled form, and upload a scanned copy of the signed form via the e-Form Upload Platform.

- (1) Click the “Upload” link next to the relevant e-Form
- (2) Select subsector/sub-subsector
- (3) Click “Select File” and select the e-Form file to be uploaded
- (4) Enter the validation characters
- (5) Confirm that the e-Form has been duly completed and signed by checking the boxes next to “I have signed the electronic form” and “I have read and understood the Notes of the relevant form”
- (6) Enter the electronic mail address of the candidate or his/her agent
- (7) Click “Upload” to upload the e-Form

After the e-Form is successfully uploaded to the e-Form Platform, it will be forwarded to the relevant Returning Officer or the Chief Electoral Officer.

A confirmation message with a reference number will be shown on the screen after the e-Form is uploaded successfully. Candidate or his/her agent may click “Print” to print out the message, or click “Save” to save the message onto the computer. The confirmation message will also be sent to the electronic mail address provided. Upon receipt of the e-Form, the relevant Returning Officer or the Chief Electoral Officer will take follow up action and issue an acknowledgment to the candidate separately.

Points to Note

The relevant electoral forms must be uploaded onto the e-Form Platform on or before the deadline specified in the “Guidelines on Election-related Activities in respect of the Election Committee Subsector Elections” for the appointment or revocation of appointment of various agents. The appointment or revocation of appointment of agents will not be effective until the forms are received by the relevant Returning Officer or the Chief Electoral Officer, or consents are given by the Commissioner of Correctional Services.

Enquiry

For enquiries, please contact the Enquiry Hotline of the Registration and Electoral Office at 2891 1001.

Registration and Electoral Office
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