Appendix 1
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Rural Representative Election
Action Checklist for Candidates

Time	Action
Before and during nomination period	1. Obtain the following from the Returning Officer ("RO") or a New Territories District Office ("DO") of the Home Affairs Department ("HAD"): (a) nomination form for candidates ("nomination form"); (b) grid paper for the production of the "Introduction to Candidates" and the "Guide on Completion of Grid Paper"; and (c) the form of "Intention to Display Election Advertisements at Designated Spots". The nomination form and the form of "Intention to Display Election Advertisements at Designated Spots" can also be downloaded from the Rural Representative Election website (www.had.gov.hk/rre).
During nomination period	2. Hand in the duly completed nomination form to the RO by the candidate in person before the end of the nomination period. 3. Upon successful submission of the nomination form, candidate will receive a "Candidate Folder" containing various forms and reference materials for use by candidates. 4. Lodge with the RO a "Notice of Withdrawal of Candidature" in person or through the election agent before the end of the nomination period if the candidate wishes to withdraw his candidature.
Any time before, during or after handing in nomination form	5. Publication of Election Advertisements ("EAs"): (a) ensure that all printed EAs contain the name and address of the printer, date of printing and number of copies printed; (b) ensure that all prior written consent of support, permission, and/or authorisation have been obtained before the publication of EAs;

Time	**Action**

(c) (i) candidates who choose to set up an open platform maintained by the candidate or a person authorised by the candidate ("Candidate's Platform") should provide the RO with the **hyperlink** 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.

(ii) candidates who choose to use the open platform maintained by the Director of Home Affairs ("DHA") or a person authorised by the DHA ("Central Platform") should submit to the DHA 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"; and

(d) make available a copy of each of the EAs and the relevant information/documents, including publication information and permission/consent of support in any of the following ways for public inspection **within three working days** after the publication of the EA by:

(i) uploading to the Central Platform;

(ii) uploading to the Candidate's Platform;

Note : If an EA is published through an open platform on the Internet, the hyperlink to the specific EA published should be provided, rather than the hyperlink to the entire election website or social media page. However, if it is technically impracticable to upload hyperlinks to individual EAs (e.g. messages sent interactively and in real-time via social networks or communication websites on the Internet), the hyperlink to the open platform may be uploaded.

(iii) providing two hard copies of each of the EAs and one hard copy of the information/documents in relation to the EA to the RO (or the DHA if the RO has not yet been appointed); or

Time	**Action**
	(iv) providing two copies of a CD-ROM or DVD-ROM each containing the EA and one hard copy of the information/documents in relation to the EA to the RO (or the DHA if the RO has not yet been appointed).
	6. Incurring election expenses and receiving election donations: (a) record details of all election expenses and election donations; (b) keep the original invoices and receipts for all election expenses of goods or service of $500 or above; (c) issue a receipt to the non-anonymous donor for election donations of more than $1,000 and keep a copy of the receipt. (may use the "Standard Receipt for Election Donations" provided by the HAD through the RO); and (d) if necessary, submit to the DHA, through the RO, an "Advance Return and Declaration of Election Donations" when an election donation is received.
Any time before handing in nomination form till the end of election period	7. Appointment of election expense agent(s): (a) lodge with the RO (or the DHA if the RO has not yet been appointed) an "Authorisation to Incur Election Expenses"; and (b) may appoint one person or more as the election expense agents, **may** also appoint the election agent as an election expense agent. The appointment is not effective until it has been received by the RO or the DHA (if the RO has not yet been appointed).
Any time after handing in nomination form	8. Appointing election agent: (a) lodge with the RO a "Notice of Appointment of Election Agent"; and (b) each candidate can only appoint one election agent. An election agent **cannot** act on behalf of the candidate:

Time	**Action**
	(i) to sign the nomination form or make any requisite declaration;
	(ii) to withdraw the candidate's candidature;
	(iii) to appoint an election agent;
	(iv) to appoint an election expense agent;
	(v) to incur election expenses (unless separately appointed by the candidate);
	(vi) to revoke the appointment of an election agent or election expense agent; and
	(vii) to be present at a dedicated polling station situated in a maximum security prison.
Any time after handing in nomination form, but before the end of nomination period	9. (a) If a candidate wishes to use the "Introduction to Candidates" for promotion, he should, as soon as possible:
	(i) lodge with the RO a duly completed grid paper affixed with a colour photograph of the candidate which must be in a specified size and taken within the last six months; and
	(ii) provide two additional copies of the photograph identical to the one affixed to the grid paper with the candidate's name, the Rural Committee and Rural Area concerned labelled on the back; and
	(b) Lodge with the RO the form "Intention to Display Election Advertisements at Designated Spots".
Any time after handing in nomination form, but at least seven days before the polling day	10. If it is necessary, lodge with the RO the following documents:
	(a) 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)"; and

Time	**Action**
	(b) "Notice of Appointment of Polling Agents for a Polling Station Not Situated in a Penal Institution".
Any time after handing in nomination form, but at least three days before the polling day	11. Lodge with the RO the "Notice of Appointment of Counting Agents".
As soon as practicable after the RO determines the candidate as validly nominated or not	12. Receive from the RO the notification on the validity of the candidate's nomination (validly nominated candidates will also receive a separate notification regarding the validity of nominations of other candidates in the same Rural Area).
As soon as practicable after the RO receives a "Notice of Appointment of Election Agent" from other candidates	13. Receive from the RO information about the election agents appointed by other candidates of the same Rural Area.
Around seven days after the end of nomination period	14. Validly nominated candidates attend the candidates' briefing session.
	15. Attend the lots drawing session held by the RO for the contested Rural Areas to determine the candidate number or the order of appearance to be shown on the ballot paper and the designated spots allocated for the display of EAs.
	16. Receive from the RO the permission/authorisation for the display of EAs at designated spots allocated to the candidate (candidates for uncontested Rural Areas will not be allocated with designated spots).
Around 14 days after the end of nomination period	17. Check the ballot paper printing proof and verify the particulars relating to the candidate to be printed on the ballot paper. If a candidate or his election agent cannot perform the checking in person, the candidate may authorise a representative in writing to check the particulars concerned on the ballot paper printing proof on his behalf. (If a candidate or his election agent/authorised representative does not perform the checking at the date and venue specified by the HAD, the printing proof of the ballot paper will be adopted for printing without further notice.)

Time	**Action**
Within 14 days after the end of nomination period	18. Receive from the RO the location maps and layout plans of the polling stations, counting stations and ballot paper sorting stations.
Any time before polling day	19. Lodge with the RO, as applicable, the "Notice of Revocation of Appointment of Agent".
At least ten days before polling day	20. Receive notification from the RO on when and where the counting/sorting of votes is to take place.
During the week before the polling day	21. Lodge with the RO 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) during the week before the polling day, an elector imprisoned or held in custody who is entitled to vote for the relevant Rural Area 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 of the elector to that penal institution.
Not later than two days before the polling day	22. Receive from the RO the information regarding the delineation of no canvassing zones and no staying zones for the polling stations (including dedicated polling stations).
Before entering the polling station, counting station or the ballot paper sorting station	23. Complete the "Declaration of Secrecy" (a declaration of secrecy should be made by all candidates, their election agents, polling agents and counting agents).
On the polling day	24. If candidates or election agents wish to submit the "Notice of Appointment of Polling Agents for a Polling Station Not Situated in a Penal Institution", the "Notice of Appointment of Counting Agents" or the "Notice of Revocation of Appointment of Agent" on the polling day, they should submit them in person to the relevant Presiding Officers ("PROs") (except for penal institutions) or Officer-in-charge of the counting station.

Time	**Action**
Within three working days after the polling day	25. If required, upload the corrected EA particulars to the Candidate's Platform or the Central Platform; or submit the "Notification of Corrected Information in relation to Election Advertisements" to the ROs.
Within ten days after the polling day	26. Remove all EAs displayed on government land/property. **Note:** EAs displayed on private land/property and public service vehicles should also be removed as soon as possible after the election.
Before the statutory deadline for the submission of Return and Declaration of Election Expenses and Election Donations ("election returns") as required under section 37 of the Elections (Corrupt and Illegal Conduct) Ordinance (Cap. 554) ("ECICO") (The relevant RO will inform candidates in writing of the deadline for lodging election returns)	27. (a) Lodge with the DHA an election return; **Note:** Candidates are required to submit an election return even if they are returned uncontested, are not elected, have not incurred any election expenses or have not received any election donations. (b) Candidates should ensure that the election return is accompanied by an invoice and a receipt 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 receipt of the unspent election donations, anonymous donations of more than $1,000 in value and election donations exceeding the limit of election expenses (see Chapter 15 of the "Guidelines on Election-related Activities in respect of the Rural Representative Elections"); (c) Candidates must verify the contents of the election return and sign the declaration/supplementary declaration(s) in that return; (d) Any candidate who fails to lodge the election return before the deadline commits an offence. Those who are unable to lodge the election return before the deadline may apply to the Court of First Instance ("CFI") for an order allowing them to lodge at an extended deadline;

Time	**Action**
	(e) If a candidate wishes to make amendments to the submitted election return before the deadline, he may lodge with the DHA before the deadline a supplementary declaration stating the amendments, with attachment of the relevant supporting documents (if appropriate), such as receipts; and
	(f) If a candidate wishes to correct any error or false statement in the election return (including any document accompanying the election return) after the deadline, he must apply to the CFI for an order allowing him to do so. (Except the case where the aggregate amount of value involved in the error or false statement in the election return does not exceed the limit (i.e. $600) of the relief arrangement for as prescribed in section 37A of the ECICO, and the candidate, upon receipt of notification from the DHA, rectifies the error or false statement in the election return within a specified period) (see Part V of Chapter 15 of the "Guidelines on Election-related Activities in respect of the Rural Representative Elections").
Until the end of the period for which copies of election returns are available for public inspection under section 41 of the ECICO	28. If the hyperlinks to EAs have been uploaded to the Central Platform, the candidates must ensure that the hyperlinks remain validly operating throughout the whole public inspection period.
	29. Maintain the Candidate's Platform (if applicable) for public inspection.

Note: Most of the forms mentioned in this checklist can be downloaded from the Rural Representative Election website (www.had.gov.hk/rre).

(This "Action Checklist for Candidates" is for reference only. Candidates should refer to the "Action Checklist for Candidates" included in the Candidate Folder for the respective rural ordinary election/by-election, as well as the notification issued by the HAD regarding the election from time to time.)