



# Guidance Notes

**Application for Registration  
as an Elector in a Functional Constituency and  
as a Voter in an Election Committee Subsector**

## Education

Registration and Electoral Office

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The Guidance Notes and application forms are obtainable from the following sources:

- (a) Registration and Electoral Office:
  - (i) 10th Floor, Harbour Centre  
25 Harbour Road  
Wan Chai  
Hong Kong
  - (ii) 10th Floor, Guardian House  
32 Oi Kwan Road  
Wan Chai  
Hong Kong
- (b) Registration and Electoral Office Website: [www.reo.gov.hk](http://www.reo.gov.hk)
- (c) Registration and Electoral Office Enquiry Hotline: 2891 1001

## I. Introduction

If you are eligible, you may apply to be registered as :-

an elector in this Functional Constituency (“FC”) and a voter in the corresponding subsector of the Election Committee (“EC”), i.e. a subsector having the same name as the FC, at the same time,

### OR

an elector in this FC and a voter in **ONE** of the following EC subsectors, instead of in its corresponding EC subsector:

- (1) Chinese Medicine;
- (2) Chinese People’s Political Consultative Conference;
- (3) Hong Kong Chinese Enterprises Association,

### OR

an elector in **ONE** of the FCs listed in **Appendix A**, and a voter in either its corresponding EC subsector or **ONE** of the above EC subsectors.

An eligible person is entitled to be registered in only **ONE** FC and/or only **ONE** EC subsector. If you are an elector/a voter already registered in an FC/EC subsector and submit an application for registration in a different FC/EC subsector, your new application (if accepted) will replace the registration of the existing FC/EC subsector in the next final register.

If you are registered as an elector in an FC and as a voter in an EC subsector, you will be entitled to vote in a general election or by-election, if any, in respect of the Legislative Council (“LegCo”) and the EC subsector -

- (1) to elect a Member of the LegCo in respect of your FC; and
- (2) to elect your representatives in respect of your EC subsector as members of the EC. Under the Basic Law, the EC is responsible for returning the Chief Executive.

## **II. Who is Eligible to Apply for Registration in the Education Functional Constituency (“FC”) and its Corresponding Election Committee (“EC”) Subsector**

- (1) You are eligible to be registered for this FC and its corresponding EC subsector if : -
- (A) you possess the qualifications required for registration in this FC and its corresponding EC subsector (for details, please refer to **Appendix B**); and
  - (B) you are registered as an elector in a Geographical Constituency (“GC”) or are eligible and have applied to be so registered.
    - (a) Generally, you are eligible to be registered as an elector in a GC if :
      - (i) you are a permanent resident of the Hong Kong Special Administrative Region;
      - (ii) you ordinarily reside in Hong Kong;
      - (iii) you have reached 18 years of age or will reach 18 years of age on or before 25 September (for District Council Election year) OR 25 July (for Non-District Council Election year) next following your application for registration;
      - (iv) you hold an identity document, e.g. a Hong Kong permanent identity card; and
      - (v) you are not subject to any disqualification from registration.

For enquiries on permanent resident status, please call the Immigration Department hotline : 2824 6111.

- (b) (i) You will be registered in a LegCo GC and the District Council constituency to which you belong according to your residential address which should be your only or principal residence in Hong Kong, i.e. a dwelling place in Hong Kong at which you reside and which constitutes your sole or main home. The residential address will be provided to the candidates of the constituencies/subsector concerned for the purpose of sending election advertisement.
- (ii) Please notify the Electoral Registration Officer in writing of any subsequent change of residential address as this might entail a consequential change of the constituencies in which you are registered. **If you do not notify the Electoral Registration Officer of your new residential address, you may cease to be registered in GC, FC and EC subsector.**
- (iii) Please provide a postal address only if there is no postal service available for your residential address, or if you are an imprisoned person (please see Note (C) (b) below in respect of the latter situation). Please do not fill in this part if you do not meet either of the above two criteria.

(C) If you are an imprisoned person, please note the following:

- (a) Registered address : Please complete Section 5 of the application form to state the scenario applicable to you. Address of penal institution will **not** be accepted as a residential address for registration as elector. When you fill in that section of the form :
- if the second scenario is applicable, please enclose the relevant proofs requested; or
  - if the third scenario is applicable, and if you need to obtain the address furnished and last recorded under the Registration of Persons Regulations, please approach the Immigration Department. The request for information should be addressed to: Executive Officer (Registration of Persons) Support, 12/F, Immigration Tower, 7 Gloucester Road, Wan Chai, Hong Kong. [If you need any assistance, you may contact the Electoral Registration Officer.]

- (b) Postal address : You may choose to provide the address of the penal institution where you are imprisoned or other address in the application form as your postal address. **The postal address will be provided to candidates for the purpose of sending election-related materials to the electors concerned.** If you choose to use the address of a penal institution as your postal address, you are advised to provide the prisoner number for easy transmission of the election-related materials within/among the penal institutions.
- (c) Action required for an imprisoned person upon his release in future : For prisoner who uses his last dwelling-place in Hong Kong at which he resided or the address last recorded under the Registration of Persons Regulations as the registered address, the prisoner has to report his new residential address to the Electoral Registration Officer as soon as possible after he has served the sentence of imprisonment and left the penal institution. Otherwise, the Electoral Registration Officer will put his name into the omissions list according to the procedures prescribed in the relevant legislation. **If he does not update his record by providing his new principal residential address before the statutory deadline, his name will be removed from the final register.**

- (2) If you are eligible to be registered in the **Heung Yee Kuk FC** and any other FC at the same time, you may only be registered in the **Heung Yee Kuk FC** and not in any other FC.

### **III. Who is Disqualified from being Registered**

Generally, a person is disqualified from being registered as an individual elector or voter, or as an AR, if he/she :

- (1) is found 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
- (2) is a member of any armed forces.

#### **IV. How to Submit an Application**

Please use Form REO-41 (“Application by an individual for registration in a functional constituency and an EC subsector”) to apply for registration in this FC and an EC subsector.

Please return the completed form, which must be signed by you, to the Electoral Registration Officer as soon as possible. Your application must **reach** the Electoral Registration Officer at the following address on or before **16 July (for District Council Election year) OR 16 May (for Non-District Council Election year)** for your registration particulars to be included in the next FC and subsector Final Registers to be published in **September (for District Council Election year) OR July (for Non-District Council Election year)**:

Registration and Electoral Office  
10th Floor, Guardian House  
32 Oi Kwan Road  
Wan Chai  
Hong Kong

If you are holding a valid personal digital certificate, you may also apply for registration on-line through the “GovHK” website: [www.gov.hk](http://www.gov.hk)

If you have not received any reply from the Registration and Electoral Office 14 days after submission of your application form, you may call the Enquiry Hotline 2891 1001 to check the progress of your application.

#### **V. Further Enquiries**

If you require further information, please call 2891 1001 or write to the above address by post, or fax to 2891 1180, or access to the website: [www.reo.gov.hk](http://www.reo.gov.hk).

## **VI. Personal Information Collection Statement**

### ***Purpose of Collection***

The personal data and other related information provided by you by means of the application form will be used by this office for voter registration and election-related purposes. The provision of personal data and other related information by means of the application form is voluntary. However, if you do not provide adequate and accurate data, we may not be able to process your application for registration. **If the Electoral Registration Officer has accepted your application for registration, your particulars, i.e. the personal data and other related information provided by means of the application form will be included in electoral registers and made available for public inspection.**

### ***Transfer of Information***

Where necessary, the information provided by you may also be provided to other authorized departments/organizations/persons for the purposes of voter registration and election under relevant Ordinances and/or subsidiary legislations, and all purposes related thereto.

### ***Access to Personal Data and Enquiry***

You have a right to request access to, and to request the correction of, the personal data and other related information you supplied in accordance with the provisions of the Personal Data (Privacy) Ordinance (Cap. 486). Such requests and enquiries should be made in writing to the Electoral Registration Officer at 10th Floor, Harbour Centre, 25 Harbour Road, Wan Chai, Hong Kong.

## **VII. Language Preference for Election-related Communications**

Normally, election-related communications issued to electors by the Registration and Electoral Office are in both Chinese and English. Your language preference would facilitate candidates' communications with you at elections in the language of your choice. If you do not complete this section, it will be assumed that your preferred language is Chinese.

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*Note: This booklet is for general guidance only. For more details, applicants may refer to the Legislative Council Ordinance (Cap. 542), the Chief Executive Election Ordinance (Cap. 569), the Electoral Affairs Commission Ordinance (Cap. 541) and subsidiary legislation made thereunder. The legislation can be found on the website: [www.legislation.gov.hk](http://www.legislation.gov.hk) and are on sale at the Government Bookstore ([www.bookstore.gov.hk](http://www.bookstore.gov.hk)) or Publications Sales Unit of Information Services Department.*

## Appendix A

### **List of Functional Constituencies and their corresponding Election Committee Subsectors**

- (1) Accountancy
- (2) Architectural, Surveying and Planning
- (3) Catering
- (4) Commercial (Second)
- (5) District Council<sup>1</sup>
- (6) Education<sup>2</sup>
- (7) Engineering
- (8) Health Services
- (9) Heung Yee Kuk
- (10) Import and Export
- (11) Industrial (First)
- (12) Information Technology
- (13) Legal
- (14) Medical
- (15) Real Estate and Construction
- (16) Social Welfare
- (17) Sports, Performing Arts, Culture and Publication
- (18) Textiles and Garment
- (19) Wholesale and Retail

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1. For the District Council FC, its corresponding subsector is either the Hong Kong and Kowloon District Councils subsector or the New Territories District Councils subsector.
  2. For the Education FC, its corresponding subsector is either the Education subsector or the Higher Education subsector.

**Registration in the  
Education  
Functional Constituency (“FC”) and  
Election Committee (“EC”) Subsector  
(Education Subsector)  
(Higher Education Subsector)**

**1. Who is eligible to be registered**

You are eligible to be registered if you are one of the following categories of persons :

- (a) full-time academic staff engaged in teaching or research and administrative staff of equivalent rank in -
  - (1) institutions of higher education funded through the University Grants Committee;
  - (2) approved post secondary colleges registered under the Post Secondary Colleges Ordinance (Cap. 320);
  - (3) technical colleges established under the Vocational Training Council Ordinance (Cap. 1130);
  - (4) The Hong Kong Academy for Performing Arts;
  - (5) The Open University of Hong Kong;
- (b) full-time academic staff engaged in teaching or research and administrative staff of equivalent rank in -
  - (1) School of Continuing and Professional Education of the City University of Hong Kong;
  - (2) School of Continuing Education of the Hong Kong Baptist University;
  - (3) Lingnan Institute of Further Education of the Lingnan University;
  - (4) School of Continuing Studies of The Chinese University of Hong Kong;
  - (5) Division of Continuing Professional Education of The Hong Kong Institute of Education;
  - (6) School of Professional Education and Executive Development of The Hong Kong Polytechnic University;
  - (7) HKUST College of Lifelong Learning Limited;
  - (8) HKU School of Professional and Continuing Education;
- (c) members of each of the following bodies -
  - (1) Council of the University of Hong Kong;
  - (2) Council of The Chinese University of Hong Kong;
  - (3) Council of The Hong Kong University of Science and Technology;
  - (4) Council of the City University of Hong Kong;
  - (5) Council of The Hong Kong Polytechnic University;
  - (6) Council of The Hong Kong Academy for Performing Arts;
  - (7) Council of The Open University of Hong Kong;
  - (8) the Vocational Training Council;
  - (9) Council of The Hong Kong Institute of Education;
  - (10) Council of the Hong Kong Baptist University;
  - (11) Council of Lingnan University;
  - (12) Board of Governors of the Hong Kong Shue Yan University;
  - (13) Board of Governors of the Caritas Francis Hsu College;
- (d) registered teachers registered under the Education Ordinance (Cap. 279);
- (e) permitted teachers engaged in full-time employment in schools registered or provisionally registered under the Education Ordinance (Cap. 279);

- (f) teachers and principals of schools entirely maintained and controlled by the Government;
- (g) persons whose principal or only employment is that of full-time teaching with the following institutions -
  - (1) technical institutes, industrial training centres or skills centres established under the Vocational Training Council Ordinance (Cap. 1130);
  - (2) industrial training centres established under the repealed Industrial Training (Construction Industry) Ordinance (Cap. 317) and maintained under the Construction Industry Council Ordinance (Cap. 587);
  - (3) industrial training centres established under the Construction Industry Council Ordinance (Cap. 587);
  - (4) industrial training centres established under the Industrial Training (Clothing Industry) Ordinance (Cap. 318);
  - (5) Hong Chi Association – Hong Chi Pinehill Advanced Training Centre;
  - (6) Caritas Lok Mo Integrated Vocational Training Centre of Caritas-Hong Kong incorporated under the Caritas-Hong Kong Incorporation Ordinance (Cap. 1092);
- (h) registered managers of schools registered under the Education Ordinance (Cap. 279).

## **2. Who is eligible to be registered in the Higher Education subsector**

If you are a person listed at item 1(a), (b) or (c) above, you are eligible to be registered in the Higher Education subsector. You will be so registered even if you are also eligible to be registered in the Education subsector.

## **3. Who is eligible to be registered in the Education subsector**

If you are a person listed at item 1(d), (e), (f), (g) or (h) above, you are eligible to be registered in the Education subsector. If, at the same time, you are also a person listed at item 1(a), (b) or (c) above, you will be registered in the Higher Education subsector and not in the Education subsector.

## **4. Points to note**

- (a) You do not need to apply to be registered in the Education FC and its corresponding subsector again if you have already been so registered in the existing final registers. If you wish to confirm whether you are a registered elector/voter, you may call the Enquiry Hotline of Registration and Electoral Office at 2891 1001 for checking.
- (b) If you are also eligible to be registered in one of the following optional subsectors:
  - (1) Chinese Medicine;
  - (2) Chinese People's Political Consultative Conference;
  - (3) Hong Kong Chinese Enterprises Association,

you may choose to be registered in one of these subsectors by indicating your choice in Section 6 of the application form. In this case, you will be registered in the Education FC and the subsector of your choice.

## **5. What application form should be used**

Please use Form REO-41 (Blue) (“Application by an individual for registration in a functional constituency and an Election Committee subsector”) to apply for registration in this FC and an EC subsector.