



# Guidance Notes

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

## Insurance

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 your body is eligible, your body 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) Employers’ Federation of Hong Kong;
- (2) Hong Kong Chinese Enterprises Association;
- (3) Social Welfare (the part for the corporate bodies only),

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

If your body is registered as an elector in an FC and as a voter in an EC subsector, your body 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 Insurance Functional Constituency (“FC”) and its Corresponding Election Committee (“EC”) Subsector**

- (1) Your body\* is eligible to be registered for this FC and its corresponding EC subsector if your body possesses the qualifications required for registration in this FC and its corresponding EC subsector. (For details, please refer to **Appendix B.**)
  
- (2) Your body must appoint an authorized representative (“AR”) for the purpose of casting your vote in an election. An AR must be registered as an elector in a Geographical Constituency (“GC”) or is eligible to and has applied to be so registered. (For details on the appointment of AR(s), please refer to **Appendix B.**)
  - (a) Generally, a person is eligible to be registered as an elector in a GC if :
    - (i) he/she is a permanent resident of the Hong Kong Special Administrative Region;
    - (ii) he/she ordinarily resides in Hong Kong;
    - (iii) he/she has 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 his/her application for registration;
    - (iv) he/she holds an identity document, e.g. a Hong Kong permanent identity card; and
    - (v) he/she is not subject to any disqualification from registration.

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

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\* A “body” means an incorporated or unincorporated body, and includes a firm or a group of persons (which may include incorporated or unincorporated bodies) who are associated with each other through a shared relevant interest.

- (b) (i) A person will be registered in a LegCo GC and the District Council constituency to which he/she belongs according to his/her residential address which should be his/her only or principal residence in Hong Kong, i.e. a dwelling place in Hong Kong at which he/she resides and which constitutes his/her 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) A person should 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 he/she is registered. **If he/she does not notify the Electoral Registration Officer of his/her new residential address, he/she may cease to be registered in GC, FC and EC subsector.**
- (iii) A person should provide a postal address only if there is no postal service available for his/her residential address, or if he/she is an imprisoned person (please see Note (c) (ii) below in respect of the latter situation). Please do not fill in this part if he/she does not meet either of the above two criteria.
- (c) If a person is imprisoned, please note the following:
- (i) Registered address : Please complete Section 3(2) of the application form to state the scenario applicable to the person. Address of penal institution will **not** be accepted as a residential address for registration as elector. When he/she fills 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 the person needs 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 he/she needs any assistance, he/she may contact the Electoral Registration Officer.]

- (ii) Postal address : A person may choose to provide the address of the penal institution where he/she is imprisoned or other address in the application form as his/her postal address. **The postal address will be provided to candidates for the purpose of sending election-related materials to the electors concerned.** If he/she chooses to use the address of a penal institution as his/her postal address, he/she is advised to provide the prisoner number for easy transmission of the election-related materials within/among the penal institutions.
- (iii) 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.**

(3) If your body is eligible to be registered in one of the following FCs:

- (a) Agriculture and Fisheries;
- (b) Insurance; or
- (c) Transport,

and any other FC at the same time, your body may only be registered in either (a), (b) or (c) above 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-42 (“Application by a body for registration in a functional constituency and an EC subsector”) to apply for registration in this FC, its corresponding EC subsector and to appoint AR(s).

Please return the completed form, which must be signed by the responsible officer and the AR(s) of your body, to the Electoral Registration Officer as soon as possible. The 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 the 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 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 legislations 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) Agriculture and Fisheries
- (2) Catering
- (3) Commercial (First)
- (4) Commercial (Second)
- (5) Finance
- (6) Financial Services
- (7) Import and Export
- (8) Industrial (First)
- (9) Industrial (Second)
- (10) Information Technology
- (11) Insurance
- (12) Labour
- (13) Real Estate and Construction
- (14) Sports, Performing Arts, Culture and Publication
- (15) Textiles and Garment
- (16) Tourism<sup>1</sup>
- (17) Transport
- (18) Wholesale and Retail

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1. For the Tourism FC, its corresponding subsector is either the Tourism subsector or the Hotel subsector.

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

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

You are eligible to be registered :

- (a) if you are an insurer authorized or deemed to be authorized under the Insurance Companies Ordinance (Cap. 41),

**and**

- (b) if your body has been operating for the 12 months immediately before the date of your application for registration.

**2. Appointment of Authorized Representative(s) (“AR”)**

**(a) *Qualifications for an AR***

The individual appointed by your body as your AR must :

- (1) be registered, or is eligible to be registered and has applied to be registered, as an elector in a geographical constituency (for details, please refer to Parts II(2) and III of this Guidance Notes); and
- (2) have a substantial connection with your body, e.g. being a member, partner, officer or employee of your body.

**(b) *Restrictions of appointment of an AR***

No individual shall be appointed as an AR :

- (1) in respect of the FC, by more than one corporate elector; or
- (2) in respect of the subsector, by more than one corporate voter.

**(c) *Replacement of an AR***

Your body may replace your appointed AR from time to time. This has to be done on Form REO-42R obtainable from the Registration and Electoral Office. The completed form should reach the Electoral Registration Officer not later than 14 days before the polling date for the FC or subsector concerned. In special circumstances, such as death, serious illness, physical or mental incapacity of an AR, the replacement may be accepted not later than 3 working days before the polling date.

### **3. Points to note**

- (a) If an AR is eligible to be registered as an individual elector in another FC, or as an individual voter in another subsector, he/she may apply to be so registered.
- (b) Your body does not need to apply to be registered in the Insurance FC/subsector again if it has already been so registered in the existing final registers. If you wish to confirm whether your body is a registered elector/voter, you may call the Enquiry Hotline of Registration and Electoral Office at 2891 1001 for checking.
- (c) If your body is also eligible to be registered in one of the following optional subsectors:
  - (1) Employers' Federation of Hong Kong;
  - (2) Hong Kong Chinese Enterprises Association;
  - (3) Social Welfare (the part for corporate bodies only),

you may choose to be registered in one of these subsectors by indicating your choice in Section 2 of the application form. In this case, you will be registered in the Insurance FC and the subsector of your choice.

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

- (a) Please use Form REO-42 (Orange) ("Application by a body for registration in a functional constituency and an Election Committee subsector") to apply for registration in this FC and an EC subsector, and to appoint AR(s). In case you wish to appoint the same AR for casting votes in the FC and the subsector elections, there is NO NEED to complete Section 4 of the form.
- (b) The application must be signed by a responsible person of your body, i.e. a person authorized by your body to make the application, and also signed by the AR(s).