

呈交候選人表格的方式
Submission Methods of Candidate Forms

表格 Forms	呈交方式（見註 1 及 2） Submission method (See Note 1 and 2)				
	親自 (候選人或選舉代理人) In person (either candidate or election agent)	傳真 By fax	郵遞 By post	專人送遞 By hand	電郵 By e-mail (見註 3) (See Note 3)
選舉開支及接受選舉捐贈之申報書及聲明書 Return and Declaration of Election Expenses and Election Donations [REO/C/1/2019DC(By-E)(SF)]	✓ (見註 4) (See Note 4)	x	✓	✓	x
劃一格式選舉捐贈收據 Standard Receipt for Election Donations [REO/C/2/2019DC(By-E)(SDF)]	✓	x	✓	✓	x
招致選舉開支授權書 Authorisation to Incur Election Expenses [REO/C/3/2019DC(By-E)(SF)]	✓	✓	✓	✓	✓ (見註 5) (See Note 5)
撤銷授權招致選舉開支通知書 Notice of Revocation of Authorisation to Incur Election Expenses [REO/C/4/2019DC(By-E)(SF)]	✓	✓	✓	✓	✓ (見註 5) (See Note 5)
候選人退選通知書 Notice of Withdrawal of Candidature [REO/C/5/2019DC(By-E)(SF)]	✓	x	x	x	x
選舉代理人委任通知書（見附件） Notice of Appointment of Election Agent (See Annex) [REO/C/6/2019DC(By-E)(SF)]	✓	✓	✓	✓	✓ (見註 5) (See Note 5)
就非位於監獄內的投票站委任監察投票代理人通知書（見附件） Notice of Appointment of Polling Agents for a Polling Station not Situated in a Prison (See Annex) [REO/C/7/2019DC(By-E)(SF)]	✓	✓	✓	✓	✓ (見註 5) (See Note 5)
就位於監獄內的專用投票站（高度設防監獄除外）委任監察投票代理人通知書及選舉代理人／監察投票代理人在位於監獄內的專用投票站內停留的同意申請書（高度設防監獄除外）（見附件） 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) (See Annex) [REO/C/7A/2019DC(By-E)(SF)]	✓	✓	✓	✓	✓ (見註 5) (See Note 5)
監察點票代理人委任通知書（見附件） Notice of Appointment of Counting Agents (See Annex) [REO/C/8/2019DC(By-E)(SF)]	✓	✓	✓	✓	✓ (見註 5) (See Note 5)
撤銷委任代理人通知書（見附件） Notice of Revocation of Appointment of Agent (See Annex) [REO/C/9/2019DC(By-E)(SF)]	✓	✓	✓	✓	✓ (見註 5) (See Note 5)

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	親自 (候選人或選舉代理人) In person (either candidate or election agent)	傳真 By fax	郵遞 By post	專人送遞 By hand	電郵 By e-mail (見註 3) (See Note 3)
選舉廣告資料摘要 (見註 6) Information Sheet in relation to Election Advertisements (See Note 6) [REO/C/10/DC(SF)(2017)]	✓	x	✓	✓	x
中央平台戶口申請表及有關候選人使用 中央平台的條款及細則的承諾書 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 [REO/C/10A/DC(SF)(2017)]	✓ (見註 7) (See Note 7)	x	✓ (見註 7) (See Note 7)	✓ (見註 7) (See Note 7)	x
候選人平台的電子地址通知書 Notification of the Electronic Address of the Candidate's Platform [REO/C/10B/DC(SF)(2017)]	✓	✓	✓	✓	✓
修正選舉廣告資料摘要通知書 (見註 6) Notification of Corrected Information in relation to Election Advertisements (See Note 6) [REO/C/11/DC(SF)(2017)]	✓	x	✓	✓	x
支持同意書 (見註 6) Consent of Support (See Note 6) [REO/C/12/DC(2017)]	✓	x	✓	✓	x
在私人物業展示選舉廣告或進行競選活 動的批准書 (見註 6) Permission for Display of Election Advertisements or Conduct of Electioneering Activities at Private Premises (See Note 6) [REO/C/13/DC(2017)]	✓	x	✓	✓	x
保密聲明 Declaration of Secrecy [REO/C/14/2019DC(By-E)(SF)]	✓ (見註 8) (See Note 8)	x	x	x	x
發還選舉按金 Return of Election Deposit [REO/C/15/2019DC(By-E)(SF)]	✓	x	✓	✓	x
接受選舉捐贈預先申報書及聲明書 Advance Return and Declaration of Election Donations [REO/C/16/2019DC(By-E)(SDF)]	✓	x	✓	✓	x
對於競選活動的決定通知書 Notification of Decision on Electioneering Activities [REO/C/19/DC(2017)]	✓	✓	✓	✓	✓
在指定展示位置展示選舉廣告的意願書 Intention to Display Election Advertisements at Designated Spots [REO/C/20/DC(2017)]	✓	✓	✓	✓	✓

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	親自 （候選人或選舉代理人） In person (either candidate or election agent)	傳真 By fax	郵遞 By post	專人送遞 By hand	電郵 By e-mail （見註 3） (See Note 3)
資助的申索 Claim for Financial Assistance [REO/C/21/2019DC(By-E)(SF)]	✓ （見註 4） (See Note 4)	x	x	x	x
資助申索的撤回通知書 Notice of Withdrawal of Claim for Financial Assistance [REO/C/22/2019DC(By-E)(SF)]	✓	x	x	x	x
立法會功能界別候選人、立法會提名名單上單一候選人或區議會選區候選人提出於選票上印上關於候選人的詳情的請求 Request by a Candidate for a Legislative Council Functional Constituency or a Sole Candidate on a Legislative Council Nomination List or By a Candidate for a District Council Constituency for Printing of Particulars relating to the Candidate on a Ballot Paper [REO/BP/7/2019(SF)]	✓	x	x	x	x
訂明團體就候選人的請求於選票上印上該團體的詳情而給予的同意書 Consent of a Prescribed Body for its Particulars to be Printed on a Ballot Paper in relation to the Request by Candidate(s) [REO/BP/9/2019(SF)]	✓	x	x	x	x
方格表（見註 9） Grid Paper (See Note 9)	✓	x	x	x	x
供視障人士閱讀的候選人簡介文字版本表格 Form for Text Version of Introduction to Candidates for Persons with Visual Impairment	x	x	x	x	✓
索取選民資料通知書 Notice for Collection of Electors' Information	✓	✓	✓	✓	✓
使用選民資料承諾書（見註 10） Undertaking on the Use of Electors' Information (See Note 10)	✓	x	x	x	x
投寄選舉郵件通知書 Notice of Posting of Election Mail [REO/C/17/2019DC(By-E)(SDF)]	✓	x	x	x	x
投寄選舉郵件聲明書 Declaration for Posting of Election Mail [REO/C/18/2019DC(By-E)(SF)]	✓	x	x	x	x

Notes:
註：

1. 有關各份表格呈交方式的詳情，請參閱相關表格的填寫說明，如有指定。
Please refer to the notes on completion of the respective forms for details about the submission requirement, if specified.
2. (a) 向**選舉主任**遞交表格的地址、傳真號碼及電郵地址如下：
The address, facsimile number and e-mail address for the submission of forms to the **Returning Officer** are as follows –

地址/Address：	新界元朗青山公路(元朗段)269 號元朗民政事務處大廈 4 樓 4/F, Yuen Long District Office Building, 269 Castle Peak Road, Yuen Long, New Territories
傳真/Fax：	2474 7261
電郵/E-mail：	ro_yl@had.gov.hk

(b) 向**總選舉事務主任**遞交表格的地址、傳真號碼及電郵地址如下：
The address, facsimile number and e-mail address for the submission of forms to the **Chief Electoral Officer** are as follows –

地址/Address：	九龍觀塘觀塘道 392 號創紀之城 6 期 23 樓 2301-03 室選舉事務處 Registration and Electoral Office, Unit 2301-03, 23/F, Millennium City 6, 392 Kwun Tong Road, Kwun Tong, Kowloon
傳真/Fax：	2503 9062
電郵/E-mail：	nomination@reo.gov.hk
3. 候選人如以電郵方式遞交表格，必須將表格的電子文本夾附於電郵中，不接受以其他方式（如提供雲端儲存的超連結）傳送檔案。
In submission of forms by e-mail, candidates must attach the electronic file of the form to the e-mail. Other transmission methods (e.g. providing a hyperlink of cloud storage) are not allowed.
4. 資助的申索必須連同一份選舉開支及接受選舉捐贈之申報書及聲明書，並由候選人或其他人士代表候選人親自向總選舉事務主任遞交。
A claim for financial assistance must be accompanied by a Return and Declaration of Election Expenses and Election Donations and must be submitted in person by the candidate or any other person on behalf of the candidate to the Chief Electoral Officer.
5. 候選人可透過選舉事務處電子表格上載平台（網址：<https://www.reo-form.gov.hk>）遞交此表格。詳情請參閱「使用選舉事務處電子表格上載平台須知」。
Candidates may submit this form via the Registration and Electoral Office e-Form Upload Platform (website: <https://www.reo-form.gov.hk>). For details, please refer to the "Notes on Using the Registration and Electoral Office e-Form Upload Platform".
6. 在發布任何選舉廣告後的一個工作天（即公眾假期及星期六以外的任何一天）內，如候選人打算以印本形式呈交選舉廣告作公眾查閱，候選人必須向有關的選舉主任呈交每個選舉廣告的文本兩份，以及與該選舉廣告相關的資料摘要、同意書及／或准許文件一份。至於實際上不能或不便以同樣方式出示的選舉廣告，候選人則須呈交一式兩份全彩色相片／打印本／影印本及相關的資料摘要、同意書及／或准許文件一份。候選人必須確保遞交的選舉廣告詳情符合《選舉管理委員會（選舉程序）（區議會）規例》（第 541F 章）第 106 條及《區議會選舉活動指引》第七章段的規定及要求。
If a candidate wishes to submit election advertisements in a hard copy format for public inspection, he/she must deposit with the relevant Returning Officer 2 copies each of the election advertisements together with 1 copy of the information sheet, consent and/or permission of within 1 working day (i.e. any day other than a general holiday and Saturday) after publication of any election advertisements. In respect of the election advertisements which cannot be practically or conveniently produced in specie, 2 identical full colour photographs/printouts/photocopies of each election advertisement together with 1 copy of the information sheet, consent and/or permission must be provided. The candidate must ensure that the election advertisement particulars submitted comply with the rules and requirements as set out in section 106 of the Electoral Affairs Commission (Electoral Procedure) (District Councils) Regulation (Cap. 541F), and Chapter 7 of the "Guidelines on Election-related Activities in respect of the District Council Election".

7. 欲申請中央平台戶口的候選人須將填妥的中央平台戶口申請表及有關候選人使用中央平台的條款及細則的承諾書（REO/C/10A/DC(SF)(2017)）的**正本**送交總選舉事務主任。
Candidate who would like to or who wishes to apply for an account of the Central Platform should submit the **original** of the completed 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 (REO/C/10A/DC(SF)(2017)) to the Chief Electoral Officer.
8. 任何進入投票站或點票站的人士（包括候選人、選舉代理人、監察投票代理人、監察點票代理人、選舉主任、助理選舉主任、負責投票或點票的工作人員、及任何獲授權人士）應在進入投票站或點票站時攜同此保密聲明，並於必要時親自出示以供檢查。
Every person (including candidates, election agents, polling agents, counting agents, Returning Officers, Assistant Returning Officers, officers on polling or counting duties and any other authorised persons) attending a polling station or a counting station should bring this Declaration of Secrecy when entering a polling station or a counting station and produce it in person for inspection whenever required.
9. 必須使用**原有的方格表**。完成的方格表需連同額外 2 張相同的照片，放回塑料袋中交回選舉主任。
The **original grid paper** must be used. The completed grid paper together with 2 additional identical photographs should be put back to the PVC bag and returned to the Returning Officer.
10. 如候選人或選舉代理人希望領取選民資料，他們需向選舉主任一併遞交已簽署的索取選民資料通知書和承諾書。承諾書必須以**正本**提交。
If candidates/their election agents would like to obtain electors' information, they must submit the signed Notice for Collection of Electors' Information with the signed Undertaking to the Returning Officer. The **original** of the Undertaking should be submitted.

呈交選舉代理人、監察投票代理人及監察點票代理人的**委任通知書**的方式概述如下，以供參考：

The submission methods of **notice of appointment** for election agent, polling agent(s) and counting agent(s) are summarised below for reference –

選舉代理人 Election Agent	
投票日之前 Before polling day	委任通知書可藉專人送遞、郵遞、電子郵件或圖文傳真方式交付予 選舉主任 。 The notice of appointment may be delivered by hand, by post, by electronic mail or by facsimile transmission to the Returning Officer .
投票日 On polling day	委任通知書可藉專人送遞、電子郵件或圖文傳真方式交付予 選舉主任 。 The notice of appointment may be delivered by hand, by electronic mail or by facsimile transmission to the Returning Officer .
監察投票代理人 Polling Agent	
投票日前的第 7 天或之前 (即 2019 年 7 月 7 日或之前) At least 7 days before the polling day (i.e. on or before 7 July 2019)	非位於監獄內的投票站 委任通知書可藉專人送遞、郵遞、電子郵件或圖文傳真方式交付予 選舉主任 。 <u>For a polling station not situated in a prison</u> The notice of appointment may be delivered by hand, by post, by electronic mail or by facsimile transmission to the Returning Officer .
	位於監獄內的投票站 委任通知書可藉專人送遞、電子郵件或圖文傳真方式交付予 總選舉事務主任 。 <u>For a polling station situated in a prison</u> The notice of appointment may be delivered by hand, by electronic mail or by facsimile transmission to the Chief Electoral Officer .
投票日 On polling day	非位於監獄內的投票站 委任通知書可由候選人或其選舉代理人親自交付予 該投票站的投票站主任 。 <u>For a polling station not situated in a prison</u> The notice of appointment may be delivered by the candidate or the election agent in person to the Presiding Officer of the polling station .
監察點票代理人 Counting Agent	
投票日前的第 7 天或之前 (即 2019 年 7 月 7 日或之前) At least 7 days before the polling day (i.e. on or before 7 July 2019)	委任通知書可藉專人送遞、郵遞、電子郵件或圖文傳真方式交付予 選舉主任 。 The notice of appointment may be delivered by hand, by post, by electronic mail or by facsimile transmission to the Returning Officer .
投票日 On polling day	委任通知書可由候選人或其選舉代理人親自交付予 該點票站／選票分流站的投票站主任 。 The notice of appointment may be delivered by the candidate or the election agent in person to the Presiding Officer of the counting station/ballot paper sorting station .

呈交選舉代理人、監察投票代理人及監察點票代理人的**撤銷委任通知書**的方式概述如下，以供參考：

The submission methods of **notice of revocation of appointment** for election agent, polling agent(s) and counting agent(s) are summarised below for reference –

選舉代理人 Election Agent	
投票日之前 Before polling day	撤銷委任通知書可藉專人送遞、郵遞、電子郵件或圖文傳真方式交付予 選舉主任 。 The notice of revocation may be delivered by hand, by post, by electronic mail or by facsimile transmission to the Returning Officer .
投票日 On polling day	撤銷委任通知書可藉專人送遞、電子郵件或圖文傳真方式交付予 選舉主任 。 The notice of revocation may be delivered by hand, by electronic mail or by facsimile transmission to the Returning Officer .
監察投票代理人 Polling Agent	
投票日之前 Before polling day	撤銷委任通知書可藉專人送遞、郵遞、電子郵件或圖文傳真方式交付予 選舉主任 。 The notice of revocation may be delivered by hand, by post, by electronic mail or by facsimile transmission to the Returning Officer .
投票日 On polling day	<u>非位於監獄內的投票站</u> 撤銷委任通知書可由候選人或其選舉代理人親自交付予 該投票站的投票站主任 。 For a polling station not situated in a prison The notice of revocation may be delivered by the candidate or the election agent in person to the Presiding Officer of the polling station .
	<u>位於監獄內的投票站</u> 撤銷委任通知書可藉專人送遞、電子郵件或圖文傳真方式交付予 選舉主任 。 For a polling station situated in a prison The notice of revocation may be delivered by hand, by electronic mail or by facsimile transmission to the Returning Officer .
監察點票代理人 Counting Agent	
投票日之前 Before polling day	撤銷委任通知書可藉專人送遞、郵遞、電子郵件或圖文傳真方式交付予 選舉主任 。 The notice of revocation may be delivered by hand, by post, by electronic mail or by facsimile transmission to the Returning Officer .
投票日 On polling day	撤銷委任通知書可由候選人或其選舉代理人親自交付予 該點票站／選票分流站的投票站主任 。 The notice of revocation may be delivered by the candidate or the election agent in person to the Presiding Officer of the counting station/ballot paper sorting station .