

2025 Election Committee Subsector By-elections
Action Checklist for Candidates

<u>Time</u>	<u>Action</u>
Before and during Nomination Period (Up to 4 August 2025)	<ol style="list-style-type: none">1. Obtain the following from the Returning Officer (“RO”), any District Office (“DO”) of the Home Affairs Department or the Registration and Electoral Office (“REO”):<ol style="list-style-type: none">(a) Nomination Form;(b) Electronic or paper form for Introduction to Candidates (“Input Form”) for the production of printed and text versions of the “Introduction to Candidates”, and “Guide on Completion of Input Form”; and(c) the form of “Intention to Display Election Advertisements at Designated Spots”.
During Nomination Period (22 July to 4 August 2025)	<ol style="list-style-type: none">2. Except where the Chief Electoral Officer (“CEO”) authorizes otherwise, hand in the following to the RO by the candidate in person <u>before the end of the Nomination Period</u>:<ol style="list-style-type: none">(a) the duly completed Nomination Form; and(b) an election deposit of \$1,000 in cash, via Faster Payment System (“FPS”), by cashier order or by crossed cheque made payable to “The Government of the Hong Kong Special Administrative Region”.

IMPORTANT: Candidates using FPS to pay election deposit should note that banks have defined different limits for various types of payments or transfers. If the transfer limit of the candidate’s bank account via FPS payment is lower than the prescribed election deposit payable, the FPS transaction will be unsuccessful, resulting in the nomination form not being accepted.

To avoid the risk of invalidation of the nomination due to insufficient transfer limit of the bank account or dishonoured cheque, candidates are strongly

advised to pay the election deposit in cash or by cashier order.

Note: Candidate should submit the duly completed “Candidate Eligibility Review Supplementary Information Form” to the Candidate Eligibility Review Committee Secretariat before the close of nomination period.

3. Apply to Hongkong Post for written approval of candidates’ election mail specimens for free postage. Candidates should:
 - (a) carefully study the requirements governing free postage for election mail before deciding on the contents of their election mail and seek advice from the Hongkong Post or the REO if in doubt; and
 - (b) submit their election mail specimens to the Hongkong Post for approval as early as possible to allow sufficient time for revising the contents of their election mail specimens, if necessary.
4. The RO will distribute a Candidate Folder containing various forms and reference materials to the candidate who has submitted the duly completed nomination form.
5. Lodge with the RO a “Notice of Withdrawal of Candidature” if the candidate wishes to withdraw his/her candidature.
6.
 - (a) Ensure that all printed election advertisements (“EAs”), except for the category exempted, contain the name and address of the printer, date of printing and the number of copies printed.
 - (b) Ensure that all prior written Consent of Support or permission/authorization have been obtained before the publication of EAs and lodged with the RO (or the CEO if an RO has not yet been appointed), if applicable.
 - (c) (i) Candidates who choose to post the electronic copy of EAs and relevant

Any time before,
during or after handing
in Nomination Form

information/documents onto the open platform maintained by the candidate(s) or a person authorized by the candidate(s) (“Candidate’s Platform”) for public inspection should provide the CEO with the **electronic address** of the platform **at least three working days** (i.e. any day other than a general holiday or Saturday) **before the publication of the first EA.** The Candidate’s Platform, as well as the attachments uploaded, should be maintained and kept by candidate(s) until the end of the period during which copies of the “Return and Declaration of Election Expenses and Election Donations” (hereafter referred to as “election return”) are available for public inspection under section 41(6)(a) of the Elections (Corrupt and Illegal Conduct) Ordinance (Cap 554) (“ECICO”).

- (ii) Candidates who choose to post the electronic copy of the EA and relevant information/documents onto the open platform maintained by the CEO (“Central Platform”) for public inspection should provide the CEO the “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”.

The CEO will provide the candidates with a username and two sets of passwords **within three working days** upon receipt of the duly completed application and undertaking.

- (d) Make available a copy of each of the EAs and relevant information/documents, including publication information, permission/Consent of Support in relation to the EAs, for public inspection **within three working days after publication of the EA** by:

- (i) posting an electronic copy of each of the EAs and relevant information/ documents onto the Central Platform in accordance

with the procedures set out in **Appendix 5 of the “Guidelines on Election-related Activities in respect of the Election Committee Subsector Elections” (“Guidelines”)**;

- (ii) posting an electronic copy of each of the EAs and relevant information/ documents onto the Candidate’s Platform and providing the CEO with the **electronic address** of the platform **at least three working days before the publication of the first EA (for details, please see Appendix 5 of the Guidelines)**;
- (iii) if it is technically impracticable to comply with (i) or (ii) above for EAs published through an open platform on the Internet (e.g. when messages are exchanged on social network or communication websites on the Internet, such as Instagram, Facebook or blogs in a real-time interactive manner), posting a hyperlink of each of the EAs that is published through the open platform (the hyperlink to the specific EA published should be provided, rather than the hyperlink to the entire election website or dedicated social media page) and the information/documents relevant to the EAs onto the Candidate’s Platform or the Central Platform in accordance with the procedures set out in **Appendix 5 of the Guidelines**;
- (iv) providing two hardcopies of each of the EAs (or two full colour photographs/printouts/photocopies of each EA which cannot be practically or conveniently produced in actual form) and one hardcopy of information/documents in relation to the EAs to the RO; or
- (v) providing two copies of a CD-ROM or DVD-ROM each containing the EAs and one hardcopy of information/documents in relation to the EA to the RO.

Candidates may make submission as required from time to time. Candidates should keep

records of all relevant information/documents and the EAs uploaded onto the Central Platform or lodged with the RO.

7.
 - (a) Record all election expenses incurred and all election donations received.
 - (b) Keep all original invoices and receipts issued by the goods or service providers for each item of expenditure of \$500 or above.
 - (c) Issue a receipt to the donor for any non-anonymous donation of more than \$1,000 and keep a copy of the receipt. (Candidates may use the “Standard Receipt for Election Donations” provided by the REO.)
 - (d) Submit to the CEO an “Advance Return and Declaration of Election Donations” when an election donation is received (if required and as appropriate).

Any time before
handing in Nomination
Form until the end of
the election period
(Until 7 September
2025)

8. Appointment of Election Expense Agent(s):
 - (a) Lodge with the RO (or the CEO if the RO has not yet been appointed) “Authorization to Incur Election Expenses”.
 - (b) Each candidate can authorize one person or more as the election expense agent(s) to incur election expenses on his/her behalf (at a prescribed amount specified by the candidate). A candidate **may** also authorize his/her election agent as an election expense agent. These agents can only incur election expenses upon authorization by the candidate. It is important to note that the authorization is not effective until it has been received by the RO or the CEO (if the RO has not yet been appointed).
 - (c) An election expense agent needs to be a person who has attained the age of 18 years.

Any time after handing
in Nomination Form

9. Appointment of Election Agent:
 - (a) Lodge with the RO a “Notice of Appointment of Election Agent”.

- (b) Each candidate can only appoint one election agent. An election agent has the authority to handle all affairs a candidate is authorized to handle under the Electoral Affairs Commission (Electoral Procedure) (Election Committee) Regulation (Cap 541I) for the purposes of the election, **except:**
- (i) to sign the Nomination Form or make any requisite declaration in relation to a candidate's nomination;
 - (ii) to withdraw the candidate's candidature;
 - (iii) to incur election expenses (unless he/she has been so authorized by the candidate);
 - (iv) to authorize a person as an election expense agent to incur election expenses; and
 - (v) to be present at a dedicated polling station situated in a maximum security prison.
- (c) An election agent must be a holder of the Hong Kong Identity Card and must have attained the age of 18 years.

Any time after handing in Nomination Form, but before the end of the Nomination Period (On or before 4 August 2025)

10. (a) If a candidate wishes to use the "Introduction to Candidates" for promotion, he/she should:
- (i) send the completed Part I and/or Part II of the electronic version of "Introduction to Candidates" (website : <https://www.reo-form.gov.hk/>) by e-mail to e-intro_to_can@reo.gov.hk, upload to the REO's e-form upload platform before the end of nomination period; or
 - (ii) lodge with the RO a duly completed paper Input Form affixed with a colour photograph of the candidate which must be in a specified size and taken within the last six months, or submit an electronic Input Form through an electronic means to the REO; and provide two additional copies of the photograph identical to the one affixed to the Input Form with the candidate's name label affixed on the

back; or

- (iii) Note: For a candidate who submits the paper Input Form, please input the plain text message under the box of “Electoral Message” in Part I or Part II of the e-Input Form and submit the completed form in the manner mentioned in item (i) above.

(For detailed arrangements on the production of both printed and text versions of the “Introduction to Candidates”, please refer to the “Guide on Completion of Input Form for Introduction to Candidates”.)

- (b) Lodge with the RO the form “Intention to Display Election Advertisements at Designated Spots”.

Any time after handing in Nomination Form, but not later than three weeks before the polling day
(On or before 22 August 2025)

11. Make a request to the CEO for the provision of a set of mailing labels of voters’ addresses and/or a set of “Candidate Mailing Label System” (“CMLS”) USB flash drives containing information of voters in the subsector (must submit together with the “Undertaking on the Use of Voters’ Information” when making the request).

(Note: The information of voters will only be provided to validly nominated candidates. To protect the environment and respect the preferences of the voters, the CEO will not provide mailing labels of voters who have provided their email addresses for receiving election mails and who have indicated that they do not wish to receive any election mails.)

Any time after handing in Nomination Form, but at least seven days before the polling day
(On or before 31 August 2025)

12. Lodge with the CEO the “Notice of Appointment of Polling Agents for a Polling Station not Situated in a Penal Institution”.

13. Lodge with the RO the “Notice of Appointment of Counting Agents”.

14. Lodge with the CEO the “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)” to seek consent from the Commissioner of Correctional Services to the presence of an election agent or a polling agent at a dedicated polling station situated in a penal institution (other than a maximum security prison).

- (Note: (a) No consent will be given to the presence of an election agent at a dedicated polling station situated in a penal institution (other than a maximum security prison) if a polling agent has been appointed for that polling station. Similarly, if consent has been given by the Commissioner of Correctional Services to the presence of an election agent at a dedicated polling station situated in a penal institution, no polling agent may be appointed for that polling station.
- (b) No polling agent may be appointed for, nor may election agent be present at, any dedicated polling station situated in a maximum security prison.)

Within five days after
the close of Nomination
Period
(On or before 9 August
2025)

15. Receive from the RO information about the election agents appointed by other candidates of the same subsector.

Around six working
days after the close of
the Nomination Period
(12 August 2025)

16. (For contested subsectors)
Attend the lots drawing session held by the RO to determine the order of appearance of names of candidates on ballot papers and the designated spots allocated for the display of EAs.

Candidates should note that, after the determination of the order in which the names of candidates appear on a ballot paper by lots drawing,

the RO will allocate a Candidate Number to each validly nominated candidate subject to the decision of the CERC on the validity of the nomination of the candidate. In other words, if the CERC has decided the validity of the nomination of all candidates in a subsector before the Lots Drawing Session, the Candidate Number of the candidates in this subsector will be decided at the Lots Drawing Session. If, before the Lots Drawing Session, the CERC has not yet decided the validity of nomination of all candidates in a subsector, the Candidate Number of the candidates in this subsector will be determined later. The names of the validly nominated candidates and their Candidate Numbers will be declared in the Notice of Valid Nominations to be published in the Gazette no later than 18 August 2025 (Monday) and will be uploaded onto the by-elections designated website (please note that the order of the names of candidates appearing on a ballot paper determined at the Lots Drawing Session may not be the same as the Candidate Number. In order to avoid any confusion, a candidate should print his/her Candidate Number on the EAs only when he/she is certain of his/her Candidate Number.)

17. Receive from the RO a copy of the permission/authorization for the display of EAs at the allocated designated spots (except for candidates for uncontested subsectors, who will not be allocated with designated spots for display of EAs).

On or before
18 August 2025

18. All candidates receive from the RO the notification on the validity of the candidate's nomination. Validly nominated candidates will also receive another notification regarding the validity of nomination of candidates of the same subsector.

18 August 2025

19. Attend the briefing session for candidates.

At least ten days before
the polling day
(On or before

20. Receive notification from the RO of the time and place for the counting of votes.

28 August 2025)

Not later than seven days before the polling day
(On or before 31 August 2025)

21. Receive from the RO the location maps of the polling and counting stations, information regarding the delineation of the no canvassing zones and no staying zones outside the polling stations (including dedicated polling stations); and name badges for candidates and their agents.

Within one week before the polling day
(31 August to 6 September 2025)

22. Lodge with the CEO the “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)” **only when** –

(a) within one week before the polling day, a voter/authorized representative imprisoned or held in custody who is entitled to vote for the relevant subsector at the aforesaid dedicated polling station situated in a penal institution is admitted or transferred to the penal institution; and

(b) the application is lodged without undue delay after the admission or transfer.

At least two clear working days before the deadline of posting postage-free election mail
(On or before 25 August 2025)

23. Candidates who wish to post postage-free election mail must fill in and submit the “Notice of Posting of Election Mail” in duplicate together with three specimens of unsealed election mail to the designated manager(s) of Hongkong Post for inspection and approval.

Before the deadline as specified by Hongkong Post
(On or before 28 August 2025)

24. While posting the postage-free election mail at the designated acceptance office, submit the “Declaration for Posting of Election Mail” in duplicate and furnish a copy of the election mail to the designated manager(s) of Hongkong Post for record purpose.

(Note: Election mail posted after the deadline are unlikely to be delivered to the voters before the polling day.)

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| Before entering the polling/counting station | 25. Complete the “Declaration of Secrecy” (a declaration of secrecy should be made by all candidates, their election agents, polling agents and counting agents). |
| Any time before the polling day
(On or before 6 September 2025) | 26. Lodge with the CEO or RO, as the case may be, the “Notice of Revocation of Appointment of Agent”, if any. |
| On the polling day
(7 September 2025) | 27. Attend and observe the poll and the count if the candidate so wishes, bringing along the duly completed “Declaration of Secrecy”. |
| | 28. If the “Notice of Appointment of Polling Agents for a Polling Station not Situated in a Penal Institution” and “Notice of Revocation of Appointment of Agent” are not lodged with the CEO in the manner specified in paras. 12 and 26 respectively, candidates or their election agents must deliver the notices to the relevant Presiding Officers (“PRO”) (except for the PROs at dedicated polling stations situated in penal institutions) in person. |
| | 29. If it is necessary to revoke the appointment of a polling agent for a dedicated polling station situated in a penal institution but the “Notice of Revocation of Appointment of Agent” is not lodged in the manner specified in para. 26, the notice must be delivered to the CEO by any means other than by post. If the “Notice of Appointment of Counting Agents” and the “Notice of Revocation of Appointment of Agent” are not lodged with the RO in the manner specified in paras. 13 and 26 respectively, candidates or their election agents must deliver the notices to the relevant RO in person. |
| Within three working days after the polling day
(On or before 10 September 2025) | 30. Post the corrected EA particulars onto the Candidate’s Platform or the Central Platform and place them next to the original version, together with the date of correction; or provide the “Notification of Corrected Information in relation to Election |

Advertisements” to the RO.

- Within three days after the polling day
(On or before 10 September 2025)
31. (For contested subsectors)
Submit the signed written Election Committee Oath to the Electoral Registration Officer.

(Notes: For uncontested subsectors, the signed written Election Committee Oath must be submitted to the Electoral Registration Officer within three days after the publication of the Gazette notice declaring the candidate(s) for the subsector as being duly elected.)
- Within ten days after the polling day
(On or before 17 September 2025)
32. Remove all EAs on display on government land/property.
- Within two weeks after the polling day
(On or before 22 September 2025)
33. Destroy the CMLS USB flash drives, unused mailing labels (if any), and all voters’ information copied (candidates are advised to use a data erasure software to erase the information completely), **and** return the “Reply Slip on Confirmation of Destruction of CMLS USB Flash Drives and the Relevant Voters Information” to the REO or return the CMLS USB flash drives and all unused mailing labels to REO for destruction.
- Before the statutory deadline for the submission of election returns as required under section 37 of the ECICO

(The REO will issue letters to inform candidates of the deadline for lodging election returns)
34. (a) Lodge with the CEO an election return setting out all election expenses incurred by the candidate and the election expense agents on his/her behalf and all election donations received by or on behalf of the candidate.

Candidates are required to lodge an election return even if no election expenses have been incurred or no election donation has been received.

(b) As required under Section 37 of the ECICO, Candidates should ensure that the election return is accompanied by invoices and receipts

for each election expense of \$500 or more, copies of receipts issued to donors for each election donation of more than \$1,000 in value, and copies of receipts issued by charitable institutions or trusts of a public character for the collection of any unspent election donations, anonymous donations of more than \$1,000 in value and election donations exceeding the limit of election expenses, as required under section 37 of the ECICO (see Chapter 16 of the Guidelines for details).

- (c) A candidate must make a declaration /supplementary declaration(s) verifying the contents of the election return.
- (d) Any candidate who is unable/fails to lodge the election return before the deadline may apply to the Court of First Instance (“CFI”) for an order allowing him/her to lodge the election return within an extended period as specified by the CFI.
- (e) Any candidate who has submitted an election return and wishes to make amendments to the election return before the deadline may lodge with the CEO before the deadline a supplementary declaration stating the amendments, accompanied by the relevant supporting documents (e.g. receipts) as appropriate.
- (f) Any candidate who wishes to correct any error or false statement in his/her election return (including any document accompanying his/her election return) after the deadline must apply to the CFI for an order enabling him/her to do so. Nevertheless, if the aggregate value of the errors or false statements in the election return does not exceed the prescribed relief limit for Election Committee subsector elections as stipulated in section 37A of the ECICO (i.e. \$5,000), the candidate may, upon receipt of notification from the CEO of the error and/or false statement in the election return, rectify the error or false statement in the election return within a specified period in accordance with the simplified relief arrangement for minor errors or

false statements in section 37A of the ECICO
(see paras. 16.35 to 16.40 of the Guidelines).

- Until the end of the period for which copies of election returns are available for inspection under section 41(6)(a) of the ECICO
35. Maintain the Candidate's Platform for public inspection of the EAs and relevant information/documents. If the hyperlink of a website on which an EA is published has been uploaded onto the Central Platform, candidates must ensure that the hyperlink is valid and the relevant website continues to operate.

Note:

Most of the forms mentioned in this checklist can be downloaded from the REO website at <https://www.reo-form.gov.hk/>.