

IMPORTANT

1. The Guidelines come into operation on 23 September 2016. Subject to any subsequent revisions, they apply to all ordinary elections and by-elections of the Election Committee subsectors to be held after publication.
2. The law stated in the Guidelines is that prevailing as at the date of publication.
3. All specified forms referred to in the Guidelines are obtainable from the Registration and Electoral Office (tel: 2891 1001; fax: 2891 1180; e-mail: reoenq@reo.gov.hk) and its website at <http://www.reo.gov.hk>.
4. Electioneering, campaigning and canvassing activities referred to in the Guidelines include any positive and negative campaigning conducted for the purpose of promoting or prejudicing the election of a candidate or candidates at the election.
5. In the event that future amendments to the Guidelines are necessary, the updated Guidelines will be made available at the website of the Electoral Affairs Commission at <http://www.eac.gov.hk>.

2016 ELECTION COMMITTEE SUBSECTOR ORDINARY ELECTIONS

Key Information

- (1) Polling Date : 11 December 2016 (Sunday)
- (2) Polling Hours : 7:30 am to 10:30 pm
- (3) Deadline to submit Application for Nominations Advisory Committee's Service by Candidates : 7 November 2016
- (4) Nomination Period of Candidature : 8 to 14 November 2016
- (5) Chairman's Briefing for Candidates : 17 and 18 November 2016
- (6) Maximum Scale of Election Expenses : Please refer to paragraph 16.10 of the Guidelines
- (7) Deadline to remove all Election Advertisements on display : Not later than 21 December 2016
- (8) Submission of Return and Declaration of Election Expenses and Donations by Candidates : Not later than 14 January 2017* (including contested and uncontested candidates)
- (9) Deadline to lodge Appeal against Result of Election : Not later than 22 December 2016* (if uncontested, not later than 29 November 2016[%])

* Assuming that the election result is published in the Gazette on 15 December 2016

% Assuming that the election result is published in the Gazette on 22 November 2016

ABBREVIATIONS

AR, ARs	authorised representative, authorised representatives
ARO, AROs	Assistant Returning Officer, Assistant Returning Officers
BO	Buildings Ordinance (Cap 123)
Candidate's Platform	open platform maintained by the candidate or a person authorised by the candidate
Cap	Chapter of the Laws of Hong Kong
CAS	Civil Aid Service
CE	Chief Executive
CEEO	Chief Executive Election Ordinance (Cap 569)
CEO	Chief Electoral Officer
Central Platform	open platform maintained by the Chief Electoral Officer or a person authorised by the Chief Electoral Officer
CFI	Court of First Instance
CPPCC	Chinese People's Political Consultative Conference
CRO	Chief Returning Officer
CSD	Correctional Services Department
DC, DCs	District Council, District Councils
DCO	District Councils Ordinance (Cap 547)
DLO, DLOs	District Lands Office, District Lands Offices
DO, DOs	District Office, District Offices
EA, EAs	election advertisement, election advertisements

EAC	Electoral Affairs Commission
EAC (EP) (EC) Reg	Electoral Affairs Commission (Electoral Procedure) (Election Committee) Regulation (Cap 541I)
EAC (NAC) (EC) Reg	Electoral Affairs Commission (Nominations Advisory Committees (Election Committee)) Regulation (Cap 541H)
EAC (ROE) (FCSEC) Reg	Electoral Affairs Commission (Registration) (Electors for Legislative Council Functional Constituencies) (Voters for Election Committee Subsectors) (Members of Election Committee) Regulation (Cap 541B)
EACO	Electoral Affairs Commission Ordinance (Cap 541)
EC	Election Committee
EC (Appeals) Reg	Election Committee (Appeals) Regulation (Cap 569A)
ECICO	Elections (Corrupt and Illegal Conduct) Ordinance (Cap 554)
EC Subscribers & Deposit Reg	Election Committee (Subscribers and Election Deposit for Nomination) Regulation (Cap 569C)
election	ordinary election or by-election as appropriate
election return	return and declaration of election expenses and election donations
ERO	Electoral Registration Officer
FC, FCs	functional constituency, functional constituencies
FR	final register
GC	geographical constituency

HYK	Heung Yee Kuk
ICAC	Independent Commission Against Corruption
IR	interim register
LCO	Legislative Council Ordinance (Cap 542)
LegCo	Legislative Council
MAC	mutual aid committee
NAC, NACs	Nominations Advisory Committee, Nominations Advisory Committees
NCZ, NCZs	no canvassing zone, no canvassing zones
NPC	National People's Congress
NSZ	no staying zone
OPCPD	Office of the Privacy Commissioner for Personal Data
OVIES	Online Voter Information Enquiry System
para., paras.	paragraph, paragraphs
PD (P) O	Personal Data (Privacy) Ordinance (Cap 486)
PHMSO	Public Health and Municipal Services Ordinance (Cap 132)
POBO	Prevention of Bribery Ordinance (Cap 201)
POO	Public Order Ordinance (Cap 245)
PR	provisional register
PRO, PROs	Presiding Officer, Presiding Officers
REO	Registration and Electoral Office
RO, ROs	Returning Officer, Returning Officers
RR	Rural Representative

RREO	Rural Representative Election Ordinance (Cap 576)
RTO	Road Traffic Ordinance (Cap 374)
S, s, Ss, ss	section, sections
TD	Transport Department

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CHAPTER 1

INTRODUCTION

PART I: THE ELECTION COMMITTEE AND THE SUBSECTOR ELECTIONS

1.1 The Election Committee (“EC”), which consists of 1,200 members, is constituted under the Chief Executive Election Ordinance (Cap 569) (“CEEEO”) for the purpose of electing the Chief Executive (“CE”) of the Hong Kong Special Administrative Region. The CE is elected by the EC as prescribed in Annex I to the Basic Law and appointed by the Central People’s Government [s 7 of the CEEEO]. *[Amended in September 2006, October 2011 and September 2016]*

1.2 The members of the EC must be Hong Kong permanent residents. The EC has 4 sectors, each composed of a number of subsectors (with a total of 38 subsectors). Amongst the 38 EC subsectors, members of 35 subsectors are returned by elections. The Hong Kong deputies to the National People’s Congress (“NPC”) and members of the Legislative Council (“LegCo”) are all ex-officio members of the EC, while members of the religious subsector are all nominated to the EC by 6 designated bodies of that subsector. Details of the composition of the EC are found in Chapter 2. *[Amended in September 2006]*

1.3 The term of office of the EC is 5 years and commences on 1 February in the year during which the term of office of the CE is to expire [s 9 of the CEEEO]. The term of the EC therefore is tied in with the 5-year term of the CE and with the electoral cycle. For each new term EC, a subsector ordinary election will be held to elect members assigned to each of the 35 subsectors by voters of the relevant subsector. A subsector ordinary election is to be held on a date specified by the CE [s 16 of the Schedule to the

CEEEO]. *[Amended in September 2006]*

1.4 The CE of a new term (5-year) will be elected by the EC of the new term. If a vacancy arises during the term of office of the CE, the current term EC will be responsible for electing a new CE. If an election for a CE of a new term (5-year) is to be held within 6 months after a vacancy in the office of the CE has arisen, it will not be necessary to hold a by-election [ss 6 and 9 of the CEEEO]. Before a by-election is held to elect a CE, a subsector by-election and/or supplementary nomination will be held to update the membership of the EC if there are vacancies among the EC members [s 5(1)(b) of the Schedule to the CEEEO]. However, no subsector by-election and/or supplementary nomination will be held if the membership of the EC has been updated within one year before a by-election is held to elect a CE. *[Amended in September 2006]*

Governing Legislation

1.5 The EC subsector elections and nominations of the religious subsector are governed by the statutory requirements provided in 3 different ordinances, namely the CEEEO, the Electoral Affairs Commission Ordinance (Cap 541) (“EACO”) and the Elections (Corrupt and Illegal Conduct) Ordinance (Cap 554) (“ECICO”). *[Amended in September 2006]*

1.6 The CEEEO provides, among other things, for the constitution, membership and term of office of EC, registration of voters, conduct of subsector elections, election appeals and other related matters.

1.7 The EACO tasks the Electoral Affairs Commission (“EAC”) with the conduct and supervision of elections and matters incidental thereto.

1.8 The ECICO prohibits election-related corrupt and illegal conduct and is administered by the Independent Commission Against

Corruption (“ICAC”).

1.9 These ordinances are complemented by a number of subsidiary legislation, including those set out in paras. 1.10 to 1.17 below, which provide the detailed procedures for the conduct of the EC subsector elections.
[Amended in September 2006]

1.10 The electoral procedures for conducting EC subsector elections are provided in the Electoral Affairs Commission (Electoral Procedure) (Election Committee) Regulation (Cap 541I) (“EAC (EP) (EC) Reg”).
[Amended in September 2006]

1.11 The Electoral Affairs Commission (Registration) (Electors for Legislative Council Functional Constituencies) (Voters for Election Committee Subsectors) (Members of Election Committee) Regulation (Cap 541B) (“EAC (ROE) (FCSEC) Reg”) sets out the procedures for registration of voters for the EC subsectors. *[Amended in September 2006]*

1.12 The Election Committee (Registration) (Voters for Subsectors) (Members of Election Committee) (Appeals) Regulation (Cap 569B) sets out the procedures for hearing and ruling by Revising Officers¹ concerning the registration of voters for the EC subsectors. *[Amended in September 2006]*

1.13 The Electoral Affairs Commission (Nominations Advisory Committees (Election Committee)) Regulation (Cap 541H) (“EAC (NAC) (EC) Reg”) stipulates the appointment and functions of the Nominations Advisory Committees (“NACs”) and the procedures for seeking the NAC’s advice on the candidates’ eligibility for nomination for the EC subsector elections.
[Amended in September 2006]

¹ The Revising Officer may be any magistrate, or any legal officer within the meaning of the Legal Officers Ordinance (Cap 87), appointed by the Chief Justice [s 77(1) of the LCO].

1.14 The Election Committee (Subscribers and Election Deposit for Nomination) Regulation (Cap 569C) (“EC Subscribers & Deposit Reg”) sets out the requirements for subscription and the payment and return of election deposit for the EC subsector elections. *[Amended in September 2006]*

1.15 The Election Committee (Appeals) Regulation (Cap 569A) (“EC (Appeals) Reg”) sets out the procedures for appeal against the results of subsector election to the Revising Officer, and in relation to registration of nominees declared by the Returning Officer (“RO”) as members of the EC. *[Amended in September 2006]*

1.16 The distribution of the number of members of the EC among 6 religious bodies is provided in the Distribution of Number of Members Among Designated Bodies (Election Committee) Order 2001 (Cap 569D). *[Added in September 2006]*

1.17 The Maximum Scale of Election Expenses (Election Committee) Order (Cap 554I) sets out the maximum scales of election expenses that may be incurred by or on behalf of a candidate for election to the EC. *[Added in September 2006 and amended in October 2011]*

PART II : THE GUIDELINES

1.18 According to s 6 of the EACO, the EAC may, in connection with an election, issue guidelines relating to:

- (a) the conduct or supervision of or procedure at an election;
- (b) the activities of a candidate, an agent of a candidate or any other person assisting a candidate, or any other person;

- (c) election expenses;
- (d) the display or use of election advertisements (“EAs”) or other publicity material; and
- (e) the procedure for making a complaint.

1.19 The aim of such guidelines is to provide a code of conduct based on the principle of fairness and equality for conducting election-related activities. They also give guidance in layman’s language on the compliance with the relevant electoral legislation. Guidelines are issued for reference by the public to ensure that all public elections are conducted in an open, honest and fair manner.

1.20 This set of Guidelines explains the various electoral arrangements made for the EC subsector elections, the legislative provisions and regulations as well as guidelines that should be observed by all parties concerned before, during and after an election and the procedure for lodging an election-related complaint. An action checklist for candidates can be found at **Appendix A**.

1.21 In the context of this set of Guidelines, the term “election” means ordinary election or by-election, as appropriate.

PART III : SANCTION

1.22 Voters of the subsectors, candidates and their agents as well as government officials engaged in election-related duties, or members of the public as the case may be, should read, familiarise themselves with, and strictly observe, the Guidelines.

1.23 The EAC is committed to ensuring that all elections are

conducted openly, honestly and fairly. If it comes to know that any candidate or person is in breach of the Guidelines, apart from notifying the relevant authorities for actions to be taken, it may make a reprimand or censure in a public statement which will include the name of the candidate or person concerned and, where appropriate, other relevant parties (if any). The reprimand or censure is separate from and in addition to the criminal liability for any offences committed. *[Amended in October 2011]*

CHAPTER 2

COMPOSITION OF THE ELECTION COMMITTEE

PART I: THE SECTORS AND SUBSECTORS

2.1 The EC is composed of 4 sectors. The 4 sectors of the EC, their 38 constituent subsectors, and the number of EC members allocated to each of the subsectors [s 2 of the Schedule to the CEEO] are shown in **Appendix B**.

2.2 The 4 sectors comprise of:

- (a) the industrial, commercial and financial sectors;
- (b) the professions;
- (c) the labour, social services, religious and other sectors; and
- (d) members of the LegCo, representatives of members of the District Councils (“DCs”), representatives of the Heung Yee Kuk (“HYK”), Hong Kong deputies to the NPC, and representatives of Hong Kong members of the National Committee of the Chinese People’s Political Consultative Conference (“CPPCC”).

[Amended in September 2016]

2.3 The 38 subsectors comprise of:

- (a) the NPC subsector;
- (b) the LegCo subsector;

- (c) the religious subsector;
- (d) 24 subsectors and the social welfare subsector (the part for individual voters only) having the same constituents as the corresponding LegCo functional constituencies (“FCs”) of the same name. These subsectors and their constituents are shown in **Appendix C**; *[Amended in September 2006]*
- (e) 3 pairs of subsectors, each pair corresponding to 1 related LegCo FC, being the education subsector and the higher education subsector corresponding to the education FC, the tourism subsector and the hotel subsector corresponding to the tourism FC, and the Hong Kong and Kowloon DCs subsector and the New Territories DCs subsector corresponding to the DC (First) FC. Their constituents are shown in **Appendix D**; and
- (f) 5 subsectors having no equivalent LegCo FCs and are known as “optional subsectors”, being the Chinese medicine, CPPCC, Employers’ Federation of Hong Kong, Hong Kong Chinese Enterprises Association and social welfare (the part for corporate voters only) subsectors. Their constituents are shown in **Appendix E**.

2.4 Members of the EC are returned through an election by the voters of each subsector, with the exception of the NPC subsector, the LegCo subsector and the religious subsector. The Hong Kong deputies to the NPC and the members of the LegCo are ex-officio members of the EC, whilst members from the religious subsector are returned by way of nomination by the 6 designated bodies of the subsector.

PART II : COMPILATION OF INTERIM REGISTER AND FINAL REGISTER OF EC MEMBERS AFTER THE CONDUCT OF AN EC SUBSECTOR ORDINARY ELECTION

2.5 Before the office of the CE becomes vacant on the expiry of a 5-year term, subsector ordinary elections/nominations of the religious subsector will be conducted to form the EC of a new term, which will then elect the CE of a new term. If the poll for all subsectors of the subsector ordinary elections is held on the same day, an interim register (“IR”) of the members of the EC of a new term shall be compiled and published within 7 days after the results of the EC subsector ordinary elections are published. If the polls for different subsectors of the subsector ordinary elections are held on different days, the relevant parts of an IR of members of the EC shall be compiled and published within 7 days after the results of the relevant elections are published. The Electoral Registration Officer (“ERO”) shall compile a final register (“FR”) of members of EC for a new term on the basis of the IR of EC members, taking into account any amendments made, and publish the FR on the date when the term of office of the new EC commences. The FR for the current term EC members will not cease to have effect upon publication of the IR but shall cease to have effect on the publication of the new FR. [Ss 40 and 43 of the Schedule to the CEEO] *[Added in September 2006 and amended in October 2011]*

2.6 An EC member will be eligible to make a nomination at the CE election and to vote at the poll unless he/she is disqualified to do so under ss 16(5) and 26 of the CEEO. *[Added in September 2006 and amended in January 2010]*

PART III : COMPILATION OF PROVISIONAL REGISTER AND FINAL REGISTER OF EC MEMBERS FOR EC SUBSECTOR BY-ELECTION

2.7 The ERO may from time to time update the membership of the EC to reflect changes in the ex-officio membership of the EC by publishing a notice listing the names so added or removed [s 41 of the Schedule to the CEEO]. *[Amended in September 2006]*

Provisional Register of EC Members and Omissions List

2.8 When a vacancy arises in the office of the CE otherwise than due to expiry of the term of office, the ERO shall compile a provisional register (“PR”) of members of the existing EC within 14 days after the declaration of the vacancy. In compiling the PR, the ERO shall scrutinise the existing FR of the members of the EC, and strike out the names of persons (other than ex-officio members) whom the ERO is satisfied on reasonable grounds that they have passed away, resigned or deemed to have resigned from the EC², or have ceased to be eligible to be registered, or have been disqualified from being registered, under the Legislative Council Ordinance (Cap 542) (“LCO”) as an elector for a geographical constituency (“GC”). The name of such members would be entered on an omissions list [s 4(1), (3), (4)(a) and (b) of the Schedule to the CEEO]. The ERO will make the PR and the omissions list available for public inspection at the Registration and Electoral Office (“REO”) for a period of 7 days. The time and place where the PR and the omissions list may be inspected will be published in the Gazette and in newspapers. In addition, the

² According to s 3(2) of the Schedule to the CEEO, an EC member (other than an ex-officio member) is deemed to have resigned from the membership of EC if he/she is also registered as an ex-officio member of the EC (i.e. a Hong Kong deputy to the NPC or a LegCo member). Besides, if EC members representing the Hong Kong and Kowloon DCs, New Territories DCs, CPPCC or the HYK subsector cease to be members of the DC, Hong Kong members of the National Committee of the CPPCC, or the Chairman or Vice-chairmen or Councillors of the Full Council of the HYK respectively, they are deemed to have resigned from the membership of the EC. They will cease to be EC members unless the cessation of membership is due to the expiry of the term of office in their respective representing bodies, and they are members in the immediately following term of office of the bodies concerned. [S 3(1), (1A), (1B) and (1C) of the Schedule to the CEEO.]

PR and the omissions list will be made available for public inspection at District Offices (“DOs”) for the specified period. Upon request by a person imprisoned or held in custody by a law enforcement agency, the ERO may make available, at a penal institution or the premises of a law enforcement agency as the case may be, a copy of the PR and the omissions list for his/her inspection if the ERO considers it appropriate to do so. The ERO may require persons who want to inspect the PR and/or the omissions list to produce an identity document and complete a form furnished by him/her. [S 4(5) of the Schedule to the CEEO and ss 25(1), (2), (4), (5) and (6) and 29(1), (3), (4) and (5) of the EAC (ROE) (FCSEC) Reg] *[Added in September 2006 and amended in January 2010]*

Objections and Claims

2.9 On or before the last day of the specified period for inspection, any person may lodge in person with the ERO an objection against any entry in the PR, and any person whose name has been included in the omissions list may lodge a claim in person with the ERO in respect of the omission of his/her name. To facilitate a person imprisoned or held in custody by a law enforcement agency to make such an objection or claim, the relevant person is allowed to deliver a notice of objection or claim to the ERO by post [s 48 of the Schedule to the CEEO and ss 30 and 31 of the EAC (ROE) (FCSEC) Reg]. *[Added in September 2006 and amended in January 2010]*

Final Register of EC Members

2.10 Based on the EC PR published, the EAC will ascertain the number of members representing each subsector (other than the NPC and LegCo subsectors) to see if the number of members representing a subsector is less than the number of members allocated to the subsector. For subsectors where vacancies are identified, subsector by-election(s) and/or supplementary nomination(s) (in the case of the religious subsector) will be arranged to fill

such vacancies [s 5 of the Schedule to the CEEO]. *[Added in September 2006]*

2.11 **Within 7 days after the results of the subsector by-election(s) are published, the ERO shall compile and publish the FR of the existing EC** [s 40(2) of the Schedule of the CEEO]. For supplementary nomination(s) (in the case of the religious subsector), the ERO shall compile and publish the EC FR within 7 days after a nominee is declared as an EC member, unless the period during which the nomination is to be made and the nomination period for a subsector by-election coincide or partly coincide [s 40(3) of the Schedule of the CEEO]. This EC FR, which will be made available for public inspection at the REO and all of the DOs, shall include:

- (a) changes, if any, in the ex-officio membership of the EC (see para. 2.7); and
- (b) new members returned by the supplementary nomination(s) and/or subsector by-election(s) (see para. 2.10).

The time and place where the FR may be inspected will be published in the Gazette and in newspapers. Publication of the notice is to be taken as the publication of the FR. Upon request by a person imprisoned or held in custody by a law enforcement agency, the ERO may make available, at a penal institution or the premises of a law enforcement agency as the case may be, a copy of the FR for his/her inspection if the ERO considers it appropriate to do so. The ERO may require persons who want to inspect the FR to produce an identity document and complete a form furnished by him/her. [S 39(1), (2), (4) and (4A) of the EAC (ROE) (FCSEC) Reg] *[Added in September 2006 and amended in January 2010]*

2.12 An EC member will be eligible to make a nomination and to vote at the CE election unless he/she has become disqualified to do so under ss 16(5) and 26 of the CEEO. *[Added in September 2006]*

CHAPTER 3

REGISTRATION OF VOTERS AND VOTING SYSTEM

PART I : GENERAL

3.1 According to the CEEO, the EC shall be constituted on 1 February in the year in which the term of office of the CE is to expire, and a subsector ordinary election will be held before that date to elect members of the EC for a new term of office of the EC (see paras. 1.3 to 1.4). Subsector by-elections will be conducted, if necessary, to fill any vacancy in the EC membership before the EC is required to elect a new CE if a vacancy arises during the term of office of the CE. *[Amended in September 2006]*

3.2 Members of the EC from the religious subsector are returned by nomination. A supplementary nomination will be arranged, if necessary, to fill any vacancy in the EC membership in the religious subsector before the EC is required to elect a new CE if a vacancy arises during the term of office of the CE. *[Amended in September 2016]*

PART II : REGISTRATION OF VOTERS FOR SUBSECTORS

Eligibility to Vote

3.3 Only a registered voter for a subsector, i.e. a person whose name appears on the subsector FR which is in force at the time of the subsector election, is eligible to vote at a subsector election to elect members of the EC for that subsector. A corporate voter may vote at a subsector election only by

its authorised representative (“AR”). [S 28 of the Schedule to the CEEO]
[Amended in September 2006]

Qualification for Registration as a Voter

3.4 There are 2 kinds of voters for most of the subsectors of the EC: natural persons (i.e. individuals) and bodies (i.e. corporate voters). An individual is eligible to be registered as a voter for a subsector only if he/she is registered as an elector for a GC or is eligible to be registered as an elector for a GC and has applied to be so registered. A corporate voter is required to select an eligible individual to be its AR for the purpose of casting its vote at the election, otherwise it cannot vote [s 28(3) of the Schedule to the CEEO]. An individual is eligible to be appointed as an AR of a corporate voter only if he/she:

- (a) is registered, or eligible to be and has applied to be registered, as an elector of a GC;
- (b) has a substantial connection with the corporate voter;
- (c) is not registered, or has not applied to be registered, as a voter for the subsector of that corporate voter;
- (d) is not disqualified from being registered or voting under s 31 or 53 of the LCO; and
- (e) is not the AR of another corporate voter.

[S 13(2) of the Schedule to the CEEO]

An AR must be registered with the ERO. **A corporate voter is required to give notice of appointment of its AR to the ERO in its application form for**

registration as a corporate voter. It may thereafter from time to time appoint a replacement AR by sending a specified form to reach the ERO not later than 14 days before the polling day of its subsector. [Ss 13(3), (4) and (5) of the Schedule to the CEEO] If the ERO is satisfied that the AR has died or is seriously ill or physically or mentally incapacitated, the deadline of 14 days for replacement is extended to 3 working days before the relevant polling day. [S 20 of the EAC (ROE) (FCSEC) Reg]

3.5 An elector of an FC is eligible to become a voter of the corresponding subsector, or in respect of the education, tourism and DC(First) FCs, the appropriate one of the two corresponding subsectors.

3.6 The individual/corporate voter concerned cannot choose to be registered only in an FC or the corresponding subsector and must be registered for both at the same time. Individual/corporate voter is entitled to be registered only for the subsector which is corresponding to the FC in which he/she/it is registered and vice versa. However, if an individual/a corporate voter is eligible to be registered in one or more of the 5 optional subsectors listed in para. 2.3(f) above and also eligible for any corresponding subsector (except for the Hong Kong and Kowloon DCs subsector and the New Territories DCs subsector), then he/she/it may choose between one of the 5 optional subsectors or the corresponding subsectors; but if a person is eligible to be registered for the Hong Kong and Kowloon DCs subsector or the New Territories DCs subsector, then he/she may only be registered as a voter for the Hong Kong and Kowloon DCs subsector or the New Territories DCs subsector (as the case may be) [s 12(10)(a), (b), (c), (11)(c) and (d) of the Schedule to the CEEO]. *[Amended in September 2016]*

3.7 An individual/corporate voter is not entitled to be registered for more than one subsector. *[Amended in October 2011 and September 2016]*

3.8 A list showing the 28 FCs and 38 EC subsectors, the relationship between them, and whether a choice is available to the voter, etc. is shown in **Appendix F** for easy reference.

Disqualifications from Voting

3.9 A person registered as a voter or AR of a corporate voter for a subsector is disqualified from voting at a subsector election for that subsector if:

- (a) the voter/corporate vote has ceased to be eligible to be registered as a voter for that subsector;
- (b) he/she is found for the time being to be incapable, by reason of mental incapacity, of managing and administering his/her property and affairs under the Mental Health Ordinance (Cap 136); or
- (c) he/she is a member of the armed forces of the People's Republic of China or any other country or territory.

[S 30 of the Schedule to the CEEO] *[Added in September 2006 and amended in January 2010]*

Application for Registration and Deregistration

3.10 The registration of voters is undertaken in accordance with the provisions of the EAC (ROE) (FCSEC) Reg.

3.11 A person (either an individual or a body) may send his/her/its application for voter registration or deregistration to the ERO any time in the year. However, for inclusion/exclusion of his/her/its name in the PR to be

published not later than 1 June in each year in a non DC election year (or 1 August in a DC election year), his/her/its application must be received by the ERO **not later than 2 May of that year** (or 2 July in a DC election year). [S 19 of the EAC (ROE) (FCSEC) Reg] *[Amended in September 2006, January 2010 and September 2016]*

Change of Residential Address and other Personal Particulars

3.12 It will not be necessary for a registered voter (either individual or corporate) to re-apply for registration every year. *[Added in January 2010]*

3.13 However, in the case of a registered individual voter, please note the following:

- (a) If he/she has changed his/her residential address, he/she **should notify** the ERO of **his/her new address** in Hong Kong to ensure that he/she will continue to be registered in the next register of voters.
- (b) He/She should notify the ERO of any change of circumstances that may affect his/her eligibility (e.g. his/her connection with a particular subsector). Based on such information from the voter, the ERO will decide whether he/she remains eligible to be registered, and if so, in which subsector.
- (c) Apart from his/her residential address, any registered voter who has changed his/her other personal particulars (e.g. name,

telephone numbers and email address) should also notify the ERO of such change.

- (d) He/She should notify the ERO of any change of his/her registration particulars by letter to or sending an application form to the ERO to report the change of particulars. In order to allow the alteration of his/her particulars to be effected in the next FR of voters, the voter **should notify** the ERO as soon as possible and the **latest by 2 May in a non DC election year** (or 2 July in a DC election year) [s 26(5) of the EAC (ROE) (FCSEC) Reg]. A voter who has reported a change of particulars will be sent a notice by the ERO showing his/her updated electoral record. [S 26 of the EAC (ROE) (FCSEC) Reg]
- (e) If the voter has **failed to update the ERO of his/her new address in Hong Kong**, or ceased to be ordinarily resided in Hong Kong, **his/her name and particulars may be removed from the register of voters.**

[Added in January 2010 and amended in September 2016]

3.14 In the case of a registered corporate voter, if it has changed its particulars (e.g. name, business address, telephone number), it should also notify the ERO. In this regard, para. 3.13 (b) and (d) apply to a corporate voter in the same way as they apply to an individual voter. For the AR of a corporate voter, para. 3.13 (a), (b), (c), (d) and (e) above apply to change in

his/her particulars. *[Added in January 2010]*

The Provisional Register and the Omissions List

3.15 The PR of voters for subsectors will be published **not later than 1 June in a non DC election year** (no later than 1 August in a DC election year). It should include:

- (a) the names and addresses of those eligible voters whose names appear in the subsector register currently in force, updated and corrected by the ERO based on reported or available information;
- (b) the names and addresses of the eligible new applicants who have applied for registration in the subsector concerned on or before 2 May of that year (or 2 July for a DC election year); and
- (c) the names of the ARs of the corporate voters.

The PR is available for public inspection at the REO and specified DOs not later than 25 June in a non DC election year (or 25 August in a DC election year) [s 29 of the EAC (ROE) (FCSEC) Reg]. *[Amended in September 2006 and September 2016]*

3.16 At the same time when the subsectors' PR is published, the ERO will also publish for public inspection an omissions list in respect of the subsectors containing the names and addresses of persons who were formerly registered as subsector voters, but are struck out of the PR and proposed to be omitted from the next FR, where the ERO is satisfied on reasonable grounds based on the information received that the concerned persons (either an individual or a body) do not wish to remain registered in the register of voters; or are no longer eligible to be registered; or have been disqualified [s 24(1) of

the EAC (ROE) (FCSEC) Reg]. For an imprisoned person who has used his/her last dwelling-place in Hong Kong at which he/she resided or the address last recorded under the Registration of Persons Regulations (Cap 177A) as the address for registration as a voter, if the ERO is satisfied on reasonable grounds that he/she has served his/her sentence of imprisonment and left the prison without reporting his/her new residential address to the ERO, the ERO shall enter his/her name and address on the omissions list according to the procedures prescribed in the relevant legislation [s 9(2A) of the EAC (ROE) (GC) Reg]. The names and addresses of the persons included in the omissions list will not appear in the PR [s 25(1) of the EAC (ROE) (FCSEC) Reg].
[Amended in January 2010 and September 2016]

3.17 The time and place where the PR and the omissions list can be inspected will be published in the Gazette and in newspapers. Publication of the PR is done by publication of that notice. Upon request by a person imprisoned or held in custody by a law enforcement agency, the ERO may make available at a penal institution or the premises of a law enforcement agency as the case may be a copy of the PR and the omissions list for his/her inspection if the ERO considers it appropriate to do so. The ERO may require persons who want to inspect the PR and/or the omissions list to produce an identity document and complete a form furnished by him/her. [Ss 25(1), (4), (5) and (6) and 29(1), (4) and (5) of the EAC (ROE) (FCSEC) Reg]
[Amended in September 2006 and January 2010]

Online Voter Information Enquiry System

3.18 Registered voters (individual or corporate) and AR may log on to the Online Voter Information Enquiry System (“OVIES”) (www.voterinfo.gov.hk) anytime to check whether they/their bodies are registered as voters and their latest registration particulars including registered addresses and respective subsectors. *[Added in September 2016]*

Objections and Claims

3.19 Any person (either an individual or the responsible person of a body) may lodge in person with the ERO objections as regards entries in the subsector PR **not later than 25 June in a non DC election year** (or 25 August in a DC election year). The procedures for making claims or objections are provided in the REO website (www.reo.gov.hk) during the public inspection period. On or before that date, an applicant whose name has not been recorded in the PR or a voter whose particulars have not been correctly recorded or a voter whose name has been included in the omissions list may lodge a claim in person with the ERO in respect of the entry or any omission concerning himself/herself/itself. To facilitate a person imprisoned or held in custody by a law enforcement agency to make such an objection or claim, he/she is allowed to deliver a notice of objection or claim to the ERO by post. Cases of objections and claims will be referred to the Revising Officer³ for consideration. The Revising Officer, who is a judicial officer, will rule on each objection or claim and decide on the inclusion, exclusion, or correction of the entry concerned in the FR. [Ss 30 and 31 of the EAC (ROE) (FCSEC) Reg] *[Amended in September 2006, January 2010 and September 2016]*

The Final Register

3.20 The subsector FR will be published **not later than 25 July in a non DC election year** (no later than 25 September in a DC election year) [s 38(1) of the EAC (ROE) (FCSEC) Reg]. It will include the entries in the PR with the updated names and addresses of voters who have applied to alter their particulars and the names and addresses of those who were subject to a notice of objection or claim as updated and corrected to reflect the decisions of the Revising Officer [s 36(1) of the EAC (ROE) (FCSEC) Reg]. The ERO

³ The Revising Officer may be any magistrate, or any legal officer within the meaning of the Legal Officers Ordinance (Cap 87), appointed by the Chief Justice [s 77(1) of the LCO].

will also take the opportunity to delete those entries of voters who are known to have died and to correct any mistakes in the PR. The FR for the subsectors shall remain valid until the publication of the next FR in the following year. It is available for public inspection at the REO and certain DOs. [S 38 of the EAC (ROE) (FCSEC) Reg] *[Amended in September 2016]*

3.21 The time and place where the FR can be inspected will be published in the Gazette and in newspapers. The publication of the notice is to be taken as the publication of the FR. Upon request by a person imprisoned or held in custody by a law enforcement agency, the ERO may make available, at a penal institution or the premises of a law enforcement agency as the case may be, a copy of the FR for his/her inspection if the ERO considers it appropriate to do so. The ERO may require persons who wish to inspect the FR to produce an identity document and complete a form furnished by him/her. [S 38(1), (2), (4) and (4A) of the EAC (ROE) (FCSEC) Reg] *[Amended in September 2006 and January 2010]*

IMPORTANT:

Information relating to a person contained in any register of voters or in any extract of any register of voters **can only be used for election-related purposes** under the electoral legislation. Any **abuse** or **misuse** of such information is an **offence** and will be liable to a fine at level 2 (\$5,000) and to imprisonment for 6 months [s 42(3) of the EAC (ROE) (FCSEC) Reg].

PART III : THE VOTING SYSTEM FOR SUBSECTOR ELECTIONS

3.22 The voting system adopted for the EC subsector elections is the simple or relative majority system, commonly known as the “first past the

post” system. A voter may vote for as many candidates as the number of members allocated to a subsector at a subsector ordinary election, or the number of members to be returned at the by-election, and no more. In the case of a single vacancy to be filled, the candidate that obtains the highest number of votes will be elected. In the case of 2 or more vacancies, the candidates elected will be the candidate that obtains the highest number of votes followed by the candidate with the second highest number of votes, and so on, until all vacancies have been filled. [S 29(1), (2), (3), (4) and (5) of the Schedule to the CEEEO]

3.23 In the event that there is still one more vacancy to fill and the remaining successful candidates have the same number of votes, the RO shall arrange the drawing of lots to determine which one of these candidates should be elected to fill the last vacancy. [S 29(6) of the Schedule to the CEEEO]
[Amended in September 2006]

3.24 When the successful candidate has to be determined by the drawing of lots, 10 table-tennis balls each marked with a number from 1 to 10 will be put into an empty opaque bag, to be provided by the REO. Each candidate is to draw 1 ball from the bag. The number marked on the ball should be noted by the RO and the ball should be put back into the bag. The other candidate(s) will draw in the same way. The RO would draw the lot on behalf of the candidate if the candidate is absent at the time of drawing lots. The candidate on whom the lot falls is to be returned at the election:

- (a) Where there is only 1 vacancy to be filled and there are 2 candidates, the candidate who draws the larger number from 1 to 10 will be the winner. 1 is the smallest number and 10 is the largest number.
- (b) Where there is only 1 vacancy to be filled and there are more than 2 candidates, if in the first draw, the numbers drawn by the

candidates are different, then the candidate who draws the largest number will win. If, on the other hand, 2 or more of the candidates have drawn the same larger number and the remaining candidate(s) has/have drawn a smaller number, there must be a second draw. As the system of voting for the election is “first past the post”, only those candidates who have drawn the same larger number in the first draw will participate in the second draw.

- (c) Where there are 3 candidates having an equal number of votes and there are only 2 vacancies to be filled, if the 3 candidates have obtained respectively the largest, the larger and the smallest numbers, the 2 candidates who have obtained the largest and the larger numbers should be successful in getting the 2 vacancies, and the remaining candidate will fail. If the 3 candidates have obtained respectively 2 larger equal and 1 smaller numbers, then again the 2 candidates who have obtained the larger equal numbers will be the winners to fill the 2 vacancies. If the 3 candidates have obtained respectively a larger and 2 equal smaller number, the candidate who has obtained the larger number will be successful and the remaining 2 candidates will participate in a second draw. The same principle will apply where there are more than 3 candidates having an equal number of votes and the number of vacancies to be filled is less than the number of candidates. *[Amended in September 2006]*

3.25 As soon as practicable after the result of the elections has been determined, the RO should publicly declare the successful candidate as elected.

Death or Disqualification of a Candidate

3.26 If the death or disqualification of a candidate is proved to the satisfaction of the RO before the election day but after the RO has decided that

the candidate is validly nominated, the RO must, as soon as practicable, publicly declare that the candidate has died or that the RO's earlier decision is varied to the effect that the candidate is not validly nominated. The RO must further declare which candidates are validly nominated for election for the relevant subsector. [S 23 of the Schedule to the CEEO] *[Amended in September 2016]*

3.27 If on or after the election day but before declaring the result of the election, proof is given to the satisfaction of the RO that a validly nominated candidate has died or has been disqualified from being elected, the proceedings for the subsector election shall continue as if the death or disqualification had not occurred. After the counting of votes is finished, if the candidate concerned is found to be successful at the election and there is no other candidate at the relevant subsector election who can be returned in place of that candidate, the RO shall declare that no candidate is returned at that subsector election or the number of candidates returned at that subsector election was less than the number of members to be returned. [S 26 of the Schedule to the CEEO] *[Added in September 2016]*

CHAPTER 4

NOMINATION OF CANDIDATES

PART I : ELIGIBILITY AND DISQUALIFICATION FOR NOMINATION

4.1 The law governing the eligibility for and disqualification from the nomination of candidates for the election of the EC subsectors is contained in the Schedule to the CEEO. The procedure for nomination of candidates for the EC subsector election is provided in the EAC (EP) (EC) Reg and EAC (NAC) (EC) Reg made by the EAC. *[Amended in September 2006]*

Eligibility

4.2 To be eligible for nomination as a candidate at an EC subsector election, a person must be:

- (a) 18 years of age or over;
- (b) both registered and eligible to be registered as an elector for a GC;
and
- (c) both registered as a voter and eligible to be registered as a voter for the relevant EC subsector or satisfy the RO for the relevant EC subsector that he/she has a substantial connection with the EC subsector.

[S 17 of the Schedule to the CEEO]

Disqualification

4.3 A person is disqualified from being nominated as a candidate at a subsector election, and from being elected as a member of the EC, if he/she:

- (a) has ceased to have a substantial connection with the subsector concerned;
- (b) has ceased to be registered or eligible to be registered as an elector for a GC;
- (c) has in Hong Kong, or in any other place, been sentenced to death or imprisonment (by whatever name called) and has not either served the sentence or any substitute sentence or received a free pardon⁴;
- (d) on the date of nomination or of the subsector election, is serving a sentence of imprisonment;
- (e) is or has been convicted within 3 years before the polling day:
 - (i) of having engaged in corrupt or illegal conduct in contravention of the ECICO;
 - (ii) of any offence against Part II of the Prevention of Bribery Ordinance (Cap 201) (“POBO”); or

⁴ The Court of First Instance delivered written judgment on 21 June 2012 on *Wong Hin Wai & another v Secretary for Justice* (HCAL 51 & 54/2012) and declared the similar provision under section 39(1)(b) of the LCO to be unconstitutional. On 12 July 2012, the Government announced its decision not to appeal against the judgment. The future EC Subsector Election will be organised in accordance with the prevailing electoral laws. Any person who would like to be nominated as a candidate for EC Subsector Election and is doubtful about his/her eligibility for nomination may seek independent legal advice, and in an EC Subsector ordinary election, may also apply to the NAC appointed by the EAC for advice where appropriate.

- (iii) of any offence prescribed by the regulations made by the EAC;
- (f) is found for the time being to be incapable by reason of mental incapacity, of managing and administering his/her property and affairs under Part II of the Mental Health Ordinance (Cap 136); or
- (g) is a member of the armed forces of the People's Republic of China or any other country or territory.

[S 18 of the Schedule to the CEEO] *[Amended in September 2006, October 2011 and September 2016]*

4.4 If a person is not an elected member of the Hong Kong and Kowloon DCs and New Territories DCs, a Hong Kong member of the National Committee of the CPPCC or the Chairman, a Vice-Chairman or a Councillor of the Full Council of the HYK, he/she is disqualified from being nominated as a candidate for the respective subsector at a subsector election, or from being elected as an EC member representing the respective subsector [s 18A of the Schedule to the CEEO]. *[Added in September 2006 and amended in October 2011]*

PART II : NOMINATIONS ADVISORY COMMITTEES

4.5 The EAC has the power to appoint NACs to provide advice, on request, to prospective candidates and ROs on the candidates' eligibility for nomination [s 3 of the EAC (NAC) (EC) Reg]. Each of these NACs is in the charge of either a Senior Counsel or a legal practitioner of not less than 10 years standing in accordance with established practice who, in the opinion of the EAC,

is unconnected to any candidate or political organisation in Hong Kong, independent and impartial. *[Amended in September 2006]*

NAC's Service to Candidates

4.6 NAC's service will be provided to candidates **only at an EC subsector ordinary election**. During a period to be specified by the EAC [s 4(4) of the EAC (NAC) (EC) Reg] – which normally ends 1 day before the commencement of the nomination – a prospective candidate may apply, by completing a specified form obtainable from the REO or from any DO, for the advice of the NAC as to whether he/she is eligible to be, or is disqualified from being, nominated as a candidate at the EC subsector ordinary election. Each prospective candidate may make only 1 application in respect of a particular EC subsector election. While a prospective candidate may apply for advice only once in respect of a particular EC subsector, he/she may apply for advice in respect of more than 1 EC subsector. [S 6(6) and (9) of the EAC (NAC) (EC) Reg] *[Amended in September 2016]*

4.7 The completed application must be:

- (a) sent to the Chief Electoral Officer (“CEO”) by post or facsimile transmission so as to be received by him/her; or
- (b) served on the CEO personally,

on or before the deadline for application to be specified by the EAC. [S 6(4) of the EAC (NAC) (EC) Reg]

[Amended in October 2011]

4.8 An NAC may, before giving its advice, request the applicant to make available to it within a specified period any information, particulars and evidence relating to his/her intended candidature. The NAC may also request the applicant to present himself/herself before it at a specified time and place to assist it in the consideration of the application. The applicant may, at the specified time and place, make representations to the NAC personally or through any person authorised by him/her in writing for the purpose. [S 6(12) and (13) of the EAC (NAC) (EC) Reg]

4.9 Where an applicant does not make available any information, particulars or evidence as requested by the NAC, or fails to present himself/herself before the NAC in response to a request, the NAC may:

- (a) refuse to consider the application or to give any advice on it; or
- (b) give qualified advice on the application having regard to either or both of the following:
 - (i) the fact that any information, particulars or evidence, or where appropriate, all of them, were not available to it;
 - (ii) the failure of the applicant to present himself/herself before the NAC.

[S 6(14) of the EAC (NAC) (EC) Reg]

4.10 The NAC's advice to an applicant, including a decision to refuse to consider an application or to give advice, will be in writing and will be sent to the applicant not later than a date to be specified by the EAC [s 6(15) of the EAC (NAC) (EC) Reg].

4.11 The NAC's service is also available to designated bodies in the religious subsector nomination process, regarding the eligibility or disqualification of persons proposed to be nominated by such designated bodies, and the proposed nominees themselves. [S 6(2) and (3) of the EAC (NAC) (EC) Reg].

4.12 Any advice given by an NAC or a refusal to give any such advice does not preclude a person from seeking nomination as a candidate in an election or proceeding with a nomination, if he/she so wishes [s 10 of the EAC (NAC) (EC) Reg].

NAC's Service to ROs

4.13 NAC's service will be provided to ROs **at both EC subsector ordinary elections and by-elections** during the period specified by EAC, normally from the commencement until up to 1 day after the end of the nomination period. During the period, ROs may seek the advice of an NAC, where they consider necessary, on the eligibility for nomination of (a) the candidates who have submitted their nominations; and (b) for the religious subsector, the nominees proposed by designated bodies. The NAC will, not later than a date specified by the EAC, advise the RO concerned as to whether the candidate concerned is eligible to be nominated. [S 7 of the EAC (NAC) (EC) Reg]. *[Amended in September 2016]*

4.14 The RO is required, in making a decision as to (a) whether a particular candidate is validly nominated in respect of the subsector for which the candidate seeks nomination, or (b) whether a particular nominee is validly nominated in respect of the religious subsector for which a designated body proposes the nomination, to have regard to any advice given by an NAC on that candidate/nominee [s 14 of the EAC (EP) (EC) Reg and s 7(5) of the EAC (NAC)

(EC) Reg]. The decision on the validity of nomination, however, remains with the RO alone [s 89(2)(a) of the EAC (EP) (EC) Reg].

PART III : WHEN AND HOW TO NOMINATE

When to Nominate

4.15 Nominations may be made during the **nomination period** specified in the Notice of Election published in the Gazette [ss 4 and 5 of the EAC (EP) (EC) Reg]. An election timetable will be provided to each candidate by the RO for the relevant subsector. The RO shall receive nominations during the ordinary business hours on each working day (i.e. any day other than a general holiday) in the nomination period from 9 am to 5 pm on Monday to Friday, and from 9 am to 12 noon on a Saturday. **Candidates are well advised to submit their nominations in good time before the end of the nomination period to allow time for any errors in their nomination forms to be corrected.**

[Amended in September 2016]

How to Nominate

4.16 Nomination forms specified by the EAC are available from any DO or from the REO, or can be downloaded from the website of the REO (<http://www.reo.gov.hk>). *[Amended in September 2016]*

4.17 The nomination form comprises:

(a) **The Nomination**

It must be subscribed by not less than **5 voters registered for the EC subsector concerned** (other than the candidate himself/herself), and each voter may only subscribe **as many**

nominations regarding a particular EC subsector **as there are vacancies** to be filled [s 8(1), (2) and (3) of the EC Subscribers & Deposit Reg]. Once the number of nomination papers subscribed by a voter, which have been delivered to the RO, has reached the above statutory limit (i.e. the number of vacancies to be filled of a particular EC subsector), the voter's signature on any other nomination papers will be inoperative.

If, however, the nomination subscribed by a voter has been held to be invalid, or the candidate has withdrawn his/her nomination or has died, the voter may make another nomination instead before the end of the relevant nomination period, and his/her signature shall be operative on the latter nomination form [s 8(4) of the EC Subscribers & Deposit Reg]. *[Amended in September 2006 and September 2016]*

IMPORTANT :

A candidate who submits a nomination form on the last few days of the nomination period is advised to include more than the required number of subscribers for his/her nomination to avoid the risk of invalidation of the nomination should one or more of the subscribers be subsequently found not to be qualified as subscribers. A candidate should use his/her best endeavour to ensure that the voters subscribing his/her nomination form are eligible and that the voters have not subscribed more nomination forms than the vacancies of the EC subsector. Each voter subscribing a nomination shall sign the nomination form **personally**. *[Amended in October 2006 and September 2016]*

No unlawful means shall be used to procure a voter to subscribe or not to subscribe a nomination. Intimidation is an offence under s 24 of the Crimes Ordinance (Cap 200), liable to a fine and to imprisonment for 2 years on summary conviction or imprisonment for 5 years on conviction upon indictment. Bribery is also a corrupt conduct liable to imprisonment or a fine. *[Amended in September 2006 and September 2016]*

Candidates are also required to observe Data Protection Principle 4 of Schedule 1 to the Personal Data (Privacy) Ordinance (Cap 486) (“PD (P) O”) in safeguarding the personal data of subscribers held for the nomination form. They should take all practicable steps to ensure that the aforesaid personal data are protected against unauthorised or accidental access, processing, erasure, loss or use. *[Added in September 2016]*

(b) The Candidate’s Consent to Nomination and Declarations

This must be completed and signed by the candidate and attested by a witness. The candidate must sign and make a declaration to the effect that the candidate is eligible to be nominated as a candidate for the particular subsector, is not disqualified from being so nominated, and consents to being so nominated.

[For details, see s 8 of the EAC (EP) (EC) Reg.]

IMPORTANT :

No person shall be nominated for more than 1 EC subsector in the EC subsector election [s 20 of the Schedule to the CEEO]. When a person submits his/her nomination form, he/she must have withdrawn all his/her other prior nominations, if any. He/She is

required to make a declaration (contained in the specified form) that either he/she has not been nominated before for any other subsector in the election, or if he/she has been so, he/she has withdrawn all those prior nominations. Where a candidate stands nominated [see para. 4.25 below], any subsequent nominations of his/hers will be rejected as invalid.

In the nomination form, a candidate may choose to state his/her occupation and/or political affiliation for public information if he/she so prefers. If the candidate mentions the name of any organisation when stating his/her political affiliation, he/she must seek the consent of the organisation concerned beforehand. Candidates should make sure that their nomination forms are properly completed before submission. *[Amended in September 2016]*

4.18 Each nomination form must be submitted to the RO for the subsector concerned together with the payment of an appropriate election deposit (see Part IV of this chapter for details). The RO may refuse to accept any nomination form where there is a material alteration of its content.

4.19 The completed nomination form must be delivered with the RO for the subsector concerned by the candidate **in person** during ordinary business hours (i.e. 9 am to 5 pm from Monday to Friday, and from 9 am to 12 noon on a Saturday) on a working day (i.e. any other day other than a general holiday) in the nomination period. The CEO may, in exceptional circumstances, e.g. the nominee's temporary absence from Hong Kong or incapacity due to illness, authorise any other form of delivery of the nomination form to the RO [s 8(13) of the EAC (EP) (EC) Reg]. *[Amended in September 2016]*

4.20 The RO will also make available copies of the nomination forms for public inspection free of charge at his/her office during ordinary business hours until the relevant notice of the election result is published [s 10 of the EAC

(EP) (EC) Reg]. Should the RO decide that a nomination is invalid (see Part V below), he/she is required to endorse on the nomination form his/her decision and the reasons for it [s 16 of the EAC (EP) (EC) Reg]. *[Added in September 2016]*

False Declarations

4.21 A candidate who knowingly and wilfully makes a statement which is false in a material particular in the declaration in the nomination form shall be guilty of an offence under the Crimes Ordinance (Cap 200) and shall be liable to a fine and to imprisonment for 2 years. Under s 101 of the EAC (EP) (EC) Reg, a person who knowingly makes a false statement in a material particular or recklessly makes an incorrect statement in a material particular or omits a material particular in an election-related document commits an offence and shall be liable to a fine at level 2 (\$5,000) and to imprisonment for 6 months, which is a prescribed offence with the same disqualifying effect as conviction of a corrupt or illegal conduct under the ECICO (as described in paras. 16.46 and 17.31 of the Guidelines). *[Amended in September 2006, October 2011 and September 2016]*

PART IV : ELECTION DEPOSIT

Payment of Election Deposit

4.22 Each nomination form must be presented with the payment of an election deposit of \$1,000, in cash, cashier order or by cheque, as prescribed by regulation [s 19 of the Schedule to the CEEO and s 3 of the EC Subscribers & Deposit Reg]. *[Amended in September 2016]*

4.23 A nomination form will not be received by the RO unless it is accompanied by the required sum of election deposit.

IMPORTANT :

Candidates are encouraged to pay their election deposit by cash or cashier order although they may pay by crossed cheque. In the event that a cheque is dishonoured, the nomination will be ruled invalid unless the sum of deposit is made good before the end of the nomination period. Candidates must note that, in the case of dishonoured cheque, the RO may not be able to advise the candidate(s) concerned in good time to rectify the situation before the end of the nomination period. Therefore, in order to avoid the risk of invalidation of the nomination due to dishonoured cheque, candidates are strongly advised to submit the election deposit in cash or cashier order. *[Amended in September 2016]*

Return of Election Deposit

- 4.24 The deposit will be returned to the candidate if:
- (a) he/she is not validly nominated;
 - (b) his/her nomination is withdrawn;
 - (c) after his/her nomination is confirmed valid for the election, he/she has died or is disqualified from being nominated before the date specified for holding the election;
 - (d) he/she is elected; or
 - (e) he/she secures in his/her favour not less than 2.5% of the total number of ballot papers containing valid votes received in the EC subsector election or 5 such ballot papers, whichever is the greater.

The deposit will be forfeited if none of the above conditions is satisfied.

[For details, see ss 4 and 5 of the EC Subscribers & Deposit Reg.] *[Amended in September 2016]*

PART V : VALIDITY OF NOMINATIONS

[Ss 13, 14 and 15 of the EAC (EP) (EC) Reg and s 22 of the Schedule to the CEEO]

4.25 The RO will make a decision as to the validity of a nomination as soon as practicable after receipt of the nomination form and will publish a notice stating which persons are validly nominated as candidates within 14 days after the end of the nomination period [s 22 of the Schedule to the CEEO and s 18(1) of the EAC (EP) (EC) Reg]. *[Amended in September 2016]*

4.26 Where the RO has doubts as to whether or not a particular candidate is eligible to be nominated, he/she may apply to an NAC for advice [see para. 4.13 above].

4.27 Where a nomination appears to the RO to be invalid because of some errors that can be corrected within the nomination period, the RO will, if practicable, give the candidate a reasonable opportunity of correcting the errors before making a decision that the nomination is invalid. For example, if the entitlement of any subscriber is in doubt, a prospective candidate may be allowed to make a substitution as soon after the submission of his/her nomination form as practicable. However, no substitution for any subscriber or re-submission of a nomination form will be accepted after the end of the nomination period.

4.28 A nomination may be ruled invalid if any errors on the nomination form are not corrected by the end of the nomination period.

4.29 The RO may require such additional information from a candidate as he/she considers necessary to satisfy himself/herself as to the validity of the nomination.

4.30 A nomination will not be valid unless it contains all the information and signatures required to be shown on the nomination form or other information required by the RO and the candidate has made the declaration referred to in para. 4.17(b) above. *[Amended in October 2011]*

4.31 The RO may decide that a nomination is invalid only where:

- (a) the number or qualifications of the subscribers fall short of the requirements under s 8 of the EC Subscribers & Deposit Reg;
- (b) the nomination form, including the nomination and declaration, has not been completed or signed as required by s 8 of the EAC (EP) (EC) Reg;
- (c) he/she is satisfied that the candidate is not eligible to be, or is disqualified from being, nominated as a candidate, having regard to any advice given by the NAC to an application made by him/her or by that candidate [see paras. 4.14 and 4.26 above];
- (d) the candidate has been nominated in another subsector in the same election and the RO is not satisfied that he/she has withdrawn that candidature;
- (e) the cheque for the payment of the election deposit of the candidate is dishonoured and has not been made good before the end of the nomination period;

- (f) he/she is satisfied that the candidate has died; or
- (g) the nomination form is not duly delivered within the nomination period [see paras. 4.15 and 4.19 above].

[Amended in September 2016]

4.32 If, having decided that a candidate is validly nominated but before the polling day, proof is given to the satisfaction of the RO that the candidate has died, he/she must publicly declare that the candidate has died and further declare which candidate is or candidates are validly nominated for that subsector. The RO does not have to make any such declaration if the candidate who has died is uncontested in the election for the relevant subsector and the RO has publicly declared that the candidate was duly elected. [S 23 of the Schedule to the CEEO and s 20 of the EAC (EP) (EC) Reg]

4.33 If, having decided that a candidate is validly nominated but before the polling day, proof is given to the satisfaction of the RO that the candidate is disqualified from being nominated as a candidate, the RO must vary the decision to the effect that the candidate is not validly nominated. He/She must then publicly declare his/her varied decision and which candidate is or candidates are validly nominated for that subsector. The RO does not have to vary his/her decision if the candidate who has been disqualified is uncontested for the relevant subsector and the RO has publicly declared that the candidate was duly elected. [S 23 of the Schedule to the CEEO and s 21 of the EAC (EP) (EC) Reg]

PART VI : WITHDRAWAL OF CANDIDATURE

4.34 An EC subsector election candidate may withdraw his/her candidature only before the end of the nomination period. He/She should complete and sign a specified form entitled “Withdrawal of Candidature” and lodge it with the RO concerned [s 21 of the Schedule to the CEEO].

IMPORTANT :

It is an offence under ss 7 and 8 of the ECICO for a person to bribe, or to use or threaten to use force or duress against, a candidate to induce him/her to withdraw his/her candidature, and for a candidate to solicit or accept a bribe to withdraw his/her candidature. *[Amended in September 2016]*

PART VII : NOTICE OF VALID NOMINATIONS

4.35 The RO concerned will publish a notice in the Gazette within 14 days after the end of the nomination period, stating the name and address of each of all the validly nominated candidates for the subsector, together with the number (which will be shown on the ballot paper) allocated by the drawing of lots to each candidate [s 18 of the EAC (EP) (EC) Reg]. Each validly nominated candidate will be separately informed of the validity of all nominations of the same subsector. *[Amended in September 2006 and September 2016]*

PART VIII : CANDIDATES' BRIEFING AND INTRODUCTION TO CANDIDATES

4.36 The EAC will conduct a briefing for all validly nominated candidates on important matters related to the election. After the end of the nomination period, the RO will inform each validly nominated candidate of the date and time of the Candidates' Briefing. The RO will conduct a lots drawing session immediately after the briefing to allocate to each candidate a candidate number to be shown on the ballot paper; and a set of designated spots for displaying EAs (please refer to para. 8.29). *[Amended in January 2010 and September 2016]*

4.37 The REO will publish an **Introduction to Candidates**. The number of each candidate on the ballot paper allocated to him/her by the drawing of lots will also be shown on the Introduction to Candidates, which will be mailed to the voters together with the poll cards before the polling day. Copies of the Introduction to Candidates will be made available in the Correctional Services Department ("CSD") and other law enforcement agencies for voters imprisoned or held in custody. *[Amended in January 2010 and September 2016]*

4.38 Candidates are free to make use of the Introduction to Candidates to promote their election platforms. Any candidate who so wishes should submit the following to the relevant RO **before the end of the nomination period**:

- (a) a duly completed grid paper affixing a colour photograph of the candidate which must be in a specified size and should be taken within the last 6 months; and
- (b) 2 additional copies of his/her photograph identical to the one affixed to the grid paper with his/her name label affixed on the back.

If a candidate does not submit the grid paper, the Introduction to Candidates will only show the name and the candidate number in respect of him/her, and “Relevant information has not been provided by the candidate” will be printed in the space provided for the election platform. *[Amended in January 2010, October 2011 and September 2016]*

4.39 The contents, nature and presentation of a candidate’s message in the Introduction to Candidates are exclusively the idea and work of the candidate himself/herself. They will not be subject to alteration or editing by the REO unless they are considered to be indecent, defamatory, unlawful or contain information not relating to the promotion of the candidature of the candidate concerned. *[Amended in January 2010 and October 2011]*

4.40 To assist persons with visual impairment to read the contents of the election platform in the Introduction to Candidates, the REO has put in place a mechanism for candidates to provide separately the typed texts of their messages therein. With these typed texts, the REO would prepare a text version of the Introduction to Candidates for uploading onto the dedicated website for the election. This text version would enable persons with visual impairment to read the contents of the document with the aid of a computer. If the candidate does not provide the typed text of the Introduction to Candidates, the website will only show his/her name and the number allocated with the remark that the candidate has not provided a text version of his/her election platform. The EAC appeals to all candidates to support this initiative and make use of this text version to communicate their electoral messages to persons with visual impairment. As a general principle, candidates should be sensitive to the needs of persons with disabilities and, in the course of their electioneering campaign, make their utmost efforts to ensure that persons with disabilities, irrespective of their different forms of disability, can have fair access to their electoral messages. *[Added in September 2016]*

CHAPTER 5

POLLING AND COUNTING ARRANGEMENTS

PART I: BEFORE THE POLL

5.1 Out of the 38 subsectors, the NPC subsector as well as the LegCo subsector are filled by ex-officio members, and the religious subsector nominates its EC members (see Chapter 2). No election is therefore necessary for these 3 EC subsectors.

5.2 For the remaining subsectors, the CEO must, in respect of a subsector election, designate by notice in the Gazette place(s) as polling station(s), dedicated polling station(s)⁵, special polling station(s)⁶ or counting station(s) at least 10 days before the polling day. [Ss 28 and 29 of the EAC (EP) (EC) Reg] *[Amended in January 2010 and September 2016]*

5.3 Depending on the circumstances, the REO may set up one central polling station or a number of polling stations [s 28 of the EAC (EP) (EC) Reg]. In the latter case, the polling station allocated to a voter or AR will be based on his/her registered residential address, save for registered voters and ARs imprisoned or held in custody by the law enforcement agencies who will be assigned to vote at the appropriate dedicated polling stations. The RO for each subsector must, at least 10 days before polling day, give notice of time and place of counting of votes to candidates [s 63 of the EAC (EP) (EC) Reg]. *[Amended in September 2006, January 2010 and September 2016]*

⁵ A dedicated polling station means a place situated inside penal institutions or other suitable places at which registered voters or ARs of corporate voters, who are imprisoned or held in custody by the law enforcement agencies on the polling day, will be allocated to vote.

⁶ A special polling station is one accessible to voters and ARs of corporate voters with mobility difficulty. (See also para. 5.6 below)

5.4 At least 5 days before the polling day, poll cards notifying voters/ARs of contested subsectors of the date, time and place of the poll will be sent to their registered addresses or correspondence addresses (if applicable). To allow voters/ARs serving a sentence of imprisonment on the polling day to receive the poll cards as early as possible, the REO will send the poll cards to the prisons where the voters/ARs are serving their sentences insofar as practicable. [S 31(1), (2A) and (5) of the EAC (EP) (EC) Reg] *[Amended in January 2010 and September 2016]*

5.5 In the case where the number of validly nominated candidates for a subsector does not exceed the number of vacancies, the RO concerned shall declare the candidate(s) elected [s 19(2) of the EAC (EP) (EC) Reg]. Voters/ARs in respect of that subsector do not need to vote, and a notice to that effect will be sent to them.

5.6 A voter /AR **may vote only at the polling station(s) allocated to him/her** by the CEO [s 32 of the EAC (EP) (EC) Reg]. Most of the polling stations are accessible to persons with mobility difficulty. Whether the polling station allocated to a voter/AR is accessible to persons who are wheelchair users or have difficulty in walking will be specified clearly in the location map attached to the poll card sent to each voter/AR. If a voter/AR with mobility difficulty is allocated to a polling station not accessible to him/her, he/she may **at least 3 days** before the polling day apply to the CEO for re-allocation to a special polling station [s 33(2) of the EAC (EP) (EC) Reg]. If a special polling station is re-allocated to a voter/AR, then he/she may vote only at that polling station. Subject to availability, free Rehabus service may also be arranged to take those voters/ARs to the special polling station. In case special circumstances require, the CEO may allocate to a voter/AR an alternative polling station, in addition to or in substitution of the one originally allocated to him/her [ss 30(4) and 33 of the EAC (EP) (EC) Reg]. Voters/ARs concerned may make enquiries with the REO

on this subject by telephone or in writing. *[Amended in September 2006 and September 2016]*

5.7 Due to security reasons, there is a need to separate some persons imprisoned or held in custody from others inside penal institutions. The Commissioner of Correctional Services shall assign a time slot during the polling hours of a dedicated polling station situated in a penal institution to a voter/AR allocated to that polling station to vote, and inform the voter /AR of the time slot assigned. The Commissioner of Correctional Services must assign time slots so as to give the voters/ARs a reasonable opportunity to vote. A voter/AR to whom a time slot is assigned may only cast his/her vote during that time slot (see para. 5.20 below). [S 27(2A), (2B), (3A) and (4A) of the EAC (EP) (EC) Reg] *[Added in January 2010]*

PART II : OUTSIDE THE POLLING STATION

5.8 Unless it is not practicable to do so, the PRO will arrange a copy of the relevant Introduction to Candidates published by the REO to be displayed outside the polling station, or if it is a dedicated polling station inside the polling station, to facilitate easy reference by voters/ARs. *[Amended in October 2011 and September 2016]*

5.9 The CEO will display a map or plan showing the boundary of the polling station outside the polling station, or if it is a dedicated polling station inside the polling station [s 43(1A) of the EAC (EP) (EC) Reg]. A no canvassing zone (“NCZ”) will be designated outside each polling station to ensure the free and safe passage of voters/ARs into the polling station. A No Staying Zone (“NSZ”) in which no one is allowed to stay or loiter will also be designated immediately outside the entrance/exit of a polling station to avoid any obstruction of entry/exit. Canvassing activities within a NCZ will not be allowed (except for

static display of EAs mounted at designated spots approved by the RO). A notice of the declaration of a NCZ and a map or plan showing the boundary of the area will be put up at or near the polling station [s 40(8) of EAC (EP) (EC) Reg]. Door-to-door canvassing and, for the purpose of such canvassing, the display or wearing of any propaganda material, e.g. badge, emblem, clothing or head-dress, which may promote or prejudice the election of a candidate or candidates at the election, or makes direct reference to a body any member of which is standing as a candidate in the election or to a political body in Hong Kong, will be allowed on the storeys above or below street level in a building within a NCZ other than a building in which there is a polling station, provided that permission has been obtained for entry to the building for canvassing votes, and that obstruction is not posed to voters/ARs and no sound amplifying device is used [s 40(15) and (16) of EAC (EP) (EC) Reg]. [See Chapter 14] [*Amended in September 2006, January 2010, October 2011 and September 2016*]

5.10 On the polling day, a person must not:

- (a) engage in canvassing votes (including suggesting not to vote for any candidate) within the NCZ other than the door-to-door canvassing activities stated in para. 5.9 above;
- (b) use a sound amplifying system or device for any purpose within the NCZ, except for the performance of duties by officers of the CSD on the polling day at the dedicated polling stations situated in prisons;
- (c) use a sound amplifying system or device, or conduct any activity (e.g. lion dance) for canvassing votes, so that the sound emitted by it can be heard in the NCZ;

- (d) display or wear in the NCZ any propaganda material, e.g. badge, emblem, clothing or head-dress (except for static display of EAs mounted at designated spots approved by the RO), which:
 - (i) may promote or prejudice the election of a candidate or candidates at the election; or
 - (ii) makes direct reference to a body any member of which is standing as a candidate in the election or to a political body in Hong Kong; or
- (e) stay or loiter in the NSZ without the express permission of the PRO;

otherwise he/she commits an offence with a maximum penalty of a fine at level 2 (\$5,000) and to imprisonment for 3 months [ss 40(14), (14A), (15) and 45(4) and (7) of the EAC (EP) (EC) Reg]. *[Amended in September 2006, October 2011 and September 2016]*

PART III : COMMENCEMENT OF POLLING

5.11 The poll starts at 7:30 am and ends at 10:30 pm. For security reasons, dedicated polling stations situated in prisons open from 9:00 am to 4:00 pm. About 15 minutes before the commencement of polling, the Presiding Officer (“PRO”) at a polling station will show the candidates, their election agents or polling agents, if they are present, the empty ballot boxes before proceeding to lock and seal them. Candidates concerned or their agents may observe the locking and the sealing of the ballot boxes. For each candidate, only 1 such person may be present to observe the locking and the sealing of the ballot

boxes: a candidate, the election agent or a polling agent. For dedicated polling station, due to security reasons,

- (a) only a maximum of 2 candidates may be present to observe the locking and the sealing of the ballot boxes at a dedicated polling station situated inside a maximum security prison, and
- (b) a maximum of 2 candidates, election agents or polling agents may be present to observe the locking and the sealing of the ballot boxes at a dedicated polling station situated in a prison other than a maximum security prison.

Admission of candidates, election agents or polling agents to the aforesaid dedicated polling stations to observe the locking and sealing of ballot boxes will be on a **first-come-first-served basis**. Where no candidates or any of their agents are present at the polling station, the above process of locking and sealing of ballot boxes will be conducted in the presence of any two of the following persons: police officer, member of the Civil Aid Service (“CAS”), officer of the CSD or polling staff, as the case may be, present at the polling station. [See also Chapter 7 on the procedures for applying for the presence of election agents or polling agents in dedicated polling stations situated in prisons.] *[Amended in January 2010, October 2011 and September 2016]*

5.12 Before the commencement of polling, the PRO will also inform and show the candidates, their election agents or polling agents, if they are present, the number of unissued ballot papers in respect of each subsector which are in his/her possession. The ballot papers are distinguishable by different colour patterns and code numbers. *[Amended in January 2010 and September 2016]*

PART IV : ADMISSION TO THE POLLING STATION

5.13 Other than voters/ARs, the following persons may also be admitted to a polling station:

- (a) the PRO and other polling staff;
- (b) the Chief Returning Officer (“CRO”) (Subsectors), the ROs and Assistant Returning Officers (“AROs”) for the relevant subsector;
- (c) members of the EAC;
- (d) the CEO;
- (e) police officers and members of the CAS on duty at the polling station;
- (f) officers of the CSD and other law enforcement agencies on duty at dedicated polling stations;
- (g) candidates and election agents of relevant subsectors subject to para. 5.14;
- (h) polling agent(s) appointed for the polling station (this does not apply to dedicated polling stations situated in maximum security prisons) subject to para. 5.14;
- (i) public officers authorised in writing by the CEO;
- (j) any person authorised in writing by a member of the EAC;

- (k) a person authorised in writing by the RO for liaison purposes; and
- (l) a child who accompanies a voter/AR who enters the polling station for the purpose of voting (if the PRO considers that the child should not be left unattended while that voter/AR is in the polling station and the child will not disturb or cause inconvenience to any person in the polling station).

[S 44(4), (5) and (13) of the EAC (EP) (EC) Reg] *[Amended in September 2006, January 2010 and September 2016]*

A notice will be displayed at the entrance to polling stations (other than dedicated polling stations) to show that only the above persons and voters/ARs may be allowed to enter.

5.14 For the purpose of maintaining order in the polling station, the PRO may regulate the number of voters/ARs, candidates, election agents and polling agents to be admitted to the polling station at any one time: [S 44(2) of the EAC (EP) (EC) Reg]

- (a) For each candidate, only 1 of the following persons may enter and be present in the polling station at any one time: the candidate, his/her election agent or polling agent. [S 44(6), (7) and (8) of the EAC (EP) (EC) Reg]
- (b) A notice will be displayed outside each polling station showing the capacity of the designated area inside the polling station for candidates, their election agents or polling agents to observe the poll.

- (c) Admission of candidates, election agents and polling agents will be on a **first-come-first-served basis**. In order that as many candidates, election agents and polling agents as possible may have the chance to observe the poll at the polling station, any candidate, election agent or polling agent who has been admitted to the polling station may only stay for 1 hour. He/She must then leave the polling station unless there is no other candidate, election agent or polling agent waiting for admission. He/She may apply for re-admission into the polling station again on a first-come-first-served basis.
- (d) Anyone on admission into a polling station has to sign and enter his/her time of entry on a log sheet. A candidate, election agent or polling agent who has to queue outside the polling station for his/her turn to observe the poll at the designated area will be given a number chit that indicates the order of admission. The polling staff will call out the number to admit the holder of the number chit concerned. If the holder concerned is not present at the time, his/her place will be taken over by the person next in line. He/She who has lost his/her place due to his/her absence will have to obtain a new number chit when he/she returns.
- (e) As stated in (c) above, to ensure fairness, waiting slots for entering a polling station are all allocated on a first-come-first-served basis. If a candidate or his/her agent seeks admission to a polling station but all the waiting slots are full until the close of poll, no vacant slot can be allocated to the candidate or his/her agent. However, if none of this candidate or his/her agent has earlier entered the polling station to observe the poll on the polling day, the PRO concerned will endeavour to give the candidate/agent an opportunity to enter the polling station to observe the poll before

the close of poll under a special arrangement. Under this special arrangement, the person will replace the candidate or his/her agent who has been allocated the last waiting slot for admission to the polling station if this last candidate or any of his/her agents has already been given an earlier slot to observe the poll at that polling station.

- (f) For security reasons, only a maximum of 2 candidates may be present at any one time to observe the poll at a dedicated polling station situated inside a maximum security prison, and a maximum of 2 candidates, election agents or polling agents may be admitted to a dedicated polling station situated in a prison other than a maximum security prison at any one time. Observers will have to take turn in case more than two candidates/agents intend to observe the poll at the same time. The PRO may regulate the number of people entering the dedicated polling stations. [See also Chapter 7]

[Amended in January 2010 and September 2016]

5.15 Except for a voter/AR, a police officer, an officer of the CSD, an officer of any law enforcement agency or a member of the CAS on duty, all other persons permitted to enter a polling station are required to sign a **Declaration of Secrecy** on a specified attested form and observe the provisions governing the secrecy of voting [s 92 of the EAC (EP) (EC) Reg]. *[Amended in January 2010, October 2011 and September 2016]*

PART V : CONDUCT INSIDE THE POLLING STATION

5.16 On arrival at the polling station, a voter /AR should show to the polling staff at the ballot paper issuing desk his/her identity card or such other

identity document or documents, which show the identity card/document number, name and photograph of the voter/AR, to the satisfaction of the polling staff or PRO [s 50 of the EAC (EP) (EC) Reg]. The polling staff will check the voter/AR's identity document against the entries on the copy of registers of voters to ascertain if the voter/AR is registered in respect of the subsector concerned. The polling staff will call out the name of the voter/AR as stated in the entry in the copy of the register of voters and cross out the name and the identity document number of that entry, before giving him/her either 1 or 2 ballot papers, depending on his/her entitlement. A voter/AR may be asked to check the number of ballot papers issued to him/her to ensure that he/she has been given the correct ballot paper(s). No record will be made as to which particular ballot paper(s) is given to a voter/AR. [S 53 of the EAC (EP) (EC) Reg] [*Amended in September 2016*]

5.17 For control purpose regarding the total number of ballot papers issued, the counterfoil of each ballot paper bears a serial number on its front. However, the serial number on the counterfoil will not be recorded as correlating to the particular voter/AR to whom the ballot paper is issued.

5.18 If there are reasonable grounds for questioning the *bona fides* of a voter/AR, the PRO shall ask him/her the following questions at the time of his/her application for a ballot paper (but not afterwards):

- (a) Are you the person registered in the subsector FR now in effect for this subsector, as follows (reads the whole of the relevant entry or entries in the register)?
- (b) Have you already voted for this subsector?

A person will not be issued with any ballot paper unless he/she has answered the questions to the satisfaction of the PRO. [S 51(3) and (5) of the EAC (EP) (EC) Reg]

5.19 Where there is reasonable cause to believe that a person has engaged in corrupt conduct of impersonation of a voter /AR, the PRO may request the police officer on duty at the polling station to arrest that person. If the polling station is a dedicated polling station, the PRO may request the officer of the CSD or the law enforcement agency to remove the person concerned from the polling station and report the case to the police [s 52(1), (2) and (2A) of the EAC (EP) (EC) Reg]. *[Amended in January 2010 and September 2016]*

5.20 If a voter/AR has been issued with 1 or 2 ballot papers, depending on his/her entitlement, but leaves the station without casting any or all of the votes, he/she cannot return to the polling station later to cast the vote(s) not yet cast, except under the following circumstances -

- (a) if, after having been issued with 1 or 2 ballot papers, a voter/AR has become incapacitated from voting or completing the voting by physical illness and has left the polling station without marking his/her ballot paper or any or all of the ballot papers, he/she may return to the polling station to cast his/her vote(s) before the close of the poll, provided that before he/she leaves the polling station, his/her ballot paper(s) has been retrieved by the PRO [s 55(6) of the EAC (EP) (EC) Reg]; or
- (b) for a reason considered justified by the PRO, a voter/AR who has not marked the ballot paper(s) issued to him/her may, with the permission of the PRO, hand back the ballot paper(s) to the PRO and return later to cast his/her vote(s) [s 55(2) of the EAC (EP) (EC) Reg]; and

- (c) for a dedicated polling station situated in a prison, the voter/AR has to return to cast his/her vote(s) within the existing or any newly assigned time slot [s 55(3A) of the EAC (EP) (EC) Reg].

Under the above circumstances, the following actions must be taken by the PRO and/or the Commissioner of Correctional Services or his officer:

- (a) the PRO must keep the ballot paper(s) in his/her custody and return such ballot paper(s), in the presence of a police officer for polling stations other than a dedicated polling station or an officer of the CSD or any law enforcement agency for a dedicated polling station, to the voter/AR in question when the latter returns before the close of poll to cast his/her vote(s) [ss 55(4) and 55(6) of the EAC (EP) (EC) Reg]; and/or
- (b) the Commissioner of Correctional Services or his/her officer must, as far as practicable, assign to a voter/AR of a dedicated polling station situated in a prison a new time slot during the polling hours appointed for the polling station and notify the voter/AR of the time slot [s 55(3B) and (6A) of the EAC (EP) (EC) Reg]; and
- (c) if at the close of poll, the voter/AR has not returned, the PRO shall endorse the ballot paper(s) with the word “**UNUSED**”; such ballot paper(s) shall not be counted [ss 59 and 77 of the EAC (EP) (EC) Reg].

[Amended in September 2006, January 2010, October 2011 and September 2016]

5.21 The PRO would only need to keep a ballot paper left in the polling station in his/her custody in the circumstances described in para. 5.20 above when he/she knows which voter/AR had left the ballot paper behind. Otherwise, a ballot paper found to be left in the polling station should be endorsed as “UNUSED” and shall not be counted. *[Amended in September 2006 and September 2016]*

5.22 When issued with the ballot paper(s), a voter/AR will also be provided with a cardboard of different colour to indicate the number of ballot papers issued (i.e., white for 1 ballot paper and red for 2 ballot papers). This arrangement is to facilitate the polling staff manning the ballot boxes to ensure that a voter/AR has cast all his votes (1 or 2) before leaving the polling station and that no person can take away any ballot paper from the polling station. The cardboard will be collected by the polling staff after the voter/AR has inserted his/her ballot paper(s) into the ballot box(es) before leaving the polling station.

5.23 After being issued with the ballot paper(s), the voter/AR should immediately proceed to one of the voting compartments where he/she will mark his/her ballot paper(s) to indicate his/her choice of candidate(s) in the following manner, as appropriate. One compartment may be used only by one voter/AR at one time:

- (a) when the usual type of ballot papers with **circles** against the names of the candidates and a chop with a “✓” sign (provided by the polling staff) are used, the voter/AR must use the chop to mark his/her choice of candidate(s) in the circles up to the number of vacancies to be filled. The chop is to be affixed to give a single “✓” in the circles on the ballot paper opposite the names of the candidates of the voter’s/AR’s choice; **or**

- (b) when a specially designed ballot paper with **ovals** against the names of the candidates is used, the voter/AR should shade the ovals for the choice of candidates up to the number of vacancies to be filled by using the pen provided by the polling staff.

After marking the ballot paper, the voter/AR should cast his/her vote in the manner as directed by the EAC. The various ways of casting the vote as the EAC thinks fit are as follows:

- (a) to put the ballot paper, unfolded, into the ballot box with the marked side facing down;
- (b) to –
 - (i) fold the ballot paper so that the marked side is inside; and
 - (ii) put the folded ballot paper into the ballot box;
- (c) to –
 - (i) put the ballot paper, unfolded, into an envelope provided at the polling station; and
 - (ii) put the ballot paper contained in the envelope into the ballot box; or
- (d) to –
 - (i) fold the ballot paper so that the marked side is inside;
 - (ii) put the folded ballot paper into an envelope provided at the polling station; and

- (iii) put the ballot paper contained in the envelope into the ballot box.

[Ss 54 and 56 of the EAC (EP) (EC) Reg] *[Amended in September 2006 and September 2016]*

5.24 Immediately after a voter/AR comes out of the voting compartment, he/she should put his/her marked ballot paper(s) whether folded or put into envelope(s) as indicated in paras. (c) to (f) above into the ballot box as directed by the polling staff and return the cardboard to the polling staff, after which the voter/AR should leave the polling station immediately [s 54(1A), (1B), (2) and (3) of the EAC (EP) (EC) Reg]. *[Amended in September 2006 and September 2016]*

NOTE :

A voter/AR must not remove a ballot paper from a polling station. It is an offence under s 54(4) of the EAC (EP) (EC) Reg for a person to bring out a ballot paper from a polling station. Further, any person who removes a ballot paper from a polling station with intent to deceive may commit an offence under s 17(1)(c) of the ECICO and may be prosecuted. It will also be a corrupt conduct under s 17(1)(d) of the ECICO if any person, without lawful authority, destroys, defaces, takes or otherwise interferes with a ballot paper at the election.

5.25 A voter/AR with visual impairment who so requests will be provided with a **braille template** to facilitate his/her marking of the ballot paper by himself/herself. The template should be returned to the polling staff after use. [S 57(3) of the EAC (EP) (EC) Reg] [For details about the template, see para. 7.40.] *[Amended in September 2016]*

5.26 A voter/AR who is unable to mark a ballot paper by himself/herself to indicate the choice of candidate(s) (e.g. being unable to read or incapacitated by visual deficiency or other physical cause) may ask the PRO, Deputy PRO or Assistant PRO to mark the ballot paper on his/her behalf. The marking of the ballot paper will be made to show the voter/AR's choice in the presence of one of the Polling Officers as a witness. [S 57(1) and (2) of the EAC (EP) (EC) Reg] *[Amended in October 2011 and September 2016]*

5.27 **The ballot is secret. No one can force a person to vote or not to vote for any particular candidate** [s 13 of the ECICO]. **Also, no one is required to tell which candidate he/she has voted for or is going to vote for.** A person who, without lawful authority, requires or purports to require a voter/AR to disclose the name of, or any particular relating to, the candidate for whom the voter/AR has voted commits an offence and will be liable to a fine at level 2 (\$5,000) and to imprisonment for 6 months [s 93(10) of the EAC (EP) (EC) Reg and s 37 of the Schedule to the CEEO]. *[Amended in September 2006 and September 2016]*

5.28 For the protection of the voter/AR's privacy, no one shall, at any time, disclose whether a voter/AR has or has not applied for a ballot paper or voted; or disclose the identity of a voter/AR at a dedicated polling station. Anyone who makes such disclosure commits an offence and will be liable to a fine at level 2 (\$5,000) and to imprisonment up to 6 months. [S 93(1A) and (10) of the EAC (EP) (EC) Reg] *[Added in January 2010 and amended in September 2016]*

5.29 Any voter/AR who has inadvertently torn or damaged any ballot paper or has made an error in marking any ballot paper issued to him/her may ask the PRO to exchange it for another unmarked ballot paper. If the PRO considers the request reasonable, he/she will issue a new ballot paper to the voter/AR in exchange for the spoiled ballot paper. Such spoiled ballot paper will be endorsed on

the front of it with the words “**SPOILT**” and “損壞” and will be kept by the PRO. The spoiled ballot papers will not be counted at the counting of the votes. [Ss 60 and 77 of the EAC (EP) (EC) Reg] *[Amended in September 2016]*

5.30 Where a person, claiming to be a particular voter /AR entered on the register, applies for a ballot paper after a person has already been issued with a ballot paper as such a voter /AR, the PRO may issue a tendered ballot paper to the voter/AR **only if** he/she is not certain that the latter person is the former person who had been issued with a ballot paper earlier, and the latter person has answered the appropriate questions in accordance with the law as set out in para. 5.18 to the satisfaction of the PRO. The PRO may in such circumstances issue a ballot paper with the words “**TENDERED**” and “重複” endorsed on the front of it. Such a ballot paper shall not be counted at the counting of votes. [Ss 58 and 77 of the EAC (EP) (EC) Reg] *[Amended in September 2016]*

5.31 Ballot papers which have been issued (whether marked or unmarked) may sometimes be abandoned or found left behind by voters/ARs in the voting compartments or lying on the floor of the polling station, or otherwise not used. Any person who discovers such a ballot paper is required to hand it to the PRO. Such a ballot paper will be endorsed on the front with the words “**UNUSED**” and “未用” and will be kept by the PRO. In no circumstances shall such ballot paper be put into a ballot box. Such a ballot paper will not be counted at the counting of the votes. [Ss 59 and 77 of the EAC (EP) (EC) Reg] *[Amended in October 2011 and September 2016]*

5.32 Subject to para. 5.33, no person including a voter/AR should interfere with or attempt to influence any other voter/AR, especially no one shall:

- (a) speak to or communicate with any other voter/AR contrary to a direction of the RO, ARO, PRO or any polling officer not to do so;

- (b) attempt to obtain information, or disclose any knowledge acquired, concerning the vote of another voter/AR;
- (c) exhibit or distribute any campaign material;
- (d) display or wear any propaganda material, e.g. badge, emblem, clothing or head-dress, which:
 - (i) may promote or prejudice the election of a candidate or candidates at the election; or
 - (ii) makes direct reference to a body any member of which is standing as a candidate in the election, or to a political body in Hong Kong; or
- (e) use a mobile telephone or any telephone or paging machine or any other form of electronic communication device contrary to a direction of the RO, ARO, PRO, or any polling officer not to do so.

If a person contravenes any of the above prohibitions, he/she commits an offence and will be liable to a fine at level 2 (\$5,000) and to imprisonment for 3 months [s 45 of the EAC (EP) (EC) Reg]. *[Amended in September 2006, October 2011 and September 2016]*

5.33 Only the following persons may speak to or communicate with voters/ARs, and use a mobile telephone, paging machine or any other form of electronic communication device within a polling station:

- (a) the PRO and other polling staff;
- (b) the ROs and AROs for the relevant subsector;

- (c) members of the EAC;
- (d) the CEO;
- (e) police officers and members of the CAS on duty at the polling station;
- (f) an officer of the CSD or other law enforcement agency on duty at a dedicated polling station;
- (g) a person authorised in writing by the ROs for liaison purposes; and
- (h) any person authorised in writing by a member of the EAC.

[S 45(1) and (6) of the EAC (EP) (EC) Reg] *[Amended in September 2006, January 2010 and September 2016]*

5.34 A person who misconducts himself/herself at a polling station or its vicinity or fails to obey any lawful order of the RO or the PRO commits an offence and will be liable to a fine and to imprisonment and may be ordered by such officer to leave the polling station or the vicinity of the polling station. A person misconducts himself/herself if he/she disrupts the poll or disturbs or causes inconvenience to any person in the polling station. A voter/AR must cast his/her vote without undue delay. If a voter/AR who is allocated to vote at a dedicated polling station fails to cast his/her vote without undue delay, the RO or the PRO may order him/her to leave the polling station immediately. If a person fails to leave immediately as ordered by the RO or the PRO, he/she may be removed by:

- (a) a police officer if the polling station is not a dedicated polling station; or

- (b) an officer of the CSD or the law enforcement agency if the polling station is a dedicated polling station; or
- (c) any other person authorised in writing by the RO or the PRO to remove him/her.

The person so removed may not re-enter the polling station on that day except with the permission of the RO or the PRO. [S 46(2), (2A), (3) and (4) of the EAC (EP) (EC) Reg] *[Amended in January 2010 and September 2016]*

5.35 Any person who undertakes photographing, filming and video or audio recording within a polling station without the express permission of the PRO, or a member of the EAC, or the express permission, in writing, of the RO, commits an offence and will be liable to a fine at level 2 (\$5,000) and to imprisonment for 6 months [s 45(2) and (8) of the EAC (EP) (EC) Reg]. Normally such permission is only granted to members of the media or government photographers for publicity purposes. *[Amended in September 2006 and September 2016]*

PART VI : CLOSE OF POLL

5.36 Voters/ARs who intend to vote but are not already at the door of their designated polling station by the close of poll will not be allowed in afterwards. After the close of poll, the ballot boxes will be locked and sealed by the PRO in the presence of the candidates and their agents, if they are present. The PRO will also inform them of the numbers of unissued ballot papers, spoilt ballot papers and unused ballot papers in his/her possession. All such ballot papers and the marked copies of the register(s) will then be made up into separate sealed packets [s 61(1) of the EAC (EP) (EC) Reg]. *[Amended in September 2016]*

5.37 Not more than 2 candidates and/or their agents of the subsectors, if they so wish, will be allowed to accompany the PRO in the delivery of the ballot boxes, together with the sealed packets and the ballot paper account prepared by the PRO, from the polling station to the counting station under police escort. Where there are more than 2 of them wishing to accompany in the delivery, the PRO will draw lots to determine which 2 persons will be allowed. Candidates and their agents are allowed to remain in the polling station only until they see that the police escort for the delivery is available, and thereafter, all of them, except those 2 persons who are to accompany in the delivery, must leave the polling station. *[Amended in September 2006, January 2010 and September 2016]*

PART VII : THE COUNT

5.38 A central counting station will be set up to conduct the count and announce the election results. The RO for each subsector must, at least 10 days before polling day, give notice of time and place of counting of votes to candidates [s 63(4) of the EAC (EP) (EC) Reg]. The CRO (Subsectors) is to supervise the central counting station and the respective ROs for the subsectors are to be in charge of the counting zone for the relevant subsector. The RO for each subsector, assisted by his/her AROs and counting staff, will be responsible for the conduct of the count. *[Amended in September 2006 and September 2016]*

5.39 All the ballot boxes will first be delivered to the central counting station. The ballot box(es) and ballot paper accounts from a polling station will be given into the charge of the RO (“the relevant RO”). Each ballot box will then be checked to see if it is properly sealed. The seal on the ballot box will be broken by the relevant RO in the presence of the relevant candidates or their election agents or counting agents, if they are present at the time. The ballot box

will then be opened and the contents emptied onto a counting table. Thereafter, the relevant RO shall:

- (a) arrange for the ballot papers to be sorted according to each subsector;
- (b) arrange for the number of the ballot papers to be counted for each subsector for verification of the ballot paper account for each subsector;
- (c) hand the ballot papers for those subsectors for which he/she is not appointed together with the relevant ballot paper accounts (verified) over to the ROs for the respective subsectors;
- (d) count the votes recorded on the ballot paper for the subsector retained by him/her (for which he/she is appointed);
- (e) count the votes recorded on the ballot papers for the subsector (for which he/she is appointed) handed over to him/her from other ROs;
- (f) determine the validity of questionable ballot papers; and
- (g) compile the final counting results.

The above steps will be appropriately modified if counting is done by computer [ss 73 and 74 of the EAC (EP) (EC) Reg]. *[Amended in September 2016]*

5.40 The following persons may be present at the counting of votes at the counting zone of a counting station or the central counting station:

- (a) the CRO (Subsectors);
- (b) the ROs, AROs and counting staff for the relevant subsectors;
- (c) members of the EAC;
- (d) the CEO;
- (e) candidates and their election agents and counting agents of the relevant subsectors;
- (f) police officers and members of the CAS on duty at the counting station;
- (g) public officers authorised in writing by the CEO;
- (h) any person authorised by the CRO (Subsectors) or the RO in charge of the counting zone of the central counting station; and
- (i) any person authorised in writing by a member of the EAC.

The CRO or the RO will designate a restricted zone inside the counting zone where the counting staff will count the votes. Candidates and their agents must not go into the restricted zone. Any member of the public may observe the counting of votes from an area (“the public area”) at the counting station set apart for that purpose by the CRO or the RO, unless the CRO or the RO considers that his/her presence may:

- (a) disrupt the counting of votes; or
- (b) prejudice the secrecy of the individual votes.

[S 66 of the EAC (EP) (EC) Reg] *[Amended in September 2016]*

5.41 Before entry, every person authorised to be present at a counting station, other than the police officers and members of the CAS on duty, must make a **Declaration of Secrecy** on a specified attested form and observe the provisions governing the secrecy of voting [s 92 of the EAC (EP) (EC) Reg]. *[Amended in September 2016]*

5.42 The CRO (Subsectors) or the RO as the case may be, may designate an area at the counting station for the public to observe the count from a distance [s 66(6) of the EAC (EP) (EC) Reg]. Persons present within that designated area will not be required to make a Declaration of Secrecy. Except with the express permission of the CRO (Subsectors) or the relevant RO or a member of the EAC, as the case may be, any person who undertakes photographing, filming and video or audio recording within a counting zone during the period commencing from the time at which the counting of the votes is to begin at the zone and ending upon the completion of the counting and re-count, if any, at the zone commits an offence [s 67(1) and (2) of the EAC (EP) (EC) Reg].

5.43 A person who misconducts himself/herself at or in the vicinity of a counting station or fails to obey any lawful order of the CRO (Subsectors) or the RO commits an offence and will be liable to a fine at level 2 (\$5,000) and to imprisonment for 3 months and may be ordered by the CRO (Subsectors) or the RO as applicable to leave the area immediately. A person misconducts himself/herself if he/she disrupts the counting of votes or disturbs or causes inconvenience to any person in the counting station. The CRO (Subsectors) or the RO may also order a person to leave the counting station if the person conducts himself/herself in such way that the purpose of his/her presence is not that for which he/she was authorised or permitted to enter or remain in the counting station. If he/she fails to leave immediately, he/she may be removed by a police officer or by any other person authorised in writing by the CRO

(Subsectors) or the RO. The person so removed may not re-enter the counting station on that day except with the permission of the CRO (Subsectors) or the RO. [Ss 67 and 68 of the EAC (EP) (EC) Reg] *[Amended in September 2016]*

5.44 The RO will conduct the count in the presence of the candidates, their election agents or counting agents, if they are present. After the RO has opened the ballot boxes, the candidates and their agents may request to inspect any paper other than ballot papers taken out from the ballot boxes before the paper is disposed of. **At no time should a candidate, his/her election agent or counting agent touch any ballot papers.** [S 72 of the EAC (EP) (EC) Reg] *[Amended in January 2010]*

Invalid Ballot Papers

5.45 A ballot paper is invalid if:

- (a) it is endorsed on the front with the words “TENDERED” and “重複” ;
- (b) it is endorsed on the front with the words “UNUSED” and “未用” ;
- (c) it is endorsed on the front with the words “SPOILT” and “損壞” ;
or
- (d) no vote has been marked on it.

These ballot papers will be set aside as invalid on the spot. They will not be counted and will not be treated as questionable ballot papers. A candidate, an election agent or a counting agent may inspect these ballot papers but is not entitled to make representations to the RO concerning these ballot papers. [Ss

74A(b) and 77 of the EAC (EP) (EC) Reg] *[Amended in September 2006 and October 2011]*

Questionable Ballot Papers

5.46 Ballot papers with doubtful validity in the following categories are set aside as questionable ballot papers. A questionable ballot paper will be decided as invalid if in the opinion of the RO:

- (a) it has any writing or mark by which the voter/AR can possibly be identified;
- (b) it is not marked in accordance with s 56 of the EAC (EP) (EC) Reg, i.e.:
 - (i) not marked by shading the ovals opposite the names of the candidates of a voter/AR's choice; or
 - (ii) in case where a chop with a "✓" is to be used:
 - (aa) not marked with the chop; or
 - (bb) not marked by affixing the chop to give a single "✓" in the circle opposite the names of the candidates of the voter/AR's choice on the ballot paper, and the voter/AR's intention is unclear. However, the RO may count the vote on that ballot paper if he/she is satisfied that the intention of the voter/AR is clear, notwithstanding the "✓" mark is not placed inside the circle; or

- (iii) votes given for more than the number of vacancies for a subsector;
- (c) it is substantially mutilated; or
- (d) it is void for uncertainty.

[Ss 56, 74A(a), 77 and 78 of the EAC (EP) (EC) Reg] *[Amended in September 2006 and September 2016]*

When deciding on the validity of the ballot papers in (a) above, where appropriate, the RO will make reference to the judgment made by the Court on an election petition case (HCAL 127/2003). In that case, the Court ruled that the handwritten tick found on the ballot paper in question in the said election petition was considered a mark by which the elector could possibly be identified. The validity of ballot papers with any other writings or mark will remain to be determined by the RO on a case-by-case basis [ss 74A(a) and 78(4) of the EAC (EP) (EC) Reg]. *[Amended in September 2016]*

5.47 The RO will invite the candidates, their election agents or counting agents present to participate in the determination process of questionable ballot paper. *[Amended in September 2016]*

5.48 The determination process will be conducted in the following manner:

- (a) the RO will inform the candidates and their election agents and counting agents of his/her initial decision on the validity of each questionable ballot paper. A candidate, an election agent or a counting agent, may inspect and make representations concerning any questionable ballot paper [s 78(3) of the EAC (EP) (EC) Reg];

- (b) the RO will then consider their representations and make his/her final decision on the validity of the questionable ballot paper (see para. 5.49 below) [s 78(4) of the EAC(EP) (EC) Reg];
- (c) if the RO decides that a questionable ballot paper is invalid and, therefore, not to be counted, he/she must endorse the words “不獲接納” and “rejected” on the front of it. In that case, if a candidate, an election agent or a counting agent objects to the RO’s final decision, the RO must also endorse the words “反對此選票不獲接納” and “rejection objected to” on that ballot paper [s 78(5) of the EAC (EP) (EC) Reg];
- (d) if a candidate, an election agent or a counting agent objects to the decision of the PRO to count a questionable ballot paper, the RO must endorse the words “反對此選票獲接納” and “acceptance objected to” on that ballot paper [s 78(6) of the EAC (EP) (EC) Reg]; and
- (e) the RO shall prepare a statement to record his/her decisions made in respect of all questionable ballot papers [s 78(7) of the EAC (EP) (EC) Reg].

[Amended in September 2016]

5.49 The decision of the RO for a particular subsector in regard to any question arising in respect of any ballot paper relating to that subsector shall be **final** [s 79 of the EAC (EP) (EC) Reg], subject only to an appeal [s 39 of the Schedule to the CEEO]. The appeal is to be heard by the Revising Officer and an application has to be made to him/her [see Part I of Chapter 6]. *[Amended in September 2016]*

5.50 The counting of votes will proceed continuously, as far as possible, until the counting is completed.

5.51 After the count, the RO for a particular subsector will make known the result to the relevant candidates or their election agents or counting agents present. Such a candidate or his/her election agent may request the RO to re-count the votes and the relevant RO shall comply with any such request unless in his/her opinion it is unreasonably made. [S 76 of the EAC (EP) (EC) Reg] *[Amended in January 2010]*

PART VIII : DECLARATION OF RESULT

5.52 When the counting of votes and re-count(s), if any, are completed and a result obtained, the RO for a particular subsector shall declare the candidate(s) elected for that subsector. The RO shall display a notice of result of the election of that subsector in a prominent place outside the counting station. The result will also be published in the Gazette within 7 days of the declaration of the result. [Ss 80 and 81 of the EAC (EP) (EC) Reg]

PART IX : DISPOSAL OF DOCUMENTS

5.53 As soon as practicable after the RO has ascertained the result of the poll, he/she shall seal all the relevant documents and ballot papers into packets. Candidates and their agents may observe the packaging, if they so wish. [S 82 of the EAC (EP) (EC) Reg]

5.54 These sealed packets together with other documents including the nomination forms, notices of appointment of agents, etc. will then be deposited

with the CEO for safe custody for at least 6 months before they are destroyed.
[Ss 83 and 85 of the EAC (EP) (EC) Reg] *[Amended in September 2016]*

5.55 **Except pursuant to a court order** in relation to an appeal or criminal proceedings, **no person may inspect any ballot paper in the custody of the CEO.** [S 84 of the EAC (EP) (EC) Reg]

CHAPTER 6

APPEALS

PART I : APPEALS AGAINST RESULT OF AN ELECTION

6.1 A person claiming to be a candidate at an EC subsector election may appeal to a Revising Officer against the result of that election by lodging an appeal in the form of an appeal notice. The appeal notice may be lodged only on the ground that the person declared by the RO in accordance with the regulations in force under the EACO to have been elected as a member of the EC at that election was not duly elected because:

- (a) the person was not eligible to be, or was disqualified from being, a candidate at the election; or
- (b) material irregularities occurred in relation to the election, to the poll or the count.

6.2 The appeal notice may be lodged only during the period of 7 days following the date on which the RO has published in the Gazette the result being appealed against and such notice must reach the Revising Officer on a date not later than the last day of such period.

[S 39 of the Schedule to the CEEO and s 3 of the EC (Appeals) Reg]

**PART II : APPEALS IN RELATION TO REGISTRATION OF
NOMINEES OF RELIGIOUS SUBSECTOR
DECLARED BY THE RO AS MEMBERS OF THE EC**

6.3 A person who considers that a declared member is not eligible to be registered as a member of the EC on the ground that –

- (a) the declared member was not eligible to be selected as, or was disqualified from being, a nominee;
- (b) material irregularities occurred in relation to the process of nomination;
- (c) material irregularities occurred in relation to the determination of the RO as to the validity of the nomination of the declared member; or
- (d) material irregularities occurred in relation to the determination of the RO under s 7(6) of the Schedule to the CEEO,

may object to the registration of the declared member as a member of the EC in the IR or the FR, as the case may be⁷, and request the Revising Officer to determine whether some other nominee nominated by the designated body concerned (of the religious subsector) should be declared and registered as an EC member instead, by submitting a written representation to the Revising Officer during the period of 7 days following the date of the publication of the IR or the FR. Such written representation must reach the Revising Officer on a date not later than the last day of such period. [S 4 of the EC (Appeals) Reg] *[Amended in September 2006]*

⁷ IR in the case of a subsector ordinary election, and FR in the case of a subsector by-election.

PART III : HEARING OF APPEAL AND RULING OF REVISING OFFICER

6.4 When the Revising Officer receives an appeal notice or a written representation, as the case may be, he/she will, as soon as practicable, arrange to hold a hearing. At the hearing, the appellant is entitled to appear in person and to be represented by a legal practitioner or any other person authorised by the appellant. At the end of a hearing, the Revising Officer shall determine whether the person whose election is questioned was or was not duly elected or whether the declared member concerned should have been registered as a member of the EC. The determination of the Revising Officer on such an appeal is final. Moreover the Revising Officer may review any ruling made and for that purpose, may rehear the matter and reverse or confirm his/her previous ruling. The Revising Officer, if necessary, will direct the ERO to amend the IR or the FR, as the case may be⁸, after the hearings. [S 39 of the Schedule to the CEEO and ss 3 to 10 of the EC (Appeals) Reg] *[Amended in September 2006]*

⁸ IR in the case of a subsector ordinary election, and FR in the case of a subsector by-election.

CHAPTER 7

APPOINTMENT AND ROLES OF ELECTION AGENT, ELECTION EXPENSE AGENTS, POLLING AGENTS AND COUNTING AGENTS

PART I: GENERAL

7.1 This chapter deals with the appointment of agents at an election and their roles.

7.2 A candidate should think carefully before selecting any of his/her agents. He/She should choose persons suitable for the task. They will be viewed as his/her representatives and their conduct may affect the public's perception of him/her.

PART II: TYPES AND NUMBERS OF AGENTS

7.3 A candidate may appoint the following agents to assist him/her in an election:

- (a) **1** election agent [s 23(1) of the EAC (EP) (EC) Reg];
- (b) **any number** of election expense agents [s 25 of the EAC (EP) (EC) Reg] [*Amended in September 2006 and October 2011*];

- (c) not more than **2** polling agents for **each polling station** other than a dedicated polling station situated in a prison in respect of the EC subsector for which he/she is nominated [s 42(3) and (5A) of the EAC (EP) (EC) Reg];
- (d) **1** polling agent for **each dedicated polling station** situated in a prison other than a maximum security prison [s 42(5A) of the EAC (EP) (EC) Reg]; and
 (Only candidates themselves may enter maximum security prison (see para. 7.25 below). For arrangements regarding admission of election agents or polling agents to dedicated polling stations situated in prisons, please refer to paras. 7.12 to 7.15 and paras. 7.24 to 7.26 below.)
- (e) not more than such number of counting agents as will be specified by the EAC⁹ [s 64(2) of the EAC (EP) (EC) Reg].

[Amended in January 2010 and September 2016]

PART III : QUALIFICATIONS OF AGENTS

7.4 The election, polling and counting agents should be holders of the Hong Kong identity card and have attained the age of 18 years [ss 23(2), 42(4) and 64(3) of the EAC (EP) (EC) Reg] while an election expense agent needs to be a person who has attained the age of 18 years [s 25(1) of the EAC (EP) (EC) Reg].

⁹ The number of counting agents to be specified by the EAC will be stated in the specified form for notice of the appointment of counting agents.

PART IV : CIVIL SERVANTS ACTING AS AGENTS

7.5 Civil servants, other than directorate officers, Administrative Officers, Information Officers and Police Officers and those officers acting in the above grades or ranks with a view to substantive appointment thereto, (i.e. other than acting for temporary relief purpose), may act as agents or assist in electioneering activities **provided that** they are not already appointed as the CRO, ROs, AROs, PROs, polling or counting staff, that there is no conflict of interest with their official duties, that no use of public resources is involved, and that no government uniform is worn. To avoid any unfairness or appearance of unfairness or conflict of interest, civil servants who work in a subsector or have extensive contacts with the public in a subsector are strongly advised not to accept appointment by a candidate in that subsector to be his/her agent and/or participate in electioneering activities in the subsector concerned. Civil servants who participate in electioneering activities, including the seeking of election donations, for any candidates should not use or give the impression of using any public resources in such activities. The guidelines set out in this paragraph are equally applicable to the non-civil service contract staff of the Government.

[Amended in October 2011 and September 2016]

PART V : ELECTION AGENT

Appointment

7.6 A candidate may appoint **1** election agent to assist him/her and to act on his/her behalf in an election [s 23(1) of the EAC (EP) (EC) Reg]. The appointment may be made at any time after a candidate hands in his/her own nomination form.

7.7 The candidate must give notice of such appointment to the RO for the relevant subsector for which the candidate is nominated [s 23(3) of the EAC (EP) (EC) Reg]. The notice must be in the specified form, signed by both the candidate and the election agent, and delivered by hand, by electronic mail, by facsimile transmission or by post to the RO. If the notice of appointment is given on the polling day, it should not be delivered to the RO by post. [s 23(5), (6) and (13) of the EAC (EP) (EC) Reg]. The appointment will not be effective until the notice of appointment is received by the RO [s 23(4) of the EAC (EP) (EC) Reg]. *[Amended in September 2016]*

7.8 Expenses incurred by any purported agent before the notice of appointment is received for promoting the election of a candidate or for prejudicing the election of another candidate or other candidates may, depending on the circumstances, still be treated as the election expenses incurred in respect of the candidate. It is **important** to note that it is an **illegal conduct** for any person other than a candidate or a candidate's election expense agent to **incur election expenses at or in connection with an election** [s 23(1) of the ECICO]. An election agent must not incur election expenses for or on behalf of a candidate unless he/she has been appointed as an election expense agent. *[Amended in September 2016]*

Revocation

7.9 The appointment of an election agent may be revoked by the candidate at any time. The candidate must give notice of the revocation in writing in the specified form and deliver the signed notice by hand, by electronic mail, by facsimile transmission or by post to the RO. If the notice of revocation is given on the polling day, it should not be delivered to the RO by post. A revocation of an appointment of an election agent will not be effective until such notice is received by the RO [s 23(8), (9), (10) and (13) of the EAC (EP) (EC) Reg]. *[Amended in October 2011 and September 2016]*

7.10 If an election agent has died or his/her appointment has been revoked, the candidate may appoint another election agent. In such a case, the candidate must give notice of the replacement appointment in the specified form to the RO in accordance with para. 7.7 above [s 23(11), (12) and (13) of the EAC (EP) (EC) Reg]. Like other election agents, the new election agent has to follow the arrangements set out in paras. 7.12 to 7.15 below, including the need to submit an application to the CEO if he/she wishes to observe the poll at a dedicated polling station situated in a prison (other than a maximum security prison). *[Amended in January 2010 and September 2016]*

Notification

7.11 Not later than 5 days after the end of the nomination period, and thereafter as required, each validly nominated candidate or his/her election agent will receive from the RO a notice containing the particulars of all the election agents (such as names and correspondence addresses) appointed by all candidates for the subsector concerned [s 24 (1), (2), (3) and (4) of the EAC (EP) (EC) Reg]. The RO must also display outside his/her office a notice of the particulars of the election agents [s 24(5) of the EAC (EP) (EC) Reg]. *[Amended in October 2011 and September 2016]*

Role of an Election Agent

7.12 A duly appointed election agent ranks in the **most important position** amongst all kinds of agents of a candidate. He/She has the **authority to do everything a candidate is authorised to do under the EAC (EP) (EC) Reg** for the purposes of the election, **except:**

- (a) to sign the nomination form or make any requisite declaration in relation to a candidate's nomination;

- (b) to withdraw the candidate's candidature;
- (c) to incur election expenses save where he/she has been appointed as an election expense agent by the candidate;
- (d) to authorise an election expense agent to incur election expenses;
and
- (e) to be present in a dedicated polling station situated in a maximum security prison.

[S 23(14) and (15) of the EAC (EP) (EC) Reg] *[Amended in September 2006, January 2010, October 2011 and September 2016]*

IMPORTANT :

An election agent is, along with the candidate, responsible for the management of the election campaign. A candidate is responsible for all the acts of his/her election agent. If the election agent fails in his/her duties, he/she may contravene the law, in particular, the ECICO, and may commit criminal offences for which the candidate may also be liable, with serious consequences. An election agent will need to be authorised as an election expense agent by a candidate to incur election expenses. If so authorised, the election agent becomes also an election expense agent. [See Part VI of this chapter.] *[Amended in October 2011 and September 2016]*

7.13 Candidates and their election agents are allowed admission to all polling stations in respect of the subsector concerned and are entitled to be present at the counting of the votes. Due to security reasons, only candidates may

enter dedicated polling stations situated in maximum security prisons to observe the poll. An election agent, who wishes to observe the poll at a dedicated polling station situated in a prison other than a maximum security prison, must deliver an application in the specified form to the CEO by hand, by post, by electronic mail or by facsimile transmission at least 1 week before the polling day. The election agent may not be present at that dedicated polling station unless the Commissioner of Correctional Services has given consent to his/her presence. If the Commissioner of Correctional Services refuses to give consent to the application received, he/she will notify the candidate or the election agent as soon as practicable. [S 23(15) and (18) of the EAC (EP) (EC) Reg] *[Amended in January 2010 and September 2016]*

7.14 The Commissioner of Correctional Services may, on an application delivered to the CEO during the week before the polling day, give consent if he/she is satisfied that a person imprisoned or held in custody by the CSD, who is entitled to vote for the relevant subsector at the dedicated polling station concerned, is admitted or transferred to the prison concerned during that week and the application is made without undue delay after the admission or transfer [s 23(17) of the EAC (EP) (EC) Reg]. The REO will post and update on its website the number of registered voters/ARs who are imprisoned or held in custody in individual prisons daily from Monday to Friday (other than a general holiday) starting from three weeks before the polling day and on the Saturday immediately before the polling day for candidates' reference. *[Added in January 2010 and amended in September 2016]*

7.15 No election agent may be present at a dedicated polling station situated in a prison if a polling agent has already been appointed by the same candidate for that polling station. [S 23(16) of the EAC (EP) (EC) Reg] *[Added in January 2010]*

7.16 The PRO of a polling station may regulate the number of candidates and their agents to be admitted to the polling station at any one time, for the purpose of maintaining order in the polling station and ensuring that the polling is conducted smoothly [s 44(2) of the EAC (EP) (EC) Reg]. **Whilst inside a polling station or a counting station, the provisions to be observed by polling agents and counting agents are also applicable to candidates and their election agents.** They are therefore advised to familiarise themselves also with the guidelines set out in Parts VII and VIII of this chapter.

PART VI : ELECTION EXPENSE AGENTS

Authorisation

7.17 A candidate may authorise **any number** of election expense agents to incur election expenses on his/her behalf in an election. The authorisation will remain in force until the end of the election period, i.e. the end of the polling day or the last polling day if there is more than 1 polling day [ss 2 and 23 of the ECICO]. *[Amended in October 2011]*

7.18 The authorisation shall be in writing on a specified form and state the name, identity document number and address of the election expense agent, and must specify the maximum amount of election expenses the agent may incur [s 25(2) and (3) of the EAC (EP) (EC) Reg]. It should be signed by both the candidate and the agent [s 25(4) of the EAC (EP) (EC) Reg]. A copy of the authorisation must be delivered by hand, by post, by electronic mail or by facsimile transmission to the RO, or the CEO if the RO has not been appointed [s 25(5) and (6) of the EAC (EP) (EC) Reg]. *[Amended in September 2016]*

7.19 The authorisation is not effective until it has been received by the RO or the CEO as the case may be [s 25(7) of the EAC (EP) (EC) Reg]. Before

the authorisation is received, no election expenses should be incurred by a person purporting to be authorised as an election expense agent. It is also important to note that it is an illegal conduct for any person other than a candidate or a candidate's election expense agent to incur such expenses [s 23(1) of the ECICO]. The expenses so incurred may also be counted as the candidate's election expenses.

Revocation

7.20 The authorisation of an election expense agent may be revoked by a candidate at any time. The candidate must give notice of the revocation as soon as possible in writing in the specified form and deliver the signed notice by hand, by post, by electronic mail or by facsimile transmission to the RO, or the CEO if the RO has not been appointed [s 25 (8), (9) and (9A) of the EAC (EP) (EC) Reg]. The revocation will only be effective when the RO or the CEO, as the case may be, receives the notice [s 25 (10) of the EAC (EP) (EC) Reg]. The election expenses already incurred will still be counted as election expenses of the candidate. *[Amended in October 2011 and September 2016]*

Role of Election Expense Agents

7.21 An election expense agent is authorised **to incur election expenses on behalf of a candidate**. He/She must not incur election expenses in excess of the amount specified in the form of authorisation; otherwise he/she commits a criminal offence [s 23(4) of the ECICO].

Candidate's Duty to Know the Details of Election Expenses Incurred by his/her Election Expense Agents

7.22 Every candidate is under a **duty**, subject to criminal penalty for breach, to submit to the CEO a return and declaration of his/her election expenses and election donations (thereafter referred to as "election return") with supporting invoices and receipts issued by recipients of the payments. The candidate must ensure that the election return is lodged before the expiry of the period of 30 days after the date on which the last of the following events occurs in relation to all EC subsector elections to be held on the same date –

- (a) the result of the election is notified in the Gazette;
- (b) a declaration that no candidate was validly nominated is made,

or within such extended period as may be allowed by the Court of First Instance ("CFI") under the relevant law [s 37(1D), (1E) and (1N) of the ECICO and Part IV of Chapter 16]. For the efficient and effective discharge of his/her duty, the candidate should **make sure** that his/her election expense agents will keep account of all election expenses incurred on his/her behalf and will provide to him/her, as soon as practicable but not later than the same period, a detailed statement of expenditure in which each item of expenditure of \$100 or above has to be supported by an invoice and a receipt. If any item of expenditure incurred by the election expense agents is paid or defrayed or contributed to by a donation, the candidate should **make sure** that they will provide him/her with a statement stating the expenses. If an item is not explicit in monetary terms, it should be assessed at a reasonable value; and if any item of donation is more than \$1,000, it should be supported by a copy of the receipt issued to a donor (in a standard form signed by the donor). Without such statements, invoices and receipts issued by recipients of the payments or to donor(s) as the case may be, provided by the election expense agents, the candidate will no doubt have difficulty in

discharging his/her duty to file the election return, which **may render him/her liable for a criminal offence** under s 38 of the ECICO. *[Amended in September 2006, October 2011 and September 2016]*

Public Inspection of Authorisation of Election Expense Agents

7.23 The RO or the CEO, as the case may be, will make available for public inspection all copies of authorisations of election expense agents submitted by candidates until the expiration of the period for which copies of the election return lodged by the candidates are available for inspection, i.e. the period ending with the 30th day before the first anniversary of the date of the deadline for lodging the relevant election return (disregarding any order made by the CFI under s 40 of the ECICO allowing a candidate to lodge an election return within a further period as specified by the CFI) [s 41(6) of the ECICO]. This offers the public and other candidates an opportunity to scrutinise the maximum amount of election expenses that could be incurred by the election expense agents on behalf of the candidates. [S 26 of the EAC (EP) (EC) Reg] *[Amended in October 2011 and September 2016]*

PART VII : POLLING AGENTS

Appointment

7.24 A candidate may appoint **not more than 2 polling agents** for each polling station, other than a dedicated polling station situated in a prison, in respect of the subsector for which he/she is nominated [s 42(2) and (3) of the EAC (EP) (EC) Reg]. The notice of appointment must be in writing, in the specified form, signed by the candidate and delivered by hand, by post, by electronic mail or by facsimile transmission to the CEO, at least **7 days** before the polling day [s 42(5), (5AA) and (8) of the EAC (EP) (EC) Reg]. Where a

candidate wishes to appoint a polling agent after the above deadline, he/she is required to give notice of the appointment to the PRO of the polling station for which that agent has been appointed. Such a notice must be given by the candidate or the election agent **in person** by delivering the notice of appointment to the PRO at the relevant polling station on the polling day [s 42(6) of the EAC (EP) (EC) Reg]. The appointment will not be effective until the notice of appointment is received by the CEO or the PRO, as the case may be [s 42(7) of the EAC (EP) (EC) Reg]. *[Amended in January 2010 and September 2016]*

7.25 In respect of the appointment of polling agent to be admitted to a dedicated polling station situated in prison, the following provisions would apply:

- (a) only the candidate is allowed to be present in a dedicated polling station situated at a maximum security prison [s 42(5A)(c) of the EAC (EP) (EC) Reg];
- (b) only 1 polling agent may be appointed for a dedicated polling station situated in a prison which is not a maximum security prison and the Commissioner of Correctional Services has given consent to the presence of the agent [s 42(5A) of the EAC (EP) (EC) Reg]. The appointment is effective only when an application made in a specified form is delivered to the CEO by hand, by post, by electronic mail or by facsimile transmission at least **7 days** before the polling day [s 42(5), (5AA) and (8) of the EAC (EP) (EC) Reg].;
- (c) for a dedicated polling station situated in a prison which is not a maximum security prison, no polling agent may be appointed if the Commissioner of Correctional Services has already given consent

to the presence of the election agent of the same candidate at that polling station [s 42(5A)(b) of the EAC (EP) (EC) Reg].

[Added in September 2016]

7.26 If the Commissioner of Correctional Services refuses to give consent to the application received, he/she will notify the candidate or the election agent as soon as practicable [s 42(5C) of the EAC (EP) (EC) Reg]. The Commissioner of Correctional Services may, upon receipt of a notice of appointment given during the week before the polling day, still give consent if he/she is satisfied that a person imprisoned or held in custody by the CSD, who is entitled to vote for the relevant subsector at the polling station concerned, is admitted or transferred to the prison concerned during that week and that the notice of appointment is given without undue delay after the admission or transfer [s 42(5B) of the EAC (EP) (EC) Reg]. The REO will post and update on its website the number of registered voters/ARs who are imprisoned or held in custody in individual prisons on every Monday to Friday (other than a general holiday) starting from 3 weeks before the polling day and on the Saturday immediately before the polling day for candidates' reference. *[Added in January 2010 and amended in September 2016]*

Revocation

7.27 The appointment of a polling agent may be revoked by the candidate at any time. The candidate must give notice of revocation in writing and in the specified form and deliver the signed notice by hand, by post, by electronic mail or by facsimile transmission to the CEO (other than on the polling day). If the notice of revocation is given on the polling day:

- (a) for a polling agent appointed for a polling station other than a

dedicated polling station situated in a prison, such notice must be delivered to the relevant PRO by either the candidate or the election agent **in person**;

- (b) for a polling agent appointed for a dedicated polling station situated in a prison, such notice must be delivered to the CEO by hand, by electronic mail or by facsimile transmission

[S 42(10), (11) and (11A) of the EAC (EP) (EC) Reg] *[Amended in January 2010 and September 2016]*

7.28 A revocation of appointment of a polling agent is not effective until the notice thereof is received by the CEO or the PRO as the case may be [s 42(12) of the EAC (EP) (EC) Reg]. If a replacement of polling agent is appointed and he/she wishes to observe the poll at a dedicated polling station in a prison (other than a maximum security prison), he/she is required to follow the arrangements set out in paras. 7.25 to 7.26 above. *[Amended in January 2010 and September 2016]*

Role of a Polling Agent

7.29 Polling agents are appointed **to assist a candidate in observing the conduct of the poll**, to detect impersonation or irregularity at polling stations.

Provisions which the Polling Agents should be aware of

7.30 On behalf of each candidate, only 1 polling agent may be admitted at any one time to the polling station for which he/she has been appointed [s 44(6) of the EAC (EP) (EC) Reg]. Inside the polling station, he/she is required to stay within the area designated for observation of the poll and not outside. Where a

candidate or his/her election agent is present within a polling station, a polling agent of that candidate will not be allowed to be present at the same time within the polling station [s 44(7) and (8) of the EAC (EP) (EC) Reg]. [See also Part IV of Chapter 5 regarding the admission of candidates, election agents and polling agents to the polling station.] *[Amended in January 2010]*

7.31 Before entering a polling station, every person, other than a voter/AR, a police officer, an officer of the CSD or an officer of any law enforcement agency or a member of the CAS on duty, must make a Declaration of Secrecy on a specified form and observe the provisions governing the secrecy of voting [s 92 (1), (2) and (5) of the EAC (EP) (EC) Reg]. This is to make sure that, subject to penalty of making a false declaration, all persons inside a polling station will observe the secrecy of the vote of the voter and, in particular, not to divulge which voter/AR has voted for which candidate. *[Amended in January 2010]*

7.32 On attending the polling station for which he/she has been appointed, a polling agent shall report to the PRO and produce his/her identity card and the Declaration of Secrecy completed by him/her for inspection [s 44(10) of the EAC (EP) (EC) Reg].

7.33 The following procedures shall apply on the polling day:

(a) Before the poll

- (i) About 15 minutes before the commencement of the poll, the PRO will inform the candidates or their agents (either election agent or polling agent) if they are present, of the number of ballot papers in the PRO's possession, showing them the books of ballot papers not yet issued to any voter/AR (“**UNISSUED** ballot papers”).

- (ii) The PRO will show the empty ballot boxes to such persons before proceeding to lock and seal them.

(b) During the poll

- (i) Where a person, claiming to be a particular voter/AR entered on the register, applies for a ballot paper after a person has already been issued with a ballot paper under the name of such a voter/AR, the PRO may issue a tendered ballot paper to the latter voter/AR **only if** he/she is not certain that the latter person is the former person who had been issued with a ballot paper earlier, and the latter person has answered the appropriate questions in accordance with the law as set out in para. 5.18 to the satisfaction of the PRO. The PRO will in such circumstances issue a ballot paper with the word “重複” and “**TENDERED**” endorsed on the front. Such a ballot paper shall not be counted at the counting of votes. [Ss 58(1) and 77(1)(b) of the EAC (EP) (EC) Reg]
- (ii) Any voter/AR who has inadvertently torn or damaged any ballot paper or has made an error in marking any ballot paper issued to him/her may ask the PRO to exchange it for another ballot paper. If the PRO considers the request reasonable, he/she will issue a new ballot paper to the voter/AR in exchange for the spoiled one. The PRO shall endorse on the front of such spoiled ballot paper with the word “損壞” and “**SPOILT**” and keep it in his/her own custody. The spoiled ballot paper will not be put into a ballot box and will not be counted at the counting of votes. [Ss 60 and 77(1)(d) of the EAC (EP) (EC) Reg]

- (iii) The PRO shall endorse on the front of any abandoned ballot papers that have been issued or any torn pieces of such ballot papers found lying anywhere in the polling station with the word “未用” and “**UNUSED**” and keep them in his/her own custody. Such ballot papers shall not be put into a ballot box and will not be counted at the counting of votes. [Ss 59 and 77(1)(c) of the EAC (EP) (EC) Reg] Under these circumstances, the PRO will show to each candidate or his/her election agent or polling agent, who is present at the relevant time, such ballot papers.

(c) After the poll

The PRO shall, in the presence of persons at the polling station, lock the flap on the lid of the ballot box and seal it. He/She will also inform each candidate or his/her agent, if present, of the number of the following types of ballot papers in his/her possession: unissued ballot papers, unused ballot papers, and spoiled ballot papers[s 62(2) of the EAC (EP) (EC) Reg].

[Amended in September 2016]

7.34 Generally speaking, a polling agent may observe all proceedings in the polling station for which he/she has been appointed and record his/her observations but shall not do anything that may interfere with the conduct of the poll. A polling agent **may**:

- (a) observe the locking and sealing of empty ballot boxes before the poll commences and the locking and sealing of the ballot boxes during or at the close of poll;

NOTE :

A polling agent who signs the sealing certificate of a ballot box as witness is required to write his/her name in block letters beneath his/her signature for easy identification. Candidates are advised to keep a list of their own polling agents to facilitate checking when the sealing certificate is broken at the counting station.

- (b) leave the polling station at any time during the poll in which case his/her place may be taken by the relevant candidate, election agent or another polling agent (representing the same candidate) appointed to attend at the polling station [see para. 7.30 above];
- (c) subject to para. 7.35(b) below, observe the issue of ballot papers to voters/ARs and the crossing out of entries from the copy of the register of voters, subject to the condition that they cannot interfere with the work of the polling staff;
- (d) where there is reasonable ground for questioning the bona fides of a voter/AR, ask the PRO to put the following prescribed questions (subject to necessary modifications) to that person at the time of his/her application for a ballot paper (but not afterwards):
 - (i) Are you the person registered in the final register now in effect for this subsector (as appropriate), as follows (reads the whole of the relevant entry in the register)?
 - (ii) Have you already voted for this subsector in this election?

NOTE :

The person will not be issued with any ballot paper unless he/she has answered the questions to the satisfaction of the PRO.

[S 51(3), (4) and (5) of the EAC (EP) (EC) Reg]

- (e) where there is a reasonable cause to believe that a person who has applied for a ballot paper has engaged in corrupt conduct by impersonation, inform the PRO for appropriate action before that person leaves the polling station. This may possibly lead to the arrest of the person. The polling agent must however undertake in writing to give evidence to substantiate the allegation in a court of law [s 52(1) of the EAC (EP) (EC) Reg].

[Amended in January 2010 and September 2016]

7.35 Inside a polling station, a polling agent **must not**:

- (a) interfere with or attempt to influence any voter/AR;
- (b) speak to or communicate with any voter/AR, or interfere with or attempt to interfere with any ballot boxes, ballot papers, the marked copy of the register of voters or other relevant election materials. In this regard, a polling agent should station within the designated area demarcated by red adhesive tape, and must not enter, or move close to, the restricted zone delineated with yellow tapes about 1 metre, or 2 metres (depending on the configuration), around the voting compartments. Moreover, it is most improper for a polling agent to ask a voter/AR about his/her identity card number, let alone check a voter/AR's identity card;

- (c) attempt to obtain information, or disclose any knowledge acquired, concerning the vote of any voter/AR. A polling agent should read and observe carefully the provisions governing the secrecy of voting issued with the form of Declaration of Secrecy;
- (d) exhibit or leave or distribute any campaign material;
- (e) display or wear any propaganda material, e.g. any badge, emblem, clothing or head-dress which:
 - (i) may promote or prejudice the election of a candidate or candidates at the election; or
 - (ii) makes direct reference to a body any member of which is standing as a candidate in the election or to a political body in Hong Kong; or
- (f) use a mobile telephone or any telephone or paging machine or any other form of electronic communication device.

[Ss 45 and 93 of the EAC (EP) (EC) Reg] *[Amended in September 2006 and September 2016]*

7.36 A polling agent must not misconduct himself/herself in or in the vicinity of a polling station or fail to obey any lawful order of the RO or the PRO; otherwise he/she commits an offence and will be liable to a fine and to imprisonment and may be ordered by such officer to leave the area. If he/she fails to leave immediately, he/she may be removed by:

- (a) a police officer if the polling station is not a dedicated polling station; or

- (b) an officer of the CSD or any law enforcement agency if the polling station is a dedicated polling station; or
- (c) any other person authorised in writing by the RO or the PRO to remove him/her.

The person so removed may not re-enter the polling station during that day except with the permission of the RO or the PRO [s 46(2), (3) and (4) of the EAC (EP) (EC) Reg]. *[Amended in January 2010]*

Other Useful Information for Polling Agents

7.37 Polling staff, candidates, their election agents and polling agents will be required to wear an identification device issued by the RO or the PRO for identification. If in doubt, a polling agent may enquire with the PRO as to the identities of the persons inside the polling station. No attempt, however, should be made to obtain information as to the identity of any voter/AR who is about to vote or has voted [s 93(8) of the EAC (EP) (EC) Reg]. *[Amended in September 2016]*

7.38 Voters with a disability may be permitted to vote in a special polling station designated for that purpose. Candidates or their agents can make inquiries with the RO for information. *[Amended in September 2016]*

7.39 Only the PRO, the Deputy PRO or an Assistant PRO may, in the presence of one of the polling officers as a witness, help a voter to mark a ballot paper if he/she claims that he/she is unable to read or is incapacitated from casting his/her vote due to visual impairment or other physical disabilities [s 57 (1) and (2) of the EAC (EP) (EC) Reg]. The responsible officer should inform the candidates or their agents who are present when such a request for assistance is received. A candidate or his/her polling agent in the polling station may

suggest the PRO, the Deputy PRO or an Assistant PRO to choose a particular Polling Officer who is not working at the issuing counter as the witness, but the final decision as to which Polling Officer should be the witness remains with the PRO, Deputy PRO or Assistant PRO. A voter's relative, friend or any other person is in no circumstances allowed to accompany the voter in the course of voting. *[Amended in September 2016]*

7.40 In each polling station designated for an election, subject to practicability of production, a number of **braille templates** are made available for the use of voters with visual impairment, if they so choose, to facilitate them to mark their vote on the ballot paper [s 57(3) of the EAC (EP) (EC) Reg]. The basic features of the template are as follows:

- (a) the template for each subsector is of the same width and length as the ballot paper;
- (b) the template contains numbers in braille starting with the first numeral in a sequence assigned to the candidates of the subsector from the top downwards and on the right hand side against each of the number is a round / oval hole;
- (c) the **top left hand corner** of the ballot paper and the template is cut so as to guide the voter to place the template on top of the face of the ballot paper in the proper direction; and
- (d) when the template is placed properly over the ballot paper, each braille number corresponds with the candidate number in the subsector, and each of the holes on the template corresponds with the circle / oval on the ballot paper against the candidate number. The number of holes equals the number of candidates in the subsector.

The choice of candidate is made by the voter with visual impairment by shading the oval, or applying the chop with a “✓” sign provided in the circle, as the case may be, (through the holes on the template) against the candidate’s number. Whenever it is necessary, the polling staff will help the voter with visual impairment to identify the different ballot papers before the voter proceeds to mark his/her vote. *[Amended in September 2016]*

7.41 No person may canvass, display or wear any election propaganda material relating to any candidate or the election within a polling station. Candidates and their agents should not bring electioneering materials into the polling station or leave them there, and should remove any promotional badges, emblems, clothing or head-dress before entering. No person is allowed to use a sound amplifying system or device for any purpose within the NCZ; nor should he/she use such system or device for canvassing or any activities (e.g. lion dance), so that the sound emitted by it can be heard within the NCZ. [Ss 40(15) and 41(1) of the EAC (EP) (EC) Reg] However, an officer of the CSD may use a sound amplifying system or device in the NCZ of a dedicated polling station situated in a prison for the performance of his/her duties on the polling day [ss 40(14A) and 41(1A) of the EAC (EP) (EC) Reg]. Also, a person must not stay or loiter in the NSZ without the express permission of the PRO [s 41(1)(e) of the EAC (EP) (EC) Reg]. Any person who undertakes photographing, filming and video or audio recording within a polling station without the express permission of the PRO, the RO, or a member of the EAC, commits an offence and will be liable to a fine at level 2 (\$5,000) and to imprisonment for 6 months [s 45(2) and (8) of the EAC (EP) (EC) Reg]. Normally such permission is only granted to government photographers for publicity purposes. Polling agents should also read Parts I to VI of Chapter 5 on all matters relating to polling and in particular, paras. 5.32 and 5.34 for activities that are prohibited, and the consequences of conducting such activities, in a polling station. *[Amended in September 2006, October 2011 and September 2016]*

7.42 If a candidate or his/her election or polling agent has any complaint about whatever happens inside a polling station, he/she should follow the procedures laid down in Chapter 20 on Complaints Procedure of the Guidelines.

PART VIII : COUNTING AGENTS

Appointment

7.43 A candidate may appoint not more than such number of counting agents as will be specified by the EAC to attend at a counting station to observe the counting of votes [s 64(1) and (2) of the EAC (EP) (EC) Reg]. The same persons may, but need not, be appointed also as polling agents. *[Amended in September 2016]*

7.44 The notice of appointment must be in writing, in the specified form signed by the candidate and delivered by hand, by post, by electronic mail or by facsimile transmission to the RO at least 7 days before the polling day [s 64(4), (5), (5A) and (8) of the EAC (EP) (EC) Reg]. Where a candidate wishes to appoint a counting agent after the above deadline, the notice of the appointment must be delivered by the candidate or the election agent **in person** to the RO on the polling day during the period from the commencement of the poll to the conclusion of the count as the case may be [s 64(6) of the EAC (EP) (EC) Reg]. The appointment is only effective when the notice of such appointment is received by the RO [s 64(7) of the EAC (EP) (EC) Reg]. *[Amended in September 2006 and September 2016]*

Revocation

7.45 The appointment of a counting agent may be revoked by the candidate at any time. The candidate must also give notice of revocation in

writing, in the specified form and deliver the signed notice by hand, by post, by electronic mail or by facsimile transmission to the RO (other than on the polling day) [s 64(9), (10) and (10A) of the EAC (EP) (EC) Reg]. If the notice of revocation is given on the polling day, such notice must be delivered by the candidate or his/her election agent **in person** to the RO [s 64(11) of the EAC (EP) (EC) Reg]. A revocation of appointment of a counting agent is not effective until notice thereof is received by the RO [s 64(12) of the EAC (EP) (EC) Reg].
[Amended in September 2016]

Role of Counting Agents

7.46 Counting agents are appointed to attend at the counting stations **to observe the breaking of the seals on the ballot boxes, the sorting, separation and counting of ballot papers and the counting of votes recorded on the valid ballot papers**. This arrangement ensures the transparency of the counting process and is conducive to openness and fairness. [See Part VII of Chapter 5.]

Provisions which the Counting Agents should be aware of

7.47 Before the counting of votes commences, every person authorised to be present at a counting station, other than the police officers and members of the CAS on duty, must make a Declaration of Secrecy on a specified form and observe the provisions governing the secrecy of voting [s 92(2) of the EAC (EP) (EC) Reg]. This is to make sure that, subject to penalty of making a false declaration, all persons inside a counting station will observe the secrecy of the vote of the voter and, in particular, not to divulge which voter has voted for which candidate. Members of the public present within the area designated by the CRO (Subsectors) or the RO will not be required to make a Declaration of Secrecy.
[Amended in October 2011]

7.48 On attending the counting station, a counting agent shall report to the relevant RO and produce his/her identity card and the Declaration of Secrecy completed by him/her for inspection [s 66(5) of the EAC (EP) (EC) Reg].
[Amended in September 2016]

7.49 Counting agents are entitled to be present throughout the count to observe the counting proceedings. They will be allowed by the RO to stay close to, and round the counting tables to monitor the count. Nevertheless, they must not handle any ballot papers. A counting agent **may**:

- (a) observe the breaking of the seals on the ballot boxes and the opening of the ballot boxes by the RO/ AROs;
- (b) inspect any papers other than ballot papers taken from the ballot boxes before they are disposed of;
- (c) observe the conduct of the count by counting officers including how ballot papers relating to a subsector are separated from those relating to other subsectors and how individual votes are counted;
- (d) observe the determination of questionable ballot papers by the RO and make representations on behalf of the candidate [s 78(3) of EAC (EP) (EC) Reg]; and
- (e) observe, where he/she wishes, the packing of ballot papers by the counting officers and the RO at the conclusion of the count.

[Amended in September 2016]

7.50 A counting agent **must not**:

- (a) handle, separate or arrange ballot papers; and
- (b) misconduct in or in the vicinity of a counting station or fail to obey any lawful order of the CRO (Subsectors)/RO, as the case may be, otherwise he/she commits an offence and will be liable to a fine at level 2 (\$5,000) and to imprisonment for 3 months and may be ordered by the CRO (Subsectors)/RO to leave the area. If he/she fails to leave immediately, he/she may be removed by a police officer or by any other person authorised in writing by the CRO (Subsectors) /RO to remove him/her. The person so removed may not re-enter the counting station during that day except with the permission of the CRO (Subsectors)/RO (as the case may be).
[Ss 67 and 68 of the EAC (EP) (EC) Reg] *[Amended in September 2016]*

7.51 Counting agents should read Part VII of Chapter 5 on all matters relating to counting of votes and in particular, paras. 5.42 and 5.43 for activities that are prohibited and the consequences of conducting such activities within the counting station.

CHAPTER 8

ELECTION ADVERTISEMENTS

PART I : WHAT CONSTITUTES AN ELECTION ADVERTISEMENT

8.1 An EA, in relation to the subsector election, means:

- (a) a publicly exhibited notice, leaflet, circular, bill, booklet, placard or poster; or
- (b) a notice, leaflet, circular, bill, booklet, placard or poster delivered by hand or electronic transmission; or
- (c) a public announcement made by radio or television or by video or cinematographic film; or
- (d) any other form of publication,

published for the purpose of promoting or prejudicing the election of a candidate or candidates at the election [s 2 of the ECICO and s 1 of the EAC (EP) (EC) Reg]. *[Amended in September 2016]*

IMPORTANT :

“Candidate” includes a person who has publicly declared an intention to stand for an election at any time before the end of the nomination period for the election, whether or not he/she has submitted a nomination form [s 2 of the ECICO and s 1(2) of the EAC (EP) (EC) Reg]. *[Amended in September 2016]*

“Publish” means print, display, exhibit, distribute, post up, publicly announce or make publicly known by any other means, and includes continue to publish [s 107(1) of the EAC (EP) (EC) Reg]. *[Added in September 2016]*

Any person who authorises the publication of an EA is taken to have published the EA [s 107(2) of the EAC (EP) (EC) Reg]. *[Added in September 2016]*

8.2 **An EA** includes the following if it is published for the purpose of promoting or prejudicing the election of any candidate or candidates in an election: *[Amended in October 2011]*

- (a) any address, notice, bill, placard, poster, board, banner, roll-up banner, flag, standard, colour, sign, message, sound, image or picture and any article, thing or material; *[Amended in October 2011]*
- (b) audio/video cassette tapes, discs, diskettes, electronic messages, websites, facsimile transmissions, balloons, caps, badges, emblems, carrier bags, head-dress and clothing; or *[Amended in September 2006 and October 2011]*

- (c) any thing or material published by any person or any organisation, including political organisation, professional or trade organisation, owners' corporation, mutual aid committee ("MAC"), tenants' association, owners' committee, etc. (irrespective of whether or not the candidate concerned is its office-bearer or member) showing his/her or its support for any candidate or advertising the platform or services of such an organisation with reference to a candidate or candidates by name or photograph or in any other form or manner.

8.3 As stated in para. 8.1 above, EA is defined to include any messages published publicly for the purpose of promoting or prejudicing the election of a candidate or candidates at an election under s 2 of the ECICO. Any materials published by any person or organisation during or before the election period to appeal directly or indirectly to voters to vote or not to vote for certain candidates or candidates belonging to or affiliated with certain organisations, irrespective of the form of publication and whether they contain any names or photographs of candidates, may also be regarded as EAs depending on all the circumstances at the time since when read in their whole context, the materials concerned may be capable of being reasonably understood by a voter as referring to certain identified candidate(s). The expenses incurred for the publication of such materials will be regarded as election expenses incurred by or on behalf of the candidate(s). If expenses are involved in the publication of the EA and the publisher is neither a candidate nor a candidate's election expense agent, the publisher may engage in illegal conduct under the ECICO. If a candidate instructs that person or organisation to publish the EAs, the candidate will also violate the law if such expenses are not accounted for as election expenses.

[Added in September 2016]

8.4 The statutory definition of EA is very wide and encompasses anything published publicly by any means, including a message published through internet platforms (e.g. websites, social media, communication networks,

etc.) for promoting the election of a candidate or prejudicing the election of other candidates. However, if web surfers merely share or forward different candidates' election campaigns through internet platforms for expression of views and do not intend to promote or prejudice the elections of any candidates, such sharing or forwarding will not normally be construed as publishing EAs. However, if the web surfers are instructed by the candidate or his/her election helpers to share or forward the election campaigns through internet platforms with the intention to promote or prejudice the election of a candidate or candidates at the election, such act will be regarded as publication of the candidate's or candidates' EAs and any cost incurred will have to be included in the election expenses of the candidate(s). The candidate(s) should also observe fully the requirements relating to publication of EAs as set out in para. 8.47 below. *[Added in September 2016]*

8.5 In addition, any publicity materials containing the name or photograph of a candidate issued or displayed during the election period (i.e. the period beginning on the first day of the nomination period for the election and ending on the day on which the polling for the election ends, or on the day on which a declaration is made in accordance with s 22 of EAC (EP) (EC) Reg) may also be regarded as EAs. Even though the content of the publicity materials is not, on the face of it, election related, the candidates may still receive the promotional effect depending on circumstances. *[Amended in September 2016]*

8.6 Under s 107 of the EAC (EP) (EC) Reg, the definition of "publish" includes "continue to publish". In this regard, for the sake of prudence, any person who intends to stand as a candidate at the election, including but not limited to an incumbent member of the LegCo or a DC (who should also comply with the terms and conditions under the Lands Department's Management Scheme for the Display of Roadside Non-commercial Publicity Materials, if his/her publicity materials are being displayed under the said Scheme), should ensure that all publicity materials published by him/her prior to the election

period, especially posters or banners bearing his/her name or photograph displayed at a public place or at the common parts of a building, are removed before he/she has been nominated as a candidate or has publicly declared an intention to stand as a candidate at the election. Otherwise, any unremoved publicity material **may** be regarded as an EA in accordance with the foregoing principles. *[Added in September 2016]*

8.7 Under s 107(4) of the EAC (EP) (EC) Reg, a document published by a candidate **during** an election period that gives details of the work done by the candidate in the capacity of:

- (a) the CE; or
- (b) a member of the LegCo; or
- (c) a member of a DC; or
- (d) a member of the HYK; or
- (e) the Chairman or Vice-Chairman or a member of the Executive Committee of a Rural Committee within the meaning of s 3(3)(a) of the Heung Yee Kuk Ordinance (Cap 1097); or
- (f) a Rural Representative (“RR”),

is also regarded as an EA. *[Amended in September 2016]*

8.8 For the avoidance of doubt, if a person who has publicly declared his/her intention to stand as a candidate at an election **before** the election period, publishes a document as mentioned in para. 8.7 above, the document will also be regarded as an EA if it is published for the purpose of promoting or prejudicing

the election of a candidate or candidates at the election. It is important to note that a document referred to in this paragraph and para. 8.7 above must comply with all the requirements for an EA and the expenditure so incurred be accounted for as election expenses. *[Amended in September 2016]*

8.9 If a person publishes a document before he/she submits his/her nomination form or publicly declares his/her intention to stand as a candidate that gives details of his/her work done by him/her in his/her capacity as set out in para. 8.7 above without promoting or prejudicing the election of a candidate or candidates at the election, the document will not be construed as an EA. On such basis, the expenditure incurred in the publication of such a document would not be counted as election expenses. *[Amended in September 2016]*

8.10 A candidate in an election may publish EAs in accordance with all the relevant laws and regulations and these guidelines. *[Amended in September 2016]*

Election Advertisements Prejudicing the Election of a Candidate

8.11 There are occasions that candidates or a third party may publish EAs for the purpose of prejudicing the election of a candidate at the election. The concept of “promoting” and “prejudicing” the election of someone can be relative. To publish a document which is designed to persuade voters not to vote for one candidate would have the effect of improving the chances of success of other candidate(s) and could therefore be said to promote the latter’s election. For example:

- (a) If candidate A criticises candidate B in his/her own EAs with a view to prejudicing B’s candidature at the election, candidate A has to include the expenditure incurred in his/her election expenses.

- (b) If a third party criticises candidate B in an EA and the EA has the effect of indicating support for candidate A, the third party must obtain candidate A's prior written consent for incurring the production expenses before he/she produces that EA, and the expenditure incurred will have to be included in candidate A's election expenses.

- (c) If the third party publishes an EA as described in (b) above without the prior written consent of candidate A, that third party will be breaching s 23 of the ECICO as only a candidate or a person who has been duly authorised by a candidate as his/her election expense agent may incur election expenses. It would only be fair to candidate A that the third party needs to obtain candidate A's written authorisation before incurring such expenses. It would also prevent candidate A from circumventing the law by asking the third party to publish materials prejudicing candidate B without having to account for the expenses of those materials.

[Amended in September 2016]

8.12 Materials published by any person, including a candidate, for the purpose of prejudicing a candidate or candidates are treated as EAs, if reference could be made from the materials to identify the candidate(s) being prejudiced.

8.13 The **election expenses** allowed by law to be incurred by a candidate include the expenses he/she incurs for the preparation and publication of EAs, and he/she should therefore be careful in planning how much he/she should spend in this area. [For the definition of election expenses, see s 2 of the ECICO.]

8.14 Subject to the maximum amount that can be incurred by a candidate for election expenses [s 24 of the ECICO], there is no restriction as to the quantity of EAs employed by him/her. The maximum amounts allowed for the elections of the subsectors are specified in the Maximum Scale of Election Expenses (Election Committee) Order (Cap 554I). [See para. 16.10.] *[Amended in October 2011]*

8.15 A candidate must ensure the correctness and accuracy of all factual statements in his/her EAs. In particular, a candidate is reminded to comply with the requirements for obtaining prior written consent of support from other persons or organisations which are summarised in Chapter 18. [For criminal sanctions, see ss 25, 26 and 27 of the ECICO.] *[Amended in September 2016]*

PART II : PERIOD AND AREA OF DISPLAY

8.16 Subject to the necessary **written permission or authorisation**, a candidate may display EAs on government or private land and property [s 104A(1) of the Public Health and Municipal Services Ordinance (Cap 132) ('PHMSO') and s 4 of the Land (Miscellaneous Provisions) Ordinance (Cap 28)]. *[Amended in October 2011]*

8.17 Display spots are classified into two types:

- (a) **designated spots** which are spots on government land/property and sometimes even at the premises owned or occupied privately that have been made available to the Government for allocation to candidates of the subsectors; and
- (b) **private spots** which are spots on private land/property in respect of which written permission or authorisation for display has been

obtained from the owner or occupier concerned by the candidate himself/herself.

Government or Private Land/Property - Designated Spots

8.18 Allocation of designated spots for the use of contested candidates to display their EAs will be made by the RO for the relevant subsectors. Some of the government land/property have been allocated to some public authorities, such as the Housing Authority, and are under their respective control. The RO for the relevant subsectors may designate spots on such allocated land/property in coordination with the said authorities. **Each candidate competing in the same subsector** will be allocated **the same number of designated spots**. *[Amended in October 2011 and September 2016]*

8.19 Prospective candidates as well as political organisations are welcome to suggest locations of display in which they are interested. The ROs concerned will take into consideration such suggestions in drawing up the list of “**designated spots**”, but with absolute discretion to decide whether to adopt the suggestions.

NOTE :

Suggestions under para. 8.19 should reach the CEO not later than **8 weeks before the polling day**. *[Amended in October 2011]*

Other Land/Property : Private Spots

8.20 Candidates who wish to display their EAs on land/property other than government land/property and other than the designated spots must obtain the **prior written permission or authorisation** of the owner or occupier [s 104A(1) of the PHMSO]. The obtaining of written permission or authorisation

from the private owner or occupier is a matter for private arrangement between the candidate and the owner or occupier, and they are therefore called “**private spots**”. A copy of all the permissions or authorisations obtained by a candidate himself/herself must be provided by him/her for public inspection in the manner as set out in para. 8.47 below. [Please also see para. 8.25 below.] Any consideration, fee or money incurred or agreed to be paid by or on behalf of the candidate to the owner or occupier for display of his/her EAs forms part of his/her election expenses. If the private spot secured for displaying the EA is normally used for commercial purpose, the actual rent charged or the usual rent or market rent that would normally be charged should be counted as the election expenses of the candidate concerned, irrespective of whether it is owned by the candidate or whether the owner of it allows the candidate to use it free of charge (in which case it would be a donation of the rent). Where a space provided by a particular private owner or occupier for a candidate to display EAs is not used for commercial advertising, but similar space belonging to other owners or occupiers is available for commercial advertising, the market value of the space should also be accounted for. The provision of this kind of rent-free space should be regarded as election donation and counted as election expenses. Such a provision is to ensure that the candidate concerned will not have unfair advantage over the others who do not have access to such facilities. For details on how the estimated value should be assessed, please refer to para. 16.24. If a space is not the type normally used by any private owners or occupiers for commercial advertising, there is no need for the candidate to account for its value. *[Amended in October 2011 and September 2016]*

8.21 For the display of EAs at the common parts of private premises (those parts to which exclusive rights of use of occupation do not belong to a particular owner or tenant), the EAC appeals to owners and occupiers of private premises concerned to give all candidates competing in the same subsector **fair and equal treatment**. [For details, please see Chapter 9] *[Amended in September 2016]*

8.22 Candidates should note that public corporations (e.g. the MTR Corporation Limited) may have their own rules for display of EAs in properties under their management. *[Amended in September 2016]*

Allocation of Designated Spots

8.23 The RO for each subsector will allocate the designated spots to candidates either in accordance with the mutual consent of the candidates or by the drawing of lots after the end of the nomination period, when the number of candidates contesting will have been ascertained. No designated spot will be provided to a candidate who is returned uncontested. **No display of EAs will be allowed on any designated spots before the allocation.** [Also see the requirements in para. 8.29 and Part VI below.] EAs displayed by the candidates on government land/property other than designated spots are unauthorised and will be removed, save those EAs displayed in connection with electioneering activities conducted on government land/property with approval by the authorities concerned. A candidate will be provided with a list of the designated spots allocated to him/her, together with a set of standardised map or maps to help identify the locations. *[Amended in October 2011 and September 2016]*

8.24 Candidates using the designated spots are required to read and comply with all the requirements and conditions stipulated in the “Conditions for Display of EAs at Designated Spots”, which will be provided to each candidate in the candidate’s folder and uploaded onto the EAC’s website. To safeguard the safety of road users, candidate should ensure that EAs on display must not distract motorists or interfere with the sight lines of motorists and pedestrians, or obscure any traffic sign or traffic light signal. *[Added in September 2016]*

Written Permission or Authorisation

8.25 The RO will obtain prior approval from the relevant authorities under s 104A(1) of the PHMSO and s 4 of the Land (Miscellaneous Provisions) Ordinance for candidates to display their EAs at designated spots. Immediately after the allocation of designated spots is made, a copy of the necessary written permission or authorisation under the relevant legislation will be provided to the candidates by the RO of the subsector concerned [see Part III below]. For any display on private premises, written permission or authorisation of the private owner or occupier will have to be obtained by the candidates themselves [s 104A(1) of the PHMSO]. A person displaying an EA without the necessary written permission or authorisation commits an offence and will be liable to a fine of \$10,000 and, where the offence is a continuing offence, by an additional daily penalty of \$300 for each day during which it is proved to the satisfaction of the court that the offence has continued [s 104A(2) of the PHMSO]. A copy of all the permissions or authorisations obtained by a candidate himself/herself, as opposed to those provided to him/her by the RO, must be provided by him/her for public inspection in the manner as set out in para. 8.47 below. All the candidates are also reminded that if carrying out of building works (including erection of signboards) at private premises is involved for display of the EA, the relevant provisions of the Buildings Ordinance (Cap 123) (“BO”) and the subsidiary regulations should be complied with. In this regard, the candidates are strongly advised to consult building professionals, registered contractors and, where necessary, authorised persons on the compliance with the BO, and to make submission in accordance with the simplified requirements under the Minor Works Control System or formal application for approval and consent from the Buildings Department as appropriate before the carrying out of such works.

[Amended in October 2011 and September 2016]

No Canvassing Zone

8.26 No EA may be displayed within the boundaries of a polling station (including the outer walls of the premises) or within any **NCZ** on the polling day [see Chapter 14], except for static display of EAs mounted at designated spots approved by the RO. Where there are private premises situated within the NCZ, the ROs should issue a notice in advance to all the candidates asking them to remove all of their EAs, if any, posted up at the private premises within the NCZ which can be seen by voters on their way to the polling stations on the polling day. If the candidates fail to remove the EAs as requested by the ROs, the ROs may issue a warning to them to remove the offending EAs immediately. If the candidate fails to do so, the EAC may issue a censure or reprimand. The RO for the subsector for which a candidate stands will provide each candidate with 1 set of sketch maps or plans showing the boundaries of all polling stations and all NCZs outside those polling stations. *[Amended in October 2011 and September 2016]*

PART III : ALLOCATION OF DESIGNATED SPOTS

8.27 A candidate can obtain the following information from the RO for that subsector at the time of submitting the nomination form:

- (a) the general locations of the designated spots, which may include unleased government land and premises managed by the Housing Department and the Hong Kong Housing Society, and occasionally private premises (if any) available for allocation to the candidates for a particular subsector. The size and number of spots for allocation will be finalised by the RO, taking into account the number of candidates in the subsectors, **after** the end of the nomination period. In order to allow all contested candidates to

display their EAs at all locations, particularly popular ones, the size of each spot may vary from location to location; and

- (b) the date and time for conducting the allocation of designated spots, which would normally be held within 3 working days after the end of the nomination period. The RO will invite representatives from the relevant authorities relating to government land/property, save those who have already given a blanket approval, to be present to give the necessary written authorisation for the spots allocated.

[Amended in September 2016]

8.28 The RO for the subsector will need to know the exact number of candidates who wish to display EAs at designated spots, so that he/she can finalise the number of designated spots and their size for allocation. Therefore, candidates who wish to display EAs at designated spots **must register their interest in writing by filing a completed form to the relevant RO within the nomination period. Only candidates of contested subsectors will be allocated with designated spots.** *[Amended in September 2016]*

8.29 The principle of allocation of designated spots is that candidates contesting in the same subsector should each be allocated the same number of designated spots and an equal area of space for mounting EAs. Designated spots are allocated by agreement of the representatives of all the contested candidates or by the drawing of lots. After allocation of the spots and the necessary authorisations have been obtained from the relevant authorities [s 104A(1) of the PHMSO and s 4 of the Land (Miscellaneous Provisions) Ordinance] and after complying with the requirements set out under Part VI, the candidate may display EAs at such spots allocated to him/her. *[Amended in October 2011 and September 2016]*

8.30 A copy of all the permissions or authorisations obtained by a candidate himself/herself, as opposed to those provided to him/her by the RO, must be provided by him/her in the manner as set out in para. 8.47 below [s 108(2) and (3) of the EAC (EP) (EC) Reg]. *[Amended in October 2011 and September 2016]*

8.31 Subject to para. 8.32, designated spots allocated are not transferable. Nor are they exchangeable with other spots. Where a candidate of a particular subsector no longer wishes to use one or more designated spots allocated to him/her, he/she should inform the RO of that subsector in writing within 1 week after the allocation of those spots. At a contested election, upon request by any other candidate of the same subsector, the RO, if he/she considers appropriate, will re-allocate by agreement or by the drawing of lots the designated spots amongst all other candidates who are eligible to be allocated with designated spots of the same subsector. In such a case, paras. 8.28 and 8.29 above apply. *[Amended in October 2011 and September 2016]*

NOTE :

In some cases, designated spots allocated in the first round of allocation are left unused for various reasons. The RO may re-allocate such spots to the relevant candidates by mutual consent or the drawing of lots. Candidates may wish to plan accordingly their resources in respect of EAs.

8.32 An EA advertising 2 or more candidates of the same or different subsectors jointly is allowed to be displayed on the designated spots allocated to the candidates. Nevertheless, it is important to ensure that, for each one of the joint candidates, the total area of all the spaces actually occupied for advertising the candidate on his/her EAs, including the joint EAs, mounted at the designated spots (as measured by the dimension of EAs) does not exceed the total area of the

designated spots allocated to each of the candidates. A joint EA is also subject to the size restrictions specified in para. 8.36 below. Through joint advertisement, the candidates concerned promote themselves at the election, and so each of the candidates would benefit from the joint advertisement. The expenses incurred for the joint EAs will therefore have to be borne by the candidates concerned in equal or proportional shares as their respective election expenses, to be calculated by the proportion of the size of the portion advertising each. In this connection, it is important to note that only a candidate himself/herself or his/her election expense agent may incur election expenses on his/her behalf [s 23 of the ECICO]. In order to comply with the requirement stipulated in s 27 of the ECICO, the candidates concerned also have to seek prior written consent of support from each other before publishing the joint EA [see also paras. 7.17 to 7.19 and para. 18.7]. *[Amended in September 2006, October 2011 and September 2016]*

PART IV : CONDITIONS AND LIMITATIONS ON DISPLAY

Name of the Subsector

8.33 To avoid possible confusion to voters, EAs of all candidates of the subsector must bear the name of the subsector for which the candidate concerned is standing. Similarly, in respect of joint EAs, the name of the subsector should be stated clearly in relation to each of the candidates advertised. Either the full name of the subsector or its abbreviated name (to be advised by the RO for the subsector) may be used, dependent on the choice of the candidate for the subsector. In the case of a breach for EAs displayed at designated spots, the approval for the use of the designated spots in question will be revoked. *[Amended in September 2016]*

8.34 Likewise, all candidates should make known to the public the name of their respective subsectors when they conduct joint canvassing activities.

Re-use of Old Publicity Boards

8.35 A candidate may re-use old publicity boards used at a previous election. However, any information in relation to the previous election, e.g. the candidate number, name of subsector, party affiliation and names of persons who supported the candidate at that election, should be fully obliterated before any old publicity board is re-used. This would not only avoid confusion to voters but would also help the candidate to avoid laying himself/herself open to allegations of false claim of support of persons who might not have consented to support him/her at the current election. The cost incurred in refurbishing as well as the estimated value of the old publicity boards will be counted towards the candidate's election expenses. *[Amended in October 2011]*

Size

8.36 As a general rule, EAs displayed at designated spots should not exceed 1 metre high and 2.5 metres long. In the case of designated spots at roadside railings, the EAs must be **printed on one side only** and be displayed at the **designated side of the railings** with the side of the EAs carrying the promotional messages **facing the designated direction of the spots**. Before displaying EAs, candidates are reminded to ensure that the EAs must not distract motorists or interfere with the sight lines of motorists and pedestrians, obscure any traffic sign or traffic light signal, or obstruct the circulation of pedestrians. [See also para. 8.24 above] For the rules on display of joint advertisements, see para. 8.32 above. *[Amended in October 2011 and September 2016]*

Mounting and Installation

8.37 The EAs must be firmly and separately fastened. The mounting and display of EAs must not cause any risk to injuries or property. *[Amended in September 2016]*

8.38 Permanent fixing devices, such as nails or insoluble glue, should not be used.

8.39 Use “tie-on” posters (rather than “stick-on” posters or metallic wires) to facilitate subsequent removal. *[Amended in September 2016]*

8.40 Do not stick posters on painted or varnished surfaces as their subsequent removal will cause damage or leave irremovable marks.

8.41 Do not excavate or erect any structure on public pavements, e.g. nailing boards to the ground. *[Amended in September 2016]*

8.42 Owners or occupiers of a property including a government authority may specify the way in which EAs are to be displayed, and may require an indemnity against any claim or damage arising from the display of such materials.

Dismounting

8.43 All candidates should remove all their EAs displayed on government land/property **within 10 days** following an election. Failure to do so may result in prosecution being brought against the offending candidate and such advertisements removed and seized by the relevant authority. Relevant authorities will issue demand notes for the removal costs to the candidates concerned within 21 days after the election results have been published in the

Gazette (normally the Friday after the polling day). The **cost of removal** will be construed as **election expenses** and the candidates must include all these costs as election expenses in their election returns. *[Amended in September 2006, October 2011 and September 2016]*

PART V : APPLICATION FOR TEMPORARY OCCUPATION OF GOVERNMENT LAND AT PUBLIC PLACE FOR HOLDING ELECTIONEERING ACTIVITIES

8.44 For temporary occupation of government land including public street, pavement, footbridge, public escalator systems and pedestrian tunnel for holding electioneering activities (such as setting up of a manned street counter and displaying of EAs which may include banners, roll up banners and vertical flying poster or bunting), candidates are required to submit applications with scheduled date, time, location/spot and brief description of the proposed set-up, to the relevant District Lands Office (“DLO”) of Lands Department for consideration. DLOs will only consider applications from validly nominated candidates and applications from uncontested candidates will not be considered. Approved occupation should not exceed 2 m² in area and 2 m in height. The respective DLO will consult the government departments concerned in considering the applications. *[Added in September 2016]*

8.45 The Lands Department will issue detailed guidelines for candidates to apply for temporary occupation of government land at public place for holding electioneering activities during election period. The deadlines for submission of applications will be specified in the guidelines. Applications should be submitted to the relevant DLO according to the designated deadlines. Applications for occupying government land on the polling day should be submitted to the relevant DLO by the subject deadline as specified in the guidelines. The DLO will arrange drawing of lots to determine the allocation if

necessary. On the polling day, the approval will be deemed to have been revoked if and when the spot falls under the NCZ. *[Added in September 2016]*

8.46 The DLOs will not consider applications for holding electioneering activities on government land outside the designated periods. No fee is required for the application above. Display of EAs is not permitted if and when the street counter is not manned. *[Added in September 2016]*

PART VI : REQUIREMENTS RELATING TO PUBLICATION OF ELECTION ADVERTISEMENTS

Copies for Public Inspection

8.47 A candidate must make available a copy of each of his/her EAs, and the relevant information/documents (see **Appendix G**) including publication information, permission or consent in relation to the EAs for public inspection **within 1 working day (i.e. any day other than a general holiday or Saturday) after publication of the EAs** by the following means:

- (a) posting an electronic copy each of all his/her EAs and the relevant information/documents onto an open platform¹⁰ maintained by the CEO or a person authorised by the CEO (“Central Platform”) in accordance with the procedures set out in **Appendix G**;
- (b) posting an electronic copy each of all his/her EAs and the relevant information/documents onto an open platform maintained by the candidate or a person authorised by the candidate (“Candidate’s Platform”) and provide the **electronic address** of the platform to

¹⁰ Open platform means a platform operated through the Internet to which the public has access without having to go through an access control process put in place for that platform.

the CEO at least **3 working days before publication of the first EA (For details, please see Appendix G);**

- (c) if it is technically impracticable to comply with (a) or (b) above for EAs published through an open platform on the internet (such as when messages are sent through social networking or communication websites on the Internet like Twitter, Facebook, blogs, etc. and the exchanges are of an interactive and spontaneous nature), posting a hyperlink of such open platform 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 G;**
- (d) providing 2 hard copies each of the EAs (or 2 identical full colour photographs/printouts/photocopies of each EA which cannot be practically or conveniently produced in specie) and 1 hardcopy each of the relevant information/documents to the RO; or
- (e) providing 2 identical copies of a CD-ROM or DVD-ROM each containing the EAs and 1 hardcopy each of the relevant information/documents to the RO.

As an interim arrangement, in case the RO has yet to be appointed and the Central Platform has yet to be established, the candidates should deposit his/her EAs and the relevant information/documents with the CEO in the same manner as stated in (d) or (e) above.

[S 108(2) and (3) of the EAC (EP) (EC) Reg] *[Added in September 2016]*

Publication Details

8.48 A candidate should provide information related to the printing/publication of his/her EAs (i.e. the name and address of the printer, date of printing/publication and number of copies printed) when posting the EAs onto the Candidate's Platform or Central Platform or submit the information in a specified form to the RO **within 1 working day after publication of the EAs** (see **Appendix G**) [s 108(4) and (6) of the EAC (EP) (EC) Reg]. A candidate must ensure the accuracy of all the information provided. *[Added in September 2016]*

8.49 Where the information uploaded onto the Candidate's Platform or Central Platform or provided to the RO as set out in para. 8.48 above contains a mistake, the candidate should post such corrective information onto the Candidate's Platform or Central Platform or submit the corrective information in a specified form to the RO for public inspection. All such corrective information must be posted onto the Candidate's Platform or Central Platform or deposited with the relevant RO **within 2 working days after the polling day, the latest**. The information will be used as one of the basis for checking the candidate's election return and for the removal of unauthorised or offending EAs. For the avoidance of doubt, any amendment to the content of an EA will be regarded as publication of a new EA for which the requirements stated in paras. 8.47 and 8.48 above should be complied with, except the addition of the number of each candidate allocated at the Candidates' Briefing onto a published EA, in which case a copy of the EA bearing such addition and the corrective information must be made available for public inspection in accordance with this paragraph. *[Added in September 2016]*

8.50 All EAs published must be posted onto the Candidate's Platform or the Central Platform or deposited with the RO by the candidate for public inspection in the manner specified in this Part VI. *[Added in September 2016]*

8.51 A candidate must not display his/her EAs other than at the places permitted or authorised. *[Added in September 2016]*

8.52 Speeches orally delivered by a candidate during election meetings or ad hoc visits will not be treated as EAs, but the copies of the speech provided to the audience or media will be regarded as printed EAs. Therefore, the candidates concerned are required to comply with all the requirements in this Chapter as applicable to EAs in the distribution of the copies and for public inspection. *[Added in September 2006 and amended in October 2011 and September 2016]*

8.53 In the circumstances where candidates contesting different subsectors use identical copies of an EA, each candidate concerned should each post an electronic copy of the EA and the relevant information/documents onto his/her Candidate's Platform or the Central Platform or deposit 2 copies of the EA and 1 copy of the relevant information/documents with the RO(s) concerned. *[S 108(2) and (3) of the EAC (EP) (EC) Reg] [Amended in September 2016]*

8.54 Copies of the EAs and the relevant information/documents must be made available for public inspection till the end of the period for which copies of election returns are available for inspection under s 41 of the ECICO, i.e. the period ending with the 30th day before the first anniversary of the date of the deadline for lodging the relevant election return [s 41 of the ECICO and s 108(7) of the EAC (EP) (EC) Reg]. A candidate electing to comply with para. 8.47(b) above must ensure that the Candidate's Platform is maintained till the end of the aforesaid inspection period to facilitate public inspection of the EAs [s 108(2)(b) of the EAC (EP) (EC) Reg]. The CEO will also publicise the Central Platform and the electronic address of the Candidate's Platform to facilitate public inspection of the EAs. For a candidate electing to comply with para. 8.47(d) or (e) above, the RO concerned will make available a copy of the EAs and the relevant information/documents for public inspection at the RO's

office as soon as practicable after copies of such EAs and information/documents have been furnished till the end of the aforesaid inspection period [s 108(7) of the EAC (EP) (EC) Reg]. *[Added in September 2016]*

PART VII : REQUIREMENTS RELATING TO PRINTED ELECTION MATERIALS

Printing Details

8.55 All printed EAs, with the exception of those printed in a registered local newspaper, should bear printing details in Chinese or English, which should state 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). The following are some suggested formats:

- (a) Printed by ABC Printing Works,
XX XZY Street, HK
On (date) in (number) copies

or

- (b) Printed by own office machine
XX XZY Street, HK
On (date) in (number) copies

[S 108(4), (5) and (6) of the EAC (EP) (EC) Reg]

[Amended in October 2011 and September 2016]

Election Advertisements Placed in Print Media

8.56 Where an EA is placed in the print media and takes the form of a news report or any other form which does not clearly show that it is an EA, the words “**Election Advertisement**” or “**選舉廣告**” must be stated in the advertisement, to avoid misunderstanding by readers that it is not an EA.

Inadvertent Omission of Printing Details

8.57 A candidate who has inadvertently omitted the printing details from his/her printed EAs can make a statutory declaration giving the omitted details, and deposit such declaration with the RO of his subsector **not later than 7 days after** the publication of the offending EA [s 108(6) of the EAC (EP) (EC) Reg]. Having taken this remedial step, he/she will not be prosecuted for contravention of s 108(4) of the EAC (EP) (EC) Reg. The statutory declaration will be made available for public inspection by the relevant RO till the period for which copies of election returns are available for inspection under s 41 of the ECICO [s 108(7) of the EAC (EP) (EC) Reg]. *[Amended in October 2011 and September 2016]*

PART VIII : NON-COMPLIANCE AND CONSEQUENCES

Enforcement and Penalties

8.58 A candidate who fails to comply with the requirements set out in Parts VI and VII above commits an offence and is liable to a fine at level 2 (i.e. \$5,000) and to imprisonment for 6 months [s 108(9) of the EAC (EP) (EC) Reg]. *[Amended in October 2011 and September 2016]*

8.59 Each candidate must observe and comply with the conditions imposed by the permissions or authorisations for the display of EAs. Any EAs

displayed in contravention of these guidelines will be removed and seized. Candidates and their supporters should report any non-compliance to the RO and should not take removal action themselves against any unauthorised or offending EAs. *[Amended in September 2016]*

8.60 Any unauthorised or offending EAs displayed may be seized, disposed of, destroyed, obliterated or covered by the RO or any person authorised by him/her as he/she thinks fit [s 110 of the EAC (EP) (EC) Reg]. The candidate or his/her election agent responsible may also be prosecuted and if convicted, may be liable to a fine or imprisonment [s 108(9) of the EAC (EP) (EC) Reg]. The cost of removal, being a civil debt, will be counted as election expenses. Such civil debt must be reported in the candidate's election return. The seized articles may be kept as evidence and will be disposed of or returned upon application in accordance with the PHMSO or the Housing Ordinance (Cap 283), as the case may be, and the procedures of the relevant authority [s 104C of the PHMSO and s 24 of the Housing Ordinance]. *[Amended in September 2006, October 2011 and September 2016]*

8.61 Each candidate must observe and comply with the conditions agreed between him/her and the owner or occupier of private land or property for the display of EAs, and any additional charges or damages that a candidate is liable to pay to the owner or occupier may be construed as election expenses.

8.62 Complaints should be made to the relevant RO. Upon complaints being received, the EAC may also issue public statements in such manner as it deems fit to reprimand or censure any non-compliance with these guidelines. Although a censure may be a further detriment to the candidate in addition to his/her liability for removal expenses and criminal liability, the EAC will not hesitate to publish one in an appropriate case. *[Amended in September 2016]*

Relief for Election Advertisements

8.63 A person, who publishes an EA without complying with the requirements as set out in paras. 8.47 (except that related to the submission of permission/authorisation document under s 104A(1) of the PHMSO), 8.48, 8.49, and 8.55 above may apply to the CFI for an order allowing the publication of the above EAs to be excepted from the relevant requirements and relieving him/her from the penalties. The CFI may make such an order provided that the CFI is satisfied that the non-compliance was due to inadvertence, an accidental miscalculation or any reasonable cause and was not due to bad faith. [S 109 of the EAC (EP) (EC) Reg] *[Added in September 2016]*

PART IX : ADVERTISEMENTS OF POLITICAL, PROFESSIONAL/TRADE BODIES OR OTHER ORGANISATIONS

8.64 Any thing or material published by any organisation, including political organisation, professional or trade organisation, owners' corporation, MAC, tenants' association, owners' committee, etc. which advertises its platform or services **with reference to candidate** (irrespective of whether or not the candidate concerned is its office-bearer or member) **during or even before the election period** by name or photograph or otherwise may be treated as EA put up by, or on behalf of, or on account of, the candidate. The expenses for doing so may be construed as election expenses incurred by or on behalf of the candidate. It is therefore a prudent step for the relevant organisations to suspend their advertising activities. However, if the material published by the organisation concerned, as opposed to the candidate himself/herself, advertises only a particular activity, which:

- (a) is organised from time to time either as part of the organisation's normal functions, and/or according to the local tradition;
- (b) is not related to the election; and
- (c) does not explicitly or implicitly promote or prejudice the election of a candidate in the election,

then the appearance in the published material of the name and/or photograph of a candidate who is involved in organising the activity will not be regarded as an EA. *[Amended in October 2011]*

8.65 It is an offence for anyone to incur election expenses unless he/she is a candidate or an election expense agent of a candidate [s 23(1) of the ECICO].

8.66 Candidates should protect their own interest by advising their political bodies or their organisations of these guidelines as soon as they have any intention or plan to run for an election.

8.67 To sum up the important points, where any organisation, including a political organisation, publishes an EA promoting a candidate:

- (a) the expenses incurred will be treated as the candidate's own election expenses;
- (b) the officer-in-charge of the organisation needs to be authorised by the candidate to be the candidate's election expense agent, or else it or the responsible person commits an offence under s 23 of the ECICO;

- (c) such advertisement must comply with the requirements of s 108 of the EAC (EP) (EC) Reg; and
- (d) such advertisement can only be displayed at the spots with the relevant written permission or authorisation.

[Amended in September 2016]

PART X : FREE POSTAGE FOR ELECTION ADVERTISEMENTS

Conditions for Free Postage

8.68 A candidate of a subsector who is declared to have been validly nominated in the notice of valid nominations published in the Gazette in accordance with regulations made under the EACO is permitted to post free of postage 1 letter to each voter of the subsector for which a candidate is validly nominated [s 38 of the Schedule to the CEEO]. However, before the publication of the notice of valid nominations in the Gazette, a candidate wishing to exercise his/her right to free postage must 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 notice of valid nominations. In the case of joint election mail, a candidate whose letters contain information on any other candidates is liable for payment of postage for all letters if the name of any of the other candidates is not subsequently shown in the notice of valid nominations. In this situation, the security payment made by the candidate will not be refunded and the relevant joint election mail will not be regarded as the candidate's letter sent free of postage. The remaining candidate(s) who is/are validly nominated is/are still entitled to exercise his/her right to free postage. [Reg 6(2)(a) of the Post Office Regulations (Cap 98A)]. *[Amended in October 2011 and September 2016]*

8.69 The purpose of the free postage is to enable the candidate to mail EAs to promote or advertise himself/herself in relation to that election to voters in the subsector. The free postage arrangement, which is the privilege of validly nominated candidate(s), should not be abused in any way. In particular, it cannot and should not be used for any other purpose or any other election or for promoting or advertising any other person. **As a general requirement, a candidate should publish EAs in accordance with all applicable laws and these guidelines and, in this regard, EAs sent by a candidate through free postage should not contain any unlawful content.** *[Amended in October 2011 and September 2016]*

8.70 For a joint election mail sent by a candidate which contains information on any other candidates(s), it will not be regarded as the letter sent by that other candidate(s) under the free postage arrangement. This means that the other candidate(s) are still entitled to each send free of postage 1 letter addressed to each voter of the subsector concerned. [S 38(2A) of the Schedule to the CEEQ] *[Added in September 2016]*

8.71 Specifically, the letter must:

- (a) be posted and delivered in Hong Kong;
- (b) contain materials relating only to the candidature of the candidate or candidates of the same subsector in the case of joint election mail mentioned in para. 8.68 at the election concerned;
- (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.

[S 99(1) of the EAC (EP) (EC) Reg]

IMPORTANT:

Under s 99(3)(a) of the EAC (EP) (EC) Reg, the candidate sending postage-free mail items to voters in bulk is liable for payment of postage for all items in that bulk if any item in the bulk does not meet requirement (a), (b), (c) or (d) above.

In the case of joint election mails, candidates concerned should comply with the following requirements regarding (i) prior written authorisation to act as election expense agent; (ii) the sharing of expenditure in respect of the joint election mails among the candidates concerned for the purpose of submission of election return; and (iii) the obtaining of written consent of support from each other before sending the joint election mails [see para. 18.7].

[Amended in October 2011 and September 2016]

Postal Requirements Stipulated by Hongkong Post**Make-up**

8.72 The letter may take the form of envelope, lettergramme, card or folder. Items in roll form or enclosed in plastic wrappers are **not** acceptable.

8.73 Cards and folders must be made of ordinary cardboard or paper not less than 0.25 mm thick, and must be rectangular in shape.

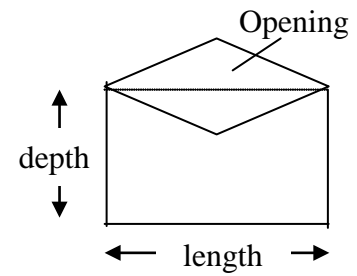
8.74 When a wrapper is used, it must extend over the full length of the item which it encloses. Envelopes must not be fastened with staples or with paper fasteners with sharp edges or points, but they may be closed by means of an adhesive flap or tape.

8.75 Envelopes, folders and 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 [s 6.3 of the Post Office Guide] :

Not over 90 mm in depth - opening not over 150 mm in length

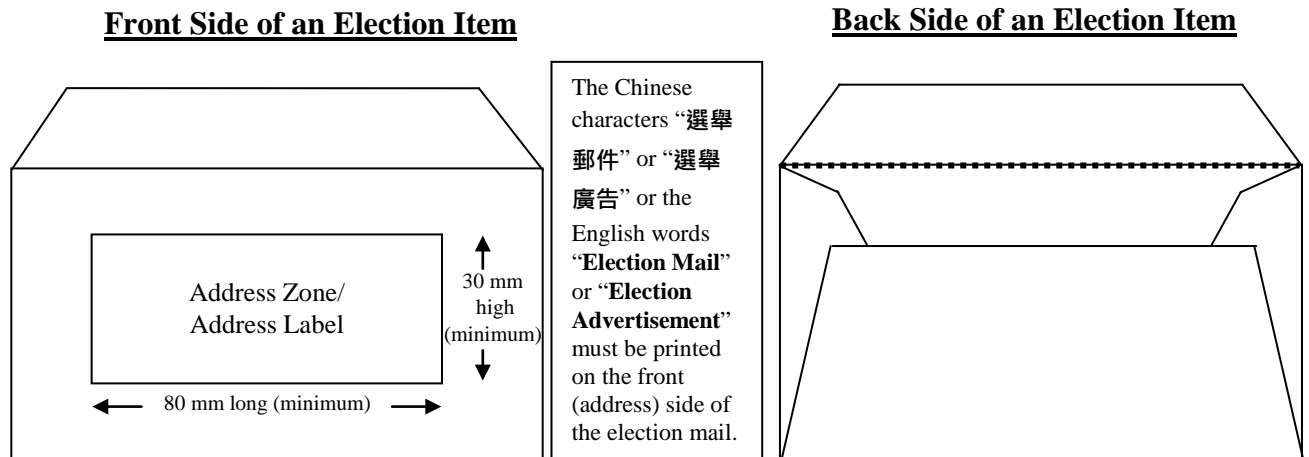
Not over 100 mm in depth - opening not over 140 mm in length

Over 100 mm in depth - opening not over 115 mm in length



8.76 Folders (e.g. A4 size) with openings should 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 H**. [*Amended in October 2011*]

8.77 The Chinese characters “選舉郵件” or “選舉廣告” or English words “Election Mail” or “Election Advertisement” must be printed on the front (address) side of the election item, or the address side of the folder (unenvveloped mail). The layout of the election items is as follows:



[Amended in October 2011 and September 2016]

Addressing

8.78 To avoid delay or misdelivery, the full postal address should be typed or legibly written on the front of the envelope in 4 rows as follows:

- Name of addressee
- Floor and flat number and name of building
- Street number, name of street
- Name of district

8.79 Addressing slips may be used for the mailing of EAs provided that they are legible and **securely pasted** onto the election items.

IMPORTANT :

For the purpose of posting of election mails, candidates may request the REO to provide one set of mailing labels in respect of the voters and/or a “Candidate Mailing Label System” (CMLS) DVD-ROM. No mailing labels will be provided for voters who have provided their e-mail addresses to receive EAs. *[Added in September 2016]*

8.80 The name(s) of the candidate(s) and other propaganda slogans, including photographs, should appear on the back or the front (address) side of the item. 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 a voter, should be reserved exclusively for the address. If an adhesive address 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 voter(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 item. The address zone and address label should be in white background colour while the characters of the postal address should be in black. *[Please refer to para. 8.77 for better illustration.] [Amended in October 2011]*

8.81 No postage-free EA bearing an address outside Hong Kong will be accepted. Specifically, **only 1 address of voter(s) should be shown on the postage-free election mail.** *[Amended in October 2011]*

Posting Arrangements

8.82 In order to allow adequate time for Hongkong Post to process the election mail during the election period, candidates are advised to make their postage-free EA postings **before the posting deadline as designated by**

Hongkong Post. Candidates and their agents are therefore **reminded** that **postings made after the posting deadline will likely fail to reach to the addressees before the polling day.** *[Amended in October 2011 and September 2016]*

8.83 Candidates should apply to Hongkong Post for written approval of their EA specimens for free postage. They should carefully study the requirements governing free postage for EAs before deciding on the contents of their EAs and seek advice from Hongkong Post relating to postal requirements and the REO on other aspects as appropriate if in doubt. Candidates should make every effort to submit their EA specimens to Hongkong Post for written approval as early as possible before mass production of their EAs so as to allow sufficient time for revising the contents of their EA specimens, if necessary. *[Added in October 2011 and amended in September 2016]*

8.84 Candidates should present 3 unsealed specimens of their EAs, together with a Notice of Posting of Election Mail in duplicate (the notice will be provided by the REO to the candidates upon their submission of nominations) to the manager(s) at the designated offices of Hongkong Post for written approval of their EA specimens. At least **2 clear working days** (excluding Saturday, Sunday and public holiday) must be allowed for the respective manager(s) at the designated office of Hongkong Post to process each set of specimens and postings should only be made after receipt of official approval. As a large number of EA specimens may have to be processed at the same time, there is no guarantee that the EA specimens will necessarily be approved in 2 working days immediately after their submission. Candidates who wish to post joint election mails should indicate their intention in the Notice of Posting of Election Mail which should be signed jointly by all the candidates/election agents concerned. The specimens of joint election mails should be submitted to the designated

manager(s) for approval as well. *[Amended in October 2011 and September 2016]*

8.85 Candidates should post their postage-free mail at the respective post offices/delivery offices designated by Hongkong Post for the election concerned. When making postings, the candidates should furnish a copy of the election mail for the attention of the designated manager(s) for record purpose. *[Amended in October 2011 and September 2016]*

8.86 The postings should be made up in bundles of 50 or 100 each for easy counting. All election mails must be stacked on the same side and arranged in accordance with the same order as the address labels/address lists (e.g. by building name or block number) provided by the REO. *[Amended in September 2016]*

8.87 With each posting, the candidate or his/her election agent must present a signed declaration (the declaration form will be given to a candidate by the REO upon his/her submission of nomination) **in duplicate** (the original to be kept by Hongkong Post and the duplicate copy duly signed by Hongkong Post and kept by the candidate or his/her election agent as acknowledgement of the posting):

- (a) stating the quantity of mail items in the posting and the name of the candidate;
- (b) declaring that the posting is his/her postage-free mail;
- (c) declaring that each packet contains materials relating only to the candidature of the candidate or candidates of the same subsector in the case of joint election mails at the election concerned; is

identical to the unsealed specimen submitted by the candidate or his/her election agent for inspection and approval ; and

- (d) declaring that not more than 1 postage-free mail will be sent to any of the voters.

It is important to note that under s 99(3)(b) of the EAC (EP) (EC) Reg, a candidate sending postage-free mail items to voters in bulk is liable for payment of postage for all the items in that bulk if the declaration made by him/her or his/her election agent is false in any particular. *[Amended in October 2011 and September 2016]*

8.88 If a candidate makes posting in more than 1 batch, the same declaration form must be presented at the same designated post office/delivery office on each occasion. *[Amended in October 2011 and September 2016]*

8.89 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 voters 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. [Please refer to Chapter 18 for the detailed requirements.] *[Added in September 2016]*

8.90 Government reserves the right to charge a candidate postage where any of the requirements under s 99 of the EAC (EP) (EC) Reg is not met or the free postage arrangements are abused in any way [s 99(3) of the EAC (EP) (EC) Reg]. The charge counts towards the candidate's election expenses and must be included in his/her election return to be sent to the CEO. The EAC may also issue public statements in such manner as it deems fit to censure any abuse of the free postage arrangements. *[Amended in October 2011]*

8.91 **The postal requirements stated in the above guidelines (paras. 8.72 to 8.90) are quoted for general reference only. Candidates should comply with the latest requirements issued by Hongkong Post at the time of the election concerned.** *[Added in October 2011 and amended in September 2016]*

Enquiries

8.92 For general enquiries concerning the posting of EAs, please contact:

Assistant Manager (Retail Business Support)
Room 1M05
General Post Office
2 Connaught Place
Central
Hong Kong

Telephone: 2921 2190 / 2921 2307
Fax: 2501 5930

[Amended in October 2011 and September 2016]

**PART XI : ELECTION ADVERTISEMENTS FOR REGISTERED
VOTERS AND AUTHORISED REPRESENTATIVES
IN THE CUSTODY OF CSD AND OTHER LAW
ENFORCEMENT AGENCIES**

8.93 Candidates may send EAs to registered voters/ARs in the custody of the CSD where the voters/ARs have provided the addresses of the penal institutions concerned as their correspondence addresses for the receipt of EAs. For security reasons, candidates should adhere to the guidelines laid down by

CSD at **Appendix U** when sending EAs to these voters/ARs. *[Added in January 2010 and amended in September 2016]*

8.94 Candidates may note that persons who are in prison or held in custody by the law enforcement agencies who are registered voters/ARs may access election-related information through the mass media in accordance with the existing policies of the law enforcement agencies on access to the mass media. *[Added in January 2010]*

CHAPTER 9

ELECTIONEERING ACTIVITIES AT PREMISES OR BUILDINGS WHERE VOTERS/ARs RESIDE, WORK OR FREQUENT

PART I: GENERAL

9.1 There are occasions when candidates may wish to target their electioneering activities at an individual voter/AR or a group of voters/ARs at:

- (a) his/her/their living/working places;
- (b) the premises of the organisation(s) to which the voter(s)/AR(s) belong; or
- (c) the building(s) which the voter(s)/AR(s) frequent.

These electioneering activities may include visits to, personal contact with people, using amplifying devices to advertise in the common parts of the building, display or distribution of EAs and holding of election meetings at, the places mentioned above. **Appendix I** gives some kind of reference as to what activity is to be regarded as electioneering activity. This chapter explains the general guidelines to be observed by candidates in conducting electioneering activities, the rights of all concerned and appeals to the voters/ARs, the management bodies of the organisations to which the voters/ARs belong and the management bodies of the buildings which the voters/ARs frequent to **provide fair and equal treatment** to all candidates so as to ensure that the election is conducted fairly. *[Amended in September 2006]*

9.2 Candidates are reminded that different organisations/buildings may have their own guidelines to allow or disallow the conduct of electioneering activities on the premises under their management. To ensure the smooth conduct of electioneering activities in public or private places, candidates should consult the relevant authorities or management in advance and, if required, obtain permission from them for the conduct of electioneering activities in the places within their jurisdiction. *[Added in September 2006 and amended in September 2016]*

9.3 The general guidelines to be observed for conducting electioneering activities at the living and working places of voters/ARs, premises of organisations to which voters/ARs belong and buildings which voters/ARs frequent are set out in Part II below. The specific guidelines to be observed for conducting electioneering activities in the premises managed by the Housing Department and the Hong Kong Housing Society are set out in **Appendix J**. *[Added in September 2006]*

9.4 For the purpose of ensuring fair treatment and equal opportunity of access to all candidates in conducting electioneering activities and to avoid causing undue disturbance to the public, Part III below provides the owners/management of premises and organisations with some guidelines in handling applications for conducting electioneering activities in the premises under their control. *[Added in September 2006]*

**PART II : GUIDELINES TO BE OBSERVED BY CANDIDATES
IN THE CONDUCT OF ELECTIONEERING
ACTIVITIES**

Visits to Living and Working Places of Voters/ARs

9.5 Candidates should note that voters/ARs have the right to allow or deny access by anyone, including the candidates, to their own living or working places. In other words, voters/ARs are free to invite, or accept the request from, a particular candidate(s), but not the others, to visit them at their living or working places. *[Amended in September 2006, October 2011 and September 2016]*

9.6 However, access to a private office may require the approval of the management of the office building or the companies which employ the voters/ARs, and such management when making a decision should have due regard to the fair and equal treatment principle mentioned in Part III below. In conducting electioneering activities at the common parts of the living or working places of voters/ARs, candidates should observe the general guidelines set out in paras. 9.9 to 9.16 below.

9.7 Any government offices, which are working places of voters/ARs, will be treated in the same manner as the premises referred to in this chapter. Government offices may allow or disallow electioneering activities as they wish, but such decision should comply with the fair and equal treatment principle mentioned in Part III below. *[Amended in September 2006]*

9.8 Due to security reasons, arrangements will not be made to facilitate in-person canvassing activities in a prison or the premises of a law enforcement agency. A visitor, who visits a prison or the premises of a law enforcement agency for a business or official purpose, is not allowed to canvass for votes.

This is to ensure that such a visitor will not have an advantage over other persons who cannot make the visit. A person, who canvasses for votes during the aforesaid visit, commits an offence and will be liable to a fine at level 2 (\$5,000) and to imprisonment for 3 months. [S 87A of the EAC (EP) (EC) Reg] *[Added in January 2010 and amended in September 2016]*

Respect for the Decision and Privacy

9.9 After a candidate has been notified of the decision relating to electioneering activities, he/she should ensure that he/she and his/her supporters comply with the decision and should not avail himself/herself of or obtain any unfair advantage over any other candidate(s). *[Amended in September 2006 and October 2011]*

9.10 If a decision to disallow electioneering in an organisation or a building has been made, the candidate or his/her supporters should conduct no electioneering activity in such places. If the candidate concerned acts against the decision of the organisation or building in whatever manner, then he/she commits trespass and the organisation or building management can simply stop him/her from doing the contravening act or carry out the decision to exclude the candidate concerned. If the candidate refuses to leave, it would be wise in such circumstances for the organisation or building management, as the case may be, to report the matter to the Police in the first instance and then to the EAC which may publish a **reprimand** or **censure** against the candidate concerned. *[Amended in September 2006 and September 2016]*

9.11 A candidate and his/her supporters should respect the decisions of the organisation or building management, and it is unwise to enter into **arguments** with members of the organisation or the building residents who obstruct the candidate's electioneering inside the premises of the organisation or the building. Such arguments may affect the candidate's reputation or image

with members of the organisation or the residents of the building. Any dissatisfaction with the decision or act of the organisation or the building should more properly be made a subject of a complaint as soon as possible to the EAC or its Complaints Committee which will decide whether the decision or act is fair or unfair.

9.12 **Privacy of the voters/ARs should be respected.** The guidance note on personal data privacy in respect of electioneering activities at **Appendix K**, prepared by the Office of the Privacy Commissioner for Personal Data (“OPCPD”), serves as a general reference on compliance with the requirements of the PD (P) O in relation to electioneering activities that may involve the collection and use of personal data of an individual. According to the aforesaid guidance note, the act of canvassing for votes is not in contravention of the PD (P) O provided that collection and handling of personal data is in compliance with the Data Protection Principles of Schedule 1 to the PD (P) O. The aforesaid guidance note also reminds candidates, inter alia, that:

- (a) individuals should be informed of the purpose of collection of their personal data when collecting the data directly from them for electioneering;
- (b) personal data should not be collected by deceptive means or by misrepresentation (e.g. collecting personal data in the pretext of opinion poll or assisting citizens in applying for government welfare);
- (c) before using personal data from sources other than the extract from the FR provided by the REO for electioneering purpose, express consent from the data subjects should be obtained unless the

original purpose of collection of the data is directly related to the electioneering purpose; and

- (d) if election agents or other contractors are engaged to process personal data of voters/ARs on behalf of the candidates for electioneering purpose, necessary means (contractual or otherwise) must be adopted to prevent the personal data transferred to the election agents or other contractors from: (i) being kept longer than is necessary for the electioneering purpose; and (ii) unauthorised or accidental access, processing, erasure, loss or use.

In addition, in order to facilitate better understanding of the privacy concerns of the voters/ARs and compliance with the requirements of the PD (P) O, the OPCPD has provided 4 complaint cases at **Appendix L** for illustration purpose. **Candidates and their election agents are strongly advised to strictly follow the guidance provided by the OPCPD in the aforesaid note when conducting electioneering activities.**

[Amended in September 2006, October 2011 and September 2016]

9.13 Candidates are supplied by the REO with an **extract of the FR** in respect of their respective subsectors which contains the name and residential address of voters/ARs of the relevant subsector and their email addresses (where the voters/ARs concerned have provided to REO for the purpose of receiving EAs from candidates), but **not their telephone numbers**. As a general rule, candidates should respect the privacy of voters/AR when using their contact information for canvassing. In particular, for mass distribution of EAs over email, candidates are reminded to use the “bcc” function of email or other proven means to ensure that the email addresses of individual voters/ARs would not be inadvertently disclosed to other recipients. Candidates should note that some

members of the public do not like or detest being called over the telephone, the entrance intercom system and some do not like their names being called out aloud. Many voters/ARs also consider canvassing messages sent to them through electronic devices annoying. Their disapproval may be reflected in their choice of candidates on the polling day. It is therefore unwise to call or send messages through electronic devices to voters/ARs who find such approaches objectionable or to act in any other way that may antagonise them. As a matter of good practice, candidates and their supporters should maintain a list of voters/ARs that they know finding such electioneering telephone calls or messages or visits objectionable and avoid approaching these voters/ARs through these means again. On the other hand, voters/ARs who receive the objectionable telephone calls or messages can just disconnect them or block the sender. If the caller or sender does not desist from calling or sending messages and causes a nuisance, the voter/AR should report the matter as soon as possible to the **Police** who may take action against the caller or sender. *[Amended in September 2006, October 2011 and September 2016]*

9.14 Some candidates or their supporters may use **loud-hailers** to assist their campaign. They should exercise restraint in the use of loud-hailers so as not to create a nuisance to the persons in the vicinity, including those who live in the buildings nearby. They should be mindful that some people working shift hours need to take rest during the daytime and the noise generated from the use of loudspeakers for electioneering activities may affect their daily life. In order to reduce the nuisance caused to members of the public, candidates are required **not** to use loudspeakers in electioneering **between 9 pm and 9 am**. If the EAC comes to know that a candidate has breached the time restriction, it may make a reprimand or censure against the candidate. Excessive noise will amount to an offence and the Police may be called. Anyway, it is unwise to create a nuisance through the use of loud-hailers, for the annoyance of the voters/ARs will obviously be reflected in their choice of candidate. [See also Chapter 12.] *[Amended in September 2016]*

9.15 Canvassing through the use of the **entrance intercom system** in a building is prohibited unless it is expressly allowed by the building management. *[Added in October 2011]*

Identification of Canvassers

9.16 For security reasons and for prevention of abuse, the EAC advises that each candidate should provide some forms of identification to his/her canvassers for them to enter the premises of an organisation or a building for electioneering purposes. The EAC suggests that the candidate should devise an authenticated identification document containing the name and photograph of his/her canvasser who should produce his/her identification document together with his/her identity card for inspection to gain entry into the premises of an organisation or a building. Candidates should note that the production costs of this kind of identification document will be counted as election expenses.

PART III : GUIDELINES TO BE OBSERVED BY OWNERS, MANAGEMENT AND ORGANISATIONS FOR HANDLING APPLICATIONS FOR CONDUCT OF ELECTIONEERING ACTIVITIES ON THE PREMISES WITHIN THEIR JURISDICTION

Electioneering at Premises of Organisations to which Voters/ARs Belong and Buildings which Voters/ARs Frequent

9.17 The premises of the organisations to which the voters/ARs belong and the buildings which voters/ARs frequent usually do not belong to a particular voter/AR or group of voters/ARs. They are usually under the control of the management bodies of the organisations or the buildings concerned. *[Amended in September 2006]*

9.18 The EAC appeals to all management bodies of the organisations or buildings concerned to provide **equal opportunity** to all candidates competing in the same EC subsector for the purposes of electioneering. However, if it is decided **not** to allow a particular candidate to conduct electioneering activities at the premises of the organisation or in the common parts of the building, no other candidate in the same EC subsector should be allowed to do so, for **it is important to provide fair and equal treatment to all candidates** so as to ensure that the election is conducted fairly. Discriminatory treatment of candidates may also lead to unequal treatment of tenants/occupiers, and have the undesirable effect of giving rise to dissatisfaction and discord amongst neighbours in the same building. *[Amended in September 2016]*

9.19 The **common parts** of a building (those parts to which exclusive rights of use or occupation do not belong to a particular owner or tenant) are usually under the control and management of the owners of the various units in the building. Where there is an owners' corporation of the building incorporated under the former Multi-storey Buildings (Owners Incorporation) Ordinance or the present Building Management Ordinance (Cap 344), the control and management of the common parts are exercised by the owners' corporation representing all the owners of the building. *[Amended in September 2016]*

9.20 For all types of building organisations be it an owners' corporation, owners' committee, mutual aid committee, tenants' association, residents' association, management company or managers of the building, the decision that it makes relating to electioneering activities of candidates in the common parts of the building, including the office premises of the organisation and all private streets, etc., **must comply with the fair and equal treatment principle.**

IMPORTANT :

The office bearers of building organisations must not abuse their positions in the organisations to give unfair treatment to any candidate in the conduct of electioneering or canvassing activities in the buildings concerned. This is particularly the case when the office bearers themselves or their close relatives are candidates in the election. Furthermore, it would be the responsibility of the building organisations to ensure that the fair and equal treatment principle is strictly complied with in all circumstances and no candidates will be given unfair advantage in the election.

[Amended in September 2016]

9.21 The organisation concerned should make a decision that applies equally and fairly to all candidates of each subsector instead of dealing with each application from them separately. This will avoid having to convene a meeting to deal with each application upon its receipt, sometimes incurring delay in dealing with some applications. The EAC may treat such delay as a device to avoid compliance with the fair and equal treatment principle and may issue a reprimand or censure. *[Amended in September 2016]*

9.22 As a motion on whether or not electioneering should be allowed in a building concerns the rights of tenants and occupiers more than those of owners, it is advisable for owners or owners' corporations to allow occupiers who are not owners to vote on the motion and a secret ballot is always the fairest way of voting on such a controversial subject. If approval or consent has been obtained from the owners having the control of the common parts of the building or the owners' corporation, the building management organisation may conduct a questionnaire survey to collect the views of the occupiers of each flat and act

according to the majority view relating to matters covered by and in accordance with this chapter.

Notification of Decision

9.23 The management bodies of organisations and buildings are urged to notify the relevant RO in writing as soon as possible of their decision on electioneering by candidates, so as to equip the RO with the correct information to be provided to the candidates who may make inquiries with him/her. A **form** of notification to the RO can be obtained from the REO. Enquiries may be made with the DO or sub-offices of the District in which the building is located. Nevertheless, candidates are advised to note that some buildings may not be able to make a decision on electioneering by candidates before the end of nomination period and therefore have not given the notification to the RO as required. When candidates come across these buildings, they should respect the interim decision of these buildings not to allow electioneering. *[Amended in September 2006, October 2011 and September 2016]*

Display of Election Advertisements

9.24 The management bodies of the organisations or buildings concerned should avoid handling applications by candidates for display of EA on a first-come-first-served basis as this may create unfairness. For example, if one candidate knows the decision and applies to put up posters and banners on all available spots in the common parts of the building, no space will be left for other candidates who apply after him/her. To ensure fairness, management bodies are advised to:

- (a) ascertain all the available spots at their premises for candidates to display posters and banners;

- (b) decide on the maximum size of posters and banners to be allowed;
- (c) after the close of nomination of candidature, find out from the relevant RO how many candidates are contesting in the EC subsector(s) concerned;
- (d) divide all the available spaces according to quality and quantity to ensure equality as far as possible into portions equivalent to the number of candidates;
- (e) when one of the candidates of the EC subsector concerned applies for display of EAs, allow him/her to draw lots to obtain a portion of the spots still available at the time of his/her application; and
- (f) where 2 or more candidates wish to display their joint EAs, they should be allowed to do so but the joint EAs should occupy no more than the total of all the portions of the spots allocated to them by the restriction of size under (b) and the drawing of lots under (e) mentioned above.

[Amended in September 2006 and October 2011]

9.25 Any person who puts up any publicity materials, including those which do not look election-related, in the nomination period on private premises should declare to the management body concerned in writing whether he/she is a candidate or intends to stand as a candidate in the election. This is to prevent prospective candidates from making use of such device to promote himself/herself. The management body is also advised to exercise its own judgement on whether the publicity materials are serving electioneering purposes and then make a decision with due regard to the fair and equal treatment principle.

PART IV: CONDUCT OF ELECTIONEERING ACTIVITIES IN PREMISES UNDER THE MANAGEMENT OF HOUSING DEPARTMENT AND HONG KONG HOUSING SOCIETY

9.26 The specific guidelines to be observed by candidates and their agents in the conduct of electioneering activities in premises under the management of Housing Department and Hong Kong Housing Society are set out in **Appendix J**. [*Amended in September 2006*]

PART V: SANCTION

9.27 If the EAC receives a complaint of unfair or unequal treatment of candidates by any organisation or building or a person acting or purporting to act on behalf of such organisation or building, and is satisfied that the complaint is justified, it may make a **reprimand** or **censure** in a public statement which will include the names of the candidates favourably and unfavourably treated. Candidates should therefore advise the organisation management or building owners whom they approach of these guidelines. On the other hand, however, if it is proved that a person has made a false, unfounded or unreasonable allegation of unfair treatment by an organisation or a building, the EAC may issue a reprimand or censure in a public statement against that person.

9.28 Candidates should also refrain from accepting any unfair advantage over other candidates in the same subsector even though such may be ready on offer by an organisation or a building. The EAC may publish a public reprimand or censure against the candidate who contravenes the guidelines in this chapter or whose act or behaviour results in any unfair or unequal treatment by organisations or buildings towards any other candidate.

CHAPTER 10

ELECTION MEETINGS

PART I: GENERAL

10.1 An **election meeting** is a meeting held to promote or prejudice the election of a particular candidate or particular candidates [s 12(5) of the ECICO]. For the avoidance of doubt, election forums organised for all candidates in the same subsector are not treated as election meetings [see Part IV of Chapter 11]. During the election period, a candidate may attend any other meetings as part of his/her normal activities which are **not election-related**. Insofar as such meetings are **not** held for the purpose of promoting or prejudicing the election of a particular candidate or particular candidates, they will not be regarded as election meetings. *[Amended in September 2006]*

10.2 Expenses incurred before, during or after the election on account of an election meeting organised for any of the purposes stated above are **election expenses** [s 2 of the ECICO]. There may be cases where a meeting is not organised for any of the above purposes, but has nevertheless been used for such purposes by a candidate or any other person on his/her behalf. In that event, it will be for the candidate to assess the expenses which have been incurred for the said purposes. [See Chapter 16.] The person who uses the meeting for promoting the candidate may also be liable for prosecution for his/her failure in obtaining the candidate's prior authorisation to appoint him/her as the candidate's election expense agent for incurring election expenses on behalf of the candidate [see s 23(1) of the ECICO].

10.3 Candidates should refer to the part on "Treating" in Part IV of Chapter 17, regarding the serving of drinks and meals at or incidental to an election meeting.

10.4 In addition to the election expenses incurred, candidates are responsible for the election meetings or public processions which they organise, including the keeping of order and safety, controlling noise level, cleanliness and other liabilities.

10.5 An election meeting may take place in a public place or at private premises. A public procession for election campaigning purposes is a form of election meeting, as is an exhibition organised with a view to promoting or prejudicing the election of a particular candidate or particular candidates.

10.6 Candidates are reminded that individual government departments and management authorities may have their own guidelines to allow or disallow the conduct of election meetings on the premises under their control. To ensure the smooth conduct of election meetings in public or private places, **candidates should consult the relevant authorities concerned in advance and if required, obtain prior permission from each of them for the conduct of election meetings on the premises within their jurisdiction.** *[Added in September 2006 and amended in September 2016]*

10.7 The requirements of the Hong Kong Police Force for the organisation of election meetings in public places and the guidelines of the Housing Department/Hong Kong Housing Society for premises under their jurisdiction are set out in paras. 10.8 to 10.20 below. *[Added in September 2006 and amended in September 2016]*

PART II : ELECTION MEETINGS IN PUBLIC PLACES

10.8 Any person who organises an election meeting in a public place must notify the Commissioner of Police in writing **not later than 11 am on the same day (if a general holiday, the first day immediately preceding that day which is not a general holiday) of the week in the preceding week as**

the day on which the meeting is intended to be held [s 8(1) of the Public Order Ordinance (Cap 245)(“POO”)]. “Public place” means any place to which for the time being the public or any section of the public are entitled or permitted to have access, whether on payment or otherwise, and, in relation to any meeting, includes any place which is or will be, on the occasion and for the purposes of such meeting, a public place [s 2 of the POO]. *[Amended in October 2011 and September 2016]*

10.9 The written notification shall be **handed in** to the officer in charge of any police station. It should contain the following particulars:

- (a) the name, address and telephone number of the person organising the meeting, any society or organisation promoting or connected with the holding of the meeting and a person able to act, if necessary, in place of the organiser;
- (b) the purpose and subject matter of the meeting;
- (c) the date, location, time of commencement and duration of the meeting;
- (d) an estimate of the number of people expected to attend the meeting;
- (e) the number and names of persons proposed as platform-speakers for the meeting;
- (f) the sound amplification devices, if any, intended to be used at the meeting; and

- (g) the nature, form and contents of the advertisements, printed matter, posters or banners intended for publication, distribution or display in respect of the meeting.

[S 8(4) of the POO] *[Amended in October 2006 and October 2011]*

A **form** of notification for a public meeting or procession together with guidance notes provided by the Police will be given to a candidate upon his/her submission of nomination. The Police has advised that the use of the form will speed up processing time.

10.10 Notification to the Commissioner of Police of an election meeting is not required if the meeting is to be:

- (a) attended by not more than 50 persons; or
- (b) held at the private premises where the number of persons attending will not exceed 500 persons; or
- (c) held in a school registered or provisionally registered or exempted under the Education Ordinance (Cap 279), college registered under the Post Secondary Colleges Ordinance (Cap 320), or educational establishment established by any Ordinance with the approval of an accredited society or similar body of such school, college or educational establishment **and** consent of the governing body of the establishment concerned.

[S 7(2) of the POO]

Where in doubt, a candidate should seek advice from the Police.

[Amended in October 2011 and September 2016]

10.11 The Commissioner of Police may prohibit the holding of any public meeting notified (referred to in paras. 10.8 and 10.9 above) where he/she reasonably considers such prohibition to be necessary in the interests of national security or public safety, public order or the protection of the rights and freedoms of others, and if so, he/she shall give notice of the prohibition to the person who gave the notification or to any person named in that notice not later than 48 hours prior to the time of commencement of the meeting or by publication in writing in such manner, or by posting a notice of the prohibition in such place, as the Commissioner of Police may think fit [s 9 of the POO]. On the other hand, the Commissioner of Police may give notice to the organisers and impose conditions for the meeting to take place, and the organisers must comply with such conditions and comply forthwith with any direction given by a police officer for ensuring compliance with or the due performance of the conditions and the requirements referred to in para. 10.12 below. [S 11(2) and (3) of the POO] *[Amended in October 2006, October 2011 and September 2016]*

10.12 At every public meeting:

- (a) there shall be present throughout the meeting either the organiser, or if he/she is not present, a person nominated by him/her to act in his/her place;
- (b) good order and public safety shall be maintained throughout the meeting; and
- (c) the control of any amplification device that is used in such a manner that it causes a noise that would not be tolerated by a reasonable person shall, if so required by a police officer, be surrendered to the police officer for the duration of the meeting.

[S 11(1) of the POO] *[Amended in October 2011]*

10.13 A guidance note on safe conduct of election-related activities is at **Appendix M**. It serves as a general advice to candidates and organisers of election-related activities, to enable them to conduct such activities safely.

Public Processions

10.14 A public procession for election campaigning purposes may be held without notification to the Commissioner of Police where:

- (a) it consists of not more than 30 persons; or
- (b) it is held at a place other than a public highway, public thoroughfare or public park; or
- (c) it is of a nature or description specified by the Commissioner of Police by notice in Gazette.

[S 13(2) of the POO] *[Amended in October 2011 and September 2016]*

10.15 In all other cases, written notification of a public procession, including a vehicle procession, must be given by the person organising the procession or by any person on his/her behalf, to the Commissioner of Police (which may be handed in to the officer in charge of any police station) **not later than 11 am on the same day (if a general holiday, the first day immediately preceding that day which is not a general holiday) of the week in the preceding week as the day on which the procession is intended to be held** containing the following information:

- (a) the name, address and telephone number of the person organising the procession, any society or organisation promoting or connected with the holding of the procession and a person able to act, if necessary, in place of the organiser;

- (b) the purpose and subject matter of the procession;
- (c) the date, precise route, time of commencement and duration of the procession;
- (d) in respect of any meeting to be held in conjunction with the procession, the location, time of commencement and duration of the meeting; and
- (e) an estimate of the number of people expected to attend the procession.

A notification **form** mentioned in para. 10.9 above should be used. [S 13A(1) and (4) of the POO] *[Amended in October 2011 and September 2016]*

10.16 The Commissioner of Police may object to a public procession being held if he/she reasonably considers that the objection is necessary in the interests of national security or public safety, public order or the protection of the rights and freedoms of others. If the Commissioner of Police objects to the public procession being held, he/she shall as soon as reasonably practicable and within the time limit specified under POO –

- (a) notify in writing the person who gave notice under s 13A of the POO or a person named for the purposes of s 13A(4)(a)(i) of the POO of his/her objection and reasons; or
- (b) publish a written notice of objection and reasons in the manner he/she thinks fit; or
- (c) post a written notice of objection and reasons in the place he/she thinks fit.

[Ss 14 and 15(2) of the POO] *[Amended in October 2006, October 2011 and September 2016]*

10.17 The Commissioner of Police shall not issue a notice of objection for a public procession –

- (a) if notice of a procession is given in accordance with s 13A(1)(b) of the POO, later than 48 hours before the notified commencement time of the procession;
- (b) if shorter notice of 72 hours or more is accepted by the Commissioner of Police under s 13A(2) of the POO, later than 24 hours before the notified commencement time of the procession;
or
- (c) if shorter notice of less than 72 hours is accepted by the Commissioner of Police under s 13A(2) of the POO, later than the notified commencement time of the procession.

[S 14 of the POO] *[Amended in October 2006, October 2011 and September 2016]*

10.18 At every public procession:

- (a) there shall be present throughout the procession either the organiser of the procession, or if he/she is not present, a person nominated by him/her to act in his/her place;
- (b) good order and public safety shall be maintained throughout the procession; and
- (c) the control of any sound amplification device that is used in such

a manner that it causes a noise that would not be tolerated by a reasonable person shall, if so required by a police officer, be surrendered to the police officer for the duration of the procession.

[S 15(1) of the POO] *[Amended in October 2011]*

PART III: ELECTION MEETINGS AT PRIVATE PREMISES

10.19 Any person who organises an election meeting at private premises should consult the owner, occupier, owners' corporation, building management or the mutual aid committee concerned, etc. in advance and, if required, obtain prior permission from them. Insofar as the decision regarding election meetings by candidates in the common areas of a building accords fair and equal treatment to all candidates, the EAC will not intervene. Specific guidelines for conducting election meetings in the premises managed by the Housing Department and the Hong Kong Housing Society are set out in **Appendix J**. *[Amended in September 2006 and September 2016]*

10.20 Notification in writing to the Commissioner of Police will need to be given, in accordance with the procedures set out in paras. 10.8 and 10.9 above, if at the proposed meeting the attendance will exceed 500 persons.

PART IV : ELECTIONEERING EXHIBITIONS

General

10.21 A candidate may hold an exhibition for election campaigning purposes. If such an exhibition is to be held, the candidate should consult the relevant management authorities of the premises concerned in advance, and if

required, obtain prior permission from the Housing Manager, owner, occupier, owners' corporation, building management or the mutual aid committee concerned, etc. Relevant guidelines in the other parts in this chapter should also be observed, in addition to compliance with regulations and conditions imposed by other relevant authorities. *[Amended in September 2006]*

Premises under the Purview of the Housing Department and the Hong Kong Housing Society

10.22 Where approval has been given by a housing manager for such an exhibition in housing estates managed by the Housing Department and the Hong Kong Housing Society, the display of election advertisements at the venue of the exhibition will normally be subject to the conditions that they are displayed in connection with the activity in question and for a temporary duration of less than a day. The guidelines in Chapter 8 are applicable to such displays and must be observed by the candidate concerned. The housing manager should send a copy of the letter of approval to the relevant RO for record and for public inspection. Please also see **Appendix J** for reference. *[Amended in September 2006]*

PART V : FUND RAISING ACTIVITIES AT ELECTION MEETINGS

10.23 A permit is required for organising, providing equipment for, or participating in any collection of money or sale of badges, tokens or similar articles or exchange the same for donations in a public place [s 4(17) of the Summary Offences Ordinance (Cap 228)]. Any person who wishes to raise funds at an election meeting for non-charitable purposes should apply to the Secretary for Home Affairs. A copy of the administrative guidelines and licensing conditions for the issue of such permits with an application form is at **Appendix N** for general information. *[Amended in September 2006]*

CHAPTER 11

ELECTION BROADCASTING, MEDIA REPORTING AND ELECTION FORUMS

PART I : GENERAL

11.1 This chapter deals with election broadcasting through electronic means (which covers all programmes including those on current affairs and news reporting of the radio and television stations licensed under the Broadcasting Ordinance (Cap 562) and the Telecommunications Ordinance (Cap 106)), media reporting on election-related matters and the holding of any election forum. *[Amended in September 2016]*

IMPORTANT :

“Candidate” includes a person who has publicly declared an intention to stand for election at any time before the close of nominations for the election, whether or not he/she has submitted a nomination form [s 2 of the ECICO].

PART II : ELECTIONEERING ON TELEVISION AND RADIO

11.2 Operators of television broadcasting services licensed under the Broadcasting Ordinance are not allowed under the law to broadcast advertisements of a political nature. Operators of radio broadcasting services licensed under the Telecommunications Ordinance are not allowed under the Code of Practice issued by the Communications Authority to broadcast advertisements of a political nature except with the prior approval of the Communications Authority. *[Amended in October 2011 and September 2016]*

11.3 Broadcasters licensed under the Broadcasting Ordinance and the Telecommunications Ordinance are required to handle any programmes relating to the election and candidates in accordance with the **fair and equal treatment principle** and guidelines set out in this chapter and to ensure that no favourable or unfavourable treatment will be given to any of the candidates. *[Added in September 2016]*

11.4 For programmes of which the entire or part of the theme is on the election (e.g. for introducing the candidates or reporting/analysing the election platforms and activities of the candidates), the **fair and equal treatment principle** applies. In accordance with the fair and equal treatment principle, broadcasters should ensure that each of the candidates contesting in the same subsector will be introduced and reported in the programme and no favourable or unfavourable treatment will be given to any of the candidates. *[Added in September 2016]*

11.5 For current affairs or other programmes on television and radio which are not election-related, candidates may take part as guests in these programmes insofar as their participation is pertinent to the subject matters of the programmes. Under the fair and equal treatment principle, broadcasters should be careful to avoid giving unfair publicity to any candidates, and should be prepared to justify their choices of guests having regard to all the circumstances of the case, including the subject matter of the programmes, the candidates' background and expertise, availability of other guests having similar background and expertise, etc. *[Amended in October 2011 and September 2016]*

11.6 **No unfair advantage** should be **offered** to or **obtained** by any candidate over others regarding election campaigning.

11.7 To comply with the fair and equal treatment principle, when inviting a candidate to attend a programme of which the entire or part of the

theme is on the election, broadcasters should invite all candidates contesting in the same subsector and include in the invitation a notice to the invitee that a similar invitation has been or will be made to other candidates of the same subsector, so as to give the invitees an equal opportunity to appear. The EAC also appeals to all candidates to attend these programmes as far as possible in order to enable voters and the public to be apprised of their election platforms. Some candidates may choose not to attend due to personal or other reasons. Under such circumstances, the relevant broadcaster may continue with the production of the programme as planned without contravening the fair and equal treatment principle. The fair and equal treatment principle applies to the production of the entire programme and, in particular, requires the broadcaster to give equal time to each of the candidates in that part of the programme to present his/her election platform. **A record should be kept by the broadcaster of the date, time and contents of the invitation and the notice until 3 months after the election.** To avoid any possible confusion, broadcasters should provide the audience of the programmes with clear information on the total number and names of candidates in the same subsector. Furthermore, to ensure equal treatment to all candidates concerned, broadcasters should in particular take heed of the observations made by the Court in an election petition relating to the 2010 LegCo By-election as set out in **Appendix O** and, where appropriate, follow the arrangement set out therein when producing multi-episode programmes which are election-related. *[Amended in October 2011 and September 2016]*

11.8 If there is evidence to substantiate that the relevant broadcaster has provided/allowed favourable or unfavourable treatment to some candidates in producing the programme of which the entire or part of the theme is on the election, such case will be regarded as a breach of the fair and equal treatment principle. *[Added in October 2011 and amended in September 2016]*

11.9 The principles stated in paras. 11.4 to 11.8 above also apply to political parties or political organisations of which the candidate is member as they apply to the candidate himself/herself.

11.10 The aforesaid principles do not apply to programmes which are entirely news reporting and are not related to the candidates' participation in the election. Nonetheless, the broadcaster is obliged to ensure fair treatment for all candidates and that no candidate is offered an unfair opportunity of publicity in all circumstances as required under paras. 11.4 and 11.5. *[Amended in October 2011 and September 2016]*

11.11 Broadcasters' attention is drawn to the provisions of the Generic Code of Practice on Television Programme Standards, Radio Code of Practice on Programme Standards and Radio Code of Practice on Ancillary Visual Service Standards issued by the Communications Authority which govern the accuracy, impartiality and fairness of news and current affairs programmes. *[Added in September 2016]*

11.12 During the election period (i.e. the period beginning with the commencement of the nomination for the election and ending with the polling day for the election), broadcasters should ensure that the fair and equal treatment principle is applied to all political parties or political organisations which have members contesting the EC subsector election, whether or not contesting the same subsector. If a political party or political organisation whose members contest as candidates in the election is invited to take part in a current affairs or any other programme of which the entire or part of the theme is on the election, then all political parties or political organisations which have members contesting the EC subsector election, whether or not contesting the same subsector, should also be invited. *[Amended in October 2011 and September 2016]*

11.13 The EAC appeals to broadcasters to treat all candidates competing in the same subsector fairly and equally when making comments on or reference to the candidates in any of their programmes. Comments made for the purpose of promoting or prejudicing a candidate or candidates are treated as EAs, if reference could be made from the materials to identify the candidate(s) being promoted or prejudiced [see also paras. 8.3 to 8.4]. Moreover, if such comments are determined as EAs, the EAC will refer the matter to the Communications Authority for appropriate action. Where there is fair and equal treatment to all candidates of the same subsector, the editorial line of the broadcaster or personal opinions of the programme presenter on each of the candidates can be freely expressed, insofar as they are fair comments and based on true facts. The guidelines do not seek to impose any shackle on the expression of such ideas. However, as election is a solemn matter, to prevent any person from having a perception that favourable or unfavourable treatment is given to any candidate(s), broadcasters should ensure that in the expression of such ideas, no candidate, political party or organisation to which the candidate belongs will be offered unfair publicity or advantage. *[Amended in October 2011 and September 2016]*

Candidates Appearing on Television/Radio/Movie as Presenters, Regular Contributors, Actors, Musicians, Singers or Other Entertainers

11.14 A presenter, including a guest presenter, or a regular contributor should not appear in any programme in his/her normal programme role after he/she has publicly declared his/her intention to stand for the election or during the election period if he/she becomes a candidate. This is to avoid unfair publicity for him/her at the critical time. A presenter or a regular contributor may, of course, appear as a candidate in election forums referred to in Part IV below.

11.15 A person who has contracted to appear as a presenter, regular contributor, actor, musician, singer or any other form of entertainer in any

performance scheduled to be shown before his/her declaration of intention to stand for the election or before and after the election period may always do so and continue to do so. However, such a person should make his/her utmost endeavours to request the person(s) responsible not to broadcast his/her appearance in any media after his/her declaration of intention to run for the election or during the election period if he/she becomes a candidate. The EAC appeals to the aforesaid responsible person(s) to accede to such a request as far as practicable in order to avoid giving unfair publicity to the person concerned. *[Amended in October 2011]*

Candidates Appearing in Commercial Advertisements

11.16 A person should not participate in the making of an advertisement in which his/her image, name or voice appears (“the relevant advertisement”) and which he/she knows will be broadcast on television/radio or in cinema after his/her declaration of intention to stand for the election or during the election period if he/she becomes a candidate.

11.17 If, after the relevant advertisement has been made, the person then decides to run in the election, and it comes to his/her attention that the relevant advertisement will appear on television/radio or in cinema after his/her declaration of intention to stand for the election or after the nomination period has commenced if he/she becomes a candidate during that period, he/she should make his/her utmost endeavours to request the person(s) responsible not to broadcast the relevant advertisement after his/her declaration of intention to stand for the election or during the election period. The EAC appeals to the aforesaid responsible person(s) to accede to such a request as far as practicable in order to avoid giving unfair publicity to the person concerned. *[Amended in October 2011]*

PART III : ADVERTISING THROUGH THE PRINT MEDIA

11.18 A candidate may advertise in the print media to promote his/her candidature. Where such an advertisement is placed in the print media and takes the form of a news report or any other form which does not clearly show that it is an EA, the words “**Election Advertisement**” or “**選舉廣告**” must be stated in the advertisement, to avoid misunderstanding by readers that it is not an EA [see para. 8.56]. The expenses so incurred must be accounted for in the election return. EAs printed in a registered local newspaper would be exempted from the requirement of bearing printing details [see also para. 8.55 for details]. The EAC appeals to all publishers to provide **equal opportunity** to all candidates in the same subsector for placing advertisement in the print media. *[Amended in October 2011 and September 2016]*

11.19 The print media should ensure that, during the election period, any news reporting or reference made in its publications will not give unfair publicity to any particular candidate(s), or lead to a public perception that such reporting or reference is made for the publicity of a particular candidate. Therefore, publishers have the responsibility to handle carefully any news reporting or reference made in relation to the election or candidate(s), and ensure that no favourable or unfavourable treatment is given to any of the candidate(s) in accordance with the **fair and equal treatment principle**. Nor should a candidate obtain from a publisher any unfair opportunity for publicity regarding election campaigning. Any publications (e.g. special newspaper editions or leaflets), whether for free or otherwise, which serve to promote or prejudice the election of a particular candidate/candidates may be construed as EAs for the candidate(s) concerned and are subject to the requirements for EAs and election expenses as stipulated in Chapters 8 and 16. A publisher may also contravene the relevant legislation if the requirements for publishing and distributing EAs are not complied with prior to distributing such free publication. Candidates and publishers should consult their legal advisors if

they have doubt as to whether a free publication should be treated as an EA and counted towards election expenses. *[Amended in October 2011 and September 2016]*

11.20 A regular columnist should not contribute articles to the print media after he/she has publicly declared his/her intention to stand for the election or during the election period if he/she becomes a candidate. This is to avoid unfair publicity for him/her at the critical time. A person who has contracted to serve as a columnist should make his/her utmost endeavours to request the person(s) responsible not to publish his/her commentaries in any media after his/her declaration of intention to run for the election or during the election period if he/she becomes a candidate. The EAC appeals to the aforesaid responsible person(s) to accede to such a request as far as practicable in order to avoid giving unfair publicity to the person concerned. A regular columnist may, of course, appear as candidate in election forums referred to in Part IV below. *[Amended in October 2011]*

11.21 As election is a solemn matter, the EAC appeals to members of the print media to provide **fair and equal treatment** to all candidates competing in the same subsector in the reporting of them or their electioneering activities. How fair and equal treatment is to be applied in practice is set out in **Appendix P**. In addition, when reporting candidates competing in the same subsector in different pages or issues of a publication, members of the print media should provide readers with clear information on the total number and names of candidates competing in the same subsector in the reports. If there is evidence to substantiate that the relevant print media has provided/allowed favourable or unfavourable treatment to a particular candidate in the publication, such case will be regarded as a breach of the fair and equal treatment principle and the publication is very likely to have the effect of promoting or prejudicing the election of the candidate concerned and thus becomes an EA of the candidate. The relevant acts might therefore be in breach of the statutory requirements on EAs and election expenses [see also

Chapters 8 and 16] and both the print media and candidate concerned may as a result be subject to criminal liability. *[Amended in October 2011 and September 2016]*

PART IV : ELECTION FORUMS

11.22 During the election period, broadcasters may organise election forums in their programmes. Broadcasters should ensure that the fair and equal treatment principle is applied to all candidates. If a candidate is invited to take part in the election forum, then all candidates of the same subsector should also be invited to be present at such forum so as to give the candidates an equal opportunity to attend the forum and present their election platforms. The fair and equal treatment principle applies to the production and conduct of the entire election forum and, in particular, requires the broadcaster to give each candidate in the relevant part of the election forum equal time to present his/her election platform. Presenter(s) should treat each candidate in a courteous and fair manner at any time throughout the programme to avoid the impression that any particular candidate(s) is/are being treated favourably or unfavourably. *[Amended in October 2011 and September 2016]*

11.23 Other organisations, such as professional or trade organisations, academic institutions and schools, etc, may organise election forums for civic education or other purposes. In line with the fair and equal treatment principle, the EAC appeals to all these organisers to invite all candidates of the same subsector to be present at such forums, so that no unfair advantage will be accorded to or obtained by any candidate over others regarding election campaigning. *[Amended in October 2011]*

11.24 The EAC appeals to all candidates to use their best endeavours to take part in election forums in order to enable voters and the public to be apprised of their platforms. Some candidates may choose not to attend due to

personal or other reasons. Under such circumstances, the relevant forum organiser may continue to organise such activity as planned without contravening the fair and equal treatment principle. *[Amended in October 2011]*

PART V : SANCTION

11.25 If the EAC comes to know of unfair or unequal treatment of candidates by any broadcaster, publisher or forum organiser, it may make a **reprimand** or **censure** in a public statement which will include the names of the candidates favourably and unfavourably treated and the broadcaster, publisher or forum organiser concerned. The EAC may also notify the relevant authorities for appropriate action to be taken. Moreover, the programme, news reporting or article concerned is very likely to have the effect of promoting or prejudicing the election of a particular candidate and thus becomes an EA of the candidate(s). The relevant acts might therefore be in breach of the statutory requirements on EAs and election expenses [see also Chapters 8 and 16] and both the media and candidate(s) concerned may as a result be subject to criminal liability. The EAC will refer any cases involving possible breach of the legislation to the relevant law enforcement agencies for follow-up actions. Therefore, the EAC appeals to broadcasters, publishers, forum organisers and candidates to strictly comply with the guidelines set out in this chapter and avoid any conduct which will cause public concern about the fairness of the election. *[Amended in October 2011 and September 2016]*

11.26 The candidates as mentioned in paras. 11.14 to 11.17 and 11.20 above should make their best endeavours as advised thereof to avoid taking unfair publicity. If the EAC receives a complaint about a candidate taking the aforesaid unfair publicity and it is subsequently found that the candidate has failed to make such an endeavour, the EAC may make a **reprimand** or **censure** in a public statement against the candidate. *[Added in October 2011]*

CHAPTER 12

USE OF SOUND AMPLIFYING DEVICE AND VEHICLES

PART I : GENERAL

12.1 The law relevant to this chapter can be found in the POO, the Summary Offences Ordinance (Cap 228), the Noise Control Ordinance (Cap 400) and the Road Traffic Ordinance (Cap 374) (“RTO”).

12.2 Candidates are reminded that some members of the public find the sound or noise emitted by loudspeakers annoying and intrusive. When using loudspeakers, candidates should particularly bear in mind possible annoyance caused to people in hospitals, homes for the elderly, kindergartens, nurseries, schools and dwelling houses. Voters’ choice of candidate in casting their votes may be affected as a result of any noise nuisance caused by candidates or their supporters. *[Amended in September 2006]*

PART II : USE OF LOUDSPEAKERS AND VEHICLES

12.3 With effect from July 1995, the Commissioner of Police ceases issuing loudspeaker permits under s 4(29) of the Summary Offences Ordinance. Candidates are therefore **not** required to submit any application for a permit. However, this does not exempt candidates from complying with the requirements of the law and the conditions imposed by the Commissioner of Police when any amplification device is used in an election meeting or procession. An amplification device includes a loudspeaker and any device which can emit or amplify sound. *[Please refer to Chapter 10.] [Amended in October 2011]*

12.4 Although no permit is now required, any person using a loudspeaker should ensure that the noise emitted through the loudspeaker does not cause a nuisance to any other person. Under s 5(1)(b) of the Noise Control Ordinance, making a nuisance by using a loudspeaker, megaphone, or other device or instrument for magnifying sound from which the noise emitted is a source of annoyance at either domestic premises or public places at any time of the day is an offence, and this includes use of loudspeakers attached to vehicles. Candidates should be mindful that some people working on shifts may need to take rest during the daytime, and the noise generated from the use of loudspeakers for electioneering activities may affect their daily life. In order to reduce the nuisance caused to members of the public, candidates are required **not** to use loudspeakers in electioneering **between 9 pm and 9 am**. If the EAC comes to know that a candidate has breached the time restriction, it may make a **reprimand** or **censure** against him/her. Candidates should note that some members of the public may find the noise emitted from loudspeakers on vehicles disturbing. They should therefore seriously consider the public's tolerance over the sound level and try to keep the volume at a reasonable level. *[Amended in September 2006, October 2011 and September 2016]*

12.5 Should any complaint be received by the Police concerning the volume of loudspeakers, the volume of sound should be reduced on the instructions of any police officer. If verbal warning or instruction by the police officer is ignored, prosecution may be instituted.

12.6 All vehicles used for and in connection with canvassing activities must comply with the provisions and regulations of the RTO. Drivers of such vehicles are obliged to obey all directions given by uniformed police officers and traffic wardens. Additionally, drivers of all vehicles must comply strictly with all the stopping and parking regulations of the RTO. Deliberate slow driving may constitute "careless driving" as it could be deemed as driving "without reasonable consideration for other persons using the road". *[Amended in October 2011]*

12.7 Paraphernalia attached to a vehicle must also comply with the Road Traffic (Construction and Maintenance of Vehicles) Regulations (Cap 374A) of the RTO, and should not affect the safe operation of the vehicle. For the display of EAs on public light buses and taxis, their owners/operators shall obtain prior written approval from the Transport Department (“TD”) and ensure that the display of EAs is in compliance with the conditions as stipulated by the TD in an approval letter, including in particular the following conditions:

- (a) (i) for taxi, no EA may be displayed on all windows;
- (ii) for public light bus, no EA may be displayed:
 - (1) on all windows except on the interior surface of:
 - the window on the left of the first row of single-seat; and
 - the window on the right of the second row of double-seat.

EA(s) to be displayed in each of the abovesaid windows shall not exceed a total size measuring 210 mm by 297 mm (equivalent to A4 size);
 - (2) at areas between the windows and the exterior roof panel; and
 - (3) on the exterior roof panel (except sticker-type EAs);
- (b) no luminous or reflecting material may be used for EAs; and
- (c) no EA may obstruct any statutory lighting/label/markings required to be shown on the vehicle body as specified by the Commissioner for Transport or stipulated in the RTO and its subsidiary legislation.

According to the TD’s performance pledge which is applicable to only public light buses and taxis, it normally takes no more than 7 working days to process an application for the display of an EA on a public light bus and taxi. The TD has issued general approval to all franchised bus companies for advertising on the body and window of buses subject to conditions imposed by the TD. The

bus companies should comply with the conditions set out in the TD approval letters when they handle all kinds of advertisements. In this connection, there are no special guidelines on the display of EAs on buses. For the other modes of public transport, the operators concerned have their internal rules to govern the display of advertisements. In this regard, candidates should check with the operators for the relevant procedures and comply with the conditions imposed.

[Amended in September 2006, October 2011 and September 2016]

12.8 Candidates and their supporters are reminded that they should observe the statutory requirements of the Road Traffic (Safety Equipment) Regulations (Cap 374F) and Road Traffic (Traffic Control) Regulations (Cap 374G) under the RTO, including those relating to seating requirement, wearing of seat belts and permission to carry passengers in a vehicle. Standing up in moving vehicles is **illegal** for both the drivers and standees except on trams, single-decked public service buses and the lower deck of double-decked buses. Passengers can also stand up on a vehicle used as a float if approved by the Commissioner for Transport. The registered owner of the vehicle concerned should apply to the Licensing Office of the TD for exemption of the vehicle from carriage of standing passengers. *[Amended in September 2006, October 2011 and September 2016]*

12.9 Any vehicle modified to a float configuration for display or canvassing purposes must be approved by the Commissioner for Transport. Application procedures for approval of float design are included at **Appendix Q**.

12.10 Candidates should also note that the use of loudspeakers will not be permitted within the NCZ outside the polling station, nor will it be permitted in the vicinity where the sound emitted can be heard within the NCZ [s 40(14) of the EAC (EP) (EC) Reg]. [See also Chapter 14.]

PART III : SANCTION

12.11 If the EAC comes to know that any candidate is in breach of the guidelines in this chapter, apart from notifying the relevant authorities for actions to be taken, it may make a **reprimand** or **censure** in a public statement which will include the name of the candidate concerned. The censure may be in addition to the criminal liability for offences inside the NCZ, the candidates concerned may be liable to a fine at level 2 (\$5,000) and to imprisonment for 3 months [s 45(7) of the EAC (EP) (EC) Reg]. Candidates should also remind their supporters to observe these guidelines when they are campaigning on behalf of the candidates. *[Amended in September 2006 and October 2011]*

CHAPTER 13

ELECTIONEERING ACTIVITIES CONDUCTED IN SCHOOLS OR PARTICIPATED BY SCHOOL PUPILS

PART I : GENERAL

13.1 Candidates, school supervisors, principals and teachers are requested to take note of these guidelines when considering allowing the conduct of electioneering activities in their schools or seeking the assistance of pupils in electioneering activities.

13.2 Involvement of school pupils in electioneering activities has always been a matter of public concern. Anybody in authority must **not** use his/her position to exert undue influence on youths of school age under his/her charge to recruit them for electioneering activities. If the EAC comes to know that a person has abused his/her position by involving youths of school age under his/her charge in electioneering activities, it may make a reprimand or censure against the person. For use of force or duress on a person's voting preference, see s 13 of the ECICO.

PART II : SCHOOL PUPILS

13.3 While it is for the promotion of civic education that school pupils are encouraged to take an interest in community affairs, including elections, it is considered undesirable to involve them in electioneering activities at too young an age. Unattended young children may cause control problems and, particularly where in large numbers, or in overcrowded situations, may create a danger to

themselves and others. Therefore, pre-primary or primary school pupils should not take part in electioneering activities. *[Amended in September 2016]*

13.4 Distribution of EAs is a form of electioneering activity. School supervisors, principals or teachers may be supporters of a particular candidate. While they are free to support any candidate they prefer, they should not distribute or help in the distribution of EAs of any candidate to the parents of pre-primary, primary or secondary school pupils through these pupils. Moreover, they should not ask pupils to request their parents to vote for any particular candidate. The guideline above also applies to candidates who are themselves school supervisors, principals or teachers. This guideline is based on the same principle stated in para. 13.2 above, and could avoid any semblance of undue influence on young children under the charge of these persons in authority in the school.

13.5 The EAC adopts the advisory circular issued by the Secretary for Education to all schools for general guidance, emphasising the following points:

- (a) participation by pupils in electioneering activities must be **entirely voluntary**;
- (b) the **written consent** of a parent or guardian must be obtained beforehand;
- (c) in no circumstances should pre-primary or primary school pupils be asked to take part in such activities;
- (d) there should be no disruption of the pupils' education, and in no circumstances should normal lessons be interrupted to enable pupils to take part in such activities; and

- (e) in no circumstances should pupils be asked to take part in activities in areas where they may be subject to various elements of danger, including those of traffic.

13.6 Pupils who take part in canvassing activities should pay attention to their own school regulations, and in particular those regarding the wearing of school uniform in such activities.

13.7 The EAC recognises that school pupils who are 18 years of age or above are by law responsible for their own acts and make election-related decisions for themselves.

PART III : ELECTIONEERING ACTIVITIES IN SCHOOLS

13.8 During the election period, school supervisors, principals or teachers may invite or be approached by candidates to give talks on topical issues to students in their schools. Regardless whether the topic to be covered by such a talk involves an election, the presence of a candidate delivering the talk and copies of the speech which may be circulated to students and brought home to their parents may have the effect of promoting or advertising that candidate. Such activities should, therefore, be regarded as the relevant candidate's electioneering activity. [See also para. 13.4 above.]

13.9 In line with the **fair and equal treatment** principle, the EAC appeals to all school supervisors, principals and teachers to provide equal opportunity to all candidates of the same subsector for the purpose of electioneering. If a school authority has decided to allow a particular candidate to conduct electioneering activities in the school, other candidates of the same subsector should be informed and given the opportunity to do the same, so that no unfair advantage will be accorded to or obtained by any candidate over others

regarding election campaigning. Information on the name and address (and contact numbers if the candidate has no objection to releasing the same) of candidates can be obtained from the REO.

PART IV : SANCTION

13.10 If the EAC comes to know that any candidate or school or person is in breach of the guidelines in this chapter, it may make a **reprimand** or **censure** in a public statement which will include the name of the candidate, the school or person concerned, and may also refer the case to the Education Bureau. Candidates should therefore apprise the school or person concerned who offers them assistance of these guidelines. *[Amended in October 2011]*

CHAPTER 14

PROHIBITION AGAINST CANVASSING ACTIVITIES OUTSIDE POLLING STATIONS

PART I : GENERAL

14.1 This chapter deals with the ban on canvassing activities **outside** polling stations on the polling day.

14.2 A “No Canvassing Zone Scheme” is employed for the purpose of prohibiting canvassing activities outside polling stations on the polling day in order to afford free and safe passage for voters, and to ensure that they are not unduly harassed on their way to a polling station. *[Amended in September 2016]*

PART II : DETERMINATION OF NO CANVASSING ZONE AND NO STAYING ZONE

14.3 The RO for a subsector must determine, in respect of each polling station designated for that subsector, an area outside the polling station to be a NCZ. In so doing, he/she will take into account the characteristics and special conditions of the polling station. He/She must also determine an area within the NCZ outside the entrance/exit of the polling station as a NSZ. These 2 zones are to be determined with reference to a map or plan [s 40(1) of the EAC (EP) (EC) Reg]. *[Amended in September 2006 and September 2016]*

14.4 For a polling station which is used for more than one subsector, the determination of the NCZ and NSZ is to be made by the RO specified for the purpose by the CEO [s 40(2) of the EAC (EP) (EC) Reg].

14.5 The RO who made the determination of a NCZ and a NSZ in respect of a polling station must, at least **7 days** before the polling day, give a notice of the determination to the candidates of his/her own subsector and, where appropriate, to the ROs of other subsectors for which polling will be held in the polling station; and thereafter each of the ROs of these other relevant subsectors must give the notice of the determination to the candidates of his/her own subsectors as soon as practicable [s 40(3), (4), (5) and (6) of the EAC (EP) (EC) Reg]. *[Amended in September 2006]*

14.6 The notice will be given in writing, and delivered by hand, or by post, or by electronic mail, or by facsimile transmission, to the candidates, or to the election agents, or to the polling agents of the candidates [ss 40 (3), (4), (12) and 95(2) of the EAC (EP) (EC) Reg]. *[Amended in September 2016]*

14.7 Where the circumstances so warrant, the RO who has made a determination may vary the NCZ or NSZ. Notice of the variation must be given as soon as practicable after the variation in the same manner as a notice referred to in para. 14.6 above. [S 40(7) of the EAC (EP) (EC) Reg] The notice of variation of a NCZ or NSZ on the polling day may be given orally if sending it by hand, by post, by electronic mail or by facsimile transmission is not practicable or is not suitable in the circumstances [s 95(3) of the EAC (EP) (EC) Reg]. However, a notice of variation need not be given to the candidates if it is not reasonably practicable to do so before the close of poll [s 40(11) of the EAC (EP) (EC) Reg]. *[Amended in September 2016]*

14.8 A notice of the determination or the variation, together with indication of the boundaries of the NCZ or the NSZ, must be displayed on the polling day at or near the relevant polling station, in order to make the

determination or variation effective [s 40(8), (9) and (10) of the EAC (EP) (EC) Reg].

14.9 The RO who is empowered to determine NCZ and NSZ may authorise his/her ARO or the PRO of the relevant polling station to exercise the power to vary the determination and to perform the associated duties on the polling day [ss 40(9A) and 89 of the EAC (EP) (EC) Reg]. *[Amended in September 2006 and October 2011]*

PART III : CONDUCT INSIDE THE NO CANVASSING ZONE AND NO STAYING ZONE

14.10 Door-to-door canvassing and, for the purpose of such canvassing, the display or wearing of propaganda material, e.g. any badge, emblem, clothing or head-dress which may promote or prejudice the election of a candidate or candidates at the election, or makes direct reference to a body any member of which is standing as a candidate in the election or to a political body in Hong Kong, will be allowed on the storeys above or below street level in a building within a NCZ other than a building in which there is a polling station provided that permission has been obtained for entry to the building for canvassing votes, and that obstruction is not posed to voters and no sound amplifying device is used (except for the performance of duties by officers of the CSD on the polling day at the dedicated polling stations situated in prisons) [s 40(14), (14A), (15) and (16) of the EAC (EP) (EC) Reg]. Apart from this, no other canvassing activities (including suggesting not voting for any candidate) will be allowed within a NCZ except for static display of EAs mounted at designated spots approved by the RO. Where there are premises situated within the NCZ, the ROs should issue a notice in advance to all the candidates in the subsectors concerned asking them to remove all of their EAs, if any, posted up at the premises within the NCZ which can be seen by the voters on their way to the polling stations on the polling day. If the candidates

fail to remove the EAs as requested by the ROs, the ROs may issue a warning to them to remove the offending EAs immediately. If the candidate fails to do so, the EAC may issue a censure or reprimand. Canvassing activities may take many different forms. A list of common canvassing activities which are forbidden in a NCZ is at **Appendix I**. *[Amended in September 2006, October 2011 and September 2016]*

14.11 On the polling day, the PRO will use his/her best endeavours to ensure that no person carries out any activity other than those permitted activities described in para. 14.10 above in the NCZ in respect of his/her polling station to persuade or induce any voter to vote or not to vote [s 41(1) of the EAC (EP) (EC) Reg]. Any unauthorised display of EAs in the area will be removed by the RO or other persons authorised by the RO [s 110 of the EAC (EP) (EC) Reg]; and any person found to have conducted canvassing activities prohibited in the area will be asked to leave the area [s 41(2) of the EAC (EP) (EC) Reg]. *[Amended in September 2006 and September 2016]*

14.12 The use of loudspeakers or loud-hailers will not be permitted within the NCZ, nor will any such device or any activity (e.g. lion dance) be permitted in the vicinity so that the sound emitted can be heard within the NCZ [ss 40(14) and 41(1) of the EAC (EP) (EC) Reg]. However, an officer of the CSD may on the polling day use a sound amplifying system or device for the performance of his/her duties in the NCZ of a dedicated polling station situated in a prison [ss 40(14A) and 41(1A) of the EAC (EP) (EC) Reg]. Save for canvassing activities allowed in para. 14.10, candidates and their supporters are not allowed to pass, let alone shout, appeal message to persons while inside the NCZ. [See Part II of Chapter 12 regarding the use of loudspeakers.] *[Amended in September 2006 and September 2016]*

14.13 Within the NCZ but immediately outside the entrance/exit of each polling station (and sometimes the entrance is also the same as the exit), there will be a **NSZ**, in which no person is allowed to stay or loiter, except where a

person has been expressly permitted to do so by the PRO [ss 40(14) and 41(1)(e) of the EAC (EP) (EC) Reg]. This is for the purpose of securing safe and smooth passage of voters into and out of polling stations. *[Amended in September 2006]*

14.14 A person shall not obtain or attempt to obtain (in any manner) information as to which candidate a voter of the relevant polling station is about to vote for or has voted for in a NCZ or in a NSZ without the express permission of the PRO who should have regard to exit pollsters who have complied with the requirements set out in Chapter 15. [S 93(7) of the EAC (EP) (EC) Reg]

14.15 Any person who misconducts himself/herself or carries out any forbidden activity in a NCZ or NSZ, or fails to obey a lawful order of the RO (who has made the determination in respect of that NCZ or NSZ) or the PRO, commits an offence and will be liable to a fine and to imprisonment and may be ordered by such officer to leave the NCZ or NSZ [ss 41(2), 45(4) and (7) of the EAC (EP) (EC) Reg]. If he/she fails to leave immediately, he/she may be removed from the relevant zone by a police officer, an officer of the CSD or any law enforcement agency, or by any other person authorised in writing by the RO or the PRO [s 41(3) of the EAC (EP) (EC) Reg]. The person so removed may not re-enter the NCZ or NSZ on that day except with the permission of the RO or the PRO [s 41(4) of the EAC (EP) (EC) Reg]. *[Amended in September 2006 and January 2010]*

14.16 Nevertheless, the RO or the PRO shall not exercise their powers to remove a voter/AR from the NCZ or NSZ so as to prevent him/her from voting [ss 41(5), 44(14) and 46(5) of the EAC (EP) (EC) Reg].

PART IV : PENALTY

14.17 Any canvassing within a NCZ except those exempted and any conduct prohibited under paras. 14.13 and 14.15 above will each be an offence under s 45(7) of the EAC (EP) (EC) Reg and will be liable to a fine at level 2 (\$5,000) and to imprisonment for 3 months. Any attempt to obtain information as described in para. 14.14 above without the necessary permission will be an offence under s 93(10) of the EAC (EP) (EC) Reg and will be liable to a fine at level 2 (\$5,000) and to imprisonment for 6 months. *[Amended in October 2011 and September 2016]*

CHAPTER 15

EXIT POLL

PART I: GENERAL

15.1 This chapter sets out the guidelines for the conduct, publication and broadcast of exit polls to avoid unfair interference with the election process by unduly influencing voters. The aim is to ensure that elections are conducted honestly and fairly and, at the same time, to strike a good balance between the need to maintain order outside polling stations and upholding the freedom of expression, freedom of the press and academic freedom. *[Amended in October 2011]*

15.2 **The EAC appeals to the media and organisations concerned for self-regulation, goodwill and voluntary cooperation in the conduct of exit polls, and the publication and broadcast of the result of exit polls so that voters' behaviour will not be unduly affected.** *[Amended in October 2011]*

PART II: SECRECY OF THE VOTE

15.3 **The ballot is secret.** It is a voter's right to keep his/her vote secret. A voter does not have to disclose his/her choice of candidate if he/she does not want to. **It is a criminal offence for a person, without lawful authority, to require, or purport to require, a voter/AR to disclose the name of, or any particular relating to, the candidate for whom the voter/AR has voted at an election** [s 93(7) of the EAC (EP) (EC) Reg and s 37 of the Schedule to the CEEO]. **Those who conduct exit polls must respect the voters' right and wish not to be disturbed.** The interviewers should inform the voters being

interviewed that their participation in the exit poll is voluntary prior to the conduct of exit poll. *[Amended in October 2011]*

15.4 Any announcement or disclosure of results of exit polls or predictions, particularly in relation to any individual candidate during the polling hours may affect voters' behaviour and have an impact on election results. **The EAC, therefore, reminds the media and organisations concerned that they should not announce the results of exit polls or make specific remarks or predictions on the performance of individual candidate before the close of poll. Furthermore, interviewers of approved exit poll should not speak to or communicate with candidates or their agents when conducting the poll outside polling stations.** *[Amended in October 2011 and September 2016]*

PART III : CONDUCT OF EXIT POLLS

15.5 Any person or organisation may apply to the REO to conduct exit polls in respect of any subsector. However, to forestall public perception of unfairness, approval would normally not be granted in one or more of the following circumstances:

- (a) the applicant has publicly expressed support for any candidate(s) contesting in the election;
- (b) any of the candidates contesting in the election is a member of the applicant organisation;
- (c) the person(s) responsible for the exit poll(s) or interviewers nominated for the poll(s) are currently members of the organisation(s) to which any of the candidates contesting in the election belong, or which have publicly expressed support for any candidate(s) contesting in the election.

[Added in September 2016]

15.6 For security reasons, no exit poll may be conducted for dedicated polling stations. For the purpose of better control of the conduct of exit poll, persons or organisations intending to conduct exit polls must provide the following to the REO at **the latest 10 days before the polling day**:

- (a) the name and address of the person or organisation intending to conduct an exit poll on the polling day;
- (b) the identity document number and name of the person responsible together with his/her telephone number(s) for contact, especially during the polling hours; and
- (c) a list showing the number of persons who will be deployed for the conduct of the exit poll at each polling station on the polling day together with the identity document number and name of each of all the persons who will be so deployed.

[Amended in January 2010, October 2011 and September 2016]

15.7 On the receipt of the application, the REO will consider the application and issue approval to the person or organisation concerned as appropriate. Before the grant of approval, the person or organisation allowed to conduct exit poll will be required to sign a **declaration** to abide by its terms and the guidelines governing the conduct of exit poll. If a person or an organisation fails to comply with the terms of the declaration and the guidelines set out in this chapter, the approval to conduct exit poll on the polling day or during the polling hours may be revoked. The EAC may also make a reprimand or censure in a public statement which will include the name of the person or organisation who/which fails to comply with the terms of the declaration and the guidelines. A notice showing the persons or organisations allowed to conduct exit poll together with their contact telephone numbers will be released to the public prior

to the polling day for the reference of the public and candidates. Such a notice will also be displayed at the respective polling stations. *[Amended in October 2011 and September 2016]*

15.8 Interviews are not allowed inside polling stations. Interviewers should note that canvassing activity is prohibited under criminal sanction within the NCZ except door-to-door canvassing activities on the storeys above or below street level in a building other than the one in which there is a polling station provided that permission has been obtained for entry to the building for canvassing votes, and that obstruction is not posed to voters and no sound amplifying device is used. Interviewers must therefore be extremely careful in conducting exit poll so as not to give rise to any suspicion that they are canvassing voters inside the NCZ. Interviewers, like any other person, are not allowed to stay or loiter in the areas designated as the NSZ (within the NCZ but immediately outside the entrance/exit to each polling station). [S 41(1) of the EAC (EP) (EC) Reg] Interviewers are also not allowed to accost voters in the NSZ. All these measures are for the purpose of securing safe and smooth passage of voters into and out of polling stations. The PRO of a polling station may, if circumstances require, designate an area outside the exit of the polling station so that interviewers may only conduct exit poll within that area. *[Amended in September 2006 and October 2011]*

PART IV : IDENTIFICATION OF INTERVIEWERS

15.9 There had been occasions where exit poll interviewers were mistaken for government officials or polling staff. Such interviewers are therefore required to display prominently an identification device showing the identity of the organisation/person conducting exit poll so that voters will not be misled into thinking that they are appointed by the Government. In addition, the interviewers are required to make known to the voters that any response is

entirely voluntary. Arrangements should be made for voters to be aware of the name of the organisation/person conducting the exit poll at the start of the interview and the fact that the exit poll is not commissioned by the Government.

[Amended in October 2011 and September 2016]

15.10 After receipt of the information referred to in para. 15.6 above, the REO will notify the organisation or person concerned to collect a number of identification devices bearing the name of the organisation/person that is required to be displayed prominently by each of the persons included in the list in para. 15.6(c) above when conducting an exit poll. Any person not displaying prominently such a device will not be allowed to conduct an exit poll outside any polling station. *[Amended in October 2011]*

PART V : SANCTION

15.11 Apart from the criminal sanction provided in the CEEO, if the EAC comes to know that any broadcaster or organisation has failed to heed or comply with the guidelines in this chapter, it may make a **reprimand** or **censure** in a public statement which will include the name of the broadcaster or the organisation concerned. *[Amended in October 2011]*

CHAPTER 16

ELECTION EXPENSES AND ELECTION DONATIONS

PART I : WHAT CONSTITUTES ELECTION EXPENSES

16.1 Provisions relating to election expenses can be found in the ECICO.

16.2 **Election expenses**, in relation to a candidate at an election, mean expenses incurred or to be incurred **before, during** or **after** an **election**, by or on behalf of a candidate for the purpose of promoting the election of the candidate, or prejudicing the election of another candidate or other candidates, and include the value of election donations consisting of goods and services used for that purpose [s 2 of the ECICO]. The term “candidate” includes a person **who has publicly declared an intention to stand for election** in respect of a subsector at any time before the end of the nomination period for the election, regardless of whether he/she has submitted his/her nomination form, or after submission of the nomination form, he/she has withdrawn his/her nomination, or his/her nomination is ruled invalid by the RO [s 2 of the ECICO].
[Amended in September 2016]

16.3 When considering what expenses would amount to “election expenses” under the law in different circumstances, it is considered both necessary and useful to take heed of the observations made by the CFA in a case relating to the 2008 LegCo Election, as summarised in **Appendix R**. *[Added in September 2016]*

16.4 A candidate may receive **election donations** for the purpose of meeting the costs of his/her election expenses. Election donation, in relation to a candidate at an election, means any of the following donations:

- (a) any money given to or in respect of the candidate for the purpose of meeting or contributing towards meeting the election expenses; or
- (b) any goods given to or in respect of the candidate for the purpose of promoting his/her election or of prejudicing the election of another candidate or other candidates and includes any goods given incidental to the provision of voluntary service; or
- (c) any service provided to or in respect of the candidate for the purpose of promoting his/her election or of prejudicing the election of another candidate or other candidates, but does not include voluntary service.

[S 2 of the ECICO]

All such donations, whether in cash or in kind, when spent or used, are counted as election expenses. [For details, see Part III of this chapter.] *[Amended in September 2016]*

16.5 It is a question of fact in each case whether expenses incurred will or will not be counted as election expenses. For as long as an expense is incurred for the purpose either of:

- (a) promoting the election of a candidate; or
- (b) prejudicing the election of another candidate or other candidates;

it will be an election expense, irrespective of when it is incurred, either before, during or after the election, and regardless of the source of funding. *[Amended in September 2016]*

16.6 Whether a particular item of expenditure should be regarded as an election expense is a question of fact to be answered in the circumstances of each case. Each case should be determined by reference to the purpose behind the expenses, taking account of the nature, circumstances and context of the expenditure. If an expense is incurred for more than one purpose, there is a need for apportionment of expenses between election-related purposes and any other purposes. The candidate concerned should include relevant particulars in his/her election return. As a general principle, time and usage are relevant factors for consideration. The candidate may seek professional advice on apportionment of expenses as necessary. Any fees incurred for such professional advice will not be regarded as his/her election expenses. *[Amended in September 2016]*

16.7 Use of staff and other resources which are available to a candidate in his/her official capacity or at work for the purpose of promoting his/her candidature in the election should be counted as election expenses. A list of common expenditure items which may be counted towards election expenses is at **Appendix S**. The list is only illustrative and should not be considered as having precedence over the legislation. Candidates should consult their legal advisers if they have doubt as to whether an expenditure item should count as an election expense. Any legal fees incurred as a result will not themselves be regarded as election expenses. *[Amended in September 2016]*

16.8 A candidate should not use any public resource for the purpose of promoting his/her election or prejudicing the election of another candidate or other candidates at the election. *[Amended in October 2011 and September 2016]*

PART II : WHO MAY INCUR ELECTION EXPENSES AND THEIR LIMIT

Maximum Scale of Election Expenses

16.9 The maximum scales of election expenses for the EC subsector elections are prescribed by the Maximum Scale of Election Expenses (Election Committee) Order (Cap 554I) made by the CE in Council pursuant to s 45 of the ECICO. These expense limits control the extent of election campaigns and serve to prevent candidates with ample financial resources from having an unfair advantage. *[Amended in October 2011]*

16.10 The election expense limits are set out in the following table. For ascertaining the number of registered voters referred to in items (b), (c) and (d), inquiry can be made with the RO for the EC subsector concerned.

(a) for an election for one of the following 8 EC subsectors, viz, Agriculture and Fisheries, Insurance, Transport, Hotel, CPPCC, HYK, Hong Kong and Kowloon DCs, and New Territories DCs subsectors	\$100,000
(b) for an election for an EC subsector/sub-subsector ¹¹ other than those in (a) above with not more than 5,000 registered voters	\$160,000

¹¹ A “sub-subsector” means any of the 4 sub-subsectors under the sports, performing arts, culture and publication subsector.

(c) for an election for an EC subsector/sub-subsector with between 5,001 and 10,000 registered voters	\$320,000
(d) for an election for an EC subsector/sub-subsector with over 10,000 registered voters	\$480,000

[S 2 of the Maximum Scale of Election Expenses (Election Committee) Order (Cap 554I)]

[Amended in October 2011 and September 2016]

16.11 A candidate must not incur election expenses in excess of the maximum amount prescribed [s 24(1) of the ECICO].

Persons Authorised to Incur Election Expenses

16.12 Only a candidate or a person who has been duly authorised by a candidate as the candidate's election expense agent may incur election expenses [s 23(1) of the ECICO]. The authorisation should follow the procedures specified in Part VI of Chapter 7. *[Amended in October 2011]*

16.13 Before incurring expenses in carrying out any **negative campaigning (i.e. canvassing against other candidates)** for or for the benefit of a candidate, a person will need the authorisation of the candidate to be the election expense agent of the candidate. Such expenses will be counted towards election expenses of the candidate. If the negative campaign includes EAs, all the requirements of the ECICO and of the EAC (EP) (EC) Reg must also be complied with. *[Amended in September 2006]*

16.14 Candidates should advise the organisations with which they are associated and which may incur expenses to support them of these guidelines as soon as they have any intention or plan to run for an election, to avoid offences being committed by these organisations out of ignorance.

16.15 A candidate will be responsible for the overall amount of his/her election expenses. In the event the total amount incurred by him/her and/or on his/her behalf exceeds the limit prescribed, he/she will be liable for contravening the law, unless he/she can prove that the excess was incurred without his/her consent, or beyond his/her authorisation, and not due to any negligence on his/her part. The election expense agent, on the other hand, should not incur an amount of election expenses which exceeds the limit authorised by the candidate lest the agent will contravene s 23(4) of the ECICO. [Ss 23 and 24 of the ECICO] *[Amended in October 2011]*

PART III : ELECTION DONATIONS

General Provisions

16.16 A person who has made known his/her intention to stand as a candidate in an election may receive election donations for the sole purpose of meeting his/her election expenses. *[Amended in September 2016]*

16.17 Election donations can only be used for meeting, or contributing towards meeting, a candidate's election expenses, or in the case of an election donation consisting of goods or services, for the purpose of promoting the election of the candidate or of prejudicing the election of another candidate or other candidates [s 18 of the ECICO]. *[Amended in September 2016]*

16.18 Election donations can be in cash or in kind, and include any money's worth, any valuable security or other equivalent of money and any

valuable consideration. Election donations in kind include goods and services obtained free of charge or at a discount. All spent or used election donations, whether in cash or in kind, which may be received before, during or after an election, are counted towards the total election expenses which are subject to the maximum amount prescribed. *[Amended in September 2016]*

16.19 Any unspent or unused election donations must be given to charitable institution(s) or trust(s) of a public character chosen by the candidate(s). Any amount of election donations that exceeds the upper limit of election expenses must also be given to such charitable institution(s) or trust(s). It must be done before the election return is lodged in accordance with s 37 of the ECICO. [S 19(4) of the ECICO] *[Amended in October 2011 and September 2016]*

16.20 Since election donations can only be lawfully spent for meeting or contributing towards meeting election expenses, donations and expenses are often corresponding to each other. For every item of election expense which is avoided or reduced by obtaining the goods supplied or services rendered free of charge or at a discount, there should normally be a corresponding item of election donation. The only exception is voluntary services obtained that are not treated as election donations (but any goods given incidental to the provision of a voluntary service will however be counted as an election donation). These points are elaborated in paras. 16.23 to 16.25 below. *[Amended in October 2011 and September 2016]*

16.21 On receiving an election donation, of money or in kind, of more than \$1,000 in value, a candidate must issue to the donor a receipt which specifies the name and address of the donor (as supplied by the donor) as well as the particulars of the donation. A standard form of receipt is obtainable from the REO and will be provided to a candidate when he/she submits the nomination form. While it is not uncommon that some donors would like to be anonymous, if a donation, in cash or in kind, is more than \$1,000 in value,

then only where the donor's name and address (as supplied by the donor) are shown as required by the standard form of donation receipt can it be used for election-related purpose. Donations exceeding \$1,000 or, in the case of an election donation consisting of goods, of more than \$1,000 in value received from anonymous donors must not be used for meeting election expenses and must be given to a charitable institution or trust of a public character chosen by the candidate. [S 19(1) and (2) of the ECICO] *[Amended in September 2006 and September 2016]*

16.22 Any person or organisation (including a political party) acting as an agent to solicit, collect or receive election donations for a candidate or some candidates should also comply with all the requirements under the ECICO as if the election donations are received by the candidate(s) direct. To avoid possible confusion to donors/members of the public, the agent is advised to note the points and adopt the good practice suggested in **Appendix T**. *[Added in September 2016]*

Election Donations in Kind

16.23 Election donations in kind include goods and services obtained free of charge or at a discount. Unless the discount is generally available to all customers, the difference between the market/regular price and the price charged is an election donation and must be declared and included as such and correspondingly as an election expense in the election return. The same principle applies to loans obtained at no interest or at an interest rate lower than usual. Unless the facility is generally available to others, the interest not charged must be declared and included as an election donation and election expense in the election return. For premises provided free of charge to a candidate for his/her election campaign, a reasonable amount should be assessed as the deemed rental for the premises, declared and included as an election donation and election expense in the election return. *[Amended in September 2016]*

16.24 For services or goods obtained free of charge, a candidate must include in the election return their estimated value as if the expenses had been incurred. Where the services or goods are furnished by a person who deals in similar services or goods with the public, their estimated value should be assessed at the lowest price at which the person offers his/her services or goods to the public at the time when they are furnished. Where such services or goods are furnished by persons who do not deal in similar services or goods with the public, their estimated value should be assessed at the lowest market retail price at the time when they are furnished.

16.25 **Voluntary service** is the only service rendered free of charge which may be excluded from being counted as election expenses. In addition to being free of charge, the service must be provided by a natural person, voluntarily and personally, in his/her own time for the purpose of promoting the election of the candidate or candidates, or of prejudicing the election of another candidate or other candidates [S 2 of the ECICO]. Otherwise, the service provided should be treated as an election donation and counted towards election expenses at a fair estimated value. *[Amended in September 2006 and September 2016]*

PART IV : RETURN AND DECLARATION OF ELECTION EXPENSES AND ELECTION DONATIONS

16.26 A candidate must keep an accurate account of all election expenses incurred and election donations (whether in cash or in kind) received, and submit to **the CEO an election return in a specified form before the expiry of the period of 30 days after the date on which the last of the following events occurs in relation to all EC subsector elections to be held on the same date –**

- (a) **the result of the election is notified in the Gazette;**

- (b) **a declaration that no candidate was validly nominated is made,**

or within such extended period as may be allowed by the CFI under the relevant law [s 37(1), (1D), (1E) and (1N) of the ECICO]. *[Amended in September 2006 and September 2016]*

16.27 The election return must cover all the election expenses incurred by the candidate or his/her election expenses agent(s), services or goods obtained free of charge or at a discount and all outstanding claims. It must be submitted with supporting invoices and receipts issued by recipients of the payments for all payments each of \$100 and above. The copies of receipts issued by the candidate for election donations of more than \$1,000 in value and those 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 or election donations which are in excess of the limit of election expenses must also be attached. A declaration verifying the contents of the election return must also be submitted together with the election return. [S 37 of the ECICO] *[Amended in October 2011 and September 2016]*

16.28 At the time when a candidate submits his/her nomination form, he/she will be given:

- (a) the specified form for making election return mentioned in para. 16.26 above, together with a standard form of receipt for election donations mentioned in para. 16.21 above;
- (b) the standard form for advance return of election donations (see paras. 16.35 to 16.37 below); and
- (c) a guide and a video showing how the election return can be completed.

A candidate should read the explanatory notes attached to the election return carefully before completing it, and make reference to the guide and video whenever necessary. *[Amended in October 2011 and September 2016]*

Statutory Relief Mechanism for Errors and False Statements

16.29 If a candidate is unable or fails to send to the CEO the election return before the end of the permitted period due to his/her own illness or absence from Hong Kong, or the death, illness, absence from Hong Kong or misconduct of any agent or employee of the candidate, or by reason of inadvertence or accidental miscalculation by the candidate or any other person, or any reasonable cause, and not due to the candidate's bad faith, he/she can make an application to the CFI for an order to allow him/her to send in the election return within a further period as specified by the CFI [s 40(1) and (2) of the ECICO]. The legal costs so incurred will not be regarded as his/her election expenses. *[Amended in September 2006, October 2011 and September 2016]*

16.30 If a candidate makes an error or a false statement in the election return due to misconduct of any agent or employee of the candidate, or by reason of inadvertence or accidental miscalculation by the candidate or any other person, or any reasonable cause, and not due to the candidate's bad faith, he/she may apply to the CFI for an order to enable him/her to correct any error or false statement in the election return or in any document accompanying the election return [s 40(3) and (4) of the ECICO]. The legal costs so incurred will not be regarded as his/her election expenses. *[Amended in October 2011 and September 2016]*

16.31 Notwithstanding the provision set out in para. 16.30 above, if a candidate makes any error and/or false statement in the election return, the nature of which is either a failure to set out in the election return any election expense of the candidate at the election or any election donation received by or

on behalf of the candidate in connection with the election, or incorrectness in the amount of any election expense or any election donation, **and** the aggregate value of the error(s) and/or false statement(s) does **not** exceed \$500, [item (5) of the Schedule of the ECICO] he/she may, subject to the conditions set out in para. 16.32 below, seek to have the error and/or false statement rectified in accordance with a simplified relief arrangement for minor errors or false statements as provided under s 37A of the ECICO. Under the arrangement, the candidate may write to notify the CEO of his/her request for lodging a revised election return to rectify the error and/or false statement and provide the necessary details for consideration of the request. If the CEO is satisfied that it is appropriate to allow the candidate to lodge a revised election return under the simplified relief arrangement, the CEO would issue a notice to the candidate. Upon receipt of the notice, the candidate may, within the specified period, lodge with the CEO a revised election return which will be a copy of the original election return earlier submitted to the CEO marked with the necessary revision to have the error(s) or false statement(s) in question corrected. An error or false statement made in an election return also includes an error or false statement in any document accompanying the election return; or a failure to send any document required by s 37(2)(b) of the ECICO in relation to the election return [s 37A(12) of the ECICO]. *[Added in October 2011 and amended in September 2016]*

16.32 A copy of the revised election return lodged by a candidate is of no effect unless it is:

- (a) lodged within 30 days after the date on which the candidate receives a notice from the CEO relating to the error(s) and/or false statement(s) in the election return;
- (b) accompanied by all relevant documents as required under s 37(2)(b) of the ECICO (e.g. invoice and receipt) and, if applicable, an explanation; and

- (c) accompanied by a declaration to be made by the candidate in a specified form verifying the contents of the revised election return.

[s 37A(6) of the ECICO]

A copy of the revised election return made under the relief arrangement cannot be withdrawn or further amended after it has been lodged with the CEO. If the candidate fails to correct the error(s) or false statement(s) within the specified period, the election return will be subject to the normal checking and investigation under the ECICO. *[Added in October 2011 and amended in September 2016]*

16.33 The relief arrangement will not be applicable if, after including the cumulative amount of errors or false statements, the aggregate amount of election expenses incurred at or in connection with the election, exceeds the maximum amount of election expenses prescribed for a candidate, which is an illegal conduct under s 24 of the ECICO. If the ICAC has received complaints or information indicating that a candidate may have made a statement that he/she knows or ought to know is materially false or misleading which amounts to corrupt conduct under s 20 of the ECICO, the ICAC will conduct investigation into the case despite the relief arrangement set out above. The rectifications of the election return under the relief arrangement will not exempt the candidate from being investigated or subsequently prosecuted under the ECICO in such circumstances. Moreover, this relief arrangement will not relieve the candidate from liability under other offence provisions in the ECICO if the election return concerned has contravened any such provisions. [S 37A of the ECICO] *[Added in October 2011 and amended in September 2016]*

16.34 When the candidate finds himself/herself in any of the situations set out in paras. 16.29 and 16.30 above, other than the situations where correction of errors or false statements is allowed under the relief arrangement

in para. 16.31, it would be wise of him/her to make the application to the CFI and inform the REO as soon as possible. The legal costs so incurred will not be regarded as his/her election expenses. It is a corrupt conduct if a candidate who, in an election return lodged under s 37 of the ECICO or a copy of an election return lodged under s 37A of the ECICO, makes a statement that he/she knows or ought to know is materially false or misleading [s 20 of the ECICO].
[Amended in September 2006 and October 2011]

PART V : ADVANCE RETURN OF ELECTION DONATIONS

16.35 Any candidate who is an incumbent public servant under the POBO, e.g. a serving member of the LegCo or a DC, etc., may give advance disclosure to the CEO of any election donations received. This may enable such an incumbent member to avoid any inadvertent contravention of the provisions of the POBO relating to the acceptance of “advantages”. The donations so disclosed must also be incorporated in the election return to be submitted to the CEO before the expiry of the period, or extended period provided for in s 37 of the ECICO for lodging an election return [see para. 16.26 above] [s 37(1), (1D), (1E) and (1N) of the ECICO]. The general provisions regarding election donations in Part III must be observed.
[Amended in September 2006 and September 2016]

16.36 Any **advance return of election donations** must be made on the standard form mentioned in para. 16.28 above. *[Amended in September 2016]*

16.37 Depending on the time and the number of election donations received, a candidate may submit any number of advance returns of election donations to the CEO. *[Amended in September 2016]*

PART VI : ENFORCEMENT AND PENALTY

Enforcement

16.38 The election returns will be made available at the REO for public inspection up to the 30th day before the first anniversary of the date of the deadline for lodging the relevant election return (disregarding any order made by the CFI under s 40 of the ECICO allowing a candidate to lodge an election return within a further period as specified by the CFI) [please see para. 16.26 above]. Copies of the election returns will be furnished to any person upon request subject to payment of copying fee at a fixed rate. [S 41 of the ECICO] *[Amended in September 2016]*

16.39 Any complaint or report of breach of these guidelines may be made to the relevant RO, the REO, the EAC or its Complaints Committee direct. The EAC or its Complaints Committee may, after consideration, refer the cases to the relevant authorities for investigation and prosecution.

16.40 The REO will check all election returns. Irregularities detected will be reported to the relevant authorities for investigation.

Penalties

16.41 It is an illegal conduct for a candidate to incur election expenses in excess of the maximum amount prescribed. It is also an illegal conduct for a person, other than a candidate or a candidate's election expense agent, to incur election expenses. An election expense agent engages in illegal conduct if he/she incurs election expenses in excess of the amount authorised. Such an illegal conduct is liable to a fine of \$200,000 and to imprisonment for 3 years [ss 22, 23 and 24 of the ECICO].

16.42 A candidate who uses any election donation for any purpose other

than for meeting his/her election expenses, or fails to dispose of unspent or excessive election donations in accordance with s 19 of the ECICO commits a corrupt conduct liable to a fine of \$500,000 and to imprisonment for 7 years. [Ss 6, 18 and 19 of the ECICO] *[Amended in October 2011 and September 2016]*

16.43 A candidate who fails to submit the election return by the prescribed date or who fails to provide an accurate account of all election expenses incurred and all election donations received with the required supporting invoices and receipts issued by recipients of the payments commits an offence and will be liable to a fine of \$200,000 and to imprisonment for 3 years [s 38(1) of the ECICO]. *[Amended in October 2011 and September 2016]*

16.44 A candidate who knowingly makes a materially false or misleading statement in his/her election return lodged under s 37 of the ECICO or a copy of an election return lodged under s 37A of the ECICO, commits a corrupt conduct liable to a fine of \$500,000 and to imprisonment for 7 years [ss 6 and 20 of the ECICO]. *[Amended in October 2011 and September 2016]*

16.45 A candidate, who, having been elected to the EC, acts in the office or participates in the affairs of the EC, without filing the election return before the end of the permitted period commits an offence and will be liable to a fine of \$5,000 for each day on which a candidate acts in the office or participates in the affairs of the EC as a member without having complied with s 37 of the ECICO [s 39(1) and (2) of the ECICO]. *[Amended in September 2016]*

16.46 A person convicted of a **corrupt conduct or illegal conduct** within the meaning of the ECICO will, in addition to the penalties set out in paras. 16.41 to 16.45 above, be disqualified:

- (a) from being nominated as a candidate for the election of, or from

being elected as, the CE, a member of the LegCo or DC or a RR, if the election is held within 5 years after the date of conviction [ss 14 and 20 of the CEEO, s 39 of the LCO, s 21 of the District Councils Ordinance (Cap 547) (“DCO”) and s 23 of the Rural Representative Election Ordinance (Cap 576) (“RREO”)]; and

- (b) from being nominated as a candidate at EC Subsector Elections and from being elected as a member of the EC if the election is held within 3 years after the date of conviction, or from being nominated as an EC member by the religious subsector for 3 years from the date of conviction [ss 9 and 18 of the Schedule to the CEEO].

[Amended in September 2006, January 2010, October 2011 and September 2016]

CHAPTER 17

CORRUPT AND ILLEGAL CONDUCT

PART I: GENERAL

17.1 This chapter sets out the guidelines against corrupt and illegal conduct in conducting election-related activities. It is important that candidates are aware of the common pitfalls in election activities, which may involve corrupt and illegal conduct, and take appropriate preventive measures to guard against committing offences out of oversight.

17.2 Provisions relating to corrupt and illegal conduct can be found in the ECICO. To help candidates and their agents to get acquainted with the major provisions of the Ordinance, the ICAC had prepared an Information Booklet on “Clean Election Committee Subsector Elections” for distribution to candidates. The content of the Information Booklet has also been uploaded onto the website of the ICAC (www.icac.org.hk/elections). *[Amended in October 2011 and September 2016]*

17.3 A person who engages in:

- (a) a **corrupt conduct** will be liable to a fine of \$500,000 and to imprisonment for 7 years and to pay to the court the amount or value of any valuable consideration he/she or his/her agents received in connection with the conduct or such part of the amount or value as specified by the court [s 6(1) and (3) of the ECICO]; and
- (b) an **illegal conduct** will be liable to a fine of \$200,000 and to imprisonment for 3 years [s 22(1) of the ECICO].

In addition to these penalties, a convicted person will be disqualified from being nominated as a candidate in future elections. For details, please see para. 17.31 below. *[Amended in January 2010 and September 2016]*

17.4 The ECICO applies to all conduct concerning an election, whether the conduct is engaged in within Hong Kong or elsewhere. [S 5 of the ECICO] *[Added in September 2016]*

PART II : CORRUPT CONDUCT RELATING TO NOMINATION AND WITHDRAWAL OF CANDIDATURE

Offences Relating to Candidature

17.5 Any act to affect a person's candidature by bribery, force, duress or deception is prohibited. Candidature includes standing as a candidate, not standing as a candidate, or withdrawal of nomination. It will be a corrupt conduct if a person corruptly:

- (a) offers an advantage to another person as an inducement or reward to affect his/her candidature or for not using his/her best endeavours to promote his/her election;
- (b) offers an advantage to another person as an inducement or reward to affect the candidature of a third person or get the third person not to use his/her best endeavours to promote his/her election;
- (c) solicits or accepts an advantage from another person as an inducement or reward to affect the candidature of himself/herself or for not using his/her best endeavours to promote his/her election; or

- (d) solicits or accepts an advantage from another person as an inducement or reward to affect the candidature of a third person or get the third person not to use his/her best endeavours to promote his/her election.

[S 7(1) of the ECICO]

17.6 Similarly, a person engages in corrupt conduct if he/she uses or threatens to use force or duress against another person to affect the candidature of that person or a third person. The use of deception to induce another person to affect the candidature of that person or a third person is also a corrupt conduct. [Ss 8 and 9 of the ECICO] *[Amended in October 2011]*

17.7 It will also be a corrupt conduct if a person defaces or destroys a completed or partly completed nomination paper with intent to prevent or obstruct another person from standing for election [s 10 of the ECICO]. *[Amended in October 2011]*

PART III : ILLEGAL CONDUCT RELATING TO ELECTIONEERING

False Statement that a Person is or is not a Candidate

17.8 A person must not publish any statement that he/she is no longer a candidate at an election if he/she is a candidate, or that another person who has been nominated as a candidate is no longer a candidate at the election, or that he/she or another person is a candidate at an election, knowing that the statement is false [s 25 of the ECICO].

False or Misleading Statement about a Candidate

17.9 A person must not publish any materially false or misleading statement of fact about a particular candidate or particular candidates for the purpose of promoting or prejudicing the election of the candidate or candidates. Similarly, a candidate must not publish any materially false or misleading statement of fact about himself/herself or another candidate or other candidates for the purpose of promoting the election of himself/herself or prejudicing the election of another candidate or other candidates. Any such publication will amount to an illegal conduct. [S 26 of the ECICO] It should be noted that materially false or misleading statements about a candidate or candidates include, but are not limited to, statements concerning the character, qualifications or previous conduct of the candidate or candidates to promote or prejudice the election of the candidate or candidates, e.g. a person who makes a materially false or misleading statement of fact about a candidate, thereby calling into question the integrity and honesty of that candidate, may contravene the above provision. Any person, who wishes to publish a statement about a candidate or candidates, should make every effort to ensure its accuracy before its publication. *[Amended in October 2011]*

Claim of Support

[Please also see Chapter 18]

17.10 A candidate engages in illegal conduct if he/she fails to obtain **prior written consent** from a person or an organisation before using the name or logo of that person or organisation, or a pictorial representation of that person in any of his/her EAs as an indication of support from that person or organisation unless he/she has neither requested or directed nor authorised any person to request or direct the inclusion of the aforesaid name, logo or pictorial representation in his/her EAs. Also, should any content of an EA (where either the candidate has obtained the prior written consent mentioned above or the candidate has neither requested or directed nor authorised any person to

request or direct the inclusion of the name, logo or pictorial representation in his/her EAs) be provided by a person or an organisation, the candidate engages in illegal conduct if he/she modifies, or authorises any person to modify, the name, logo, or pictorial representation or the content unless **before** the modification, the person or organisation concerned **consented in writing** to the name, logo, pictorial representation or content as modified. Oral consent is **not** sufficient. [S 27(1), (1A) and (1B) of the ECICO] The EAC provides a sample consent form for this purpose. A candidate is required to post a copy of the consent form relevant to the EA concerned onto the Candidate's Platform or Central Platform or deposit a copy of the consent form with the relevant RO in the manner as set out in para. 8.47 [s 108(2) and (3) of the EAC (EP) (EC) Reg]. It is important to note that it is still an offence even if such an EA contains a statement to the effect that it does not imply support from the person or organisation concerned [s 27(4) of the ECICO]. It is also an offence for a person to give information which he/she knows or ought to know is materially false or misleading to a candidate or candidates for promoting or prejudicing the election of the candidate or candidates [s 27(6) of the ECICO]. *[Amended in September 2006, October 2011 and September 2016]*

17.11 A person or an organisation may give support to 2 or more candidates, even if they are competing in the same subsector, although that may cause confusion. This should be specified in the written consent. A sample form on seeking "**Consent of Support**" prepared by the EAC will be available at the REO and RO's office and can be downloaded from the REO website after the gazettal of a notice specifying a period and place for submitting nomination form for the election. Candidates are reminded that it is an offence to make a false claim of support [see Chapter 18]. *[Added in September 2016]*

17.12 Consent given can be revoked. In case of a revocation, in order to avoid dispute, it is advisable for the person or organisation who has revoked the consent to send a notice of the revocation to the candidate concerned. In

such case, the candidate is required to notify the relevant RO in writing of any revocation of consent or post a copy of the revocation onto the Candidate's Platform or the Central Platform in the manner as set out in para. 8.47. The candidate concerned should cease to publish immediately any EA which contains the support of the person or organisation who has made the revocation. *[Amended in September 2016]*

17.13 S 28 of the ECICO provides for an injunction order by the Court to restrain the publication of any materially false or misleading statement or false claim of support. An application for such an injunction order may be made by a candidate in the same EC subsector, his/her election agent, a voter of a particular EC subsector and the person or body to whom or which the false information is related. *[Amended in September 2016]*

PART IV : CORRUPT CONDUCT RELATING TO ELECTIONEERING AND VOTING

Bribery

17.14 Any act to affect a person's voting preference by offering or soliciting or accepting an advantage is prohibited [s 11 of the ECICO]. Voting preference covers voting for a particular candidate or particular candidates, not voting at an election, or not voting for a particular candidate or particular candidates. *[Amended in October 2011]*

Treating

17.15 A person must not at any time provide or meet all or part of the cost of providing another person with any food, drink or entertainment for the purpose of influencing that person's or a third person's voting preference. Likewise, the corrupt solicitation or acceptance of any such treating is

prohibited [s 12 of the ECICO].

17.16 The serving of non-alcoholic drinks only at an election meeting, without more, will not be deemed corrupt for the above purposes [s 12(5) of the ECICO]. An election meeting is any meeting held to promote or prejudice the election of a particular candidate or particular candidates. [See Chapter 10] *[Amended in September 2016]*

17.17 If a person or an organisation hosts a banquet for a non-election-related purpose but, during the occasion, calls on the guests to vote for a particular candidate and if the candidate is present, the candidate concerned should immediately stop any promotion of his/her election and disown or dissociate with whatever has been said or done to promote his/her candidature. Otherwise, the occasion will be regarded as an election meeting held to promote his/her candidature and expenses incurred will have to be counted towards his/her election expenses. At the same time, the host who uses the meeting for promoting the candidate may also be liable for prosecution for his/her failure in obtaining the candidate's prior authorisation to appoint him/her as the candidate's election expense agent for incurring election expense on behalf of the candidate. [See para. 10.2 above and s 23 of the ECICO] *[Amended in October 2011 and September 2016]*

17.18 If a candidate or another person offers food, drink or entertainment to affect a person's voting preference, it is an offence under s 12 of the ECICO. *[Amended in October 2011 and September 2016]*

Force and Duress

17.19 The use of or the threat to use force or duress against a person to induce him/her to vote or not to vote at an election, or to vote or not to vote for a particular candidate or particular candidates or to get a third person to do so is a corrupt conduct [s 13 of the ECICO]. *[Amended in October 2011]*

17.20 Persons in position to exert pressure and influence on others should be careful not to breach the provisions under the ECICO, e.g. employers over employees, school principals or teachers over students, religious advisers over believers and doctors over patients, etc.

Voting Offences

- 17.21 It is a corrupt conduct for any person:
- (a) to vote at an election knowing that he/she is not entitled to vote at that election;
 - (b) to vote at an election after having knowingly or recklessly given materially false or misleading information to an electoral officer, or to vote at an election after having knowingly omitted to give material information to an electoral officer;
 - (c) to vote more than once in the same subsector, or vote in more than one subsector, except as expressly permitted by an electoral law; or
 - (d) to invite or induce another person to commit (a), (b) or (c) above.

[S 16(1) and (2) of the ECICO]

Candidates must note that all their electioneering and canvassing activities must be conducted within the statutory confines of the ECICO. While candidates may engage in activities to promote themselves or to assist or facilitate voters to vote in an election, they must be extremely careful to ensure that these activities are not in breach of the provisions of the ECICO all the time. *[Amended in September 2016]*

**PART V : CORRUPT AND ILLEGAL CONDUCT RELATING
TO ELECTION EXPENSES AND ELECTION
DONATIONS**

17.22 Candidates should be careful when handling election expenses and election donations as non-compliance with the relevant requirements will be a corrupt or illegal conduct. For details of the requirements that have to be observed, please refer to Chapter 16. *[Amended in September 2016]*

PART VI : POWER OF COURT TO EXCUSE INNOCENT ACTS

17.23 S 31 of the ECICO provides a mechanism for a candidate to apply for a Court order to relieve himself/herself of criminal responsibility if he/she contravenes the illegal conduct provisions due to inadvertence, accidental miscalculation or any reasonable cause, and not due to bad faith. No prosecution against him/her may be instituted or carried on until the application is disposed of by the Court. He/She will not be liable to be convicted of an offence if the illegal conduct is the subject of a Court order.

17.24 A candidate who is unable or has failed to send to the CEO the election return before the end of the permitted period due to his/her own illness or absence from Hong Kong or the death, illness, absence from Hong Kong or misconduct of any agent or employee of the candidate or by reason of inadvertence or accidental miscalculation by the candidate or any other person, or any reasonable cause, and not due to the candidate's bad faith, can make an application to the CFI for an order to allow him/her to send in the election return within a further period as specified by the CFI [s 40(1) and (2) of the ECICO]. *[Amended in September 2006, October 2011 and September 2016]*

17.25 If a candidate makes an error or a false statement in the election return due to misconduct of any agent or employee of the candidate, or by reason of inadvertence or accidental miscalculation by the candidate or any other person, or any reasonable cause, and not due to the candidate's bad faith, he/she may apply to the CFI for an order to enable him/her to correct any error or false statement in the election return or in any document accompanying the election return [s 40(3) and (4) of the ECICO]. *[Added in October 2011]*

17.26 When the candidate finds himself/herself in any of the situations set out in paras. 17.23 and 17.24 above, other than the situations where correction of errors or false statements is allowed under the relief arrangement in para. 16.31, it would be wise of him/her to make the application to the CFI and inform the REO as soon as possible. *[Amended in October 2011]*

PART VII : NON-COMPLIANCE WITH THE LAW AND SANCTION

17.27 Any complaint or report of breach of these guidelines may be made to the relevant RO, the REO, the EAC or its Complaints Committee direct. The EAC or its Complaints Committee may, after consideration, refer the cases to the relevant authorities for investigation and prosecution. *[Amended in September 2016]*

17.28 The ICAC may, subject to the decision of the Secretary for Justice, prosecute, issue a warning or caution to candidates and any other persons in appropriate cases concerning any breach of the electoral law or regulation, especially the ECICO.

17.29 The Director of Public Prosecutions has informed the EAC that the Department of Justice will not hesitate to prosecute appropriate cases of

electoral offences.

17.30 The EAC may also issue public statements in such manner as it deems fit to reprimand or censure any non-compliance with these guidelines.

17.31 A person convicted of a **corrupt conduct or illegal conduct** within the meaning of the ECICO will, in addition to the penalties set out in para 17.3 above, be disqualified:

- (a) from being nominated as a candidate for the election of, or from being elected as, the CE, a member of the LegCo or DC or a RR, if the election is held within 5 years after the date of conviction [ss 14 and 20 of the CEEO, s 39 of the LCO, s 21 of the DCO and s 23 of the RREO]; and
- (b) from being nominated as a candidate at EC Subsector Elections and from being elected as a member of the EC if the election is held within 3 years after the date of conviction, or from being nominated as an EC member by the religious subsector for 3 years from the date of conviction [ss 9 and 18 of the Schedule to the CEEO].

[Amended in September 2006, January 2010, October 2011 and September 2016]

17.32 It is worth noting that the Courts of Hong Kong consider election-related offences and contravention of the ECICO as serious crimes. On 27 November 1997, the Court of Appeal laid down sentencing guidelines that a person found guilty of any serious election-related offence should be punished by an immediate custodial sentence. *[Amended in September 2006]*

CHAPTER 18

NAMEDROPPING

Claim of Support

18.1 A candidate engages in illegal conduct if he/she fails to obtain **prior written consent** from a person or an organisation before using the name or logo of that person or organisation, or a pictorial representation of that person in any of his/her EAs as an indication of support from that person or organisation unless he/she has neither requested or directed nor authorised any person to request or direct the inclusion of the aforesaid name, logo or pictorial representation in his/her EAs. Also, should any content of an EA (where either the candidate has obtained the prior written consent mentioned above or the candidate has neither requested or directed nor authorised any person to request or direct the inclusion of the name, logo or pictorial representation in his/her EAs) be provided by a person or an organisation, the candidate engages in illegal conduct if he/she modifies, or authorises any person to modify, the name, logo, or pictorial representation or the content unless **before** the modification, the person or organisation concerned **consented in writing** to the name, logo, pictorial representation or content as modified. [S 27(1), (1A) and (1B) of the ECICO] *[Amended in September 2016]*

[Please also see paras. 17.10 to 17.12.]

18.2 Oral or retrospective consent is **not** sufficient. The EAC provides a sample consent form for this purpose. The written consent is a requirement under the ECICO. It protects the candidates from unnecessary complaints and disputes which may arise if only oral consent is obtained. It also protects the voters from being misinformed as to whether a candidate has the support of a person or an organisation. Prior written consent is required if

the inclusion of the name, logo or pictorial representation of a person or an organisation, as the case may be, implies support of the candidate concerned. What amounts to “support” will depend on the circumstances of each case. The question to consider is whether any reasonable person who has seen the pictorial representation would have the perception that the persons appearing in the EA support the candidate. *[Added in September 2016]*

18.3 It is important to note that it is still an offence even if such an EA contains a statement to the effect that it does not imply support from the person or organisation concerned [s 27(4) of the ECICO]. It is also an offence for a person to give information which he/she knows or ought to know is materially false or misleading information to a candidate or candidates for the purpose of promoting or prejudicing the election of the candidate or candidates [s 27(6) of the ECICO]. *[Amended in October 2011]*

18.4 For the avoidance of doubt, it is advisable for the written consent to set out clearly whether consent is given:

- (a) by a supporter in his/her personal capacity — in which case no mention should be made of any office title which he/she may have in the candidate’s EAs and campaign activities;
- (b) by a supporter with the mention of his/her office title (bearing no reference to the name of the organisation concerned) — in which case the consent should indicate whether the supporter consents to the mention of his/her office title(s) and the description of such title(s). Where such office title(s) is/are to be mentioned in an EA, the supporter and the candidate should take particular care to ensure that the information should not be used in such a way to misrepresent the support of the organisation(s) concerned. For example, where the office title of “the school principal” (for example, “Chan Tai Man, the

Principal”) or “chairman of an owners’ corporation” (for example, “Chan Tai Man, Chairman of Owners’ Corporation”) is to be included in an EA, and if the EA is to be posted in the school or the building in which he/she is serving, it would be desirable for the candidate to seek the relevant organisation’s prior written approval;

- (c) by a supporter with the mention of his/her office title and the name of the organisation concerned — in which case the candidate should ensure that the supporter has obtained the prior written approval of the organisation, in accordance with the organisation’s internal rules and procedures or any established convention (e.g. approved by the governing body of the organisation or by a resolution of that organisation passed at a general meeting), for using the name of the organisation together with his/her office title(s) by the candidate. In case of doubt, the candidate or his/her supporter should consult the organisation concerned on its internal rules and procedures. The candidate should be careful not to give the impression that it represents the support of the whole organisation; and
- (d) by an organisation — in which case the consent should indicate that approval has been given by the governing body of the organisation or by a resolution of the members of the organisation passed at a general meeting [s 27(5) of the ECICO]. The consent must be signed by an authorised person such as its director, chairman or chief executive, etc.

[Amended in September 2006, October 2011 and September 2016]

18.5 Consent may be given to 2 or more candidates, even if they are competing in the same subsector, although that may cause confusion. A

consent given can be revoked. In case of a revocation, in order to avoid dispute, it is advisable for the person or organisation who has revoked the consent to send a notice of the revocation to the candidate concerned. The candidate is required to notify the relevant RO in writing of any revocation of consent or post a copy of the revocation onto the Candidate's Platform or the Central Platform in the manner as set out in para. 8.47. *[Amended in September 2016]*

18.6 Once consent has been revoked, the candidate concerned should be careful to cease immediately using any EA which contains the support of the person or organisation who has made the revocation. The costs incurred for the production of EAs bearing such support should still be regarded as the candidate's election expenses and be declared in the election return. *[Amended in September 2016]*

18.7 If candidate A's name or photograph appears in the EA of candidate B to indicate support for candidate B, whether expenditure incurred for an EA will need to be borne by candidate A would depend on whether the publicity material in question has explicitly or implicitly promoted the election of candidate A. There may be 2 different scenarios in such cases:

Scenario A

If the appearance of candidate A in candidate B's EA is solely to indicate support for candidate B but not to promote the election of candidate A, the EA should not be treated as a joint EA. The election expenses incurred should be counted as candidate B's election expenses only, but not as candidate A's. Candidate B has to obtain the prior written consent of support from candidate A before using candidate A's names or photographs in his/her EAs [s 27 of the ECICO].

Scenario B

If candidate B wishes to publish the EAs for promoting his/her candidature and that of candidate A as well, he/she must obtain prior written authorisation from candidate A to act as his/her election expense agent and the expenses so incurred will have to be borne by the candidates A and B in equal or proportional shares as their respective election expenses, to be calculated by the proportion of the size of the portion advertising each.

It should be noted that the EA mentioned in Scenario B above should be treated as a joint EA. To comply with the requirement stipulated in s 27 of the ECICO, both candidates A and B also have to seek written consent of support from each other before publishing the joint EA.

[Amended in October 2011]

18.8 It is not uncommon for candidates to put photographs, with appearance of other persons (which may include other candidates in the election), in their EAs to show their past activities. However, it may be possible for voters to believe that those persons appearing in the photograph support a particular candidate when they receive such EAs. To avoid misunderstanding, for instance, if an EA carries a photograph of the candidate attending an activity with other attendees, a caption specifying the particular nature of the event could be added underneath the photograph in such a way that will not imply, or likely to cause voters to believe, that the candidate has the support of those persons appearing in the photograph. If in the circumstances the photograph is likely to cause voters to believe that the candidate has the support of those persons appearing in the photograph, prior written consent of support should be obtained by the candidate. *[Amended in October 2011 and September 2016]*

18.9 To avoid misleading the voters to believe that a candidate has obtained support from a certain person, organisation, government agency or department, which is not the case, a candidate should not attach any materials published by any such person, organisation, government agency or department together with his/her own EAs.

18.10 As advised by the Office of the Privacy Commissioner for Personal Data, an image of an identified person¹² will constitute his/her personal data and its use for a purpose other than the original purpose of collection or a directly related purpose, without the consent of the person concerned, will be an infringement of his/her personal data. Therefore, candidates when using the aforesaid image should also observe the relevant data protection principle as set out in the guidance notes on personal data privacy in respect of electioneering activities at **Appendix K**. [*Added in October 2011 and amended in September 2016*]

Form of Consent

18.11 A sample form on seeking “**Consent of Support**” prepared by the EAC will be available at the offices of the REO and RO and can be downloaded from the REO website after the gazettal of a notice specifying a period and place for submitting nomination forms. It will also be provided to a candidate upon his/her submission of a nomination form for the election. It should be noted that the form is designed to cover a specific subsector in a particular election. A candidate who subsequently switches to another subsector should seek afresh the consent from the person or organisation concerned. [*Amended in September 2016*]

¹² “An identified person” shall refer to a person appearing in a photograph whose identity is known to members of the public either because his/her name is mentioned in the photo caption or he/she can easily be identified by virtue of his/her job, profession or business, etc.

18.12 There are occasions (as allegations and complaints were received) requiring confirmation of the compliance of the law by a candidate. Therefore, a candidate is required to post a copy of the written consent relevant to the EA concerned onto the Candidate's Platform or Central Platform or deposit a copy of the written consent with the relevant RO in the manner as set out in para. 8.47 above [s 108(2) and (3) of the EAC (EP) (EC) Reg]. A candidate is also **required to post** onto the Candidate's Platform or Central Platform a written notice of revocation **or notify** the relevant RO of such revocation in the manner as set out in para. 8.47 above. Such written consent and notice of revocation received by the RO will be made available for public inspection (with the identity document numbers, if any therein, of the persons involved obliterated) at the office of the relevant RO. *[Amended in October 2011 and September 2016]*

Penalty

18.13 It is an illegal conduct under the ECICO for a person to make false claim of support. For details of penalty and sanction, please refer to para. 17.3(b) and Part VII of Chapter 17. *[Amended in September 2016]*

CHAPTER 19

PARTICIPATION IN ELECTION-RELATED ACTIVITIES BY CIVIL SERVANTS AND OFFICIALS UNDER THE POLITICAL APPOINTMENT SYSTEM AND ATTENDANCE OF PUBLIC FUNCTIONS BY BOTH CIVIL SERVANTS AND CANDIDATES

PART I : GENERAL

19.1 This chapter sets out the general guidelines on the participation in election-related activities of an EC subsector election by civil servants and officials under the Political Appointment System and the attendance at public functions by civil servants which are also attended by candidates. *[Amended in October 2011 and September 2016]*

IMPORTANT :

“Candidate” includes a person who has publicly declared an intention to stand for election at any time before the end of the nomination period for the election, whether or not he/she has submitted a nomination form [s 2 of the ECICO].

PART II : PARTICIPATION IN ELECTIONEERING ACTIVITIES BY CIVIL SERVANTS

19.2 Civil servants who wish to participate in electioneering activities in an EC subsector election should observe the regulations, rules and guidelines issued by the Civil Service Bureau. Civil servants, other than directorate

officers, Administrative Officers, Information Officers and Police Officers and those officers acting in the above grades or ranks with a view to substantive appointment thereto, (i.e. other than acting for temporary relief purpose), may act as agents or assist in electioneering activities provided that they are not already appointed as the CRO, ROs, AROs, PROs, polling or counting staff, that there is no conflict of interest with their official duties, that no use of public resources is involved, and that no government uniform is worn. To avoid any unfairness or appearance of unfairness or conflict of interest, civil servants who work in a subsector or have extensive contacts with the public in a subsector are strongly advised not to accept appointment by a candidate in that subsector to be his/her agent and/or participate in electioneering activities in the subsector concerned. Civil servants who participate in electioneering activities, including the seeking of election donations, for any candidates should not use or give the impression of using any public resources in such activities. *[Amended in October 2011 and September 2016]*

19.3 The guidelines set out in para. 19.2 above are equally applicable to the non-civil service contract staff of the Government. *[Added in September 2016]*

PART III : ATTENDANCE OF PUBLIC FUNCTIONS BY CIVIL SERVANTS

On the Occasion of Being Invited

19.4 Civil servants should exercise care in accepting invitations from persons or organisations to attend any public function that may also be attended by a candidate(s) (“the function”). *[Amended in September 2016]*

19.5 They should take such care when any person has publicly declared an intention to run for election in respect of a particular EC subsector or when the nomination commences, whichever is the earlier, up to the end of the polling day.

19.6 Before deciding to attend the function, a civil servant should satisfy himself/herself that:

- (a) by attending the function, he/she is performing an official duty normally required of the post he/she is currently holding; and
- (b) to his/her best knowledge, the organiser of the function has no intention whatsoever of making use of the function to promote or prejudice any candidate.

[Amended in September 2016]

When Attending

19.7 The EAC appeals to civil servants not to have photographs taken with candidates at the function since such photographs, if published, may be seen as their lending support to the candidate. A civil servant may do so, however, if the photograph taking:

- (a) arises from the need for him/her to perform his/her official duty at the function normally required of the post he/she is currently holding;
- (b) is a natural part of the function which, if he/she declines to participate, would be seen as breaching the protocol appropriate to that function; or

- (c) is participated by all other candidates of the same EC subsector.

[Amended in October 2011 and September 2016]

19.8 The guidelines set out from paras. 19.4 to 19.7 above are equally applicable to the non-civil service contract staff of the Government. *[Added in September 2016]*

PART IV : ATTENDANCE OF PUBLIC FUNCTIONS BY CANDIDATES

19.9 Similarly, the EAC appeals to all candidates who attend public functions not to have photographs taken with the civil servants, since such photographs, if published, may be seen as an unfair advantage over other candidates. A candidate may do so, however, if the photograph taking:

- (a) arises from the need for him/her to perform his/her role at the function as requested by the function organiser;
- (b) is a natural part of the function which, if the candidate declines to participate, would be seen as breaching the protocol appropriate to that function; or
- (c) is participated by all other candidates of the same EC subsector.

[Amended in October 2011 and September 2016]

PART V : OFFICIALS UNDER THE POLITICAL APPOINTMENT SYSTEM

19.10 The term “civil servants” used in the earlier parts of this chapter does not include officials under the Political Appointment System. Officials under the Political Appointment System are political appointees and they may belong to or be affiliated with political organisations. Politically appointed officials have to comply with a “Code for Officials under the Political Appointment System”. *[Amended in October 2011 and September 2016]*

19.11 Politically appointed officials may, subject to the guidelines below, participate in election-related activities. *[Amended in October 2011]*

19.12 Politically appointed officials are disqualified from being nominated as a candidate at an election of the CE, of the LegCo or of a DC. *[Amended in October 2011]*

19.13 As far as the EC subsector elections are concerned, politically appointed officials should not use any public resources for any election-related activities. A politically appointed official should ensure that when taking part in such activities, great care should be taken that there is no actual or potential conflict of interest with the business of the Government or his/her own official duties. *[Amended in October 2011]*

CHAPTER 20

COMPLAINTS PROCEDURE

PART I : GENERAL

20.1 This chapter deals with the procedure for making complaints relating to **any breach or non-compliance of the Guidelines and the provisions of the EAC (EP) (EC) Reg or the spirit of them** which are for ensuring that elections are conducted in an honest, fair and open manner.

[Amended in September 2016]

20.2 A complaint against criminal, illegal or corrupt activities may be made direct to the relevant authorities such as the Police or the ICAC. The procedures for making and processing such a complaint will be handled by these authorities, and are not covered by this chapter.

PART II : TO WHOM A COMPLAINT MAY BE MADE

20.3 The EAC is an independent, impartial and apolitical body established by the EACO to deal with all matters concerning the conduct of elections including handling election-related complaints. The EAC may, if necessary, set up a **Complaints Committee** consisting of its 3 members and 1 or more judges of the District Court or High Court for the purpose of dealing with complaints. *[Amended in October 2011]*

20.4 Without limiting the right of a citizen to make a complaint to the Police or the ICAC or other authorities, a complaint for breach of or non-compliance with the Guidelines or the provisions of the EAC (EP) (EC) Reg

or relating to election matters can be made to one of the following bodies or persons:

- (a) the RO of the relevant EC subsector appointed by the EAC to deal with electoral arrangements;
- (b) the REO; or
- (c) the EAC or its Complaints Committee.

20.5 **Caution:** if the complaint is against the conduct, behaviour, or acts of any of the REO officers or the RO personally, it should be addressed to the EAC or its Complaints Committee and marked “CONFIDENTIAL” in order to ensure that only the EAC or its Complaints Committee will receive it.

PART III : TIME AND PROCEDURE FOR MAKING COMPLAINT

20.6 The Guidelines deal with election-related activities, and any non-compliances, abuses and irregularities that can be redressed should be remedied as soon as practicably possible. It is **imperative** that **all complaints should be made as soon as possible**, for any delay in the making of complaint may result in remedial measures being useless or futile and necessary evidence being lost. Therefore, complaints should be lodged **not later than 45 days** after the date of the relevant election. *[Amended in September 2016]*

20.7 No specified or specific form is required for making a complaint. A complaint can be made either orally or in writing. A person who wishes to make an oral complaint can call the EAC Complaints Hotline. *[Amended in September 2016]*

20.8 In each case, the complainant is required to identify himself/herself and provide his/her correspondence address, telephone number and other means of communication. A written complaint must be signed. Save where it relates to a matter of minor nature or which requires urgent action, an oral complaint received will be recorded in writing and the complainant will be required to sign the written record afterwards. All personal particulars of a complainant will be **treated in strict confidence.** *[Amended in September 2016]*

PART IV : COMPLAINTS INSIDE A POLLING STATION

20.9 If a person has any complaint about whatever happens inside the polling station, he/she should follow the following procedures:

- (a) he/she should direct his/her complaint to the PRO, the Deputy PRO or an Assistant PRO immediately;
- (b) if the matter is not resolved, or if the complainant still feels aggrieved or if his/her complaint is directed at the PRO, the Deputy PRO or an Assistant PRO, he/she should as soon as possible report the matter to the RO of the relevant EC subsector of the polling station by using the telephone number appearing in the guide on procedures for complaint;
- (c) where the matter is still not resolved by the RO, the complainant should without any delay telephone the EAC Complaints Hotline to report his/her complaint by giving a gist thereof. He/She should then try to obtain as much evidence as possible in order to substantiate his/her complaint. As he/she is not allowed to talk to or communicate with any voter inside the polling station, he/she

may need to go outside the polling station to obtain necessary evidence; and

- (d) a member of the EAC or its Complaints Committee or an officer of the REO will handle the complaint as soon as practicable.

A copy of the guide on procedures for handling of complaints at a polling station (together with telephone numbers of the relevant RO(s) and the EAC Complaints Hotline) will be available for inspection inside each polling station.

[Amended in September 2016]

20.10 The PRO or his/her Deputy or Assistant PRO must record any complaint mentioned in para. 20.9(a) and (b) and any other complaints and enquiries concerning a voter's data.

PART V : THE PROCESSING OF COMPLAINTS

20.11 The CEO, ROs and the PROs are obliged under s 98 of the EAC (EP) (EC) Reg to report irregularities to the EAC or its Complaints Committee. By these guidelines, they are also required to report all complaints received by them to the EAC or its Complaints Committee. Except where a complaint is of a minor nature or the RO has been delegated with the authority to deal with it, any complaint received by the RO or the REO will be forwarded to the EAC or its Complaints Committee with comments and all the relevant information relating to the complaint. When the EAC or its Complaints Committee receives a complaint, it may seek additional information and comments from the relevant RO or the REO, if necessary.

20.12 The EAC or its Complaints Committee, the RO or the REO (when they are so authorised by the EAC or its Complaints Committee), may seek further information on the complaint from the complainant or may arrange interviews with the complainant in order to seek clarification or evidence. The complainant may be required to make a statutory declaration for the truth and correctness of his/her complaint or statement. If the further information required is not provided by the complainant or if he/she refuses to be interviewed or to make the statutory declaration, the EAC or its Complaints Committee, the RO or the REO may or may not take further action on the complaint.

20.13 All bona fide complaints will be processed and considered by the RO who has been delegated with the necessary authority or by the EAC or its Complaints Committee, as soon as reasonably practicable, taking into account the merits of the complaint with all the information and evidence gathered [s 6(3) of the EACO].

20.14 Where a complaint is substantiated, a decision will be made on the appropriate course to be taken, including one or more of the following:

- (a) take remedial measures against the matter complained of, such as the removal of EAs displayed in breach of the guidelines in that regard;
- (b) issue to the relevant person a warning on the matter under complaint after making a reasonable effort to contact the person and giving him/her a reasonable opportunity to give explanations. Where necessary, immediate rectification action against complaints proven on the spot should be taken without delay;
- (c) publish a public statement of reprimand or censure against the acts or omissions and the person or persons complained of [see various

chapters in the Guidelines] after making a reasonable effort to contact the person or persons and giving him/her or them a reasonable opportunity to make representations [s 6(4) of the EACO];

- (d) with or without comments, refer the matter to the ICAC for investigation and/or further action [s 5(e) of the EACO]; and
- (e) with or without comments, refer the matter to the Secretary for Justice or the Police for further action such as prosecution of the culprit [s 5(e) of the EACO].

20.15 The EAC or its Complaints Committee will also notify the complainant in writing of its decision, and if the decision is that the complaint is not substantiated, it will also give reasons. It is common that a large number of complaints are received during the election period. As each complaint will be examined in detail, the investigation of all complaints may take some time to complete. *[Amended in September 2016]*

PART VI : ELECTORAL AFFAIRS COMMISSION'S REPORT ON COMPLAINTS

20.16 The EAC is required to report to the CE on any complaint made to it in connection with an election within 3 months of the conclusion of the election [s 8(1) and (2) of the EACO].

**PART VII : OBLIGATIONS OF THE RETURNING OFFICER,
THE PRESIDING OFFICER AND THE CHIEF
ELECTORAL OFFICER**

20.17 The RO(s), the PRO(s) and the CEO are required to report as soon as practicable to the EAC or its Complaints Committee (in writing or otherwise as circumstances may demand) on any complaints received by them and on any occurrence which they consider to be a material irregularity relating to an election, poll or count. *[Amended in October 2011]*

PART VIII : SANCTION FOR FALSE COMPLAINT

20.18 Any person who knowingly makes or causes to be made to an ICAC officer a false report of the commission of any offence or misleads such an officer by giving false information or by making false statements or accusations is guilty of an offence and will be liable to a fine of \$20,000 and to imprisonment for 1 year [s 13B of the ICAC Ordinance (Cap 204)]. A similar offence is committed where a false report is made or false information given to a police officer [s 64 of the Police Force Ordinance (Cap 232)]. If a person knowingly makes a false complaint and gives false information to the EAC or its Complaints Committee knowing that the EAC or its Complaints Committee will refer or direct such complaint and information to the ICAC or the Police, the person concerned will similarly be guilty of the relevant offence. If a person knowingly and wilfully makes to the EAC or its Complaints Committee, the RO or the REO a statement false in a material particular and such a statement is in a statutory declaration, he/she commits an offence and will be liable to a fine and to imprisonment for 2 years [s 36 of the Crimes Ordinance (Cap 200)]. *[Amended in September 2006 and September 2016]*

APPENDICES

**Election Committee Subsector Elections
Action Checklist for Candidates**

A. Major Steps to be Observed

Before and during
Nomination Period

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”):
 - (a) Nomination Form;
 - (b) Grid Paper and Guide on Completion of Grid Paper (for inclusion in the official Introduction to Candidates); and
 - (c) the form of “Intention to Display Election Advertisements at Designated Spots”.

During Nomination
Period

2. Except where the Chief Electoral Officer (“CEO”) authorises otherwise, personally deliver the following to the RO before the end of the Nomination Period:
 - (a) the duly completed Nomination Form; and
 - (b) an election deposit of \$1,000 in cash or by cashier order or crossed cheque made payable to “The Government of the Hong Kong Special Administrative Region”.

In order to avoid the risk of invalidation of the nomination due to dishonoured cheques, candidates are strongly advised to submit the election deposit in cash or cashier order.

3. Apply to Hongkong Post for written approval of their election advertisement (“EA”) specimens for free postage. Candidates should:
 - (a) carefully study the requirements governing free postage for EAs before deciding on the contents of their EAs and seek advice from Hongkong Post relating to postal requirements and the REO on other relevant aspects; and

- (b) make every effort to submit their EA specimens to Hongkong Post for written approval as early as possible to allow sufficient time for revising the contents of their EA specimens, if necessary.
4. Obtain the following from the RO:
- (a) a CD-ROM containing the relevant legislation and copy of the candidate forms/documents;
 - (b) relevant extracts from the Final Register of Voters (both gum labels and soft copies) on signing an Undertaking on the Use of Electoral Records;
 - (c) forms -
 - (i) Return and Declaration of Election Expenses and Election Donations (thereafter referred to as “election return”)
 - (ii) Standard Receipt for Election Donations
 - (iii) Authorisation to Incur Election Expenses
 - (iv) Notice of Revocation of Authorisation to Incur Election Expenses
 - (v) Notice of Withdrawal of Candidature
 - (vi) Notice of Appointment of Election Agent
 - (vii) Notice of Appointment of Polling Agents for a Polling Station Not Situated in a Prison
 - (viii) 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)

- (ix) Notice of Appointment of Counting Agents
 - (x) Notice of Revocation of Appointment of Agent
 - (xi) Information Sheet in relation to Election Advertisements
 - (xii) 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
 - (xiii) Notification of the Electronic Address of the Candidate's Platform
 - (xiv) Notification of Corrected Information in relation to Election Advertisements
 - (xv) Consent of Support
 - (xvi) Permission for Display of Election Advertisements or Conduct of Electioneering Activities at Private Premises
 - (xvii) Declaration of Secrecy
 - (xviii) Return of Election Deposit
 - (xix) Advance Return and Declaration of Election Donations
 - (xx) Notice of Posting of Election Mail (Attachment: Summary on Free Postage for Election Mail)
 - (xxi) Declaration for Posting of Election Mail
 - (xxii) Notification of Decision on Electioneering Activities
 - (xxiii) Notification of the Intention to Hold a Public Meeting/Procession;
- (d) Notice for Collection of Voters' Information;

- (e) Undertaking on the Use of Voters' Information
(Attachment: Supplementary Note on Undertaking on the Use of Voters' Information);
and
- (f) Note for Submission of a Text Version of Introduction to Candidates for Persons with Visual Impairment.
5. Lodge with the RO a Notice of Withdrawal of Candidature if the candidate wishes to withdraw his/her candidature.
- Any time before, during or after handing in Nomination Form
6. (a) Ensure that all printed 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/Authorisation have been obtained before the publication of EAs and lodged with the RO (or CEO if RO has not yet been appointed), if applicable.
- (c) (i) If the candidates choose to post the electronic copy of EA and relevant information/documents onto the Candidate's Platform for public inspection, candidates should provide the CEO with the **electronic address** of the platform **at least 3 working days** (i.e. any day other than a general holiday or Saturday) **before publication of the first EA.**
- (ii) If the candidates choose to post the electronic copy of EA and relevant information/documents onto the Central Platform for public inspection, candidates should submit to 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.

Candidates will receive the username and passwords from CEO **within 3 working days** upon receipt of the duly completed application and undertaking.

- (d) Make available a copy of each type of EAs and relevant information/documents for public inspection **within 1 working day** after publication by:
- (i) posting an electronic copy each of all his/her EAs and the relevant information/documents onto the Central Platform in accordance with the procedures set out in **Appendix G**;
 - (ii) posting an electronic copy each of all his/her EAs and the relevant information/documents onto the Candidate's Platform and provide the CEO with the **electronic address** of the platform **at least 3 working days before publication of the first EA (For details, please see Appendix G)**;
 - (iii) if it is technically impracticable to comply with (i) or (ii) above for EAs published through an open platform on the internet (such as when messages are sent through social networking or communication websites on the Internet like Twitter, Facebook, blogs, etc. and the exchanges are of an interactive and spontaneous nature), posting a hyperlink of such open platform 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 G**;
 - (iv) providing 2 hardcopies each of the EAs (or 2 identical full colour photographs/printouts/photocopies of each EA which cannot be practically or conveniently produced in specie) and 1 hardcopy each of the relevant information/documents to the RO; or

- (v) providing 2 identical copies of a CD-ROM or DVD-ROM each containing the EAs and 1 hardcopy each of the relevant information/documents to the RO.

Candidates may make submission as required from time to time.

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| Any time before handing in Nomination Form till the end of election period | 7. Submit to the CEO an Advance Return and Declaration of Election Donations when an election donation is received. |
| Any time after handing in Nomination Form | 8. Lodge with the RO (or CEO if RO has not yet been appointed) Authorisations to Incur Election Expenses. |
| Any time after handing in Nomination Form, but before end of Nomination Period | 9. Lodge with the RO a Notice of Appointment of Election Agent. |
| | 10. (a) If a candidate wishes to have his/her photograph and election platform printed in the Introduction to Candidates, he/she should: <ul style="list-style-type: none"> (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 should be taken within the last 6 months; and (ii) provide 2 additional copies of his/her photograph identical to the one affixed to the grid paper with his/her name label affixed on the back. <p>(If a candidate does not submit the grid paper, the Introduction to Candidates will only show his/her name and candidate number. The statement, “Relevant Information has not been provided by the candidate” will also be printed in the space provided for the election platform.)</p> <ul style="list-style-type: none"> (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 3 weeks before polling day

11. Make a request to the CEO for obtaining, **within 5 working days**, one set of mailing labels of voters and/or a Candidate Mailing Label System (“CMLS”) DVD-ROM containing information of voters in the subsector. Candidates or their election agents are required to submit an Undertaking on the Use of Voters’ Information with the request.

(Note: To protect the environment, mailing labels of voters who have provided their email addresses for receiving EAs will not be provided by the CEO.)

Any time after handing in Nomination Form, but not later than 7 days before polling day

12. Lodge with the CEO Notices of Appointment of Polling Agents for a Polling Station not situated in a Prison.

13. Lodge with the RO Notices 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 Prison (other than a maximum security prison) and Application for Consent to the Presence of Election/Polling Agent in a dedicated polling station situated in a prison (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 prison (other than a maximum security prison) if a polling agent has been appointed for that polling station. On the other hand, 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 prison, no polling agent may be appointed for that polling station.)

(b) No polling agent may be appointed nor may election agent be present at a dedicated polling station situated in a maximum security prison.)

Around 3 days after end
of Nomination Period

15. Attend the briefing for candidates and collect from the RO the following:
 - (a) location maps and layout plan of the polling/counting station; and
 - (b) name badges for candidates and their agents.
16. Attend meetings held by the RO to determine the candidate numbers by drawing of lots and to allocate designated spots for display of EAs.
17. Receive from the RO copy of the permission/authorisation for display of EAs at designated spots allocated to the candidate (except for uncontested candidates who will not be allocated with designated spots).

Around 7 days after end
of Nomination Period

18. Send by e-mail to e-intro_to_can@reo.gov.hk by the deadline specified by the REO the completed e-form of the text version of the Introduction to Candidates (available on website) for REO's uploading to the election dedicated website.

(If a candidate does not submit the file by the said deadline, only his/her name and candidate number and the words "Relevant information has not been provided by the candidate" will be shown in the appropriate area of the form.)

Within 5 days after end
of Nomination Period

19. Receive from the RO information about the election agents appointed by other candidates for the same subsector.

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| Within 14 days after end of Nomination Period | 20. Receive from the RO the notice on all other validly nominated candidates for the same subsector. |
| At least 2 clear working days before posting of postage-free election mail | 21. Give notice of the date of the free postage of election mail and intention to use joint election mail (if applicable) by using the Notice of Posting of Election Mail (in duplicate), and present 3 unsealed election mail specimens to the designated Manager of Hongkong Post for inspection and approval. |
| Make postage-free election mail before the posting deadline as designated by Hongkong Post | 22. Post postage-free election mail and present to Hongkong Post a Declaration for Posting of Election Mail (in duplicate). Furnish a copy of the election mail for the attention of the designated manager(s) for record purpose. The mail make-up must comply with the guidelines in the Guidelines on Election-related Activities and Summary on Sending of Postage-free Election Mail.

(Note: Election mail sent after the posting deadline is very unlikely to be delivered to the voters before the polling day.) |
| Not later than 7 days before polling day | 23. Receive from the RO information regarding the delineation of no canvassing zones and no staying zones for the polling stations (including dedicated polling stations). |
| During the week before the polling day | 24. Lodge with the CEO the 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/Polling Agent in a Dedicated Polling Station Situated in a prison (other than a maximum security prison) ONLY if –

(a) a voter/AR imprisoned or held in custody who is entitled to vote for the relevant subsector at the aforesaid dedicated polling station situated in a prison is admitted or transferred to the prison during that week; and |

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

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| Any time before polling day | 25. Lodge with the CEO or RO, as the case may be, Notices of Revocation of Appointment of Agent, if any. |
| At least 10 working day before polling day | 26. Receive information from the RO on when and where the counting of votes is to take place. |
| Before entering polling/counting station | 27. Complete the Declarations of Secrecy (to be made by all candidates, their election agents, polling agents and counting agents). |
| On polling day | 28. Attend the poll and the count if so wishes, bringing along the Declaration of Secrecy. |
| | 29. Candidates or their election agents personally deliver Notices of Appointment of Polling Agents for a Polling Station Not Situated in a Prison and Notices of Revocation of Appointment of Agent to the relevant Presiding Officers (“PRO”) other than a PRO of a dedicated polling station situated in a prison, if not yet lodged pursuant to paras. 12 and 25 respectively. |
| | 30. Candidates or their election agents personally deliver Notices of Revocation of Appointment of Agent to the CEO to revoke the appointment of polling agent for a dedicated polling station situated in a prison, if not yet lodged pursuant to para. 25. |
| | 31. Candidates or their election agents personally deliver Notices of Appointment of Counting Agents and Notices of Revocation of Appointment of Agent to the relevant RO, if not yet lodged pursuant to paras. 12 and 25 respectively. |

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| Within 2 working days after the polling day | 32. Post the corrected information of the EAs concerned onto the Candidate's Platform or Central Platform alongside the original information and input the date of correction; or deposit with the RO a Notification of Corrected Information in relation to Election Advertisements. |
| Within 10 days after polling day | 33. Remove all EAs displayed on Government land/property. |
| Within 2 weeks after polling day | 34. Destroy or return to REO the CMLS DVD-ROM and unused mailing labels, if any. If a candidate has downloaded the voters' information from the CMLS for processing, he/she must also delete the information (use of data erasing software is recommended to completely erase the information). |
| <p>Before the expiry of the period of 30 days after the date on which the last of the following events occurs in relation to all EC subsector elections to be held on the same date –</p> <p>(a) the result of the election is notified in the Gazette;</p> <p>(b) a declaration that no candidate was validly nominated is made.</p> | 35. Lodge with the CEO an election return [See para. 4(c)(i)] signed by the candidate with invoices and receipts issued by recipients of the payments for all payments each of election expenses of \$100 or above and duplicate donation receipts. |

Till the end of the period ending with the 30th day before the first anniversary of the date of the deadline for lodging the relevant election return (disregarding any order made by the CFI under s 40 of the ECICO

36. Maintain the Candidate's Platform for public inspection of EAs and relevant information/documents.

Note:

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

B. Handling and Declaring Election Expenses***Records Keeping******Before and After Nomination***

1. Record all election expenses spent and all election donations received.
2. Keep the original invoices and receipts issued by recipients of the payments for expenses of \$100 or above.
3. Issue receipt for any non-anonymous donation of more than \$1,000 and keep a copy of the receipt. (The candidate may use the Standard Receipt for Election Donations provided by the REO.)
4. (a) Keep records of the attachments posted onto the Candidate's Platform and maintain this platform till the end of the period ending with the 30th day before the first anniversary of the date of the deadline for lodging the relevant election return (disregarding any order made by the CFI under section 40 of the ECICO); or
(b) Keep records of the attachments posted onto

the Central Platform; or

- (c) Keep copies of all relevant information/ documents and EAs lodged with the RO.

Appointment of Election Agents/Election Expense Agents

5. Each candidate can only appoint 1 election agent by completing a Notice of Appointment of Election Agent. An election agent has the authority to do everything a candidate is authorised to do under the EAC (EP) (EC) Reg for the purposes of the election **except**:
- (a) to sign the nomination form or make any requisite declaration in relation to a candidate's nomination;
 - (b) to withdraw the candidate's candidature;
 - (c) to incur election expenses unless he/she has been so authorised by the candidate;
 - (d) to authorise a person as an election expense agent to incur election expenses; and
 - (e) to be present in a dedicated polling station situated in a maximum security prison.
6. Each candidate can authorise 1 or more persons as the election expense agents to incur election expenses on his/her behalf by completing the Authorisation to Incur Election Expenses. A candidate **may** also authorise his/her election agent to incur election expenses for him/her. These agents may incur election expenses only after the candidate has authorised them to do so.

Lodging of Authorisation and Information Sheet of Election Advertisements with the appropriate authority and Posting Election Advertisements on Central Platform or Candidate's Platform

7. Lodge with the RO the Notice of Appointment of Election Agent at any time after handing in Nomination Form.
8. Lodge with the RO the Authorisations to Incur Election Expenses. The authorisation is not effective until it has been received by the RO.

9. Make available a copy of each type of EAs and relevant information/documents for public inspection **within 1 working day** after **publication** by:
- (a) posting an electronic copy each of all his/her EAs and the relevant information/documents onto the Central Platform in accordance with the procedures set out in **Appendix G**;
 - (b) posting an electronic copy each of all his/her EAs and the relevant information/documents onto the Candidate's Platform and provide the **electronic address** of the platform to the **CEO at least 3 working days before publication of the first EA (For details, please see Appendix G)**;
 - (c) if it is technically impracticable to comply with (a) or (b) above for EAs published through an open platform on the internet (such as when messages are sent through social networking or communication websites on the Internet like Twitter, Facebook, blogs, etc. and the exchanges are of an interactive and spontaneous nature), posting a hyperlink of such open platform on the Candidate's Platform or the Central Platform in accordance with the procedures set out in **Appendix G**;
 - (d) providing 2 hardcopies each of the EAs (or 2 identical full colour photographs/printouts/photocopies of each EA which cannot be practically or conveniently produced in specie) and 1 hardcopy each of the relevant information/documents to the RO; or
 - (e) providing 2 identical copies of a CD-ROM or DVD-ROM each containing the EAs and 1 hardcopy each of the relevant information/documents to the RO.

***Submission of Election
Return***

10. **A candidate must lodge his/her completed election return with the CEO before the expiry of the period of 30 days after the date on which**

the last of the following events occurs in relation to all EC subsector elections to be held on the same date :

- (a) the result of the election is notified in the Gazette;**
- (b) a declaration that no candidate was validly nominated is made,**

or within such extended period as may be allowed by the Court of First Instance (“CFI”) under the relevant law.

- 11. The completed election return should include all election expenses incurred by the candidate or by the candidate’s election expense agents and also the removal cost for his/her EAs by government departments, if he/she has not removed all his EAs, and the election donations (including services and goods) received. All election advertisements submitted on the Information Sheet in relation to Election Advertisements, the Central Platform and the Candidate’s Platform should be included in the completed election return. *A candidate is required to submit his/her election returns even if no election expenses have been incurred.*
- 12. A candidate must make the declaration/ supplementary declaration(s) verifying the contents of the election return before a Commissioner for Oaths (at District Offices) or a Justice of the Peace or a solicitor holding a practising certificate.
- 13. The completed election return and the declaration verifying its contents must be submitted together with all supporting documents as required by s 37 of ECICO (Cap 554).

14. If a candidate is unable or has failed to lodge the election return by the deadline, he/she can apply to the CFI for an order allowing him/her to lodge the election return within such a further period as specified by the CFI.
15. If a candidate wishes to change any information in his/her submitted election return before the deadline, he/she may lodge with the CEO before the deadline a supplementary declaration stating the information to be changed.
16. If a candidate wishes to correct any error or false statement in his/her return (including any document accompanying his/her return) after the deadline, he/she must apply to the CFI for an order enabling him/her to do so. Notwithstanding this, if the aggregate value of any error or false statement found in the election return does not exceed the relief arrangement limit (i.e. \$500), the candidate may rectify the error or false statement in the election return in accordance with a simplified relief arrangement for minor errors or false statements as provided under s 37A of the ECICO within a specified period upon receipt of a notice from the CEO relating to the error and/or false statement (see paras. 16.29 to 16.34 of the Guidelines).

(This "Action Checklist for Candidates" is for general reference only. Candidate is advised to refer to the Action Checklist included in the candidate folder of the respective election.)

[Amended in January 2010, October 2011 and September 2016]

Sectors and Subsectors of the Election Committee

FIRST SECTOR

<u>Item</u>	<u>Subsector</u>	<u>Number of members</u>
1.	Catering	17
2.	Commercial (first)	18
3.	Commercial (second)	18
4.	Employers' Federation of Hong Kong	16
5.	Finance	18
6.	Financial services	18
7.	Hong Kong Chinese Enterprises Association	16
8.	Hotel	17
9.	Import and export	18
10.	Industrial (first)	18
11.	Industrial (second)	18
12.	Insurance	18
13.	Real estate and construction	18
14.	Textiles and garment	18
15.	Tourism	18
16.	Transport	18
17.	Wholesale and retail	18
		<hr/> 300

SECOND SECTOR

<u>Item</u>	<u>Subsector</u>	<u>Number of members</u>
1.	Accountancy	30
2.	Architectural, surveying, planning and landscape	30
3.	Chinese medicine	30
4.	Education	30
5.	Engineering	30
6.	Health services	30
7.	Higher education	30
8.	Information technology	30
9.	Legal	30
10.	Medical	30
		<hr/> 300

THIRD SECTOR

<u>Item</u>	<u>Subsector</u>	<u>Number of members</u>
1.	Agriculture and fisheries	60
2.	Labour	60
3.	Religious	60
4.	Social welfare	60
5.	Sports, performing arts, culture and publication	60
		<hr/> 300

FOURTH SECTOR

<u>Item</u>	<u>Subsector</u>	<u>Constituents</u>	<u>Number of members</u>
1.	National People's Congress ("NPC")	Hong Kong deputies to the NPC	36
2.	Legislative Council	Members of the Legislative Council	70
3.	Chinese People's Political Consultative Conference ("CPPCC")	Hong Kong members of the National Committee of the CPPCC	51
4.	Heung Yee Kuk ("HYK")	Chairman and Vice-chairmen of the HYK and the Ex-Officio, Special and Co-opted Councillors of the Full Council of the HYK	26
5.	Hong Kong and Kowloon District Councils ("DCs")	Elected members of the Hong Kong and Kowloon DCs	57
6.	New Territories District Councils ("DCs")	Elected members of the New Territories DCs	60
			300

[Amended in September 2016]

The Subsectors with Same Names as Functional Constituencies and their Voters

<u>Item</u>	<u>Subsector</u>	<u>Constituents</u>
1.	Heung Yee Kuk	Chairman and Vice-Chairmen of the Heung Yee Kuk and Ex-Officio, Special and Co-opted Councillors of the Full Council of the Heung Yee Kuk.
2.	Agriculture and fisheries	<p>(1) Corporate members of each of the following bodies:</p> <p>(a) The Federation of Vegetable Marketing Co-operative Societies, Limited;</p> <p>(b) The Federation of Pig Raising Co-operative Societies of Hong Kong, Kowloon and New Territories, Limited;</p> <p>(c) The Joint Association of Hong Kong Fishermen;</p> <p>(d) Federation of Hong Kong Aquaculture Associations;</p> <p>(e) The Federation of Fishermen's Co-operative Societies of Shau Kei Wan District, Limited;</p> <p>(f) The Federation of Fishermen's Co-operative Societies of Tai Po District, N.T., Limited;</p> <p>(g) The Federation of Fishermen's Co-operative Societies of Sai Kung District, Limited;</p> <p>(h) The Federation of Fishermen's Co-operative Societies of Southern District, Limited.</p> <p>(2) Aberdeen Fishermen Friendship Association.</p> <p>(3) The Ap Lei Chau Fishermen's Credit Co-operative Society, Unlimited.</p> <p>(4) The Castle Peak Fishermen's Credit Co-operative Society, Unlimited.</p> <p>(5) The Castle Peak Mechanized Trawler Fishermen's Credit Co-operative Society, Unlimited.</p> <p>(6) Cheung Chau Fisheries Joint Association.</p> <p>(7) Cheung Chau Fishermen's Welfare Promotion Association.</p> <p>(8) The Fanling Kwun Ti Village Farmers' Irrigation Co-operative Society, Ltd.</p> <p>(9) Fish Farming and Stuff Association.</p> <p>(10) Fisherman's Association of Po Toi Island.</p> <p>(11) Fishery Development Association (Hong Kong) Limited.</p> <p>(12) Fraternal Association of The Floating Population of Hong Kong.</p> <p>(13) The Guild of Graziers.</p> <p>(14) Hang Hau Grazier Association.</p> <p>(15) Hong Kong and Kowloon Fishermen Association Ltd.</p> <p>(16) Hong Kong & Kowloon Floating Fishermen Welfare Promotion Association.</p> <p>(17) Hong Kong Fisheries Development Association.</p> <p>(18) Hong Kong Fishermen's Association.</p>

<u>Item</u>	<u>Subsector</u>	<u>Constituents</u>
2.	Agriculture and fisheries (<i>Cont'd</i>)	<p>(19) Hong Kong Fishing Vessel Owners Association, Ltd.</p> <p>(20) Hong Kong Florists Association.</p> <p>(21) Hong Kong Graziers Union.</p> <p>(22) Hong Kong Liner & Gill Netting Fisherman Association.</p> <p>(23) Hong Kong Livestock Industry Association.</p> <p>(24) Hong Kong N.T. Fish Culture Association.</p> <p>(25) Hong Kong N.T. Poultry (Geese & Ducks) Mutual Association.</p> <p>(26) Hong Kong Netting, Cultivation and Fisherman Association.</p> <p>(27) Hong Kong Off-shore Fishermen's Association.</p> <p>(28) The Lam Ti Agricultural Credit Co-operative Society, Limited.</p> <p>(29) Lamma Island Lo Dik Wan Aquaculture Association.</p> <p>(30) Lau Fau Shan Oyster Industry Association, New Territories.</p> <p>(31) Ma Wan Fisheries Rights Association Ltd.</p> <p>(32) The Mui Wo Agricultural Products Marketing & Credit Co-operative Society, Ltd.</p> <p>(33) Mui Wo Fishermen Fraternity Society.</p> <p>(34) N.T. Oyster and Aquatic Products United Association.</p> <p>(35) The New Territories Chicken Breeders Association, Ltd.</p> <p>(36) The New Territories Fishermen Fraternity Association Ltd.</p> <p>(37) New Territories Florist Association, Ltd.</p> <p>(38) North District Florists Association.</p> <p>(39) Outlying Islands Mariculture Association (Cheung Chau).</p> <p>(40) Peng Chau Fishermen Association Ltd.</p> <p>(41) Quality Broiler Development Association.</p> <p>(42) Sai Kung (North) Sham Wan Marine Fish Culture Business Association.</p> <p>(43) Sai Kung Po Toi O Fish Culture Business Association.</p> <p>(44) Sai Kung Tai Tau Chau Fish Culture Business Association.</p> <p>(45) Sai Kung Tai Wu Kok Fishermen's Association.</p> <p>(46) The Sha Tau Kok Marine Fish Culture Association.</p> <p>(47) The Sha Tau Kok Small Long Liner and Gill Net Fishermen's Credit Co-operative Society, Unlimited.</p> <p>(48) The Shan Tong Vegetable Marketing Co-operative Society, Ltd.</p> <p>(49) Shatin Ah Kung Kok Fishermen Welfare Association.</p> <p>(50) Shatin Florists Association.</p> <p>(51) The Shau Kei Wan Deep Sea Capture Fishermen's Credit Co-operative Society, Unlimited.</p> <p>(52) Shau Kei Wan Fishermen Friendship Association.</p> <p>(53) The Shau Kei Wan Pair Trawler Fishermen's Credit Co-operative Society, Unlimited.</p> <p>(54) The Shau Kei Wan Trawler Fishermen's Credit Co-operative Society, Unlimited.</p>

<u>Item</u>	<u>Subsector</u>	<u>Constituents</u>
2.	Agriculture and fisheries (<i>Cont'd</i>)	<p>(55) Tai O Fishermen (Coastal Fishery) Association.</p> <p>(56) The Tai O Sha Chai Min Fishermen's Credit Co-operative Society, Unlimited.</p> <p>(57) The Tai Po Fishermen's Credit Co-operative Society, Unlimited.</p> <p>(58) Tai Po Florists and Horticulturists Association.</p> <p>(59) The Tai Po Purse Seiner and Small Long Liner Fishermen's Credit Co-operative Society, Unlimited.</p> <p>(60) The Tsing Lung Tau Hand Liner Fishermen's Credit Co-operative Society, Unlimited.</p> <p>(61) The Tsuen Wan Fishermen's Credit Co-operative Society, Unlimited.</p> <p>(62) The Tuen Mun Mechanized Fishing Boat Fishermen's Credit Co-operative Society, Unlimited.</p> <p>(63) Tuen Mun Agricultural Association.</p> <p>(64) Tung Lung Chau Mariculture Association.</p> <p>(65) The Hong Kong Branch of the World's Poultry Science Association.</p> <p>(66) Yuen Long Agriculture Productivity Association.</p> <p>(67) Yung Shue Au Marine Fish Culture Business Association.</p> <p>(68) Tsing Yi Residents Association.</p> <p>(69) 荃灣葵青居民聯會 (漁民組) .</p> <p>(70) 荃灣葵青漁民會.</p> <p>(71) The Shau Kei Wan Stern Trawler Fishermen's Credit Co-operative Society, Unlimited.</p> <p>(72) Sustainable Ecological Ethical Development Foundation Limited.</p> <p>(73) N.T. North District Fishermen's Association.</p> <p>(74) Tai Po Off Shore Fishermen's Association.</p> <p>(75) Aberdeen Fisherwomen Association.</p>
3.	Insurance	Bodies that are insurers authorized or deemed to be authorized under the Insurance Companies Ordinance (Cap 41).
4.	Transport	<p>(1) Parking Management and Consultancy Services Limited.</p> <p>(2) Airport Authority Hong Kong.</p> <p>(3) Hong Kong Driver's Training Association.</p> <p>(4) The Association of N.T. Radio Taxicabs Ltd.</p> <p>(5) Autotoll Limited.</p> <p>(6) The Chartered Institute of Logistics and Transport in Hong Kong.</p> <p>(7) China Merchants Shipping & Enterprises Co. Ltd.</p> <p>(8) Chu Kong Shipping Enterprises (Holdings) Co. Ltd.</p> <p>(9) Chuen Kee Ferry Ltd.</p> <p>(10) Chuen Lee Radio Taxis Association Ltd.</p>

<u>Item</u>	<u>Subsector</u>	<u>Constituents</u>
4.	Transport (<i>Cont'd</i>)	(11) Citybus Ltd.
		(12) Coral Sea Ferry Service Co., Ltd.
		(13) COSCO-HIT Terminals (Hong Kong) Limited.
		(14) CTOD Association Company Ltd.
		(15) Turbojet Ferry Services (Guangzhou) Limited.
		(16) Discovery Bay Transportation Services Ltd.
		(17) Driving Instructors Merchants Association, Limited.
		(18) Eastern Ferry Co.
		(19) Expert Fortune Ltd.
		(20) Far East Hydrofoil Co. Ltd.
		(21) Fat Kee Stevedores Ltd.
		(22) The Fraternity Association of N.T. Taxi Merchants.
		(23) Fraternity Taxi Owners Association.
		(24) G.M.B. Maxicab Operators General Association Ltd.
		(25) The Goods Vehicle Fleet Owners Association Ltd.
		(26) Happy Taxi Operator's Association Ltd.
		(27) Hoi Kong Container Services Co. Ltd.
		(28) Hon Wah Public Light Bus Association Ltd.
		(29) Hong Kong Air Cargo Terminals Limited.
		(30) Hong Kong & Kowloon Ferry Ltd.
		(31) Hong Kong Kowloon Goods Vehicles, Omnibuses and Minibuses Instructors Association Limited.
		(32) Hong Kong & Kowloon Motor Boats and Tug Boats Association Ltd.
		(33) Hong Kong & Kowloon Radio Car Owners Association Ltd.
		(34) Hong Kong and Kowloon Rich Radio Car Service Centre Association Ltd.
		(35) HongKong Association of Freight Forwarding and Logistics Limited.
		(36) Hong Kong Automobile Association.
		(37) The Hong Kong Cargo-Vessel Traders' Association Ltd.
		(38) Hong Kong Commercial Vehicle Driving Instructors Association.
		(39) Hong Kong CFS and Logistics Association Limited.
		(40) Hong Kong Container Tractor Owner Association Ltd.
		(41) Hong Kong Driving Instructors' Association.
		(42) Hong Kong Guangdong Transportation Association Ltd.
		(43) The Hong Kong Institute of Marine Technology.
		(44) Hong Kong, Kowloon & NT Public & Maxicab Light Bus Merchants' United Association.
		(45) Hong Kong Taxi Owners' Association Limited.
		(46) The Hong Kong Liner Shipping Association.
		(47) Hong Kong Marine Contractors Association.
		(48) Hong Kong Motor Car Driving Instructors Association Ltd.
		(49) Hong Kong Pilots Association Ltd.

<u>Item</u>	<u>Subsector</u>	<u>Constituents</u>
4.	Transport (<i>Cont'd</i>)	(50) Hong Kong Public & Maxicab Light Bus United Associations.
		(51) Hong Kong Public Cargo Working Areas Traders Association Ltd.
		(52) Hong Kong Scheduled (GMB) Licensee Association.
		(53) The Hong Kong School of Motoring Ltd.
		(54) Hong Kong Sea Transport and Logistics Association Limited.
		(55) The Hong Kong Shipowners Association Ltd.
		(56) Hong Kong Shipping Circles Association Ltd.
		(57) Hong Kong Shipping Industry Institute.
		(58) Hong Kong Logistics Management Staff Association.
		(59) Hong Kong Society of Articulated Vehicle Driving Instructors Ltd.
		(60) The Hong Kong Stevedores Employers' Association.
		(61) Hong Kong Tele-call Taxi Association.
		(62) Hong Kong Tramways, Limited.
		(63) Hong Kong Transportation Warehouse Wharf Club.
		(64) The Hongkong & Yaumati Ferry Co., Ltd.
		(65) Hongkong International Terminals Ltd.
		(66) Institute of Advanced Motorists (Hong Kong) Limited.
		(67) Institute of Seatransport.
		(68) Institute of Transport Administration (Hong Kong, China).
		(69) Kowloon Fung Wong Public Light Bus Merchants & Workers' Association Ltd.
		(70) The Kowloon Motor Bus Company (1933) Limited.
		(71) Kowloon Motor Driving Instructors' Association Ltd.
		(72) The Kowloon PLB Chiu Chow Traders & Workers Friendly Association.
		(73) The Kowloon Taxi Owners Association Ltd.
		(74) Kowloon Truck Merchants Association Ltd.
		(75) Kwik Park Limited.
		(76) Lam Tin Wai Hoi Public Light Bus Association.
		(77) Lantau Taxi Association.
		(78) Lei Yue Mun Ko Chiu Road Public Light Bus Merchants Association Ltd.
		(79) Lok Ma Chau China - Hong Kong Freight Association.
		(80) Long Win Bus Company Limited.
		(81) Mack & Co. Carpark Management Limited.
		(82) Marine Excursion Association Limited.
		(83) Maritime Affairs Research Association Ltd.
		(84) MTR Corporation Limited.
		(85) Merchant Navy Officers' Guild - Hong Kong.
		(86) Metropark Limited.
		(87) Mid-stream Holdings (HK) Limited.
		(88) Mixer Truck Drivers Association.
		(89) Modern Terminals Ltd.

<u>Item</u>	<u>Subsector</u>	<u>Constituents</u>
4.	Transport (<i>Cont'd</i>)	(90) N.T. PLB Owners Association.
		(91) N.T. San Tin PLB (17) Owners Association.
		(92) N.T. Taxi Merchants Association Ltd.
		(93) N.T. Taxi Owners & Drivers Fraternal Association.
		(94) N.T. Taxi Radio Service General Association.
		(95) N.W. Area Taxi Drivers & Operators Association.
		(96) New Hong Kong Tunnel Co., Ltd.
		(97) New Lantao Bus Co., (1973) Ltd.
		(98) New Territories Cargo Transport Association Ltd.
		(99) New World First Bus Services Limited.
		(100) North District Taxi Merchants Association.
		(101) Organisation of Hong Kong Drivers.
		(102) Peak Tramways Co., Ltd.
		(103) Public and Private Light Buses Driving Instructors' Society.
		(104) The Public Cargo Area Trade Association.
		(105) Public Light Bus General Association.
		(106) The Public Omnibus Operators Association Ltd.
		(107) Public Vehicle Merchants Fraternity Association.
		(108) Quadripartite Taxi Service Association Ltd.
		(109) River Trade Terminal Co. Ltd.
		(110) Route 3 (CPS) Company Limited.
		(111) Sai Kung Public Light Bus Drivers and Owners Association.
		(112) Sai Kung Taxi Operators Association Ltd.
		(113) CSX World Terminals Hong Kong Limited.
		(114) Serco Group (HK) Limited.
		(115) The "Star" Ferry Co., Ltd.
		(116) Sun Hing Taxi Radio Association.
		(117) Taxi Association Limited.
		(118) Tate's Cairn Tunnel Company Limited.
		(119) Taxi Associations Federation.
		(120) Taxi Dealers & Owners Association Ltd.
		(121) The Taxi Operators Association Ltd.
		(122) Taxicom Vehicle Owners Association Ltd.
		(123) Transport Infrastructure Management Limited.
		(124) Tsuen Wan PLB Commercial Association Ltd.
		(125) Tuen Mun Public Light Bus Association.
		(126) Tung Yee Shipbuilding and Repairing Merchants General Association Limited.
		(127) United Friendship Taxi Owners & Drivers Association Ltd.
		(128) Wai Fat Taxi Owners Association Ltd.
		(129) Wai Yik H.K. & Kowloon and New Territories Taxi Owners Association.
		(130) West Coast International (Parking) Limited.
		(131) Western Harbour Tunnel Co. Ltd.

<u>Item</u>	<u>Subsector</u>	<u>Constituents</u>
4.	Transport (<i>Cont'd</i>)	(132) Wilson Parking (Hong Kong) Limited. (133) Wing Lee Radio Car Traders Association Ltd. (134) Wing Tai Car Owners & Drivers Association Ltd. (135) Wu Gang Shipping Co. Ltd. (136) Xiamen United Enterprises (H.K.) Ltd. (137) School Buses Operators Association Limited. (138) New World First Ferry Services Limited. (139) Shun Tak-China Travel Macau Ferries Limited. (140) Hong Kong Container Drayage Services Association Limited. (141) Hong Kong Kowloon & N.T. Grab-Mounted Lorries Association Limited. (142) Hong Kong Waste Disposal Industry Association. (143) HK Public-light Bus Owner & Driver Association. (144) Logistics Industry & Container Truck Drivers Union. (145) The Concrete Producers Association of Hong Kong Limited. (146) Hongkong Guangdong Boundary Crossing Bus Association Limited. (147) Tsui Wah Ferry Service Company Limited. (148) Quality Driver Training Centre Limited. (149) Public and Private Commercial Driving Instructors' Society. (150) Shun Tak-China Travel Ship Management Limited. (151) Cruise Ferries (HK) Limited. (152) Asia Airfreight Terminal Company Limited. (153) The Hong Kong Joint Branch of The Royal Institution of Naval Architects and The Institute of Marine Engineering, Science and Technology. (154) The Hongkong Salvage & Towage Company Limited. (155) The Institute of Chartered Shipbrokers, Hong Kong Branch. (156) Hongkong United Dockyards Limited. (157) Guangdong and Hong Kong Feeder Association Limited. (158) Hong Kong Right Hand Drive Motors Association Limited. (159) The Institute of the Motor Industry Hong Kong. (160) Hong Kong Vehicle Repair Merchants Association Limited. (161) Environmental Vehicle Repairers Association Limited. (162) The Hong Kong Taxi and Public Light Bus Association Limited. (163) Park Island Transport Company Limited. (164) Discovery Bay Road Tunnel Company Limited. (165) International Association of Transport Officers. (166) Hong Kong Express Airways Limited. (167) Hong Kong (Cross Border) Transportation Drivers'

<u>Item</u>	<u>Subsector</u>	<u>Constituents</u>
4.	Transport (<i>Cont'd</i>)	Association.
		(168) Hong Kong Logistics Association Limited.
		(169) Hong Kong Container Depot and Repairer Association Limited.
		(170) New World Parking Management Limited.
		(171) The Nautical Institute-Hong Kong Branch.
		(172) Worldwide Flight Services, Inc.
		(173) NT Taxi Operations Union.
		(174) Sun Star Taxi Operators Association.
		(175) Taxi & P.L.B. Concern Group.
		(176) Tai Wo Motors Limited.
		(177) Tuen Mun District Tourists and Passengers Omnibus Operators Association Limited.
		(178) Tsuen Wan District Tourists and Passengers Omnibus Operators Association Limited.
		(179) Yuen Long District Tourists and Passengers Omnibus Operators Association Limited.
		(180) Kowloon District Tourists and Passengers Omnibus Operators Association Limited.
		(181) Hong Kong District Tourists and Passengers Omnibus Operators Association Limited.
		(182) Sino Parking Services Limited.
		(183) Urban Parking Limited;
		(184) Greater Lucky (HK) Company Limited.
		(185) China Hongkong and Macau Boundary Crossing Bus Association Limited.
		(186) Ground Support Engineering Limited.
		(187) Cathay Pacific Services Limited.
		(188) Cathay Pacific Catering Services (H.K.) Limited.
		(189) LSG Lufthansa Service Hong Kong Limited.
		(190) Gate Gourmet Hong Kong, Limited.
		(191) ECO Aviation Fuel Services Limited.
		(192) Hong Kong Aircraft Engineering Company Limited.
		(193) China Aircraft Services Limited.
		(194) Dah Chong Hong – Dragonair Airport GSE Service Limited.
		(195) Jardine Air Terminal Services Limited.
		(196) Service Managers Association.
		(197) Driving Instructors Association.
		(198) The Chamber of Hong Kong Logistics Industry Limited.
		(199) New Horizon School of Motoring Limited.
		(200) Leinam School of Motoring Limited.
		(201) TIML MOM Limited.
		(202) Hong Kong Taxi Association.

<u>Item</u>	<u>Subsector</u>	<u>Constituents</u>
5.	Legal	<ul style="list-style-type: none"> (1) Members of The Law Society of Hong Kong entitled to vote at general meetings of the Society. (2) Members of the Hong Kong Bar Association entitled to vote at general meetings of the Association. (3) Legal officers within the meaning of the Legal Officers Ordinance (Cap 87). (4) Persons appointed under section 3 of the Legal Aid Ordinance (Cap 91). (5) Persons deemed to be legal officers for the purpose of the Legal Officers Ordinance (Cap 87) by section 75(3) of the Bankruptcy Ordinance (Cap 6) or section 3(3) of the Director of Intellectual Property (Establishment) Ordinance (Cap 412). (6) The Legal Adviser of the Legislative Council Secretariat and his or her assistants who are in the full-time employment of The Legislative Council Commission and are barristers or solicitors as defined in the Legal Practitioners Ordinance (Cap 159).
6.	Accountancy	Certified public accountants registered under the Professional Accountants Ordinance (Cap 50).
7.	Medical	<ul style="list-style-type: none"> (1) Medical practitioners registered or deemed to be registered under the Medical Registration Ordinance (Cap 161). (2) Dentists registered, deemed to be registered or exempt from registration under the Dentists Registration Ordinance (Cap 156).
8.	Health services	<ul style="list-style-type: none"> (1) Chiropractors registered under the Chiropractors Registration Ordinance (Cap 428). (2) Nurses registered or enrolled or deemed to be registered or enrolled under the Nurses Registration Ordinance (Cap 164). (3) Midwives registered or deemed to be registered under the Midwives Registration Ordinance (Cap 162). (4) Pharmacists registered under the Pharmacy and Poisons Ordinance (Cap 138). (5) Medical laboratory technologists registered under the Medical Laboratory Technologists (Registration and Disciplinary Procedure) Regulations (Cap 359A). (6) Radiographers registered under the Radiographers (Registration and Disciplinary Procedure) Regulation (Cap 359H). (7) Physiotherapists registered under the Physiotherapists

<u>Item</u>	<u>Subsector</u>	<u>Constituents</u>
8.	Health services (<i>Cont'd</i>)	<p>(Registration and Disciplinary Procedure) Regulation (Cap 359J).</p> <p>(8) Occupational therapists registered under the Occupational Therapists (Registration and Disciplinary Procedure) Regulations (Cap 359B).</p> <p>(9) Optometrists registered under the Optometrists (Registration and Disciplinary Procedure) Regulation (Cap 359F).</p> <p>(10) Dental hygienists enrolled under the Ancillary Dental Workers (Dental Hygienists) Regulations (Cap 156B).</p> <p>(11) Audiologists, audiology technicians, chiropodists (also known as “podiatrists”), dental surgery assistants, dental technicians, dental technologists, dental therapists, dietitians, dispensers, mould laboratory technicians, orthoptists, clinical psychologists, educational psychologists, prosthetists, speech therapists and scientific officers (medical) who are in the service under the Government, or are employed in Hong Kong, at the following institutions -</p> <p>(a) Public hospitals within the meaning of the Hospital Authority Ordinance (Cap 113);</p> <p>(b) Hospitals registered under the Hospitals, Nursing Homes and Maternity Homes Registration Ordinance (Cap 165);</p> <p>(c) Clinics maintained or controlled by the Government or The Chinese University of Hong Kong or by the University of Hong Kong;</p> <p>(d) Services subvented by the Government.</p>
9.	Engineering	<p>(1) Professional engineers registered under the Engineers Registration Ordinance (Cap 409).</p> <p>(2) Members of the Hong Kong Institution of Engineers entitled to vote at general meetings of the Institution.</p>
10.	Architectural, surveying, planning and landscape	<p>(1) Architects registered under the Architects Registration Ordinance (Cap 408).</p> <p>(2) Members of The Hong Kong Institute of Architects entitled to vote at general meetings of the Institute.</p> <p>(3) Landscape architects registered under the Landscape Architects Registration Ordinance (Cap 516).</p> <p>(4) Members of The Hong Kong Institute of Landscape Architects entitled to vote at general meetings of the Institute.</p> <p>(5) Professional surveyors registered under the Surveyors Registration Ordinance (Cap 417).</p>

<u>Item</u>	<u>Subsector</u>	<u>Constituents</u>
10.	Architectural, surveying, planning and landscape (<i>Cont'd</i>)	<p>(6) Members of The Hong Kong Institute of Surveyors entitled to vote at general meetings of the Institute.</p> <p>(7) Professional planners registered under the Planners Registration Ordinance (Cap 418).</p> <p>(8) Members of The Hong Kong Institute of Planners entitled to vote at general meetings of the Institute.</p>
11.	Labour	Bodies that are trade unions registered under the Trade Unions Ordinance (Cap 332) of which all the voting members are employees.
12.	Real estate and construction	<p>(1) Members of The Real Estate Developers Association of Hong Kong entitled to vote at general meetings of the Association.</p> <p>(2) Members of The Hong Kong Construction Association, Limited entitled to vote at general meetings of the Association.</p> <p>(3) Members of The Hong Kong E&M Contractors' Association Limited entitled to vote at general meetings of the Association.</p>
13.	Commercial (first)	Bodies that are members of The Hong Kong General Chamber of Commerce entitled to vote at general meetings of the Chamber.
14.	Commercial (second)	Members of The Chinese General Chamber of Commerce entitled to vote at general meetings of the Chamber.
15.	Industrial (first)	Members of the Federation of Hong Kong Industries entitled to vote at general meetings of the Federation.
16.	Industrial (second)	Bodies that are members of The Chinese Manufacturers' Association of Hong Kong entitled to vote at general meetings of the Association.
17.	Finance	<p>Bodies that are:</p> <p>(1) banks within the meaning of the Banking Ordinance (Cap 155).</p> <p>(2) restricted licence banks within the meaning of the Banking Ordinance (Cap 155).</p> <p>(3) deposit-taking companies within the meaning of the</p>

<u>Item</u>	<u>Subsector</u>	<u>Constituents</u>
17.	Finance (<i>Cont'd</i>)	Banking Ordinance (Cap 155).
18.	Financial services	<p>(1) Exchange participants of a recognized exchange company.</p> <p>(2) Members of The Chinese Gold & Silver Exchange Society entitled to vote at general meetings of the Society.</p>
19.	Sports, performing arts, culture and publication	<p>(1) Statutory bodies and registered bodies (other than schools registered under the Education Ordinance (Cap 279) and bodies formed by such schools) that are members of the sports associations affiliated to the Sports Federation & Olympic Committee of Hong Kong, China.</p> <p>(2) Sports associations affiliated to the Sports Federation & Olympic Committee of Hong Kong, China but have no statutory bodies or registered bodies as members.</p> <p>(3) The following district sports associations:</p> <p>(a) Central & Western District Recreation & Sports Association;</p> <p>(b) Eastern District Recreation & Sports Advancement Association Ltd.;</p> <p>(c) The Federation of Tsuen Wan District Sports & Recreation Association Ltd.;</p> <p>(d) Islands District Sports Association;</p> <p>(e) Kowloon City District Recreation & Sports Council Limited;</p> <p>(f) Kwai Tsing District Sports Association Limited;</p> <p>(g) Kwun Tong Sports Promotion Association Ltd.;</p> <p>(h) Mong Kok District Cultural, Recreational and Sports Association Limited;</p> <p>(i) North District Sports Association Limited;</p> <p>(j) Sai Kung District Sports Association Ltd.;</p> <p>(k) Sha Tin Sports Association Ltd.;</p> <p>(l) Sham Shui Po Sports Association Limited;</p> <p>(m) Southern District Recreation and Sports Association Limited;</p> <p>(n) Tai Po Sports Association Ltd.;</p> <p>(o) Tuen Mun Sports Association Limited;</p> <p>(p) Wan Chai District Arts Cultural Recreational and Sports Association Limited;</p> <p>(q) Wong Tai Sin District Recreation & Sports Council;</p> <p>(r) Yaumatei and Tsimshatsui Recreation & Sports Association Ltd.;</p> <p>(s) Yuen Long District Sports Association Ltd.</p> <p>(4) Bodies listed in a Gazette notice currently in force made under section 3(5) of the Hong Kong Arts Development</p>

<u>Item</u>	<u>Subsector</u>	<u>Constituents</u>
19.	Sports, performing arts, culture and publication <i>(Cont'd)</i>	<p>Council Ordinance (Cap 472) as organisations for the purpose of section 3(4) of that Ordinance.</p> <p>(5) Statutory bodies and registered bodies, the primary goal of which is the promotion of arts, and to which grants, sponsorship or performance fees have been approved by the Hong Kong Arts Development Council, the Urban Council, the Regional Council, the Provisional Urban Council, the Provisional Regional Council, the Leisure and Cultural Services Department or the Home Affairs Bureau during the relevant period.</p> <p>(6) The following district arts and culture associations:</p> <ul style="list-style-type: none"> (a) Central and Western District Association for Culture and Arts; (b) Eastern District Arts Council Limited; (c) Kowloon City District Arts and Culture Council; (d) Kwai Chung and Tsing Yi District Culture and Arts Co-ordinating Association Limited; (e) Kwun Tong District Culture and Recreation Promotion Association; (f) North District Arts Advancement Association Limited; (g) Sai Kung Culture & Recreational Advancement Association; (h) Sha Tin Arts Association Limited; (i) Sham Shui Po Arts Association Limited; (j) Southern District Arts and Culture Association Limited; (k) Tai Po District Arts Advancement Association; (l) Tsuen Wan Culture & Recreation Co-ordinating Association Limited; (m) Tuen Mun Arts Promotion Association; (n) Wong Tai Sin District Arts Council; (o) Yau Ma Tei and Tsim Sha Tsui Culture and Arts Association Limited; (p) Yuen Long District Arts Committee. <p>(7) Members of each of the following bodies entitled to vote at general meetings of the body -</p> <ul style="list-style-type: none"> (a) Educational Booksellers' Association, Limited; (b) The Hong Kong Publishers and Distributors Association; (c) Hong Kong Book & Magazine Trade Association Limited; (d) Hongkong Book and Stationery Industry Association Company Limited; (e) The Hong Kong Association of Professional Education Publishing Limited. <p>(8) Members of the Hong Kong Publishing Federation Limited</p>

Item	Subsector	Constituents
19.	Sports, performing arts, culture and publication (Cont'd)	(other than those referred to in paragraph (7)) entitled to vote at general meetings of the Federation.
	(9)	Members of each of the following bodies entitled to vote at general meetings of the body -
		(a) Hong Kong Motion Picture Industry Association Limited;
		(b) Hong Kong Film Awards Association Ltd.;
		(c) International Federation of the Phonographic Industry (Hong Kong Group) Limited;
		(d) Movie Producers and Distributors Association of Hong Kong Ltd;
		(e) Music Publishers Association of Hong Kong Ltd.;
		(f) Hong Kong Theatres Association Ltd;
		(g) Hong Kong Recording Industry Alliance Limited.
	(10)	Corporate proprietors, the principal business of which is publication, registered under the Registration of Local Newspapers Ordinance (Cap 268).
	(11)	Corporate proprietors of newspaper distributors licensed under the Newspapers Registration and Distribution Regulations (Cap 268B).
	(12)	Bodies that are holders of one or more of the following classes of licences granted under the Broadcasting Ordinance (Cap 562) -
		(a) licences to provide a domestic free television programme service;
		(b) licences to provide a domestic pay television programme service;
		(c) licences to provide a non-domestic television programme service.
	(13)	Holders of licences granted under Part 3A of the Telecommunications Ordinance (Cap 106) (sound broadcasting licences).
	(14)	All Stars Sports Association Ltd.
	(15)	The Song Writers' Association of Hong Kong.
	(16)	Artiste Training Alumni Association Limited.
	(17)	Composers and Authors Society of Hong Kong Limited.
	(18)	Friends of the Art Museum, The Chinese University of Hong Kong Limited.
	(19)	The Friends of the Hong Kong Museum of Art.
	(20)	Hong Kong Film Directors' Guild Limited.
	(21)	Hong Kong Anthropological Society.
	(22)	Hong Kong Archaeological Society.
	(23)	The Hong Kong Children's Choir.
	(24)	Hong Kong Chinese Orchestra Limited.
	(25)	Hong Kong Chinese Press Association.
	(26)	Hong Kong & Macau Cinema and Theatrical Enterprise Association Limited.

<u>Item</u>	<u>Subsector</u>	<u>Constituents</u>
19.	Sports, performing arts, culture and publication (Cont'd)	<p>(27) Hong Kong Cinematography Lighting Association Limited.</p> <p>(28) Hong Kong Curators Association.</p> <p>(29) Hong Kong Dance Company Limited.</p> <p>(30) Hong Kong Federation of Journalists Ltd.</p> <p>(31) Hong Kong Festival Fringe Limited.</p> <p>(32) Hong Kong Film Academy.</p> <p>(33) Hong Kong Film Arts Association Limited.</p> <p>(34) Hong Kong History Society.</p> <p>(35) The Hong Kong Intellectual Property Society Limited.</p> <p>(36) Hong Kong Journalists Association.</p> <p>(37) Hong Kong Museum of Medical Sciences Society.</p> <p>(38) Hong Kong News Executives' Association, Limited.</p> <p>(39) Hong Kong P.E.N. (English) Centre.</p> <p>(40) Hong Kong Performing Artistes Guild Limited.</p> <p>(41) Hong Kong Philharmonic Orchestra.</p> <p>(42) Hong Kong Press Photographers Association.</p> <p>(43) Hong Kong Recreation Management Association Limited.</p> <p>(44) Hong Kong Repertory Theatre Limited.</p> <p>(45) Hong Kong Screen Writers' Guild Limited.</p> <p>(46) Hong Kong Sports Association of the Deaf.</p> <p>(47) Hong Kong Sports Press Association Ltd.</p> <p>(48) Hong Kong Stuntman Association Limited.</p> <p>(49) Hong Kong Tai Chi Association.</p> <p>(50) Hong Kong United Arts Entertainment Company Limited.</p> <p>(51) Min Chiu Society.</p> <p>(52) The New Territories Regional Sports Association.</p> <p>(53) The Newspaper Society of Hong Kong.</p> <p>(54) Pop-Music Authors Society of Hong Kong.</p> <p>(55) The Hong Kong Branch of the Royal Asiatic Society.</p> <p>(56) Sail Training Association of Hong Kong Limited.</p> <p>(57) Society of Cinematographers (Hong Kong) Limited.</p> <p>(58) Society of Film Editors (Hong Kong) Limited.</p> <p>(59) South China Film Industry Workers' Union.</p> <p>(60) South China Research Circle.</p> <p>(61) The Hong Kong Swimming Teachers' Association Limited.</p> <p>(62) Videotage Limited.</p> <p>(63) Zuni Icosahedron.</p> <p>(64) Federation of Hong Kong Filmmakers Limited.</p> <p>(65) Hong Kong Movie Production Executives Association Limited.</p> <p>(66) Hong Kong Sports Institute Limited.</p> <p>(67) The Federation of Motion Film Producers of Hong Kong Limited.</p>

<u>Item</u>	<u>Subsector</u>	<u>Constituents</u>
20.	Import and export	<p>(1) Companies licensed under the Dutiable Commodities Ordinance (Cap 109) for the import or export, or import and export, of dutiable commodities.</p> <p>(2) Companies licensed under the Dutiable Commodities Ordinance (Cap 109) immediately before the commencement of the Dutiable Commodities (Amendment) (No. 2) Ordinance 2008 (16 of 2008) for the import, or import and export, of alcoholic liquors.</p> <p>(3) Companies registered under the Motor Vehicles (First Registration Tax) Ordinance (Cap 330) for the import of motor vehicles for use in Hong Kong.</p> <p>(4) Companies licensed under the Control of Chemicals Ordinance (Cap 145) for the import or export, or import and export, of controlled chemicals.</p> <p>(5) Members of each of the following bodies entitled to vote at general meetings of the body -</p> <ul style="list-style-type: none"> (a) The Association of Hong Kong Photographic Equipment Importers Limited; (b) Hong Kong & Kowloon Steel and Metal Importers and Exporters Association Ltd.; (c) The Hong Kong Chinese Importers' and Exporters' Association; (d) The Hong Kong Exporters' Association; (e) Hong Kong Fresh Fruits Importers Association Ltd.; (f) Hong Kong General Association of Edible Oil Importers & Exporters Ltd.; (g) Hongkong Rice Importers & Exporters Association; (h) Hongkong Watch Importers' Association; (i) The Hong Kong Food, Drink & Grocery Association; (j) Hong Kong & Kowloon Light Industrial Products Importers & Exporters Association Limited; (k) Nanyang Importers and Exporters Association; (l) Hong Kong Industrial Production Trading Association Limited; (m) The Industrial Chemical Merchants' Association Limited; (n) Hong Kong Paper Association Limited; (o) The Wah On Exporters & Importers Association; (p) The Hong Kong Shippers' Council; (q) The Shippers' Association of Hong Kong.
21.	Textiles and garment	<p>(1) Corporate members of the Textile Council of Hong Kong Limited (other than those referred to in paragraph (2)(a) to</p>

<u>Item</u>	<u>Subsector</u>	<u>Constituents</u>
21.	Textiles and garment (<i>Cont'd</i>)	<p>(2)</p> <p>(k) entitled to vote at general meetings of the Council.</p> <p>Corporate members of each of the following bodies entitled to vote at general meetings of the body -</p> <p>(a) The Federation of Hong Kong Cotton Weavers;</p> <p>(b) The Federation of Hong Kong Garment Manufacturers;</p> <p>(c) Hong Kong Chinese Textile Mills Association;</p> <p>(d) The Hong Kong Cotton Made-up Goods Manufacturers Association, Limited;</p> <p>(e) The Hongkong Cotton Spinners Association;</p> <p>(f) Hong Kong Garment Manufacturers Association Ltd.;</p> <p>(g) Hong Kong Knitwear Exporters & Manufacturers Association Ltd.;</p> <p>(h) Hong Kong Woollen & Synthetic Knitting Manufacturers' Association Ltd.;</p> <p>(i) The Hong Kong Association of Textile Bleachers, Dyers, Printers and Finishers Limited;</p> <p>(j) The Hong Kong Weaving Mills Association;</p> <p>(k) The Hong Kong General Chamber of Textiles Limited.</p> <p>(3) Members of the Hong Kong Institution of Textile and Apparel Limited entitled to vote at general meetings of the Institution.</p> <p>(4) Textiles & Clothing manufacturers registered under the Factory Registration of the Trade and Industry Department for the purpose of applying for the certificate of Hong Kong origin.</p> <p>(5) Textiles traders who –</p> <p>(a) are registered as textiles traders pursuant to regulation 5A of the Import and Export (General) Regulations (Cap 60A);</p> <p>(b) have been so registered for a period of 12 months immediately before making the application for registration as an elector; and</p> <p>(c) are carrying on business as textiles traders specified in Schedule 4 to the Import and Export (General) Regulations (Cap 60A).</p>
22.	Wholesale and Retail	<p>Members of each of the following bodies entitled to vote at general meetings of the body -</p> <p>(1) Anglo-Chinese Vegetable Wholesale Merchants Association Limited;</p> <p>(2) Association of Better Business & Tourism Services;</p> <p>(3) Cheung Sha Wan Poultry United Wholesalers Association Ltd.;</p>

<u>Item</u>	<u>Subsector</u>	<u>Constituents</u>
22.	Wholesale and Retail (<i>Cont'd</i>)	<p>(4) Chinese Medicine Merchants Association Ltd.;</p> <p>(5) Chinese Merchants (H.K.) Association Limited;</p> <p>(6) Chinese Paper Merchants Association Limited;</p> <p>(7) The Cosmetic & Perfumery Association of Hong Kong Ltd.;</p> <p>(8) Eastern District Fresh Fish Merchants' Society;</p> <p>(9) Federation of Hong Kong Kowloon New Territories Hawker Associations;</p> <p>(10) The Federation of Hong Kong Watch Trades and Industries Ltd.;</p> <p>(11) HK Vegetable Wholesaler Community;</p> <p>(12) Hong Kong and Kowloon Bamboo Goods Merchants Association Limited;</p> <p>(13) Hong Kong and Kowloon Electrical Appliances Merchants Association Ltd.;</p> <p>(14) Hong Kong Electro-Plating Merchants Association Limited;</p> <p>(15) Hong Kong & Kowloon European Dress Merchants Association;</p> <p>(16) Hong Kong & Kowloon Fresh Water Fish Merchants' & Buyers' Association Limited;</p> <p>(17) Hong Kong & Kowloon Fruit & Vegetable Employees & Employers Guild;</p> <p>(18) Hong Kong & Kowloon Furniture & Shop Fittings Merchants Association;</p> <p>(19) Hong Kong & Kowloon General Association of Liquor Dealers and Distillers;</p> <p>(20) Hong Kong & Kowloon Machine Made Paper Merchants Association Ltd.;</p> <p>(21) Hong Kong and Kowloon Machinery and Instrument Merchants Association Ltd.;</p> <p>(22) Hong Kong & Kowloon Marine Products Merchants Association Ltd.;</p> <p>(23) Hong Kong & Kowloon Plastic Products Merchants United Association Limited;</p> <p>(24) Hong Kong & Kowloon Poultry Dealers Guild;</p> <p>(25) The Hong Kong & Kowloon Provisions, Wine & Spirit Dealers' Association Limited;</p> <p>(26) Hong Kong and Kowloon Rattan Ware Merchants Association (Wing-Hing-Tong);</p> <p>(27) The Hong Kong and Kowloon Salt Merchants' Association;</p> <p>(28) Hong Kong & Kowloon Sauce & Preserved-Fruit Amalgamated Employers Association;</p> <p>(29) Hong Kong & Kowloon Tea Trade Merchants Association Ltd.;</p> <p>(30) Hong Kong & Kowloon Timber Merchants Association</p>

Item	Subsector	Constituents
22.	Wholesale and Retail (<i>Cont'd</i>)	Limited;
		(31) Hong Kong & Kowloon Vermicelli & Noodle Manufacturing Industry Merchants' General Association;
		(32) Hong Kong Art Craft Merchants Association, Ltd.;
		(33) Hong Kong Dried Seafood and Grocery Merchants Association Limited;
		(34) Hong Kong Dyestuffs Merchants Association Limited;
		(35) Hong Kong Egg Merchants Association (Fung-Kwai-Tong);
		(36) Hong Kong Embroidery Merchants Association Limited;
		(37) Hong Kong Flower Dealers & Workers Association;
		(38) Hong Kong Flower Retailers Association;
		(39) The Hong Kong Food Council Limited;
		(40) Hong Kong Fresh Fish Merchants Association;
		(41) Hong Kong Fur Federation;
		(42) Hong Kong Furniture & Decoration Trade Association Limited;
		(43) Hong Kong General Chamber of Pharmacy Limited;
		(44) Hong Kong Glass and Mirror Merchants and Manufacturers Association Company Limited;
		(45) Hong Kong Jewellers' & Goldsmiths' Association Limited;
		(46) The Federation of Hong Kong Footwear Limited;
		(47) The Hong Kong Medicine Dealers' Guild;
		(48) Hong Kong Metal Merchants Association;
		(49) The Hong Kong Oil Merchants Association, Limited;
		(50) Hong Kong Paints & Pigments Merchants Association Ltd.;
		(51) Hong Kong Petroleum, Chemicals and Pharmaceutical Materials Merchants Association Ltd.;
		(52) Hong Kong Photo Marketing Association Limited;
		(53) Hong Kong Piece Goods Merchants' Association;
		(54) Hong Kong Plastic Material Suppliers Association Ltd.;
		(55) Hong Kong Plumbing and Sanitary Ware Trade Association Ltd.;
		(56) Hong Kong Provision & Grocery General Commercial Chamber;
		(57) Hong Kong Record Merchants Association Ltd.;
		(58) Hong Kong Rice Suppliers' Association Limited;
		(59) Hong Kong Retail Management Association Limited;
		(60) Hong Kong Silk Piece-Goods Merchants' Association;
		(61) Hong Kong Stamp and Coin Dealers Association;
		(62) Hong Kong Yee Yee Tong Chinese Medicine Merchants Association Ltd.;
		(63) The Hong Kong & Kowloon General Merchandise Merchants' Association Limited;
		(64) Hongkong Kowloon New Territories & Overseas Fish

<u>Item</u>	<u>Subsector</u>	<u>Constituents</u>
22.	Wholesale and Retail (<i>Cont'd</i>)	<p>Wholesalers Association Limited;</p> <p>(65) The Industrial Chemical Merchants' Association Limited;</p> <p>(66) Kowloon Cheung Sha Wan Wholesale Vegetable Market (Importers) Recreation Club Limited;</p> <p>(67) Kowloon Fresh Fish Merchants Association Limited;</p> <p>(68) Kowloon Fresh Meat Retailers' Association Ltd.;</p> <p>(69) The Kowloon Pearls, Precious Stones, Jade, Gold & Silver Ornament Merchants Association;</p> <p>(70) Kowloon Poultry Laan Merchants Association;</p> <p>(71) The Merchants Association of First Wholesalers/Jobbery of Imported Fresh Fruits & Vegetables Limited;</p> <p>(72) Mongkok Vegetable Wholesale Merchants Association Company Limited;</p> <p>(73) The Motor Traders Association of Hong Kong;</p> <p>(74) Nam Pak Hong Association;</p> <p>(75) Po Sau Tong Ginseng & Antler Association Hong Kong Ltd.;</p> <p>(76) The Rice Merchants' Association of Hong Kong Limited;</p> <p>(77) Shaukiwan Fishery Merchants Association;</p> <p>(78) Kowloon Fruit & Vegetable Merchants Association Limited;</p> <p>(79) The Hong Kong And Kowloon Electric Trade Association;</p> <p>(80) Hong Kong Poultry Wholesalers Association;</p> <p>(81) Diamond Federation of Hong Kong, China Limited;</p> <p>(82) Tobacco Association of Hong Kong Limited;</p> <p>(83) Hong Kong Chinese Prepared Medicine Traders Association Limited;</p> <p>(84) Hong Kong Chinese Medicine Industry Association Limited;</p> <p>(85) Hong Kong Chinese Patent Medicine Manufacturers' Association Ltd.</p>
23.	Information technology	<p>(1) Distinguished Fellows, Fellows and Full Members of the Hong Kong Computer Society entitled to vote at general meetings of the Society.</p> <p>(2) Fellows, Members and Graduate Members of Information Technology Division of the Hong Kong Institution of Engineers who are entitled to vote at general meetings of the Division.</p> <p>(3) Professional Members of the Association for Computing Machinery, Hong Kong Chapter entitled to vote at general meetings of the Association.</p> <p>(4) Fellows, Senior Members and Full Members of the Institute of Electrical and Electronics Engineers, Inc., Hong Kong Section, Computer Chapter entitled to vote at general meetings of the Institute.</p>

<u>Item</u>	<u>Subsector</u>	<u>Constituents</u>
23.	Information technology (Cont'd)	<p>(5) Fellows, Senior Members and Full Members of the Institute of Electrical and Electronics Engineers, Inc., Hong Kong Section, Hong Kong Joint Chapter on Circuits and Systems/Communications entitled to vote at general meetings of the Institute.</p> <p>(6) Honorary Fellows, Fellows and Members of The Institution of Engineering and Technology Hong Kong entitled to vote at general meetings of the Institution who are either-</p> <p>(a) persons registered as Chartered Engineers with the Engineering Council UK; or</p> <p>(b) Corporate Members of The Institution of Electrical Engineers Hong Kong (IEE Hong Kong) before 15 October 2002.</p> <p>(7) Fellows, Members and Associate Members of The British Computer Society (Hong Kong Section) Limited entitled to vote at general meetings of the Society.</p> <p>(8) Fellows, Senior Professional Members and Professional Members of The Hong Kong Association for Computer Education entitled to vote at general meetings of the Association.</p> <p>(9) Full Members (Information Technology) of the Hong Kong Society of Medical Informatics Limited entitled to vote at general meetings of the Society.</p> <p>(10) Full Members of the Information and Software Industry Association Limited entitled to vote at general meetings of the Association.</p> <p>(11) The eligible persons of the following bodies-</p> <p>(a) Hong Kong Software Industry Association Limited;</p> <p>(b) Information Systems Audit and Control Association China Hong Kong Chapter Limited;</p> <p>(c) Internet Professional Association Limited;</p> <p>(d) Professional Information Security Association.</p> <p>(12) Corporate members of each of the following bodies entitled to vote at general meetings of the body -</p> <p>(a) Hong Kong Information Technology Federation Limited;</p> <p>(b) Hong Kong Internet Service Providers Association Limited;</p> <p>(c) Hong Kong Radio Paging Association Ltd.;</p> <p>(d) Communications Association of Hong Kong Limited;</p> <p>(e) Hong Kong Wireless Technology Industry Association Limited;</p> <p>(f) The Society of Hong Kong External Telecommunications Services Providers Limited.</p>

Item	Subsector	Constituents
23.	Information technology (Cont'd)	<p>(13) Bodies that are holders of one or more of the following classes of licences granted by the Communications Authority under the Telecommunications Ordinance (Cap 106) -</p> <p>(a) Fixed Telecommunications Network Services licences;</p> <p>(b) Services-Based Operator Licence (Class 3 Service);</p> <p>(c) Public Radiocommunications Service licences;</p> <p>(d) Satellite Master Antenna Television licences;</p> <p>(e) Broadcast Relay Station licences;</p> <p>(f) Broadcast Radio Relay Station licences; and</p> <p>(g) Carrier licences.</p> <p>(14) Members of the Hong Kong Information Technology Joint Council Limited entitled to vote at general meetings of the Council.</p> <p>(15) Fellows and Full Members of the Information Security and Forensics Society entitled to vote at general meetings of the Society.</p> <p>(16) APT Satellite Company Limited.</p> <p>(17) Asia Satellite Telecommunications Company Limited.</p>
24.	Catering	<p>(1) Holders of food business licenses under the Public Health and Municipal Services Ordinance (Cap 132).</p> <p>(2) The Association for the Hong Kong Catering Services Management Limited.</p> <p>(3) The Association of Restaurant Managers Limited.</p> <p>(4) The Hong Kong Restaurant and Eating House Merchants General Association.</p> <p>(5) Hong Kong Catering Industry Association Limited.</p>

Note : (1) In item 19 of this Appendix -

- (a) “registered body” (註冊團體) means a body which is registered or exempt from registration under, or incorporated by, any laws of Hong Kong.
- (b) “relevant period” (有關期間), in relation to a statutory body or a registered body, means -
 - (i) subject to subparagraph (ii), the period from 1 April 1994 to the date on which the statutory body or registered body applies for registration as an elector of the sports, performing arts, culture and publication functional constituency; or
 - (ii) if the statutory body or registered body applies for such registration on or after 18 July 2003, the period of 6 years immediately preceding the date on which it so applies.
- (c) “statutory body” (法定團體) means a body established or constituted by or under the authority of an Ordinance.

(2) In item 23(11) of this Appendix, the “eligible persons” (合資格的人) means -

- (a) Hong Kong Software Industry Association Limited - Full Members, the major business of which, as confirmed by the Association, has been in the research, development or application of information technology or computer software during the relevant period; and which are entitled to vote at general meetings of the Association;
 - (b) Information Systems Audit and Control Association China Hong Kong Chapter Limited - Ordinary Members who are confirmed by the Association to have been holders of the Certified Information Systems Auditor Certification (CISA) during the relevant period; and entitled to vote at general meetings of the Association;
 - (c) Internet Professional Association Limited - Members who are confirmed by the Association to have had experience in the information technology field, as specified in the constitution of the Association, during the relevant period; and entitled to vote at general meetings of the Association; and
 - (d) Professional Information Security Association - Full Members who are confirmed by the Association to have been holders of the Certified Information Systems Security Professional Certification (CISSP) during the relevant period; and entitled to vote at general meetings of the Association,
- where the "relevant period" (有關期間), in relation to a person, means the period of 4 years immediately preceding the date on which that person applies for registration as an elector of the information technology functional constituency.

[Amended in September 2006, October 2011 and September 2016]

Composition of Three Pairs of Subsectors
Each Corresponding to One Functional Constituency

<u>Item</u>	<u>Subsector</u>	<u>Constituents</u>
1(a)	Education	<ul style="list-style-type: none"> (1) Registered teachers registered under the Education Ordinance (Cap 279). (2) Permitted teachers engaged in full-time employment in schools registered or provisionally registered under the Education Ordinance (Cap 279). (3) Teachers and principals of schools entirely maintained and controlled by the Government. (4) Persons whose principal or only employment is that of full-time teaching with the following institutions - <ul style="list-style-type: none"> (a) technical institutes, industrial training centres or skills centres established under the Vocational Training Council Ordinance (Cap 1130); (b) industrial training centres established under the repealed Industrial Training (Construction Industry) Ordinance (Cap 317) and maintained under the Construction Industry Council Ordinance (Cap 587); (c) industrial training centres established under the Construction Industry Council Ordinance (Cap 587) (d) industrial training centres established under the Industrial Training (Clothing Industry) Ordinance (Cap 318); (e) Hong Chi Association - Hong Chi Pinehill Integrated Vocational Training Centre; (f) Caritas Lok Mo Integrated Vocational Training Centre of Caritas - Hong Kong incorporated under the Caritas - Hong Kong Incorporation Ordinance (Cap 1092). (5) Registered managers of schools registered under the Education Ordinance (Cap 279).
1(b)	Higher education	<ul style="list-style-type: none"> (1) Full-time academic staff engaged in teaching or research and administrative staff of equivalent rank in - <ul style="list-style-type: none"> (a) institutions of higher education funded through the University Grants Committee;

<u>Item</u>	<u>Subsector</u>	<u>Constituents</u>
1(b)	Higher education (<i>Cont'd</i>)	<ul style="list-style-type: none"> (b) approved post secondary colleges registered under the Post Secondary Colleges Ordinance (Cap 320); (c) technical colleges established under the Vocational Training Council Ordinance (Cap 1130); (d) The Hong Kong Academy for Performing Arts; (e) The Open University of Hong Kong.
		<ul style="list-style-type: none"> (2) Full-time academic staff engaged in teaching or research and administrative staff of equivalent rank in the institutions which – <ul style="list-style-type: none"> (a) offer post secondary education leading to the award of any qualification entered into the Qualifications Register established under the Accreditation of Academic and Vocational Qualifications Ordinance (Cap 592); and (b) are set up by – <ul style="list-style-type: none"> (i) an institution of higher education funded through the University Grants Committee; (ii) The Hong Kong Academy for Performing Arts; or (iii) The Open University of Hong Kong.
		<ul style="list-style-type: none"> (3) Members of - <ul style="list-style-type: none"> (a) the Council of the University of Hong Kong; (b) the Council of The Chinese University of Hong Kong; (c) the Council of The Hong Kong University of Science and Technology; (d) the Council of the City University of Hong Kong; (e) the Council of The Hong Kong Polytechnic University; (f) the Council of The Hong Kong Academy for Performing Arts; (g) the Council of The Open University of Hong Kong; (h) the Vocational Training Council; (i) the Council of The Education University of Hong Kong; (j) the Council of the Hong Kong Baptist University; (k) the Council of the Lingnan University; (l) the Board of Governors of the Hong Kong Shue

<u>Item</u>	<u>Subsector</u>	<u>Constituents</u>
1(b)	Higher education (<i>Cont'd</i>)	<p>Yan University;</p> <p>(m) the Board of Governors of the Caritas Institute of Higher Education;</p> <p>(n) the Board of Governors of the Chu Hai College of Higher Education;</p> <p>(o) the Board of Governors of the Centennial College;</p> <p>(p) the Board of Governors of the Tung Wah College;</p> <p>(q) the Board of Governors of the Hang Seng Management College;</p> <p>(r) the Board of Governors of the Hong Kong Nang Yan College of Higher Education;</p> <p>(s) the Board of Governors of the HKCT Institute of Higher Education;</p> <p>(t) the Board of Governors of the Gratia Christian College.</p>
2(a)	Tourism	<p>(1) Travel industry members of the body known immediately before 1 April 2001 as the Hong Kong Tourist Association, entitled immediately before that date, under the constitution of that body in force immediately before that date, to vote at general meetings of that body.</p> <p>(2) Members of the Travel Industry Council of Hong Kong entitled to vote at general meetings of the Council.</p> <p>(3) Members of The Board of Airline Representatives in Hong Kong.</p>
2(b)	Hotel	<p>(1) Members of the Hong Kong Hotels Association entitled to vote at general meetings of the Association.</p> <p>(2) Members of the Federation of Hong Kong Hotel Owners Limited entitled to vote at general meetings of the Federation.</p>
3(a)	Hong Kong and Kowloon District Councils	Elected members of the Hong Kong and Kowloon District Councils.

<u>Item</u>	<u>Subsector</u>	<u>Constituents</u>
3(b)	New Territories District Councils	Elected members of the New Territories District Councils.

[Amended in September 2006, October 2011 and September 2016]

**Composition of Optional Subsectors
without an Equivalent Functional Constituency**

<u>Item</u>	<u>Subsector</u>	<u>Constituents</u>
1.	Chinese medicine	<p>(1) Members of -</p> <ul style="list-style-type: none"> (a) The Hong Kong Association of Traditional Chinese Medicine Limited; (b) International General Chinese Herbalists and Medicine Professionals Association Limited; (c) Sin-Hua Herbalists' and Herb Dealers' Promotion Society Limited; (d) Society of Practitioners of Chinese Herbal Medicine Limited; (e) The Hong Kong T.C.M. Orthopaedic and Traumatic Association Limited; (f) The Hong Kong Federation of China of Traditional Chinese Medicine; (g) Hong Kong Acupuncturists Association; (h) Hong Kong Chinese Herbalists Association Limited; (i) Association of Hong Kong & Kowloon Practitioners of Chinese Medicine, Limited; (j) Hong Kong Chinese Medicine Practitioners Association Limited, <p>who are Chinese medicine practitioners entitled to vote at the general meetings of the respective bodies.</p> <p>(2) Registered Chinese medicine practitioners registered under the Chinese Medicine Ordinance (Cap 549).</p>
2.	Chinese People's Political Consultative Conference ("CPPCC")	Hong Kong members of the National Committee of the CPPCC.
3.	Employers' Federation of Hong Kong	Members of the Employers' Federation of Hong Kong entitled to vote at general meetings of the Federation.
4.	Hong Kong Chinese Enterprises Association	Members of the Hong Kong Chinese Enterprises Association entitled to vote at general meetings of the Association.

<u>Item</u>	<u>Subsector</u>	<u>Constituents</u>
5.	Social welfare	<p>(1) Social workers registered under the Social Workers Registration Ordinance (Cap 505).</p> <p>(2) Corporate members of the Hong Kong Council of Social Service entitled to vote at general meetings of the Council.</p> <p>(3) Exempted societies within the meaning of the Societies Ordinance (Cap 151) that have been operating with paid employees to provide service on a regular basis in accordance with the following aims for a period of 12 months immediately before making the application for registration as a voter –</p> <ul style="list-style-type: none"> (a) to promote the co-ordination and improvement of social service activities; (b) to develop resources, such as manpower, funds and data, for social service activities; or (c) to promote public understanding of social service needs and the role of the voluntary agencies in meeting those needs, <p>and which publish their annual reports and audited accounts or certified accounts with regard to annual income and expenditure.</p> <p>(4) Non-profit making companies registered under the Companies Ordinance (Cap 622), or a former Companies Ordinance as defined by section 2(1) of the Companies Ordinance (Cap 622), that have been operating with paid employees to provide service on a regular basis in accordance with the following aims for a period of 12 months immediately before making the application for registration as a voter –</p> <ul style="list-style-type: none"> (a) to promote the co-ordination and improvement of social service activities; (b) to develop resources, such as manpower, funds and data, for social service activities; or (c) to promote public understanding of social service needs and the role of the voluntary agencies in meeting those needs, <p>and which publish their annual reports and audited accounts or certified accounts with regard to annual income and expenditure.</p>

[Amended in September 2006, October 2011 and September 2016]

**Relationship of the 28 Functional Constituencies
and 38 Election Committee Subsectors**

(A) FCs ^(Note 1) and their corresponding subsectors

Name of FC	Type ^(Note 2)	Choice of FC	Name of corresponding subsector(s) ^(Note 3)	Choice of “optional subsectors”, if eligible ^(Note 3)	Remarks
1. Heung Yee Kuk	Individual	No	Heung Yee Kuk	Yes	
2. Agriculture and Fisheries	Body	No	Agriculture and Fisheries	Yes	
3. Insurance	Body	No	Insurance	Yes	
4. Transport	Body	No	Transport	Yes	
5. Accountancy	Individual	Yes	Accountancy	Yes	
6. Architectural, Surveying, Planning and Landscape	Individual	Yes	Architectural, Surveying, Planning and Landscape	Yes	
7. Commercial (First)	Body	Yes	Commercial (First)	Yes	
8. Commercial (Second)	Mixed	Yes	Commercial (Second)	Yes	
9. Education	Individual	Yes	(i) Education (ii) Higher Education	Yes	Subject to the choice of “optional subsectors” in Note 3, if eligible for both corresponding subsectors, must be registered in the Higher Education subsector.
10. Engineering	Individual	Yes	Engineering	Yes	
11. Finance	Body	Yes	Finance	Yes	
12. Financial Services	Body	Yes	Financial Services	Yes	
13. Health Services	Individual	Yes	Health Services	Yes	
14. Import and Export	Mixed	Yes	Import and Export	Yes	
15. Industrial (First)	Mixed	Yes	Industrial (First)	Yes	
16. Industrial (Second)	Body	Yes	Industrial (Second)	Yes	

Name of FC	Type ^(Note 2)	Choice of FC	Name of corresponding subsector(s) ^(Note 3)	Choice of “optional subsectors”, if eligible ^(Note 3)	Remarks
17. Information Technology	Mixed	Yes	Information Technology	Yes	
18. Labour	Body	Yes	Labour	Yes	
19. Legal	Individual	Yes	Legal	Yes	
20. Medical	Individual	Yes	Medical	Yes	
21. Real Estate and Construction	Mixed	Yes	Real Estate and Construction	Yes	
22. Social Welfare	Individual	Yes	Social Welfare	Yes	
23. Sports, Performing Arts, Culture and Publication	Mixed	Yes	Sports, Performing Arts, Culture and Publication	Yes	
24. Textiles and Garment	Mixed	Yes	Textiles and Garment	Yes	
25. Tourism	Body	Yes	(i) Tourism (ii) Hotel	Yes	Subject to the choice of “optional subsectors” in Note 3, if eligible for both corresponding subsectors, must be registered in the Hotel subsector.
26. Wholesale and Retail	Mixed	Yes	Wholesale and Retail	Yes	
27. Catering	Mixed	Yes	Catering	Yes	
28. District Council (First)	Individual	No	(i) Hong Kong and Kowloon District Councils (ii) New Territories District Councils	No	See Note 4

(B) EC subsectors for which no election is required ^(Note 5)

Name of subsector	Type ^(Note 2)
1. Religious	Individual
2. National People's Congress	Individual
3. Legislative Council	Individual

(C) EC subsectors without a corresponding FC (Optional Subsectors) ^{Note 3}

Name of subsector	Type ^(Note 2)	Remarks ^(Note 6)
1. Chinese Medicine	Individual	
2. Chinese People's Political Consultative Conference	Individual	Listed subsector
3. Employers' Federation of Hong Kong	Body	Listed subsector
4. Hong Kong Chinese Enterprises Association	Mixed	Listed subsector
5. Social Welfare (the part for corporate bodies only) ^(Note 7)	Body	

Note 1 : A person registered as a voter for a subsector is disqualified from voting at a subsector election for that subsector if he/she has ceased to be eligible to be registered as a voter for that subsector; or he/she is found for the time being under the Mental Health Ordinance (Cap 136) to be incapable, by reason of mental incapacity, of managing and administering his/her property and affairs; or he/she is a member of the armed forces of the People's Republic of China or any other country or territory.

A corporate body registered as a voter for a subsector is disqualified from voting at a subsector election for that subsector if it has ceased to be eligible to be registered as a voter for that subsector; or it is a consular post to which any privilege or immunity is accorded under the Consular Relations Ordinance (Cap 557); or it is an organisation to which section 2 of the International Organisations and Diplomatic Privileges Ordinance (Cap 190) applies or an international organisation defined in section 2 of the International Organisations (Privileges and Immunities) Ordinance (Cap 558).

[Ss 12(21), (22) and 30 of the Schedule to the CEEO]

- Note 2: (a) ‘Individual’ denotes an FC/a subsector which consists of natural persons only;
- (b) ‘Body’ denotes an FC/a subsector which consists only of bodies; and
- (c) ‘Mixed’ denotes an FC/a subsector which consists of both natural persons and bodies.
- Note 3: A subsector bearing the same or similar name as an FC is called a “corresponding subsector”. Section 12(10)(c) of the Schedule to the Chief Executive Election Ordinance (Cap 569) provides that a person who is registered, or has made an application to be registered, as an elector for a FC with a corresponding subsector may be registered only as a voter for that subsector (whether or not the person is eligible to be registered as a voter for any other subsector), except that if the person, subject to Note 4, is eligible to be registered for any of the following 5 subsectors :
- (a) Chinese Medicine;
- (b) Chinese People’s Political Consultative Conference (also a “listed subsector”);
- (c) Employers’ Federation of Hong Kong (also a “listed subsector”);
- (d) Hong Kong Chinese Enterprises Association (also a “listed subsector”); and
- (e) Social Welfare (the part for corporate bodies only),
- the person may choose to be registered as a voter in the corresponding subsector or in one of the above 5 subsectors for which he is eligible. The choice of subsector will not affect a person’s registration in an FC. The above 5 subsectors are referred to as “optional subsectors” in Part IV of the Electoral Affairs Commission (Registration) (Electors for Legislative Council Functional Constituencies) (Voters for Election Committee Subsectors) (Members of Election Committee) Regulation (Cap 541B) (“the Regulation”).
- Note 4: According to section 12(11) of the Schedule to the Chief Executive Election Ordinance (Cap 569), a person who is eligible to be registered as a voter for the Hong Kong and Kowloon District Councils subsector or the New Territories District Councils subsector and is also eligible to be registered as a voter for any subsector other than the above two subsectors, he/she may be registered only as a voter for the Hong Kong and Kowloon District Councils subsector or the New Territories District Councils subsector, as the case may be.
- Note 5: The Religious subsector is to return its EC members by nomination. The Hong Kong deputies to the National People’s Congress and the Members of the Legislative Council are ex-officio members of the EC.
- Note 6: Out of the 5 “optional subsectors”, there are 3 “listed subsectors” referred to in Part IV of the Regulation. These “listed subsectors” have a relatively small potential electorate of individual voters. A special notification arrangement is provided for in section 15 of the Regulation so as to register as many voters as possible from the small potential electorate of these subsectors.

Note 7: A person is eligible to be registered as a voter for the Social Welfare optional subsector (the part for corporate bodies) if that person is eligible to be so registered by virtue of being corporate bodies specified in items 5(2), (3) or (4) of Appendix E.

[Amended in September 2006, October 2011 and September 2016]

**Submission Method, Formats and Standard on Posting
Electronic Copy of Election Advertisement and Relevant
Information/Documents onto an Open Platform for Public Inspection
(with Annexes I and II on the guidelines and basic layout
design requirements for Candidate's Platform)**

1. To comply with the public inspection requirement governing election advertisements (“EAs”) under the electronic submission method as stipulated in s 108(2) of EAC (EP) (EC) Reg, a candidate must post the following EA particulars as applicable, **within one working day**¹³ after the publication of an EA, onto an **open platform** either maintained by the Chief Electoral Officer (“CEO”) (“Central Platform”) or himself/herself/a person authorised by him/her (“Candidate’s Platform”) for public inspection:

- (a) an electronic copy of an EA;
- (b) a hyperlink of the open platform¹⁴ which publishes an EA (where it is technically impracticable to make available an electronic copy of the EA [such as when messages are sent through social networking or communication websites on the Internet like Twitter, Facebook, blogs, etc. and the exchanges are of an interactive and spontaneous nature]);
- (c) the relevant printing/publication information pertaining to such EA including:
 - the name and address of the producer/printer;
 - the date of production/printing;
 - the size/dimension;
 - the manner of publication;
 - the date of publication;
 - the number of copies published; and
 - the number of copies produced/printed
 as applicable;
- (d) an electronic copy each of the relevant permission/authorisation for the publication of such EA, as applicable (except those provided by the Returning Officer in connection with the

¹³ A “working day” means any day other than a general holiday or Saturday.

¹⁴ Open platform means a platform operated through the Internet to which the public has access without having to go through an access control process put in place for that platform.

allocation of designated spots); and

- (e) an electronic copy each of the documents providing consent of support.

Central Platform

2. If a candidate chooses to post the EA particulars onto the Central Platform, he/she must comply with the requirements set out in the ensuing paragraphs.

Submission Method

3. A candidate is required to apply to the CEO in a specified form for creation of an account to access the Central Platform before he/she can post EA particulars onto the platform for public inspection. Only one account will be created for each candidate.

4. The CEO will inform the candidate concerned upon creation of the account and will provide a username and password (which can subsequently be changed by the relevant candidate) to the candidate concerned **within 3 working days** upon receiving an application. The candidate then can access the platform by using the registered username and password.

5. Uploading of EA particulars onto the platform at any one time by a candidate will be treated and referred to as one single submission. Subject to the file size limit stipulated in para. 7 below, there is no limit on the number of EA or other documents to be included in a submission. If subsequent correction to any EA particulars in a submission is required, the candidate is required to post the corrected EA particulars, including the corrected printing/publication information (“corrected information”) of the EA, onto the platform by selecting the EA particulars concerned. If accepted, both the original and the corrected EA particulars would be displayed alongside for public inspection. Any such corrective information should be posted onto the platform **not later than 2 working days after the polling day**.

6. An acknowledgement of receipt in the form of a summary report of the EA particulars successfully uploaded would be automatically generated for reference by the candidate after each submission. In addition, an e-mail

and a Short Message Service (“SMS”) to acknowledge receipt of the EA particulars successfully uploaded would also be sent to the e-mail address and mobile phone number provided on the application form for creating an account.

File Size

7. The size of each file **must not exceed 50 MB**. Otherwise, the submission will be rejected.
8. Files included in a submission may be compressed using a file format of either Zip (.zip) or GNU zip (.gz).
9. A file exceeding the above size limit will not be accepted. In such circumstances, the candidate may upload the EA particulars in separate files.

Format

10. Files included in a submission must be given, served or presented in the following file formats –

General Document

- (a) Rich Text Format (RTF) or Microsoft Word Format (DOC/DOCX);
- (b) Hypertext Mark Up Language (HTML) Format;
- (c) Adobe Portable Document Format (PDF);
- (d) Plain Text (TXT);

Graphics/Images

- (e) Graphics Interchange Format (GIF);
- (f) Joint Photographic Experts Group (JPEG);
- (g) Tag Image File Format (TIFF);
- (h) Portable Network Graphics (PNG);

Audio

- (i) Waveform Audio Format (WAV);
- (j) MPEG-1 Audio Layer 3 (MP3);

Video

- (k) Audio Video Interleave (AVI);

- (l) Moving Picture Experts Group (MPEG).

Candidates are encouraged to make arrangement such that the files, including text and video, etc., uploaded onto the Central Platform should be accessible to persons with disabilities as far as possible.

Computer Instructions

11. The files uploaded must not contain any computer viruses or any computer instructions including, but not limited to, macros, scripts and fields which depend on the execution environment and the execution of which will cause changes to the files themselves or the information system displaying the files.

Candidate's Platform

12. If a candidate chooses to maintain a platform of his/her own for the posting of EA particulars for public inspection, he/she must provide the electronic address of the platform to the CEO **at least 3 working days before publication of the first EA**. To avoid causing confusion to members of the public, the platform should be dedicated to the sole purpose of posting EA particulars for public inspection. Candidates of different subsectors are also allowed to use a common platform but candidates concerned are advised to ensure that their EA particulars should be presented in a way that will not cause confusion to the public during the inspection process. The EA particulars posted on the platform should be virus-free and should be organised in a descending order of the date of submission. The required printing/publication information should also be posted alongside the relevant EAs to which the information relates. To maintain consistency in design and, also, to facilitate public inspection, the CEO will provide guidelines and specify the basic layout design requirements for such platform for candidates to follow (see **Annex (I) and Annex (II)**). The guidelines and basic layout design requirements can also be downloaded from the EAC website.

13. If the candidate wishes to correct any EA particulars already posted onto the platform, he/she should post the corrected EA particulars, together with date of correction alongside with the original EA particulars for public inspection (see **Annex (II)**). Any such corrected information should be posted onto the platform **not later than 2 working days after the polling day**.

14. The candidate should not remove any EA particulars already uploaded onto the platform at will except in circumstances where such removal

has been directed by the CEO, EAC or the Court, as applicable, in respect of any content/information which is unlawful or not related to any EAs published by the candidate. In the event that an EA has to be removed as directed by the CEO, EAC or the Court, the candidate should post a note to inform the public about the removal of the EA and the reason for such removal. Other documents/information related to the removed EA should still be displayed at the platform for public inspection (see **Annex (II)**).

15. When posting EA particulars onto the Candidate's Platform, candidates should also follow the requirements regarding file format and computer instructions as detailed in paras. 10 to 11 above.

16. The CEO will arrange to publicise the electronic address of the platform to facilitate public inspection of the EA particulars.

Important Points to Note

17. EA particulars must conform to the requirements as set out above. For any electronic files containing images, they should be of sufficient resolution to ensure that the content is both legible and readable to readers.

18. A candidate is solely responsible for (and that the CEO has no responsibility to him/her or any third party for) the content/information of the EA particulars uploaded and posted onto the Central Platform, including any hyperlinks to external websites. The CEO reserves the right to remove any of the EA particulars posted on the Central Platform containing such content/information which is unlawful, not related to any EAs published by the candidate or which has been contaminated with computer virus after the submission. In case if the removal is due to computer virus contamination, the candidate will be informed to upload the relevant EA particulars onto the Central Platform again.

19. Candidates should observe all prevailing legal requirements on personal data privacy when uploading information onto the aforesaid platforms for public inspection. In particular, for the documents containing/conveying the required permission/authorisation and/or consent of support pertaining to an EA, candidates are reminded to obliterate the identity document number(s), if any therein, of the person(s) providing such permission/authorisation and/or consent of support before uploading them onto the platforms.

[Added in October 2011 and amended in September 2016]

Points to Note for Building Candidate's Platform**General**

- The name of the election should be shown on the candidate's platform, e.g. 20XX Election Committee Subsector Ordinary Election/By-election.
- The name of the subsector should be shown on the candidate's platform, e.g. "Accountancy".
- The name(s) of the candidate(s) concerned should be shown on the candidate's platform.
- The candidate number or alphabet should be shown on the candidate's platform once available.
- The EA particulars (including electronic copy of the EA, hyperlink, consent, permission or authorisation documents, etc.) should be displayed and arranged in descending order according to the date of publication.
- The required information to be shown for each EA can be found in **Annex II**.
- The corrected EA particulars should be posted alongside or beneath the original version.
- The candidate should not remove any EA particulars already uploaded onto the candidate's platform at will except in circumstances where such removal has been directed by the CEO, EAC or the Court, as applicable, in respect of any content/information which is unlawful or not related to any EAs published by the candidate. In the event that an EA has to be removed as directed by the CEO, EAC or the Court, the candidate should post a note onto the platform to indicate any removed EA and the reason for such removal. Other documents/information related to the removed EA should still be displayed at the platform for public inspection.
- The file format and computer instruction should follow the details shown at **Appendix G** of the Guidelines on Election-related Activities in respect of the Election Committee Subsector Election.
- Sensitive personal data should not be posted onto the candidate's platform. For example, any Hong Kong Identity Card Number shown on the consent form should be covered before uploading onto the candidate's platform.
- An e-mail contact and/or telephone number should preferably be provided on the Platform for handling public enquiry and providing technical assistance as required.

Security

- To guard against intruder attacks, the candidate's platform should be protected by firewall and/or Intrusion Protection System.
- All files posted in the candidate's platform should be properly scanned by anti-virus software before posting.
- To protect against data loss, please conduct regular backup.
- The hyper-links to external websites should also be checked regularly in order to ensure that they are up-to-date.
- For more information and resources on the information security on the web, please refer to www.infosec.gov.hk.

Accessibility

- The candidate's platform should be accessible by browsers and operating systems commonly used in personal computers.
- For any electronic files containing images, they should be of sufficient resolution to ensure that the content is both legible and readable to readers.
- The platform should be available in English and Chinese and the text content thereon should be readable and understandable. Furthermore, suitable instructions should be provided to assist readers to navigate through the platform.
- The candidate's platform should be accessible to persons with disabilities as far as possible.

[Added in September 2016]

候選人平台建議版面設計 Proposed Layout Design of Candidate's Platform

選舉 Election: 20XX 選舉委員會界別分組一般選舉／補選 20XX Election Committee Subsector Ordinary Election/By-election
界別分組 Subsector: 會計界 Accountancy
候選人號碼 Candidate No.: 1
候選人姓名 Candidate Name: 陳大文 Chan Tai Man
選舉廣告詳情 (依發布日期降序排列) Election Advertisement Particulars (in descending order according to 'Date of Publication')

項目 Item	選舉廣告類別 Election Advertisement Type	製作/ 印刷日期 Date of Production/ Printing (dd-mm-yyyy)	製作/ 印刷的文 本數目 Number of Copies Produced/ Printed	發布日期 Date of Publication (dd-mm-yyyy)	發布的 文本數目 Number of Copies Published	選舉廣告 檔案／連結 Election Advertisement File/Link	准許／授權 Permission/ Authorisation	尺寸/ 面積 Size/ Dimension	發布方式 Manner of Publication	製作人/ 印刷人 的姓名 Name of Producer/ Printer	製作人/ 印刷人的 地址 Address of Producer/ Printer	修正日期 Date of Correction (dd-mm-yyyy)	選舉廣告 檔案／連結 移除日期 Date of Removal of Election Advertisement File/Link (dd-mm-yyyy) [Reason 原因]
1	小冊子 Pamphlets	13-11-2016	100	15-11-2016	100	File1.jpg	-	A4	街頭派發 Distributed on street	AA 印刷 公司 AA Printing Company	地址 Address	-	-
2	橫額 Banners	12-11-2016	20	14-11-2016	20	File2.jpg	Authorisation. jpg	1 米 x 2.5 米 1m x 2.5m	懸掛於 路邊鐵欄 Hung on roadside railing	BB 製作 公司 BB Producer	地址 Address	-	-
註 Note	-	-	-	-	-	File2 (Revised).jpg	-	-	-	-	-	15-11-2016	-
3	海報 Posters	11-11-2016	150	13-11-2016	150	http://www. XXX.com.hk/ poster.jpg	Permission. jpg	A3	大廈大堂 張貼 Posted at lobby of a building	CC 印刷 公司 CC Printing Company	地址 Address	-	-

註：只顯示曾被修正的資料。 Note: Only corrected particular(s) will be shown.

同意書 Consent

項目 Item	檔案 File	備註 Remark
1	Consent1.jpg	
2	Consent2.jpg	同意書已於 17-11-2016 撤銷 Consent revoked on 17-11-2016

[Added in September 2016]

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

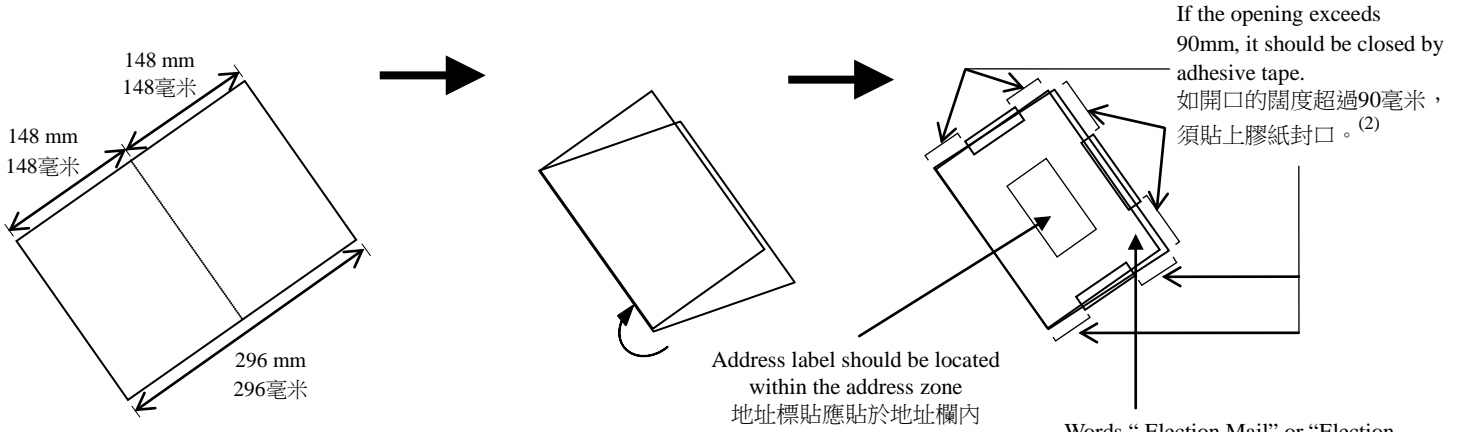


Figure 2 : Folder of A4 (296mm) size with 2 folds
圖示二：兩摺的A4（296毫米）尺寸紙張

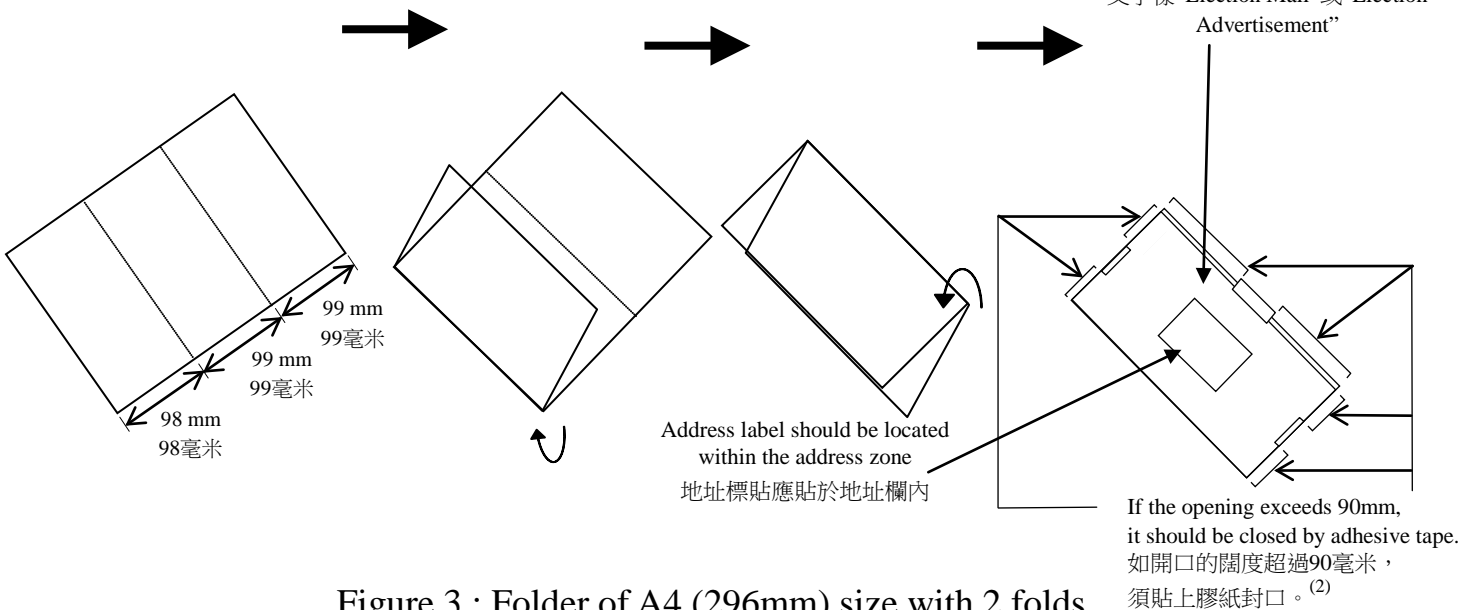
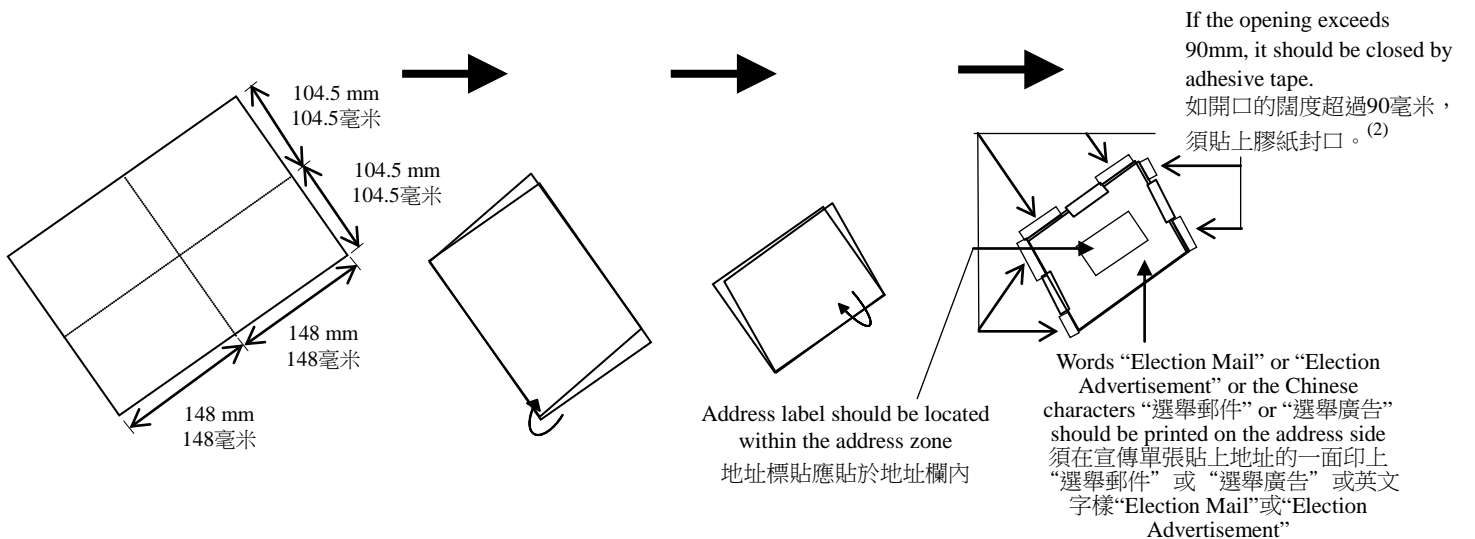


Figure 3 : Folder of A4 (296mm) size with 2 folds
圖示三：兩摺的A4（296毫米）尺寸紙張



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

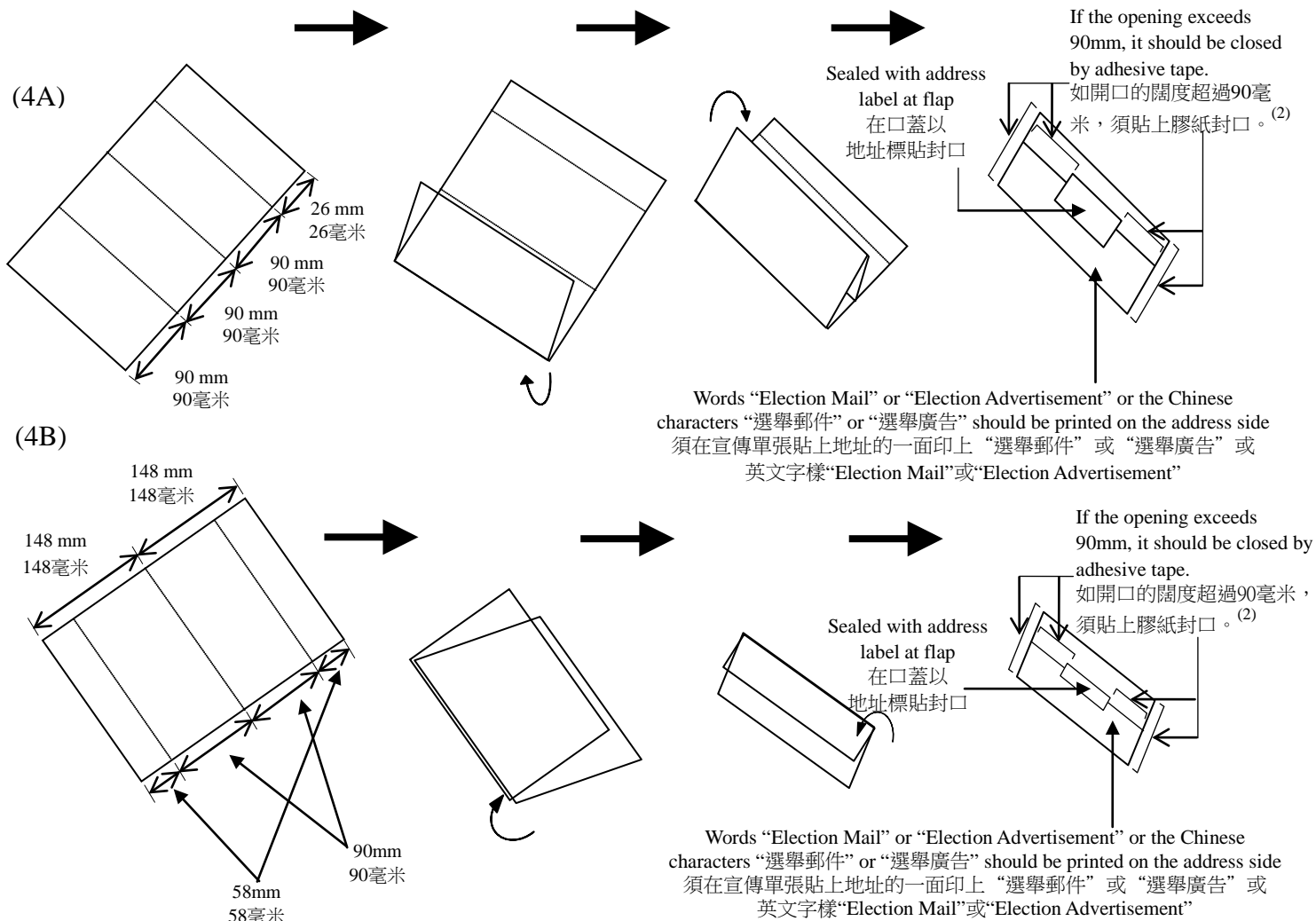
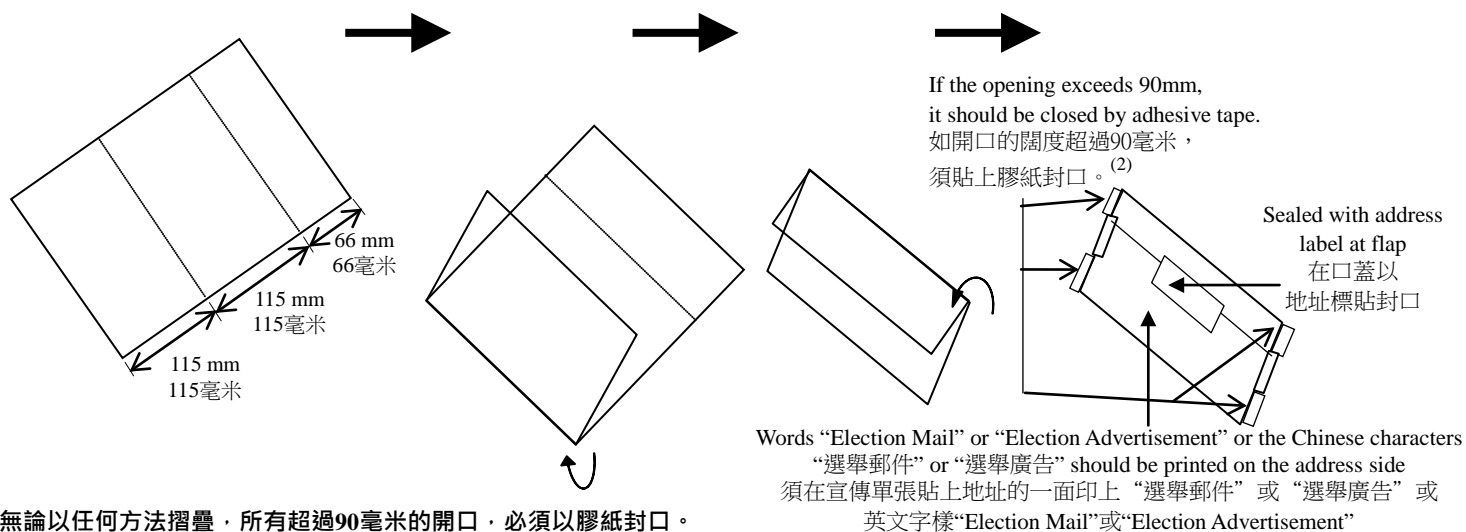


Figure 5 : Folder of A4 (296mm) size sealed with address label
圖示五：以地址標貼封口的A4（296毫米）尺寸紙張



(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，所有開口部分不得超過90毫米，否則須以膠紙封口。

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

**Canvassing Activities which are Forbidden within
a No Canvassing Zone**

(Note : (1) This list is by no means an exhaustive list of the canvassing activities which are prohibited within a no canvassing zone. It only serves to illustrate some of the common forms of canvassing activities.

(2) Door-to-door canvassing and for the purpose of such canvassing, the display or wearing of propaganda material, e.g. any badge, emblem, clothing or head-dress which may promote or prejudice the election of a candidate or candidates at the election, or makes direct reference to a body any member of which is standing as a candidate in the election or to a political body in Hong Kong will be allowed on storeys above or below street level in a building within a no canvassing zone other than a building in which there is a polling station provided that permission has been obtained for entry to the building for canvassing votes, and that obstruction is not posed to voters and no sound amplifying system or device is used (except for the performance of duties by officers of the CSD on the polling day at dedicated polling stations situated in prisons.)

1. Unauthorised static display of election advertisements on walls (including the outer walls of the polling station), windows, railings, fences, etc.
2. Exhibition of portable displays on vehicles (whether in motion or parked within the area), or held or carried by persons.
3. Except for the purpose of door-to-door canvassing referred to in Note (2) above, displaying or wearing any propaganda material, e.g. any badge, emblem, clothing or head-dress which:
 - (a) may promote or prejudice the election of a candidate or candidates at the election; or

- (b) makes direct reference to a body any member of which is standing as a candidate in the election or a political body in Hong Kong.
4. Distribution of election advertisements.
 5. Canvassing for votes by:
 - (a) talking to voters;
 - (b) shouting slogans or the name or number of a candidate or any appeal message;
 - (c) singing or chanting; or
 - (d) making signals or signs to voters.
 6. Broadcast of audio or video recording to appeal to or induce voters to vote.
 7. Using loud-hailers or loudspeakers (whether carried by a person or mounted on a vehicle or installed in any other manner) to broadcast any message which appeals to or induce voters to vote.
 8. Shaking hands with voters.

[Amended in September 2006, October 2011 and September 2016]

**Conduct of Electioneering Activities and Election Meetings in Premises
under the Management of the Housing Department and the
Hong Kong Housing Society**

Candidates must obtain **prior approval** from the Housing Manager before conducting any electioneering activities or election meetings inside a housing estate, in addition to compliance with regulations and conditions imposed by other relevant authorities. An **application** for approval **should be made at least 2 clear working days (excluding Saturday, Sunday or public holiday) before the date of the meeting**, and the applicant will be notified as soon as practicable after a decision is arrived at. To avoid conflict that may arise from allowing 2 or more candidates and their supporters to hold election meetings in a housing estate at the same venue and time, the Housing Department and the Hong Kong Housing Society will process the applications as soon as practicable and will adopt the following arrangements:

- (a) if only 1 application for holding an election meeting at a particular venue and at a particular time is received, that application will be approved;
- (b) if 2 or more applications for the same venue and the same period are received by the Housing Department or the Hong Kong Housing Society 2 clear working days before the activity takes place, the applicants will be advised to negotiate among themselves to reach a compromise on condition that no canvassing from 2 or more groups will be held at the same place and at the same time to avoid any dispute or clash. If no compromise can be reached, allocation of venue or time will be made by the drawing of lots at a time to be decided by the relevant estate Housing Manager;
- (c) for the purpose of (a) and (b) above, an application for several periods will be dealt with as separate applications for each of the periods; and
- (d) the Housing Manager should send a copy of the letter of approval to the respective Returning Officer for record and for public inspection.

[Added in September 2006]



Guidance Note

Guidance on Electioneering Activities

Introduction

This guidance note serves as a general reference on compliance with the requirements under the Personal Data (Privacy) Ordinance (the “**Ordinance**”) in relation to electioneering activities that may involve the collection and use of personal data of individuals. Very often, candidates and/or their election agents make electioneering approaches by telephone to prospective voters/voters. Candidates may also choose to lobby potential voters by other approaches such as fax messages, SMS/MMS or emails. In some cases, the relevant individuals have no previous dealings with the caller and/or the candidate; and they are concerned that the candidate might have obtained their personal data from sources other than the register of electors.

Relevant Data Protection Principles

The act of canvassing for votes is not in contravention of the Ordinance provided that handling of personal data is in compliance with the data protection principles in Schedule 1 to the Ordinance. Of particular relevance are the requirements under data protection principles 1, 2, 3 and 4 (“**DPP1**”, “**DPP2**”, “**DPP3**” and “**DPP4**”) set out in Schedule 1 to the Ordinance:

DPP1(1) requires that personal data shall not be collected unless the data is collected for a lawful purpose directly related to a function or activity of the data user; and the data collected is necessary, adequate but not excessive in relation to that purpose;

DPP1(2) requires that personal data shall be collected by means that are lawful and fair in the circumstances of the case;

DPP1(3) requires that on or before collecting personal data directly from a data subject, the data user shall take all reasonably practicable steps to ensure that the data subject has been informed of whether it is obligatory or voluntary for him to supply the data and the consequences for him if he fails to supply the data. The data subject shall be explicitly informed of the purpose of data collection and the classes of transferees to whom the data may be transferred as well as the name/job title and address of the individual to whom the request of access to and correction of the data subject’s personal data may be made;

DPP2(2) requires that all practicable steps must be taken to ensure that personal data is not kept longer than is necessary for the fulfillment of the purpose (including any directly related purpose) for which the data is or is to be used;

DPP2(3) requires that if a data user engages a data processor¹ (whether within or outside Hong Kong) to process personal data on its behalf, the data user must adopt contractual or other means to prevent any personal data transferred to the data processor from being kept longer than is necessary for processing of the data;

DPP3 provides that personal data shall not, without the prescribed consent of the data subject, be used for a new purpose, i.e. any purpose other than the purpose for which the data was to be used at the time of the collection of the data or a directly related purpose;

¹ “Data processor” means a person who processes personal data on behalf of another person and does not process the data for any of the person’s own purposes.

DPP4(1) requires that all reasonably practicable steps shall be taken to ensure that personal data is protected against unauthorised or accidental access, processing, erasure, loss, or use; and

DPP4(2) requires that if a data user engages a data processor (whether within or outside Hong Kong) to process personal data on the data user's behalf, the data user must adopt contractual or other means to prevent unauthorised or accidental access, processing, erasure, loss or use of the data transferred to the data processor for processing.

Guidance for Candidates

1. Candidates who seek to collect and use personal data in electioneering should be mindful of the provisions in DPP1, DPP2, DPP3 and DPP4.
2. Candidates should assume direct responsibility for briefing and supervising members of their campaign staff to ensure their compliance with the requirements of the DPPs.
3. When collecting personal data directly from an individual or indirectly from a third party (e.g. a trade union or professional body) for the purpose of electioneering, only adequate but not excessive personal data necessary for an electioneering purpose shall be collected (e.g. Hong Kong Identity Card number should not be collected).
4. Candidates who solicit personal data directly from an individual for electioneering should ensure that the individual is informed of the purpose of collection of the data.
5. Candidates should not collect personal data for electioneering by deceptive means or by mis-representing the purpose of the collection (e.g. collecting personal data in the pretext of opinion poll or assisting citizens to apply for government welfare).
6. With respect to the use of personal data gathered from the published register of electors, due care should be taken to ensure that it is used only for purposes relating to an election as prescribed by the relevant election legislations.
7. Should candidates want to use personal data from sources other than the register of electors for an electioneering purpose, express consent from the data subject must be obtained beforehand, unless the original purpose of collection of the data is directly related to the electioneering purpose.
8. With respect to the use of personal data gathered by a third party (e.g. a trade union or professional body) as a means of accessing members of those bodies for an electioneering purpose, the proper course of action would be for these bodies to determine whether this is a permitted purpose for which the personal data was collected, and such electioneering communication should preferably be handled by these bodies. As a matter of good practice, prior notification to members of such use of their data is recommended.
9. When candidates or their election agents contact individual voters for an electioneering purpose, they should inform the voters how they obtained the voters' personal data when being asked.
10. As a matter of good practice, when canvassing for votes from individuals directly by the candidates, their agents or indirectly through a third party (e.g. trade union or professional body), the individuals should be provided with an option to decline receipt of any subsequent electioneering communication in relation to the election from the candidates concerned so that they would not receive any unwanted electioneering communication from those candidates.

11. As a matter of good practice, candidates should maintain a list of individuals who, to their knowledge, find electioneering communication such as phone calls, mails, fax messages, emails or visits objectionable and avoid approaching them to canvass for votes.
12. When conducting electioneering activities, candidates and their election agents should safeguard the personal data in the list of voters held by them against accidental or unauthorised access by unrelated parties.
13. Candidates should not retain any personal data collected for an electioneering purpose after completion of all the electioneering activities.
14. When election agents are appointed or engaged by the candidates to process the personal data of voters on their behalf for electioneering purpose, the candidates must use contractual or other means to prevent the personal data transferred to the election agents from: (i) being kept longer than is necessary for the electioneering purpose; and (ii) unauthorised or accidental access, processing, erasure, loss or use. Reference can be made to the Information Leaflet on *Outsourcing the Processing of Personal Data to Data Processors*² issued by the Office of the Privacy Commissioner for Personal Data, Hong Kong.

**Office of the Privacy Commissioner for Personal Data,
Hong Kong**

Enquiry Hotline: (852) 2877 7026
 Fax: (852) 2827 2827
 Address: 12/F, Sunlight Tower,
 248 Queen's Road East, Wanchai,
 Hong Kong
 Website: www.pcpd.org.hk
 Email: enquiry@pcpd.org.hk

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Disclaimer

The information provided in this guidance note is for general reference only. It does not provide an exhaustive guide to the application of the Personal Data (Privacy) Ordinance (the "Ordinance"). For a complete and definitive statement of the law, direct reference should be made to the Ordinance itself. The Privacy Commissioner for Personal Data (the "Commissioner") makes no express or implied warranties of accuracy or fitness for a particular purpose or use with respect to the above information. The above suggestions will not affect the functions and power conferred to the Commissioner under the Ordinance.

© Office of the Privacy Commissioner for Personal Data, Hong Kong
 First published in June 2000
 April 2004 (First Revision)
 February 2007 (Second Revision)
 April 2010 (Third Revision)
 October 2011 (Fourth Revision)
 August 2015 (Fifth Revision)

² Available at www.pcpd.org.hk/english/resources_centre/publications/information_leaflet/files/dataprocessors_e.pdf

Complaint Cases Provided by
Office of the Privacy Commissioner for Personal Data (“OPCPD”)

In order to facilitate better understanding of the privacy concerns of the voters/ARs and compliance with the requirements of the Personal Data (Privacy) Ordinance (Cap 486), the OPCPD has provided the following 4 complaint cases for illustration purpose:

Case 1

This complaint relates to the collection and use of personal data. A complainant provided his name and telephone number to an incumbent member seeking his assistance in relation to disability allowance. Subsequently, the member used the complainant’s personal data without his consent for election publicity purposes. The member claimed that at the time when the complainant’s personal data was collected, the complainant had been verbally informed that his personal data would be used for communication purposes.

In response to the complaint, the member agreed to provide a written personal information collection statement to individuals stating explicitly that the personal data collected would be used for electioneering purpose.

Case 2

The complaint relates to the use of personal data. A complainant sought assistance from a political party in relation to the management of the building in which he resides and for this purpose supplied his personal data. Subsequently, the political party used the complainant’s personal data in canvassing him to vote for a candidate in an election.

The OPCPD relayed the complainant’s concern to the political party. The party should obtain an express and voluntary consent from the complainant before using his personal data for electioneering purpose.

Case 3

The complaint relates to the security of personal data. An incumbent member sent an email to a list of recipients canvassing vote for a candidate in an election without hiding the names and email addresses of the recipients (by, for example, use of “bcc”). The complainant, being one of the recipients of that email, complained that his name and email address were disclosed to all other recipients of that email.

The OPCPD relayed the complainant’s concern to the member, with the advice that he should safeguard the security of the personal data of the electors when transmitting messages via electronic means.

Case 4

The complaint relates to the use of personal data. A complainant enrolled in a course organised by a political party. After the completion of the course, the complainant was asked to fill in a questionnaire and provided her personal data for “communication purpose”. Subsequently, the political party used the complainant’s personal data in canvassing her to vote for a candidate in an election.

The OPCPD relayed the complainant’s concern to the political party. In response, the party revised the personal information collection statement in the questionnaire by stating explicitly that personal data collected would be used for “electioneering purpose” and deleted the complainant’s personal data. The OPCPD accepted the remedial actions taken but warned the political party that enforcement notice may be issued if similar circumstances occur again.

[Added in September 2016]

Guidance Note on Safe Conduct of Election-related Activities

Introduction

1. This guidance note serves to provide general advice to candidates and organisers of election-related activities, to enable them to conduct such activities safely.

Election Meetings

2. The Public Order Ordinance (Cap 245) and Chapter 10 Part II of the 'Guidelines on Election-related Activities in respect of the Election Committee Subsector Elections' provide direction on when a meeting, to be held in a public place, is to be notified to the Police and the procedures to be followed.

3. In the interests of safety, and to minimise the potential for confrontation and/or the harassment of candidates, irrespective of whether an election meeting is required to be notified to the Police, candidates should be mindful of the sensitivities of their intended audience. In this regard, consideration should be given to making appropriate arrangements with the local management office, if one exists, to facilitate the holding of the meeting. Should a candidate have any concerns over the issue on his/her safety, consideration should be given to seeking advice from the local police station, prior to the holding of such meeting.

Election Forums

4. In addition to the provisions of Chapter 11 Part IV of the 'Guidelines on Election-related Activities in respect of the Election Committee Subsector Elections', organisers of election forums should be aware of the potential for possible instances of harassment of candidates.

5. In order to ensure that order, fairness and impartiality are maintained and to avoid any embarrassment, where a forum is to be held at private premises, prior precautions should be made with the owner, occupier, owners' corporation, building management or the mutual aid committee concerned, to ensure the safety of all participants and the orderly proceeding of the forum. Where necessary, security guards should be employed at the forum venue.

Electioneering at Living or Working Places

6. Chapter 9 of the 'Guidelines on Election-related Activities in respect of the Election Committee Subsector Elections' relates to the conduct of electioneering activities at the living or working places of voters, etc.

7. If a decision is made by the owners or owners' corporations to allow electioneering by candidates, the decision can also set out the hours of access and other conditions. These conditions can also minimise the potential for confrontation and the harassment of candidates.

8. Related to this, candidates should be sensitive to the feelings of tenants, occupiers and owners in planning and carrying out electioneering activities. By doing so, they will ensure that such activities can be carried out in a safe and orderly manner.

9. In addition to obtaining the formal approval or consent of the owners or the owner's corporation which have right to control or manage the common parts of the building to conduct electioneering activities in the building, it is advisable for the candidates to notify the management office at the time that the electioneering activities are being carried out.

General

10. Should any safety issues be of particular concern, consideration should be given to seeking advice from the local police station, prior to the conducting of the activity.

[Amended in September 2006 and September 2016]

**Application for a Permit under S 4(17)
of Summary Offences Ordinance, Cap 228
for Non-Charitable Purposes**

This application should reach Division III of Home Affairs Department at 30/F, Southorn Centre, 130 Hennessy Road at least **FOUR WEEKS** before the date of the activity. This will enable the applicant to be notified of the result of his application about seven days before the event. Non-charitable fund raising activities without permits for fund-raising for non-charitable purposes are subject to prosecution by the Police under S4(17) of Summary Offences Ordinance, Cap.228. For enquiries, please call 2835 1492.

1. Name of applicant : * Mr/Mrs/Miss/Ms _____

Name in Chinese (if any) : _____

2. Hong Kong Identity Card Number : _____

(Please enclose a photocopy of your Hong Kong Identity Card)

3. Address : _____

4. Contact Telephone No. : _____ Fax No. : _____

5. If this application is made on behalf of an organisation, please complete the following details : -

i) Name of organisation : _____

ii) Position of applicant in organisation : _____

iii) Details of key officers in organisation :

<u>Post</u>	<u>Name</u>	<u>Address</u>
<u>President/Chairman</u>	_____	_____
<u>Secretary</u>	_____	_____
<u>Treasurer/Accountant</u>	_____	_____

iv) Date the organisation was formed : _____

v) Type of organisation : Society registered/exempt under the Societies Ordinance, or
Company incorporated in Hong Kong, or
Others (Please give details)

(Please enclose a copy of the certificate of registration/exemption of your organisation and also a copy of the memorandum and articles of association or the constitution or rules of your organisation whichever is applicable. If your organisation is a company incorporated in Hong Kong, a copy each of a Certificate of Incorporation and Certificate of Existence issued by the Companies Registry should also be produced.)

6. If the money raised is intended to benefit another organisation, please complete the following details : -

i) Name of organisation : _____

ii) Relationship between applicant and that organisation :

iii) Details of key officers in that organisation :

<u>Post</u>	<u>Name</u>	<u>Address</u>
<u>President/Chairman</u>	_____	_____
<u>Secretary</u>	_____	_____
<u>Treasurer/Accountant</u>	_____	_____

iv) Date the organisation was formed : _____

v) Type of organisation : Society registered/exempt under the Societies Ordinance, or
Company incorporated in Hong Kong, or
Others (Please give details)

(Please enclose a copy of the certificate of registration/exemption of the organisation and also a copy of the memorandum and articles of association or the constitution or rules of the organisation whichever is applicable. If the organisation is a company incorporated in Hong Kong, a copy each of a Certificate of Incorporation and Certificate of Existence issued by the Companies Registry should also be produced.)

vi) Has the organisation given consent to the activity being organised by you ? * Yes / No

7. If the applicant is making this application as an individual, please complete the following details : -

i) Date and place of birth : _____

ii) Length of residence in Hong Kong : _____

iii) Are you a permanent resident of Hong Kong ? * Yes / No

8. ✦ Intended use of money to be collected : _____

9. ✦ Format of the activity : _____

10. ✦ Method for money collection (note) : _____

11. ✦ Date and time of the activity listed in priority : _____

(Note : To ensure a fair distribution of venues, dates and frequency of fund-raising among all potential applicants, there could be a restriction on the number of days approved, depending on prevailing circumstances.)

12. ✦ Venue and address : _____

Has permission to use venue been secured ? * Yes / No / Under application / Not applicable

(If the venues are in open public places, please give exact locations and enclose layout plan. Please also indicate where furniture (e.g. table) will be placed, if appropriate.)

- ✦ If approval is given to this application, the permit issued will specify the details given in these items. It will therefore be to the applicant's own advantage to plan the activity carefully, so as to avoid the need to seek fresh approval later on as a result of any changes to the above details.

13. Details of previous S4(17) application(s) to the Secretary for Home Affairs by the applicant, or the organisations named in 5(i) and 6(i) above, or any of the persons named in 5(iii) and 6(iii) above :

<u>Name of Applicant</u>	<u>Date of Application</u>	<u>Approved or Rejected</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

- 14. State here any additional information which the applicant wishes to provide in support of this application (e.g. reasons for requesting that the administrative guidelines or licensing conditions for the issue of permit be waived in whole or in part.)

I declare that to the best of my knowledge and belief, the information supplied by me in this form is true and correct.

Signed : _____
(Applicant)

(Chop of organisation, if applicable) Date : _____

* Delete where applicable

(If there is not enough space in this form for the filling in of the required information, the applicant may provide details on a separate sheet of paper and attach it to the form.)

Note: If the activities concerned involve hawking in public places, please seek advice from the Food and Environmental Hygiene Department (Tel: 2879 5696 or 2309 2085) as to whether a temporary hawker licence is required.

September 2007

Statement of Purpose

Purpose of Collection

The personal data provided by means of this form will be used by Home Affairs Department for the purpose of :

“to exercise functions on fund-raising activities for non-charitable purposes”

Classes of Transferees

2. The personal data you provided by means of this form may be disclosed to other Government bureaux, departments and relevant persons and bodies for the purposes mentioned in paragraph 1 above.

Access to personal data

3. You have a right of access and correction with respect to personal data as provided for in sections 18 and 22 and principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance. Your right of access includes the right to obtain a copy of your personal data provided by this form.

Enquiries

4. Enquiries concerning the personal data collected by means of this form, including the making of access and corrections, should be addressed to :

Executive Officer
Home Affairs Department
Tel. No. : 2835 1492

Administrative Guidelines and Licensing Conditions
for the issue of Public Fund-raising Permits
for Non-Charitable Purposes

Applications for permission under Section 4(17) of the Summary Offences Ordinance (Cap.228) to raise funds by collection of money or sale or exchange for donations of badges, tokens or similar articles in a public place should, where the funds are to be used for a charitable purpose, be referred to the Director of Social Welfare. Where the funds are to be used for any other purpose, such applications should be referred to the Secretary for Home Affairs.

Non-charitable fund raising activities without permits for fund-raising for non-charitable purposes are subject to prosecution by the Police under S4(17) of Summary Offences Ordinance, Cap.228.

A. Administrative Guidelines for Consideration

When considering an application for a public fund-raising permit under section 4(17) of the Summary Offences Ordinance, the Secretary for Home Affairs will normally wish to be satisfied that : -

- (i) the organisation or group on behalf of which the permit is sought, and the organisation or group to benefit from the collection if different, are, where applicable, properly registered under the laws of Hong Kong;
- (ii) if the applicant is an individual, he should be aged 21 or above, and should either be a permanent resident of Hong Kong within the meaning of the Immigration Ordinance, or have been ordinarily resident in Hong Kong for a minimum of seven years;
- (iii) the funds collected will be used for purposes which would contribute directly or indirectly to the development of representative government in Hong Kong;
- (iv) the fund-raising activity will not cause public order and public safety problems, and will not cause nuisance or harassment to the general public;
- (v) the fund-raising activity should not be held on a morning which is a “flag day” approved by the Director of Social Welfare unless it is to be held in a confined public place;
- (vi) the fund-raising activity should not be held at the same time and in the same venue or its vicinity as a charitable fund-raising activity;

- (vii) there will be no more than one non-charitable fund-raising activity in the same venue or its vicinity on the same day except where the activities are organised by the same applicant;
- (viii) there will be a fair distribution of venues, dates and frequency of fund-raising among all potential applicants; and
- (ix) the permittee who had breached the conditions stipulated in the permit last granted would not be considered for a new permit unless explanations/justifications have been provided to the satisfaction of the Secretary for Home Affairs.

Each application will be considered on its own merits having regard to the above administrative guidelines.

B. Licensing Conditions

The following conditions will normally be imposed if an application is approved : -

- (i) permission must have been obtained or is likely to be forthcoming from the relevant authorities, including the authority responsible for the management of the venue(s), for the fund-raising activity to be held;
- (ii) the funds collected will not be used to finance any profit-making ventures or activities;
- (iii) the funds collected will be used only in Hong Kong;
- (iv) no person will benefit improperly from the collection;
- (v) the permission given for the fund-raising activity is only valid for the details specified in the permit. If there are any changes to such details, the approval of the Secretary for Home Affairs will be required;
- (vi) the permission given for the fund-raising activity will become null and void if the funds collected are used for purposes other than those specified in the permit;
- (vii) within 90 days after the conclusion of the fund-raising activity, the permittee will cause the money received from the public, less any reasonable expenses incurred, to be applied for the purpose for which the permission is given;
- (viii) if after applying the funds collected as described in (vii) above, there is still a balance left, the permittee will donate the unspent funds to a charitable institution which is exempt from tax under section 88 of the Inland Revenue Ordinance (Cap.112) for charitable purpose;

- (ix) the funds collected will be audited by a qualified accountant arranged by the permittee. A copy of the audited accounts will be submitted to the Secretary for Home Affairs within 90 days after the conclusion of the fund-raising activity. The audited accounts will also be made available to members of the public for inspection upon demand;
- (x) all donations are to be purely voluntary, and that the activity shall not create public order problems or cause nuisance, including excessive noise, or harassment to the general public, and that the manner in which the activity is conducted should not be such as to be likely to produce a reaction generally against public fund-raising activities;
- (xi) during the course of the fund-raising activity, the name of the organisation and a copy of the permit/approval letter should be prominently displayed. Every participant of the activity should also wear a clear and legible badge identifying the name of the participant and the name of the organisation; and
- (xii) children under the age of 14 must not be allowed to take part in the activity. Participation by young persons between the age of 14 - 18 must be entirely voluntary and the prior written consent of parents must be obtained.

The Secretary for Home Affairs may, if a particular application so warrants, impose additional conditions such as those required for the protection of the participants in the fund-raising event, for the preservation of law and order, for crowd control, or for public safety purposes. In specific circumstances, he may waive certain conditions where it appears reasonable for him to do so.

September 2007

Observations made by the Court in an Election Petition relating to a Television Programme on 2010 Legislative Council By-election

1. A candidate of the 2010 Legislative Council By-election made an election petition relating to a multi-episode television programme which introduced the election platforms of all candidates of the By-election. Due to the airtime constraint, only four candidates were introduced in each episode and the time allocated to each candidate was more or less the same.
2. There were five candidates in the constituency in which the aforesaid candidate contested and the candidate number allocated to him was 5. According to the candidate number, the broadcaster of the television programme mentioned above introduced the first four candidates of that constituency in the same episode, while the aforesaid candidate was covered in the next episode. However, there was no mention in the episode on the first four candidates that there was a remaining candidate in that constituency who would be introduced in the next episode. The Court considered that it was possible that such arrangement might cause misunderstanding to the audience who only watched the former episode that there were only four candidates in the constituency concerned.
3. The EAC considers that the broadcaster should let the audience know: (a) the total number and the names of all candidates in the same constituency (or subsector in the case of EC Subsector Elections) in each relevant episode; and (b) the episode which will cover or has covered the candidate(s) who is/are not introduced in the current episode. Such an arrangement will ensure that the audience will be fully aware of the total number of candidates in the same constituency (or subsector in the case of EC Subsector Elections) even if they watch only one single episode instead of all episodes on the same constituency (or subsector in the case of EC Subsector Elections) and that equal treatment will be given to all candidates concerned.
4. Where appropriate, broadcasters are advised to follow the arrangement set out in para. 3 above when producing multi-episode programmes which are election-related.

[Added in October 2011]

Fair and Equal Treatment of Candidates by the Print Media

1. Fairness and equality will in each case be viewed by the Electoral Affairs Commission with reference to the surrounding circumstances.
2. Practical problems that may be experienced by publishers like limitation of column space and staff resources, and situations such as some candidates who have extensive arguments and opinions on issues of public relevance and those who have none, candidates who have made newsworthy statements or speeches as opposed to those who have not uttered a word, and the difference in status and standing of candidates as public figures, etc., are examples of circumstances against which the criteria of fairness and equality are to be judged.
3. What is important is that practical problems, in general terms without specifics, should not be allowed to be used as pretexts for not giving fair and equal treatment and coverage to all candidates competing in the same subsector. Merely saying that practical problems gave rise to the selective reporting will be viewed as a lame excuse, but if the other candidates had been approached and they refused to offer any interview, and this fact is made known in the same article, there can hardly be any suspicion or complaint that the guidelines have been breached.
4. Equal treatment and coverage are not necessarily equal space and equal number of words written on each candidate of the same subsector. It is an idea that has to be examined in all the circumstances of each individual case. Where a candidate says more on a topic and another candidate says less, that can be truthfully and faithfully reported, and no reasonable-minded person will say that that is unequal reporting. Fairness and equality here are in the sense of **equal opportunity** being given to all candidates competing in the same subsector alike.

5. If there is fair and equal treatment of all candidates competing in the same subsector in a publication, its editorial line or the personal opinions of the writer on each of the candidates can be freely expressed, insofar as they are fair comments and based on true facts. Any newspaper is at full liberty to express its support for or disapproval of a candidate. The guidelines do not seek to impose any shackle on the expression of such ideas.

Application Procedure for the Approval of Float Design

1. All applications in respect of the design of any float to be used in a procession or parade must be made in writing with information on the make, model and registration mark (or vehicle identification number in the case of a brand new vehicle) of the vehicle to be used as a float.
2. The application should be accompanied by 3 copies of a drawing, certified by qualified electrical or mechanical engineers, in minimum A3 size, showing the following details:
 - the float and vehicle outline, side, plan, front and rear view, with all major dimensions (both proposed and original) shown
 - the means of entry/exit to and from the driver's compartment
 - location of mirrors which will enable the driver to view both sides of the float
 - location of exhaust outlets from any internal combustion engines
 - location of any auxiliary power equipment installed
 - means of communication with the passengers on the float
 - location of passengers and support for passengers (seats, handles, etc.) on the float

Applicant's attention is drawn to regulation 53(2) of the Road Traffic (Traffic Control) Regulations (Cap 374G) on requirements for carriage of passengers: No driver of a vehicle on a road shall permit a passenger to travel in any vehicle unless seated in a properly constructed seat secured to the bodywork of the vehicle except –

 - (a) where the vehicle is a public service vehicle licensed to carry standing passengers; or
 - (b) where the vehicle is exempted under regulation 53A from this subregulation.
 - detailed artwork is **not** required.

3. All applications must be made at least **1 month** in advance of the date of the event to:

Engineer (Vehicle Approval and Planning)
Vehicle Safety and Standards Division
Transport Department
Room 3402, Immigration Tower
7 Gloucester Road
Hong Kong
(Contact telephone : 2829 5550
Fax : 2802 7533)

4. If the application is approved in principle (subject to the vehicle inspection results), the applicant will be so advised within 14 days upon the receipt of the application, and also informed of further details of the vehicle inspection.
5. In case the design is considered unacceptable, the applicant should resubmit revised drawings within 1 week's time upon notice.

[Amended in September 2006 and October 2011]

**Observations made by the Court of Final Appeal
in a case touching upon Election Expenses
(FACV No. 2 of 2012)**

Expenses are likely to qualify as “election expenses” if they meet the following five criteria:

1. They have been incurred by or on behalf of a candidate (as such a person is defined under s 2(1) of the ECICO).
2. Having identified the activities or matters to which the relevant expenses relate, such activities or matters are referable to a specific election.
3. Such activities or matters go to the conduct or management of the election, in particular to the machinery of the election.
4. The expenses were incurred for the purpose of promoting the election of the relevant candidate or prejudicing the election of another candidate.
5. The activities or matters financed by the expenses have taken place or occurred either during the election period (as defined in s 2(1) of the ECICO) or during the period when the relevant person was a candidate.

There are two further inquiries as well:

1. The date when the relevant expenses were incurred should be ascertained (although this is not a critical question since election expenses may be incurred before, during or after an election period).
2. In relation to the relevant activities or matters of which the expense may be incurred for more than one purpose, it should be considered whether an apportionment exercise appropriate between election expenses and non-election expenses is necessary.

Notes:

1. If there is any inconsistency or ambiguity between the English version and the Chinese version of this Appendix, the English version shall prevail.
2. If you have doubt as to whether an election expense falls within the criteria as mentioned above or whether an expense should be regarded as an election expense, you should consult your own legal advisor, and any legal fees so incurred will not be regarded as election expenses.

[Added in September 2016]

**Items of Expenses which may be
Counted towards Election Expenses**

(Note : This list is by no means an exhaustive list of items of expenditure which may be counted as election expenses. It only serves to illustrate the common items of such expenses.)

1. Fees and allowances, including travelling expenses, paid to agents and assistants engaged in relation to one's election activities.
2. Costs incurred for meals and drinks for agents and assistants before and on polling day.
3. Costs incurred for design and production of election advertisements such as :
 - (a) banners
 - (b) signboards
 - (c) placards
 - (d) posters
 - (e) handbills
 - (f) publicity pamphlets
 - (g) video and audio recordings
 - (h) electronic messages
 - (i) various forms of literature or publicity material for promoting the election of a candidate or candidates or prejudicing the election of another candidate or candidates.

[Note: Costs incurred for publicity materials to give thanks to voters for their support after the election will not be counted as election expense.]

4. Costs incurred for display and removal of election advertisements including labour charges. If the election advertisements have not been removed by the deadline specified by the EAC, the removal costs for the election advertisements charged by the government departments should also be included.
5. Costs incurred by the relevant authorities for removal of election advertisements displayed without authorisation.
6. Costs incurred for renting space used in connection with the election campaign.

7. Costs of stationery used in connection with the election campaign.
8. Operation/miscellaneous costs in connection with the election campaign, e.g. photocopying, hire of telephone line and fax line. [Note: Election deposit will not be counted as election expense.]
9. Postage for mailing of publicity materials (excluding free mailing service provided by the Government).
10. Costs incurred for the hire of transport in connection with the election.
11. Costs incurred for publicity by vehicles. (Remarks: If vehicle is lent to the candidate by any person(s) without charging the candidate, the candidate is also required to declare the estimated market value of rental of similar vehicles in his/her election return apart from reporting the free service or good as election donation.)
12. Costs of advertisements in media, taxi or other public transport.
13. Costs incurred for election meetings, including venue charges.
14. Costs of T-shirts, armbands, caps, etc. and other identification materials for election agents and assistants.
15. Costs incurred for refurbishing as well as the estimated value of old publicity boards.
16. Costs incurred in the publication by a candidate during the election period (i.e. from the commencement of the nomination period to the day on which a declaration is made under s 35 of the Schedule to Cap 569; or the day on which the polling ends) of a document that gives details of work done by the candidate in the capacity of:
 - (a) the Chief Executive;
 - (b) a member of the Legislative Council, a District Council or the Heung Yee Kuk;
 - (c) the Chairman, Vice-chairman or a member of the Executive Committee of a Rural Committee; or
 - (d) a Rural Representative.
17. Costs incurred by the political body or organisation of the candidate in promoting his/her election. [Note: Costs of meeting where the platform of the political body or organisation is publicised without specific reference to the candidate will not be counted as election expenses.

Separately, for the avoidance of doubt, costs of electioneering activities (e.g. 造勢大會) participated by an uncontested candidate after declaration of the election result in respect of his/her subsector to promote other contested candidates will not be counted as election expenses of the uncontested candidate.]

18. Costs for obtaining legal advice incurred in respect of the conduct or management of an election (e.g. where a candidate asks his/her lawyer to vet an election publicity pamphlet to make sure that statements contained in it do not amount to libel). [Note: Fees incurred for obtaining (a) legal advice on the general interpretation/application of the electoral laws including whether a particular item of expense can be regarded as “election expenses” and “election donations”, and (b) professional advice on the apportionment of expenses between purposes related to an election and any other purposes, will not be regarded as election expenses.]
19. Interest incurred from a loan to finance the campaigning activities of a candidate. [In case of an interest-free loan, the interest waived should be declared as an election donation and correspondingly as an election expense. A reasonable amount should be assessed by reference to the market interest rate.]
20. Subsidy of activities organised for promoting one’s candidature is a form of election donation which is counted as election expense (e.g. (a) allowance paid to the workers in the activities organised by political party(ies) for promoting the candidate and/or (b) the sponsorship made by the party(ies) for the said activities).
21. Although some people may not charge the candidate for the goods supplied or work, labour and services rendered (except voluntary services), a reasonable sum estimated for such charges, over any allowance or discount usually given to customers, is an election expense (which is correspondingly an election donation made by these people).
22. Goods given incidental to the provision of voluntary service.
23. Costs for charities undertaken for the purpose of promoting one’s candidature.
24. Costs for any negative publicity launched against one’s opponent.

[Amended in September 2006, October 2011 and September 2016]

Collection of Election Donations

Any person or organisation¹⁵ (including a political party) acting as an agent to solicit, receive or collect election donations for a candidate or some candidates is advised to:

1. have the prior consent/authorisation of the candidate(s);
2. set up a dedicated ledger account for receiving and handling the election donations;
3. state the apportionment of the donations between candidates or other parties if more than one candidate or other parties are involved;
4. comply with all the requirements under the ECICO in respect of election donations as if the donations are received by the candidate(s) direct. For example, if the donation is more than \$1,000, a receipt to the donor by the concerned candidate instead of the agent should be issued to the donor;
5. ensure that clear information is provided to donors so that they are fully aware of the purpose/use of their donations; and
6. apply to the Secretary for Home Affairs for permission if the donations are collected through fund-raising activities in a public place for non-charitable purposes.

On the other hand, while candidates would not be prohibited to solicit donations on the behalf of political parties or any other organisations, they must make sure that the message is clear enough so that members of the public are adequately advised of the purpose and nature of the donation and would in no circumstances be misled to believe that the donation was solicited and used for the election of the candidates themselves.

[Added in September 2016]

¹⁵ All costs incurred by the person or organisation during the process of rendering the relevant service to the candidate(s) in this regard should be counted towards election expenses and the relevant requirements governing authorisation of election expenses agents as set out in Chapter 7 must be complied with. If the person renders his/her service for the candidate free of charge, voluntarily, personally and in his/her own time, the service is regarded as "voluntary service" according to section 2 of the ECICO. The candidate is, therefore, not required to include such service costs in his/her election expenses (this exemption does not apply to the service rendered by an organisation).

**Guidelines for Candidates on Sending Election Advertisements
to Registered Voters and Authorised Representatives
in the Custody of the Correctional Services Department**

(Note: The following guidelines serve to illustrate some of the articles which, if possessed by voters/authorised representatives (“ARs”) in the custody of the Correctional Services Department (“CSD”), may cause security hazards to prison, and will be rejected if they are mailed to them. The list of articles set out below is by no means exhaustive.)

For security reasons and to maintain good order and discipline of the prison, any electoral advertisements (“EA”) mailed to registered voters/ARs in the custody of the CSD will be subject to security checking and will be refused if the EA falls within any of the following categories:-

Materials

- (a) made of metal or plastic;
- (b) laminated;
- (c) sharp object; or
- (d) coated with powder-like material.

Content/Information

- (a) on how to manufacture arms, ammunition, weapon, explosive, harmful or deleterious substance, intoxicating liquor, or any dangerous drugs within the meaning of the Dangerous Drugs Ordinance (Cap 134);
- (b) depicts, describes or encourages violence in the prison, or the escape by any inmate/prisoner from the prison;
- (c) is of such a nature as to facilitate gambling in the prison, or is otherwise detrimental to the rehabilitation of any of the voters/ARs in the custody of the CSD ;
- (d) is of such a nature as to encourage the commission of any offence enumerated in Prison Rules (Cap 234A) or of any criminal offence by any of the voters/ARs in the custody of the CSD ;

- (e) is of such a nature as to pose a threat to any individual's personal safety or to the security, good order and discipline of the prison; or
- (f) obscene/indecent.

Size & quantity

- (a) bigger than A4 size; or
- (b) exceptionally bulky.

Remarks: In case of queries, please contact Principal Officer (Penal Operations)3 of CSD at 2582 4023.

Correctional Services Department
January 2015

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