

2018 Legislative Council Kowloon West Geographical Constituency By-election Summary on Free Postage for Election Mail

Date of By-election: 25 November 2018

1. Conditions for Free Postage for Election Mail

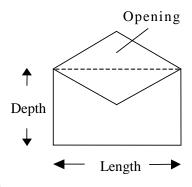
- (i) A list of candidate for a Geographical Constituency who is validly nominated is permitted to post **one** letter to each elector of the constituency for which the list is nominated free of postage.
- (ii) Specifically, the mail must:
 - (a) be posted in Hong Kong;
 - (b) contain materials relating only to the candidature of the candidate on the list, and in the case of joint election mail, also contain materials relating only to the candidature of the other list(s) of candidate set out in the "Notice of Posting of Election Mail", at this by-election;
 - (c) not exceed 50 grams in weight; and
 - (d) be not larger than 175 mm x 245 mm and not smaller than 90 mm x 140 mm in size.
- (iii) As a general requirement, a candidate should publish election advertisements in accordance with all applicable laws and the "Guidelines on Election-related Activities in respect of the Legislative Council 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 organisation, 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(s) has/have the support of the person or organisation concerned, the candidate(s) should ensure that **prior written consent** has been obtained from the person or organisation concerned.
- (v) The Electoral Affairs Commission and the Government of the Hong Kong Special Administrative Region (including Hongkong Post and the Registration and Electoral Office) shall not be responsible to the candidate(s) or 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(s) 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, actions, 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.

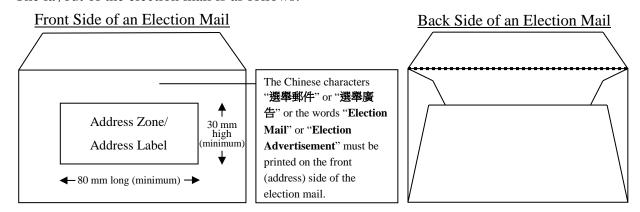
- (iii) Envelopes, folders or lettergrammes having an opening large enough to entrap smaller letters are prohibited. **Unsealed mail** item contained in envelopes with ordinary tuck-in flaps may be used up to the following size limits (section 6.3 of the Post Office Guide):
 - (a) Not over 90 mm in depth opening not over 150 mm in length;
 - (b) Not over 100 mm in depth opening not over 140 mm in length;
 - (c) Over 100 mm in depth 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, of A4 size, 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 (address) side of the envelope or the address side of the folder (unenveloped mail) must be as follows:
 - (a) Printed with the Chinese characters "選舉郵件" or "選舉廣告" or words "Election Mail" or "Election Advertisement";
 - (b) 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 (address) side for the address of elector(s), should be reserved exclusively for the address;
 - (c) If an adhesive label is used, it should not be less than 80 mm long and 30 mm high. The address label should only contain the name and address of elector(s) and be affixed to the address zone. The whole address zone and address label should be free of advertisement and should appear on the front side of the mail;
 - (d) The address zone and address label should be in white background colour while the characters of the postal address should be in black. Each English character 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
 - (e) Please note that only one address of elector(s) should be shown on the postage-free election mail. No postage-free election mail bearing an address outside Hong Kong will be accepted.

The layout of the election mail is as follows:



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

Address in English	Address in Chinese
Name of addressee(s)	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

or

- (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. It 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 XX XZY Street, HK on (date) in (number) copies

- (b) Printed by own office machine XX XZY Street, HK on (date) in (number) copies
- (viii) Before the publication of the notice of valid nomination(s) in the Gazette, a list of candidate wishing to exercise his/her right to free postage of election mail will be required to furnish the Postmaster General with a security (full postage of the items 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). In the case of joint election mail, a list of candidate whose letter contains information on any other list(s) of candidate is liable for payment of postage for all the letters if the name(s) of any of the other candidate(s) is/are not subsequently shown in the notice of valid nomination(s). In this situation, the security payment made by the candidate who posts the joint election mail will not be refunded and the relevant joint election mail will not be regarded as the letter sent free of postage of the list of candidate. The remaining list(s) of candidate who is/are validly nominated is/are still entitled to exercise his/her/their right to free postage of election mail.

3. Posting Arrangements

- (i) Candidates are advised to post their postage-free election mail on or before 14 November 2018 (Wednesday). Please note that since Hongkong Post needs to handle a large volume of mail within this short period of time, mail posted after the above deadline will likely fail to reach the addressees before the polling day.
- (ii) Candidates should apply to Hongkong Post for written approval of specimen(s) of their election mail for free postage. Before deciding on the contents of the election mail, candidates should study the requirements governing free postage for election mail carefully. If in doubt, candidates should seek advice from Hongkong Post relating to postal requirements and the Registration and Electoral Office on other aspects before printing. Candidates should submit the specimen(s) of their election mail to Hongkong Post for approval as early as possible before mass production of their election mails so as to allow sufficient time for revising the specimen(s), if necessary.
- (iii) At least two clear working days' notice (excluding Saturday, Sunday and public holiday) must be given to the Manager (Retail Business) of the relevant place as set out in the "List of Post Offices/Delivery Offices for Election Mail" (Appendix II) before the postings are made. Candidates should submit three unsealed specimens of their election mail, together with a "Notice of Posting of Election Mail" [REO/C/17(GC)/2018LC(By-E)(SDF)] in duplicate, for written approval. (For example, if the candidate wishes to post his/her mail on 14 November 2018 (Wednesday), the specimens should be submitted on or before 9 November 2018 (Friday).) As a large number of specimens of election mail may have to be processed at the same time, there is no guarantee that the specimens of election mails will necessarily be approved in two working days immediately after their submission.

- (iv) 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 it complies with the requirements in para. 1(ii)(b) and (iii) above.
- (v) 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. To facilitate handling of huge volume of mail within a tight time schedule, candidates must sort the election mail according to the District Council Constituency Areas as specified in Appendix III when making postings.
- (vi) When handing in the specimens of election mail, candidates must select one of the posting offices (post offices/delivery offices) as set out in the "List of Post Offices/Delivery Offices for Election Mail" (Appendix II) where they intend to post their mail. With each mail post at the designated post office/delivery office, the candidate or his/her election agent must present a signed "Declaration for Posting of Election Mail" [REO/C/18(GC)/2018LC(By-E)(SF)] in duplicate.

If a candidate or election agent posts the mail in more than one batch, the same declaration form must be presented at the same post office/delivery office on each occasion.

- (vii) When posting the mail, candidates should provide the manager(s) of the designated post offices/delivery offices with a copy of the election mail for record purpose.
- (viii) Please note that under section 101A(3)(a) & (b) of the Electoral Affairs Commission (Electoral Procedure) (Legislative Council) Regulation (Cap. 541D), a list of candidate sending postage-free mail to electors in bulk is liable for payment of postage for all the items in that bulk if any item in the bulk does not meet the requirements stated in para. 1(ii) above or if the declaration mentioned in para. 3(vi) is false in any particular.
- 4. For general enquiries concerning the posting of election mails, please contact officers concerned as listed in Appendix II.

If the opening exceeds

Methods of Folding of Election Mail

郵寄選舉郵件應採用的摺疊方法(1)

Figure 1 : Folder of A4 (296mm) size 圖示一 : 對摺的A4 (296毫米) 尺寸紙張

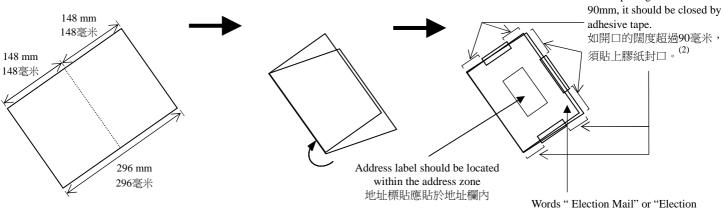


Figure 2: Folder of A4 (296mm) size with 2 folds 圖示二: 兩摺的A4 (296毫米) 尺寸紙張

Words "Election Mail" or "Election Advertisement" or the Chinese characters "選舉郵件" or "選舉廣告" should be printed on the address side 須在宣傳單張貼上地址的一面印上 "選舉郵件" 或 "選舉廣告" 或英 文字樣"Election Mail"或"Election

it should be closed by adhesive tape. 如開口的闊度超過90毫米,

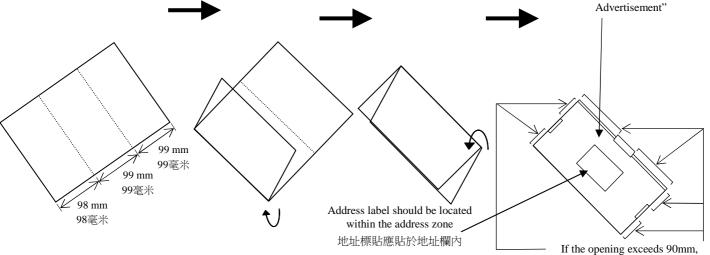
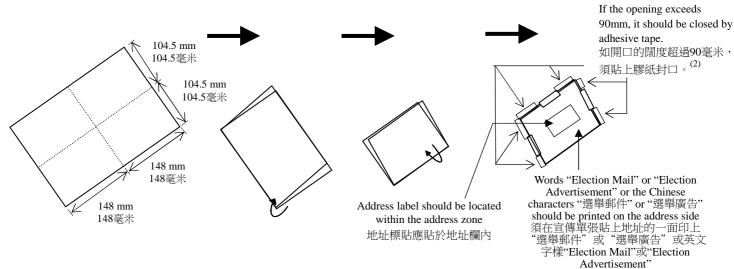


Figure 3: Folder of A4 (296mm) size with 2 folds 圖示三:兩摺的A4 (296毫米)尺寸紙張



Methods of Folding of Election Mail

郵寄選舉郵件應採用的摺疊方法(1)

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

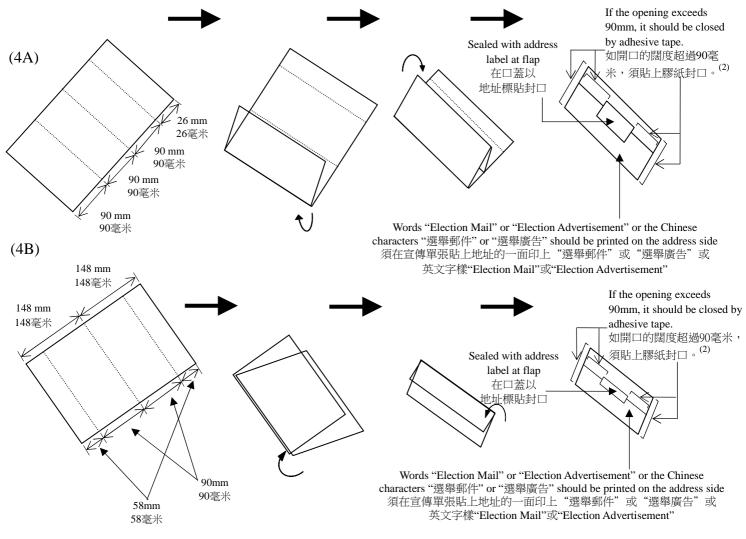
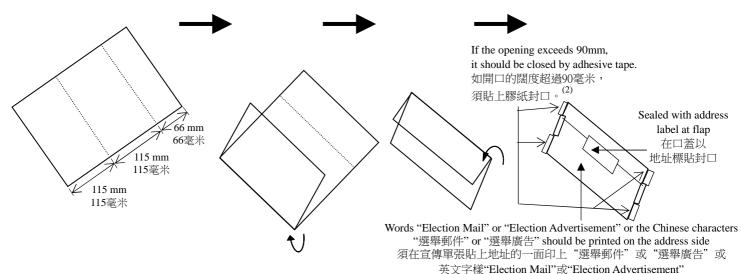


Figure 5 : Folder of A4 (296mm) size sealed with address label

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。 6
 Regardless of whether the opening is closed or not, all openings shall not exceed 90 mm. Otherwise, they must be sealed with adhesive tape.

2018 年立法會九龍西地方選區補選 2018 Legislative Council Kowloon West Geographical Constituency By-election 投寄選舉郵件郵政局/派遞局一覽表 List of Post Offices / Delivery 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)到以下香港郵政辦事處提交選舉郵件樣本: Candidates should submit their specimens of election mail at the following Hongkong Post office during office hours (excluding Saturday, Sunday and public holiday):

負責人	地址	辦公時間	電話	傳真
Responsible Officer	Address	Office Hours	Telephone	Fax
經理(門市業務/九龍東)	九龍灣宏展街1號中央郵件中心地下	9am – 5pm	2908 0372	2868 1442
Manager	G/F, Central Mail Centre,			
(Retail Business /Kowloon	1 Wang Chin Street, Kowloon Bay			
East)				

- 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(郵政局/派遞局)投寄:
 When handing in the specimens of election mail, candidates must select **one** of the following posting offices (Post Office/Delivery Office) of Hongkong Post where they intend to post their mail:
 - 投寄時間:由提名期開始(即 2018 年 10 月 2 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. Starting from 2 October 2018) (excluding Sunday and public holiday)
 - 請於香港郵政網頁(<u>www.hongkongpost.hk</u>)查閱各郵政局的辦公時間。 Please refer to Hongkong Post website (<u>www.hongkongpost.hk</u>) for the office hours of post offices.

郵政局/派遞局	地址	電話
Post Office/Delivery Office	Address	Telephone
	郵件處理中心 Mail Processing Centre	
中央郵件中心大量郵件投寄櫃位	九龍灣宏展街 1 號中央郵件中心地下	2908 0025
Bulk Mail Acceptance Counter of	大量郵件投寄櫃位	
Central Mail Centre	Bulk Mail Acceptance Counter,	
	G/F, Central Mail Centre,	
	1 Wang Chin Street, Kowloon Bay	
	九龍區 Kowloon	
長沙灣派遞局	長沙灣青山道 688 號嘉名工廠大廈地下	2741 3911
Cheung Sha Wan Delivery Office	G/F, Ka Ming Court, 688 Castle Peak Road,	
	Cheung Sha Wan	
九龍中央郵政局	油麻地彌敦道 405 號九龍政府合署地下	2928 6246
Kowloon Central Post Office	G/F, Kowloon Government Offices,	2928 6247
	405 Nathan Road, Yau Ma Tei	
九龍城派遞局	九龍城土瓜灣道 82 號至 84 號環凱廣場地下及 1 樓	2954 9983
Kowloon City Delivery Office	G/F & 1/F, Brill Plaza,	2364 5045
	82-84 Tokwawan Road, Kowloon City	
尖沙咀郵政局	尖沙咀中間道 10 號國際電信大廈地下及 1 樓	2722 5927
Tsim Sha Tsui Post Office	G/F & 1/F, Hermes House,10 Middle Road,	
	Tsim Sha Tsui	

2018年立法會九龍西地方選區補選 — 區議會選區名單 2018 Legislative Council Kowloon West Geographical Constituency By-election – List of District Council Constituency Areas

地區編號及名稱 District Code & Name	區議會選區代號 District Council Constituency Area Code	區議會選區名稱	Name of District Council Constituency Area	
	E01	尖沙咀西	Tsim Sha Tsui West	
	E02	佐敦南	Jordan South	
	E03	佐敦西	Jordan West	
	E04	油麻地南	Yau Ma Tei South	
	E05	富榮	Charming	
	E06	旺角西	Mong Kok West	
	E07	富柏	Fu Pak	
	E08	奧運	Olympic	
[E]	E09	櫻桃	Cherry	
油尖旺	E10	大角咀南	Tai Kok Tsui South	
Yau Tsim Mong	E11	大角咀北	Tai Kok Tsui North	
	E12	大南	Tai Nan	
	E13	旺角北	Mong Kok North	
	E14	旺角東	Mong Kok East	
	E15	旺角南	Mong Kok South	
	E16	油麻地北	Yau Ma Tei North	
	E17	尖東及京士柏	East Tsim Sha Tsui & King's Park	
	E18	尖沙咀中	Tsim Sha Tsui Central	
	E19	佐敦北	Jordan North	
	F01	寶麗	Po Lai	
	F02	長沙灣	Cheung Sha Wan	
	F03	南昌北	Nam Cheong North	
	F04	石硤尾	Shek Kip Mei	
	F05	南昌東	Nam Cheong East	
	F06	南昌南	Nam Cheong South	
	F07	南昌中	Nam Cheong Central	
[17]	F08	南昌西	Nam Cheong West	
[F]	F09	富昌	Fu Cheong	
深水埗	F10	麗閣	Lai Kok	
Sham Shui Po	F11	幸福	Fortune	
	F12	荔枝角南	Lai Chi Kok South	
	F13	美孚南	Mei Foo South	
	F14	美孚中	Mei Foo Central	
	F15	美孚北	Mei Foo North	
	F16	荔枝角中	Lai Chi Kok Central	
	F17	荔枝角北	Lai Chi Kok North	
	F18	元州及蘇屋	Un Chau & So Uk	

地區編號及名稱 District Code & Name	區議會選區代號 District Council Constituency Area Code	區議會選區名稱	Name of District Council Constituency Area	
	F19	李鄭屋	Lei Cheng Uk	
[F]	F20	下白田	Ha Pak Tin	
深水埗	F21	又一村	Yau Yat Tsuen	
Sham Shui Po	F22	南山、大坑東及大坑西	Nam Shan, Tai Hang Tung & Tai Hang Sai	
	F23	龍坪及上白田	Lung Ping & Sheung Pak Tin	
	G01	馬頭圍	Ma Tau Wai	
	G02	馬坑涌	Ma Hang Chung	
	G03	馬頭角	Ma Tau Kok	
	G04	樂民	Lok Man	
	G05	常樂	Sheung Lok	
	G06	何文田	Ho Man Tin	
	G07	嘉道理	Kadoorie	
	G08	太子	Prince	
	G09	九龍塘	Kowloon Tong	
	G10	龍城	Lung Shing	
[G]	G11	宋皇臺	Sung Wong Toi	
九龍城	G12	啟德北	Kai Tak North	
	G13	啟德南	Kai Tak South	
Kowloon City	G14	海心	Hoi Sham	
	G15	土瓜灣北	To Kwa Wan North	
	G16	土瓜灣南	To Kwa Wan South	
	G17	鶴園海逸	Hok Yuen Laguna Verde	
	G18	黄埔東	Whampoa East	
	G19	黄埔西	Whampoa West	
	G20	紅磡灣	Hung Hom Bay	
	G21	紅磡	Hung Hom	
	G22	家維	Ka Wai	
	G23	愛民	Oi Man	
	G24	愛俊	Oi Chun	