

## **2022 Chief Executive Election** **Summary on Free Postage for Election Mail**

Date of Election: 8 May 2022

### 1. Conditions for Free Postage for Election Mail

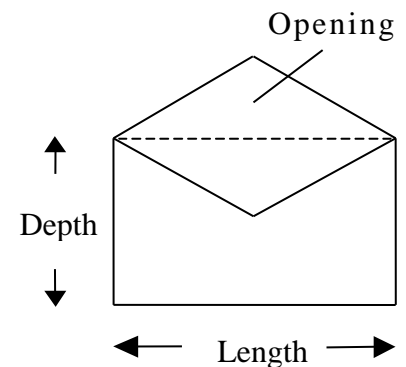
- (i) Each validly nominated candidate is permitted to post up to **two** election mail to each Election Committee member free of postage.
- (ii) The election mail must:
  - (a) be posted to an address in Hong Kong;
  - (b) contain materials relating only to the candidature of the candidate at the above election;
  - (c) not exceed 50 grams in weight;
  - (d) be not larger than 165 mm x 245 mm and not smaller than 90 mm x 140 mm in size;
  - (e) not exceed 5 mm in thickness; and
  - (f) not contain any obscene, immoral, indecent, offensive or libelous writing, picture or other thing.
- (iii) **Candidate must publish election advertisements in accordance with all applicable laws and the “Guidelines on Election-related Activities in respect of the Chief Executive Election”. Hence, election mail 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 organization (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 electors to believe that the candidate has the support of that person or organization, the candidate should ensure that **prior written consent** has been obtained from that person or organization.
- (v) The Electoral Affairs Commission and the Government of the Hong Kong Special Administrative Region (including Hongkong Post and the Registration and Electoral Office) (“Government”) shall not be responsible to the candidate and 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 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, legal actions, legal 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 Mail

- (i) The letter may take the form of envelope, lettergramme, card or folder. Items in roll form or enclosed in plastic wrappers **will not be accepted**. 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 and lettergrammes having an opening large enough to entrap smaller letters are prohibited. **Unsealed mail** items contained in envelopes with ordinary tuck-in flaps may be used up to the following size limits (section 6.3 of the Post Office Guide):
- If envelope not over 90 mm in depth – envelope opening not over 150 mm in length
  - If envelope not over 100 mm in depth – envelope opening not over 140 mm in length
  - If envelope over 100 mm in depth – envelope opening not over 115 mm in length

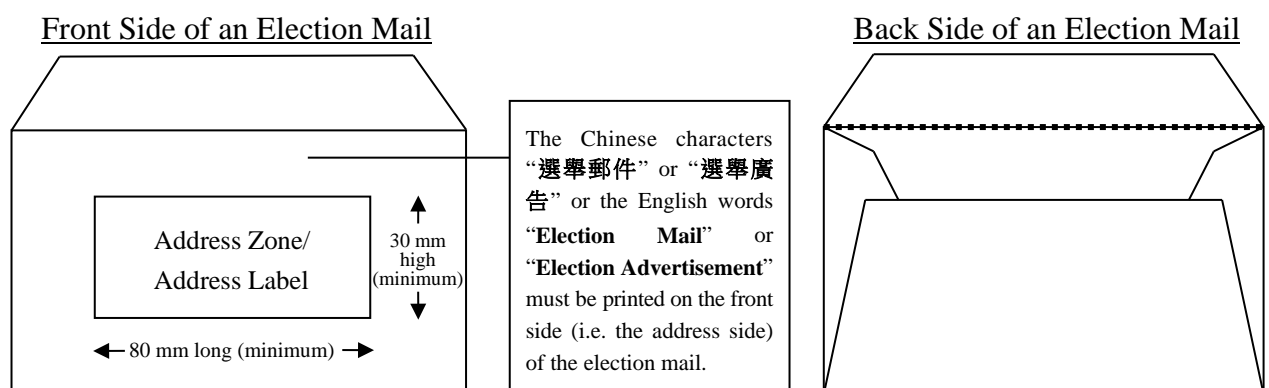
If it is necessary for a larger envelope to be used, sender should adopt a pattern having a special kind of flap which can be so adjusted as not to leave a large opening or the packet can be fastened with string which can be easily untied. If metal paper fasteners are used, they must be covered with 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, A4 size paper folded in half) 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 front side (i.e. the address side) of the envelope or the folder (unenvloped mail) must follow the requirements below:

- Printed with the Chinese characters “選舉郵件” or “選舉廣告” or the English words “Election Mail” or “Election Advertisement”;
- 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 side (i.e. the address side) for the address of an elector, should be reserved exclusively for the address;
- If a candidate uses an adhesive address label, it should not be less than 80 mm long and 30 mm high. Except for the name and address of an elector, the whole address zone and address label must not contain any promotional advertisement. The entire address label must be affixed to the address zone at the front side of the mail;
- The address zone and address label should be in white background colour while the characters should be in black. Each English alphabet 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
- Please note that only one address of an elector should be shown on each postage-free election mail. Election mail bearing an address outside Hong Kong will not be accepted for free postage of election mail.**

The layout of the election mail is as follows:



- (vi) The full postal address should be legibly written or printed on the front of the envelope in four rows as follows:

Address in English	Address in Chinese
Name of addressee	收件人姓名
Floor and flat number and name of building	地區名稱
Street number, name of street	街道名稱、門牌編號
Name of district	樓宇名稱、座數及層數

- (vii) Election mail must bear printing details in Chinese or English, which include the name and address of the printer together with the date of printing and the number of copies printed (“printing details”). This requirement applies to all materials reproduced by any method of multiplying copies (e.g. printing machines, duplicators or photocopiers). Suggested formats are listed as follows:

- (a) Printed by ABC Printing Works or (b) Printed by candidate’s office machine  
XX XZY Street, HK XX XZY Street, HK  
on (date) in (number) copies on (date) in (number) copies

- (viii) Before the publication of the notice of valid nomination(s) in the Gazette, a candidate wishing to exercise his/her right to free postage of election mail will be required to furnish the Postmaster General with a security (i.e. full postage of all the election mail posted) for the payment of postage in the event that his/her name is not subsequently shown in the above-mentioned notice of valid nomination(s).

### 3. Posting Arrangements

- (i) Candidate is advised to post the postage-free election mail **on or before 3 May 2022 (Tuesday)**. **Please note that election mail posted after the above deadline will unlikely reach the electors before the polling day.**
- (ii) **Candidate should apply to Hongkong Post for written approval of specimen(s) of his/her election mail for free postage. Before deciding on the contents of the election mail, a candidate should study the requirements governing free postage for election mail carefully. If in doubt, the candidate should seek advice from Hongkong Post relating to postal requirements and the Registration and Electoral Office on other aspects before printing. Candidate should submit the specimen(s) of his/her election mail to Hongkong Post to seek written approval as early as possible before mass production of the election mail so as to allow sufficient time for revising the specimen(s), when necessary.**
- (iii) Before posting the election mail, a candidate should submit three unsealed specimens of his/her election mail, together with a “Notice of Posting of Election Mail” [REO/C/17 (2022CE-E) (SDF)] **in duplicate** to the designated Manager (Retail Business) as set out in the “List of Responsible Officers/Acceptance Offices for Election Mail” (Appendix II) to seek written approval of his/her specimens. **At least two clear working days (excluding Saturday, Sunday and public holiday)** must be allowed for Hongkong Post to process each set of specimens, and postings of the relevant election mail should only be made after receipt of official approval from Hongkong Post. **(For example, if the candidate wishes to post his/her election mail on 3 May 2022 (Tuesday), the specimens should be submitted on or before 27 April 2022 (Wednesday).)** Specimens of election mail will be processed by Hongkong Post as soon as practicable, but there is no guarantee that the specimens of the relevant election mail will necessarily be approved in two working days immediately after the submission.
- (iv) To save time, a candidate may consider submitting his/her specimens of election mail before being assigned with candidate number or confirming the printing details of the election mail. Once the specimens concerned have been approved in writing by Hongkong Post, a candidate may insert the candidate number or printing details into that election mail without altering the approved design and content of the election mail.

- (v) If the specimens of an election mail submitted by a 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 its compliance with the requirements in para. 1(ii) to (iv) above.
  - (vi) The election mail should be made up in bundles of 50 or 100 each for easy counting. All election mail must be stacked on the same side and arranged in accordance with the same order as the address labels/address lists (e.g. by building name or block number) provided by the Registration and Electoral Office.
  - (vii) When handing in the specimens of election mail, a candidate must select one of the acceptance offices to post his/her postage-free election mail (please refer to the “List of Responsible Officers/Acceptance Offices for Election Mail” (Appendix II)). With each posting made at the designated acceptance office, the candidate or his/her election agent must present a signed “Declaration for Posting of Election Mail” [REO/C/18 (2022CE-E) (SF)] **in duplicate**. If a candidate or his/her election agent posts the election mail in more than one batch, the same “Declaration for Posting of Election Mail” should be presented at the same acceptance office on each posting.
  - (viii) When posting the election mail, the candidate should provide the manager(s) of the designated acceptance offices with a copy of the election mail for record purpose. If a candidate posts the same election mail in more than one batch, the copy of the election mail should only be presented during the first batch mail posting.
  - (ix) **Please note that under section 80 of the Electoral Procedure (Chief Executive Election) Regulation (Cap. 541J), a candidate sending postage-free mail to Election Committee members in bulk is liable for payment of postage for all the letters in that bulk mailing if any letter in that bulk mailing does not comply with para. 1(ii)(a)-(e) above or if a declaration mentioned in para. 3(vii) above is false in any particular.**
4. For general enquiries concerning the posting of election mail, please contact officers concerned as listed in Appendix II.

# Methods of Folding of Election Mail 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

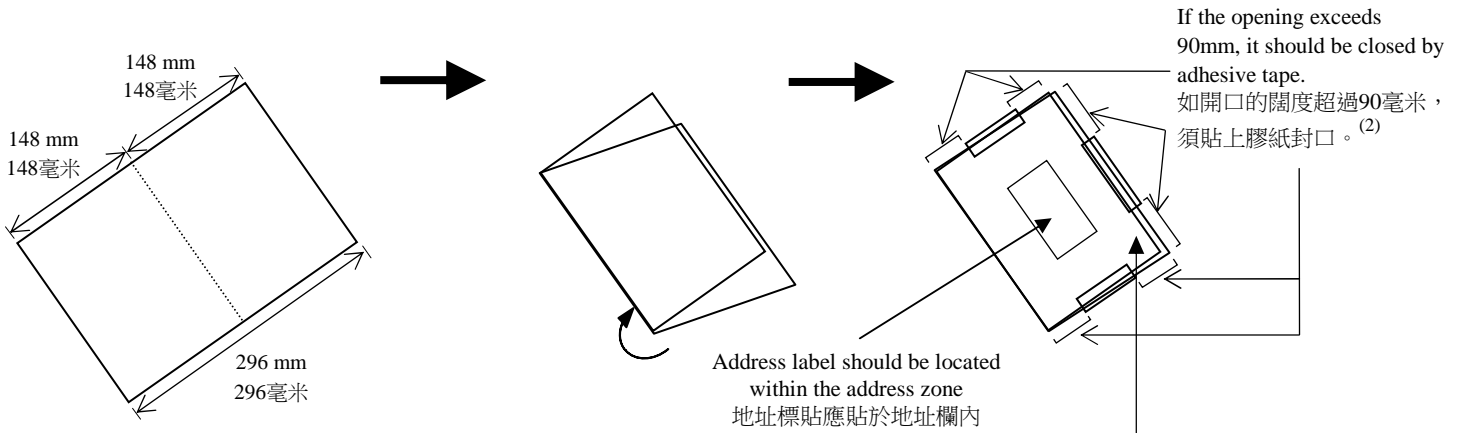


Figure 2 : Folder of A4 (296mm) size with 2 folds  
圖示二：兩摺的A4（296毫米）尺寸紙張

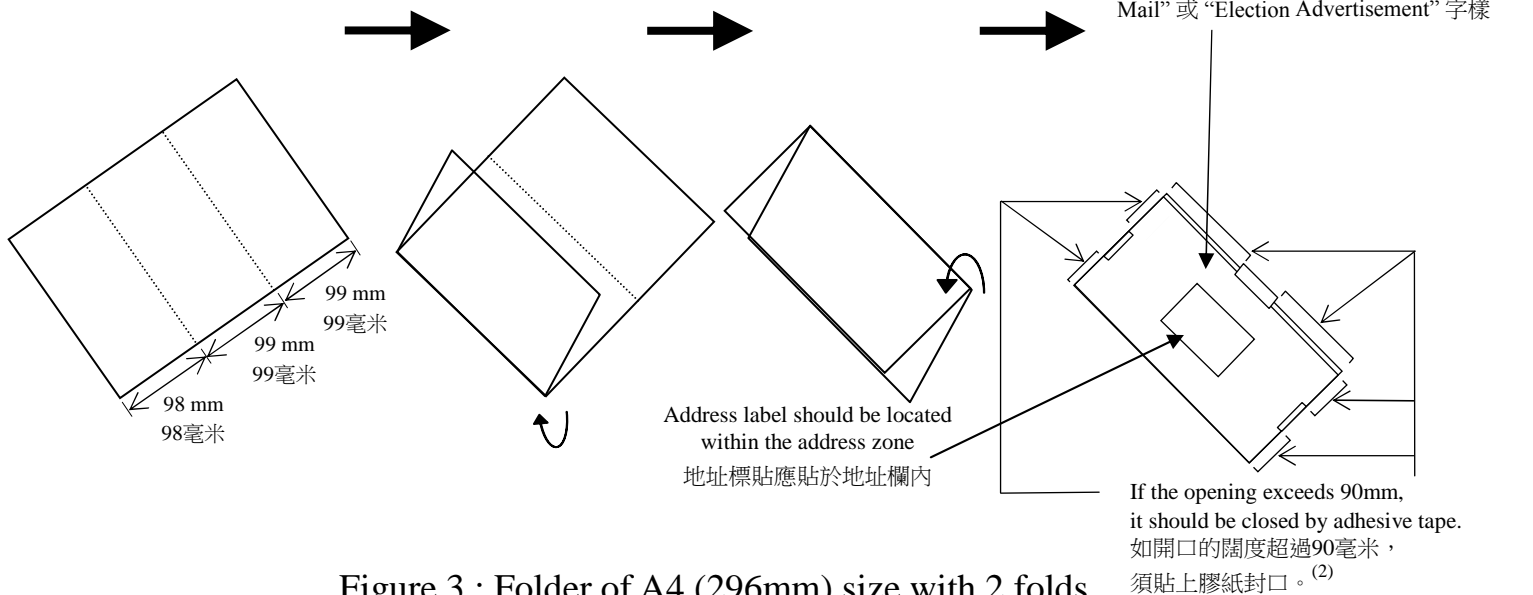
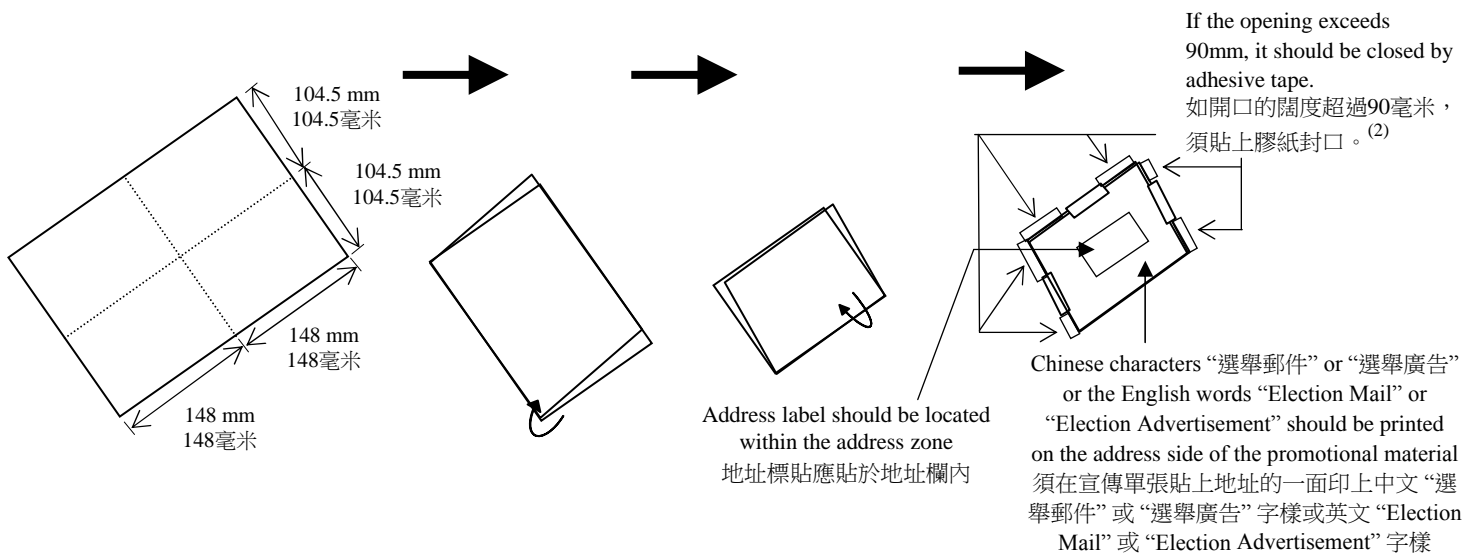


Figure 3 : Folder of A4 (296mm) size with 2 folds  
圖示三：兩摺的A4（296毫米）尺寸紙張



# Methods of Folding of Election Mail 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

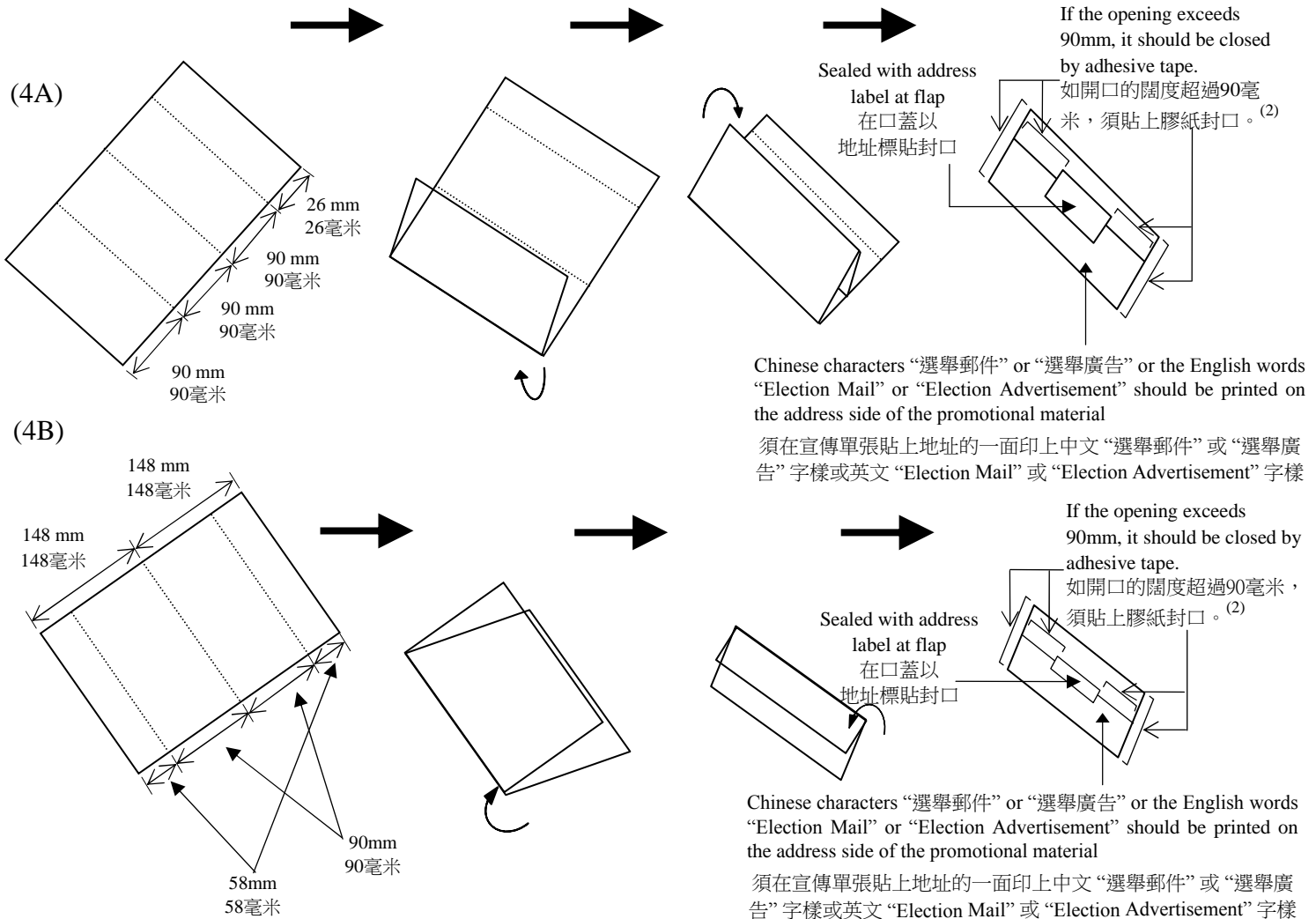
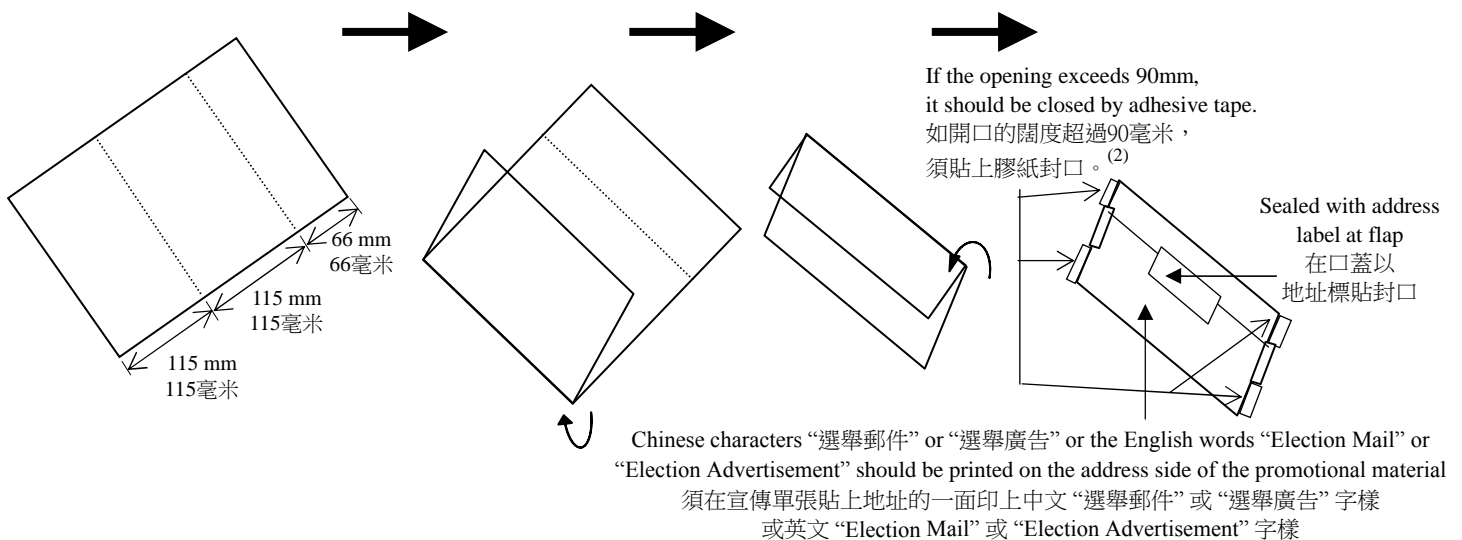


Figure 5 : Folder of A4 (296mm) size sealed with address label  
圖示五：以地址標貼封口的A4（296毫米）尺寸紙張



(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) 無論選舉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 of the election mail is closed or not, all openings shall not exceed 90 mm. Otherwise, they must be closed with adhesive tape.

**2022 年行政長官選舉**  
**2022 Chief Executive Election**  
**選舉郵件負責人/投寄局一覽表**  
**List of Responsible Officers/Acceptance Offices for Election Mail**

1. 候選人應於辦公時間（星期六、星期日及公眾假期除外）到以下一間香港郵政辦事處提交他們的選舉郵件樣本：

Candidates should submit their specimens of election mail at **one** of 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)	香港中環康樂廣場 2 號郵政總局 General Post Office, 2 Connaught Place, Central, Hong Kong	9am – 5pm	2921 2303	2501 5930
經理（門市業務/九龍東） Manager (Retail Business /Kowloon East)	九龍九龍灣宏展街 1 號中央郵件中心 地下 G/F, Central Mail Centre, 1 Wang Chin Street, Kowloon Bay, Kowloon	9am – 5pm	2908 0363	2868 1442

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投寄免費選舉郵件：

When handing in the specimens of election mail, candidates must select **one** of the following acceptance offices of Hongkong Post to post their election mail free of postage :

- 投寄時間：由提名期（即 2022 年 4 月 3 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. 3 April 2022) (excluding Sunday and public holiday)
- 請於香港郵政網頁（[www.hongkongpost.hk](http://www.hongkongpost.hk)）查閱各郵政局的辦公時間。  
Please refer to Hongkong Post website ([www.hongkongpost.hk](http://www.hongkongpost.hk)) for the office hours of the respective post offices.

投寄局 Acceptance Office	地址 Address	電話 Telephone
郵政總局 General Post Office	香港中環康樂廣場 2 號 2 Connaught Place, Central, Hong Kong	2921 2332 2921 2337
中央郵件中心大量郵件投寄櫃位 Bulk Mail Acceptance Counter of Central Mail Centre	九龍九龍灣宏展街 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, Kowloon	2908 0025