
2023年區議會一般選舉 免費投寄選舉郵件摘要

2023 District Council Ordinary Election Summary of Posting Postage-free Election Mail

免費投寄選舉郵件的條件

Conditions of Posting Postage-free Election Mail

1) 每名獲有效提名的地區委員會界別或區議會地方選區候選人，可免付郵資向其界別或選區內的每名選民，寄出一份選舉郵件。

1) Each validly nominated candidate for the District Committees constituency or District Council geographical constituency is permitted to post one election mail to each elector of his/her constituency free of postage.

免費投寄選舉郵件的條件

Conditions of Posting Postage-free Election Mail

2) 選舉郵件必須：

a) 投寄到香港境內的地址；

b) 只載有與候選人參選是次選舉相關的資料；

2) 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 this election;

免費投寄選舉郵件的條件

Conditions of Posting Postage-free Election Mail

- c) 重量不超過50克；
 - d) 尺碼不大於165毫米乘以245毫米，但不小於90毫米乘以140毫米；
 - e) 厚度不超過 5 毫米；及
-
- c) not exceed 50 grams in weight;
 - d) 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

免費投寄選舉郵件的條件

Conditions of Posting Postage-free Election Mail

- f) 不含有任何淫褻、不道德、不雅、令人反感或帶永久形式誹謗的文字、圖片或其他東西。

- f) not contain any obscene, immoral, indecent, offensive or libellous writing, picture or other thing.

免費投寄選舉郵件的條件

Conditions of Posting Postage-free Election Mail

候選人必須根據所有適用的法律及《區議會選舉活動指引》發布選舉廣告，故候選人透過免費郵遞服務投寄的選舉郵件不應載有任何不合法的內容。

Candidates must publish election advertisements in accordance with all applicable laws and the “Guidelines on Election-related Activities in respect of the District Council Election”. Hence, election mail sent by candidates free of postage should not contain any unlawful content.

選舉郵件包裝形式及規格

Packing and Make-up of Election Mail

- 選舉郵件的正面(即載有地址的一面)必須印上中文「選舉郵件」或「選舉廣告」字樣、或英文“Election Mail”或“Election Advertisement”字樣；
- The front side (i.e. the address side) of the election mail must be printed with the Chinese characters “選舉郵件” or “選舉廣告” or the English words “Election Mail” or “Election Advertisement”;

選舉郵件包裝形式及規格

Packing and Make-up of Election Mail

- 郵件上只可顯示選民的1個地址；
- Only one address of voter should be shown on each postage-free election mail;

選舉郵件包裝形式及規格

Packing and Make-up of Election Mail

- 郵件正面（即載有地址的一面）應預留至少長度為 80 毫米、高度為 30 毫米作為地址欄，以供填寫選民地址專用，而地址欄最好置於郵件正面的右半部或中央。地址欄和標貼的背景應為白色，而字體則應為黑色；
- An address zone of at least 80 mm long and 30 mm high, preferably on the right-hand side or at the centre of the front side (i.e. the address side), should be reserved exclusively for the address of the elector. The background of the address zone and address label should be in white while the characters should be in black;

選舉郵件包裝形式及規格

Packing and Make-up of Election Mail

- 每個英文字母最少高2.5毫米及闊2毫米。每個中文字最少高3毫米及闊3毫米。各行地址的字體大小、字型和字型樣式必須相同。每行地址之間相隔不少於1.5毫米，不應互相重疊，並保持行距一致。
- Each English letter should be at least 2.5 mm in height and 2 mm in width. Each Chinese character should be at least 3 mm in height and 3 mm in width. The address lines should contain letters/characters of the same font size, type and there should be a uniform line spacing of at least 1.5 mm and the lines should not be overlapped.

選舉郵件包裝形式及規格

Packing and Make-up of Election Mail

- 每封郵件均須附有中文或英文印刷詳情，即印刷人的名稱和地址、印製日期和印製數量；

(a) ABC 印刷廠承印 香港 XYZ 街 XX 號 日期 _____ 共印 _____ 份	或	(b) 候選人辦事處內的機器印製 香港 XYZ 街 XX 號 日期 _____ 共印 _____ 份
--	---	---

- Each mail must bear the 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;

(a) Printed by ABC Printing Works XX XZY Street, HK on <u>(date)</u> in <u>(number)</u> copies	or	(b) Printed by own office machine XX XZY Street, HK on <u>(date)</u> in <u>(number)</u> copies
--	----	--

選舉郵件包裝形式及規格

Packing and Make-up of Election Mail

- 摺疊郵件的開口，應使用黏貼口蓋或以膠紙封口，以防止藏入其他體積細小的郵件。所有開口的闊度一律不得超過90 毫米，否則應以封口膠紙黏貼在頁邊中間位置，以縮減開口闊度。
- Folders with openings should be closed by means of adhesive flap or tape to avoid entrapping smaller letters. All open edges must not exceed 90 mm in width. Otherwise, adhesive tapes should be applied to the midpoints of the open edges to reduce the width.

提交選舉郵件樣本方法 Submission of Specimen

- 注意事項：
 - (一) 樣本不需封口，但須摺疊好；
 - (二) 獲書面批核後才可正式印刷郵件；
 - (三) 樣本必須在投寄郵件前最少兩個完整的工作天（不包括星期六、日及公眾假期）前提交；
- Important note:
 1. The specimens should be unsealed, but must be well-folded;
 2. Proceed to print the mail only after the written approval of the specimens is obtained;
 3. **At least two clear working days' notice** (excluding Sat, Sun and public holidays) must be given to HKP;

提交選舉郵件樣本方法 Submission of Specimen

- 提交 一式三份 選舉郵件樣本及 一式兩份 “投寄選舉郵件通知書” (C17表格)
- To submit 3 specimens of election mail together with a “Notice of Posting of Election Mail” (Form C17) in duplicate.

提交選舉郵件樣本方法 Submission of Specimen

(四) 郵件樣本送交以下地點

(4) The specimens should be submitted to the address below:-

負責人 Responsible Officer	地址 Address	辦公時間 Office Hours
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 General Post Office, 2 Connaught Place, Central	9am – 5pm
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
經理 (門市業務/新界西) Manager (Retail Business/New Territories West)	新界荃灣西樓角路38號荃灣政府合署10樓 10/F, Tsuen Wan Government Offices, 38 Sai Lau Kok Road, Tsuen Wan, New Territories	9am – 5pm
經理 (門市業務/新界東) Manager (Retail Business/New Territories East)	新界沙田上禾輦路1號沙田政府合署1樓 1/F, Sha Tin Government Offices, 1 Sheung Wo Che Road, Sha Tin, New Territories	9am – 5pm

投寄辦法

Posting Arrangements

投寄局	辦公時間	
香港： 香港仔郵政局、東區派遞局、郵政總局、 灣仔郵政局	<u>派遞局</u> 星期一至五： 上午九時至下午五時 十一月二十五日(星期六)： 上午九時半至下午一時	<u>郵政局</u> 請參考香港郵政網頁

Acceptance Offices	Office Hours	
Hong Kong: Aberdeen Post Office, Eastern Delivery Office, General Post Office, Wan Chai Post Office	<u>Delivery Offices</u> Mon to Fri: 9am – 5pm 25 November (Sat): 9:30am – 1pm	<u>Post Offices</u> Please refer to Hongkong Post website

投寄辦法

Posting Arrangements

投寄局	辦公時間	
九龍： 長沙灣派遞局、九龍中央郵政局、 東九龍郵政局、尖沙咀郵政局、 中央郵件中心大量郵件投寄櫃位	<u>派遞局</u> 星期一至五： 上午九時至下午五時 十一月二十五日(星期六)： 上午九時半至下午一時	<u>郵政局</u> 請參考香港郵政網頁

Acceptance Offices	Office Hours	
Kowloon: Cheung Sha Wan Delivery Office, Kowloon Central Post Office, Kowloon East Post Office, Tsim Sha Tsui Post Office, Bulk Mail Acceptance Counter of Central Mail Centre	<u>Delivery Offices</u> Mon to Fri: 9am – 5pm 25 November (Sat): 9:30am – 1pm	<u>Post Offices</u> Please refer to Hongkong Post website

投寄辦法

Posting Arrangements

投寄局	辦公時間	
新界： 西貢郵政局、沙田中央郵政局、北區派遞局、 大埔郵政局、荃灣郵政局、將軍澳郵政局、 屯門中央派遞局、元朗派遞局	<u>派遞局</u> 星期一至五： 上午九時至下午五時 十一月二十五日(星期六)： 上午九時半至下午一時	<u>郵政局</u> 請參考香港郵政網頁

Acceptance Offices	Office Hours	
New Territories: Sai Kung Post Office, Sha Tin Central Post Office, North District Delivery Office, Tai Po Post Office, Tsuen Wan Post Office, Tseung Kwan O Post Office, Tuen Mun Central Delivery Office, Yuen Long Delivery Office	<u>Delivery Offices</u> Mon to Fri: 9am – 5pm 25 November (Sat): 9:30am – 1pm	<u>Post Offices</u> Please refer to Hongkong Post website

投寄辦法

Posting Arrangements

候選人須選定一間指定投寄局投寄免費選舉郵件。當候選人或其代表投寄郵件時，必須出示一式兩份已簽妥的“投寄選舉郵件聲明書”(C18表格)及一份選舉郵件的副本。若候選人或其代表分批遞交選舉郵件，必須在每一次遞交郵件時出示同一張“投寄選舉郵件聲明書”(C18表格)。

Candidates must select one of the designated acceptance offices of Hongkong Post to post their postage-free election mail. When the candidates or their representatives post their election mail, they must present a signed “Declaration for Posting of Election Mail” (Form C18) **in duplicate** and **a copy of election mail for record**. If the candidates and their representatives post the election mail in batches, they must present the same “Declaration for Posting of Election Mail” at the same acceptance office each time when posting the mail.

投寄辦法

Posting Arrangements

選舉郵件須以**50或100封一網投寄**，以便點算。所有選舉郵件必須以**同一面向疊齊**，並按選舉事務處提供的地址標籤/地址列表的次序（例如按照大廈名稱或座號）排好。

詳情請參閱《有關免費投寄選舉郵件的摘要事項》。

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 the same order as the address labels/address lists (e.g. by building name or block number) provided by the Registration and Electoral Office.

For details, please refer to the “**Summary on Free Postage for Election Mail**”.

重要日期 Key Dates

- (一) 提交選舉郵件樣本限期：
二〇二三年十一月二十二日(星期三)
- (二) 投寄免費選舉郵件限期：
二〇二三年十一月二十五日(星期六)

1. Deadline for submission of specimen:
22 November 2023 (Wednesday)
2. Deadline for sending postage-free election mail:
25 November 2023 (Saturday)

查詢
Enquiries

電話/Tel: 2921 2190