

資助的申索
CLAIM FOR FINANCIAL ASSISTANCE

《選舉管理委員會(立法會選舉及區議會選舉資助)(申請及支付程序)規例》(第 541 章，附屬法例 N)第 3 條
Section 3 of the Electoral Affairs Commission (Financial Assistance for Legislative Council Elections and District Council
Elections) (Application and Payment Procedure) Regulation (Cap. 541 sub. leg N)

2011 年區議會選舉
2011 DISTRICT COUNCIL ELECTION

區議會 District Council	選區 Constituency
(區議會名稱) (Name of District Council)	(選區名稱) (Name of Constituency)

選舉日期：2011 年 11 月 6 日
Date of Election: 6 November 2011

[備註：請用正楷填寫此表格及參閱《填寫申索表格須知》。]

[Note: You should use BLOCK LETTERS in completing this form and read the “Notes on Completion of Claim Form”.]

(此表格須由候選人填寫及簽署(註 3)。)
(This form must be completed and signed by the candidate (Note 3).)

致：總選舉事務主任
To: Chief Electoral Officer

1. 本人現就上述選舉提交資助的申索及明白獲資助的款額為以下較低款額：
I hereby lodge a claim for financial assistance in connection with the above election and understand that the amount payable as financial assistance is the lower of the following amounts:

- (a) 投予本人的有效票總數（如屬有競逐的選舉）或有關選區的登記選民數目的 50% 乘以指明的資助額所得的款額（如屬無競逐的選舉）(註 6)：
The amount obtained by multiplying the total number of valid votes cast for me (if the election is contested) or 50% of the number of registered electors for the constituency concerned by the specified rate (if the election is uncontested) (Note 6):

	× \$	12	元	=	\$		元
		(指明的資助額)				(總額)	
		(Specified rate)				(Amount)	

- (b) 選舉開支限額的 50%：
50% of the maximum amount of election expenses limit:

\$ 53,800	元	×	50%	=	\$ 26,900	元
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- (c) 本人的申報選舉開支：
My declared election expenses: = \$ 元

2. 請以劃線支票支付_____元 (以上第 1(a), (b) 及(c)段中的最低款額)予本人及將支票郵寄至本人下列地址(註 7 及註 10) :
Please make payment of \$_____ (the lowest amount in paragraphs 1(a), (b) and (c) above) to me by crossed cheque and send it by post to my following address (Note 7 and 10):

候選人姓名

Name of Candidate _____

地址

Address _____

3. 現附上本人的選舉申報書(REO/C/1/2011DCE (SF))，以供核實(註 5)。
My election return (REO/C/1/2011DCE (SF)) is attached for your verification (Note 5).
4. [不論有關候選人申索的資助款額是以上第 1(a), (b)或(c)段中的款額，此條均適用]就本人在選舉申報書所申報的選舉開支，本人已在選舉申報書所夾附之每張發票及收據上適當地核實簽署，證明其為正確及無誤。發票或收據如有所改動，均已由供應者/發票人在其上簽署確認(註 8)。
[This clause is applicable irrespective of whether the amount of financial assistance claimed by the candidate is the amount in paragraph 1(a), (b) or (c) above] I have duly certified as true and correct therein each invoice and receipt accompanying my election return in support of my declared election expenses in the election return. Alteration(s) in the invoice(s) or receipt(s), if any, were only made by the supplier(s)/issuer(s) with their endorsement therein (Note 8).
5. *本人在選舉申報書所申報的選舉開支沒有未支付之索款;或
There are no outstanding claims included as election expenses in my election return; **or**

*就本人在選舉申報書所申報的選舉開支內包括的所有未支付之索款(“索款”)(註 9)，合共_____元，現於下表列出預定支付索款的時間表(“付款時間表”)。本人承諾將依據付款時間表所擬定支付索款的日期，向有關供應者支付索款，並於付款日期後的 30 天內，向總選舉事務主任提交經本人妥為核證的每項 100 元或以上的選舉開支的發票及付款收據，以證明上述索款已如期支付。本人同意向香港特別行政區政府退還任何因本人未能如期支付索款並提交經妥為核證的發票及收據而多獲批發的資助款額。

I set out in the Schedule for Settlement of Outstanding Claim(s) (“Schedule”) below for all the outstanding claim(s) (Note 9), totaling \$_____, included as election expenses in my election return, I undertake to settle the outstanding claim(s) with the supplier(s) according to the scheduled date(s) of payment of outstanding claim(s) as indicated in the Schedule and submit to the Chief Electoral Officer within 30 days from the payment date a duly certified invoice and receipt for each item of election expense, which is of \$100 or more in support of the settlement of the outstanding claim(s). I agree to return to the Government of Hong Kong Special Administrative Region any over-paid sum of financial assistance claimed by and made to me due to my subsequent failure to settle the outstanding claim(s) and submit the duly certified invoice(s) and receipt(s) as scheduled.

預定支付索款的時間表 Schedule for Settlement of Outstanding Claim(s)			
物品／服務之性質 Nature of goods/services	供應者 Supplier(s)	包括在本人的選舉開支 內的索款的金額(元) Amount of outstanding claim(s) included in my election expenses (\$)	擬定支付索款 的日期 Scheduled date(s) of payment of outstanding claim(s)
總數 Total		\$ 元	

(如空位不敷填寫，請另頁詳列有關資料，隨此申索表格附上)

(If there is insufficient space, please give details on a separate sheet to be attached to this claim form)

候選人簽署(註 3)：_____

Signature of Candidate (Note 3)

候選人姓名(正楷)：_____

Name of Candidate (姓 Surname) (名 Other name)

(in BLOCK LETTERS)

香港身分證號碼：_____

Hong Kong Identity Card Number

日期：_____

Date

- * 請在適當的方格內加上“✓”號
- * Please tick as appropriate

填寫資助申索表格須知
Notes on Completion of Claim for Financial Assistance

1. 請以中文或英文填寫此份表格。
Please complete this form either in Chinese or English.
2. 只在以下情況，選區的候選人才有資格獲得資助 –
 - (a) 候選人當選為民選議員；或
 - (b) 候選人沒有當選為民選議員，但 –
 - (i) 該候選人並非喪失資格的候選人；及
 - (ii) 該候選人獲得的有效票總數相等於或超逾投予有關選區的有效票總數的 5%。

A candidate for a constituency is eligible for financial assistance only if –

 - (a) the candidate is elected as a Member; or
 - (b) the candidate is not elected as a Member but –
 - (i) the candidate is not a disqualified candidate; and
 - (ii) the number of valid votes cast for the candidate is equal to or exceeds 5% of the total number of valid votes cast in the constituency concerned.
3. 此申索表格必須由有關候選人親自簽署。如候選人在提出申索前去世，此申索表格須由該名已去世候選人的合法遺產代理人，或如沒有合法遺產代理人或合法遺產代理人不願意行事，則由該名已去世候選人的最近親簽署。
This claim form must be signed by the candidate concerned. In case the candidate dies before the claim is made, this claim form must be signed by the legal personal representative of the deceased candidate, or by the next of kin of the deceased candidate if there is no legal personal representative or the legal personal representative is unwilling to act.
4. 任何合資格候選人如欲提出申索，必須填妥此指明表格 (REO/C/21/2011DCE (SF))。此填妥的表格須由候選人或其代理人在選舉結果公布的日期後的 30 天內在通常辦公時間內或在原訟法庭根據《選舉(舞弊及非法行為)條例》(第 554 章)第 40 條就選舉申報書的提交容許的延長限期內，親自交回總選舉事務主任。如有關選舉未能完成，候選人則須於宣布選舉未能完成後的 30 天內提交申索。“通常辦公時間”指星期一至五上午 8 時 45 分至下午 6 時，公眾假期及午膳時間下午 12 時 30 分至 1 時 30 分除外。(註：如提交此申索表格的限期的最後一天是星期六，則“通常辦公時間”會包括該星期六上午 9 時至正午 12 時。)
Eligible candidate wishing to lodge a claim must complete this specified form (REO/C/21/2011DCE (SF)). This completed form must be presented by the candidate or the agent of the candidate to the Chief Electoral Officer in person within 30 days after the date of publication of the result of the election during ordinary business hours, or within such extended period as may be allowed by the Court under section 40 of the Elections (Corrupt and Illegal Conduct) Ordinance (Cap. 554) for lodging an election return. If the election concerned has failed, the candidate must lodge the claim within 30 days after the declaration of the failure of the election. “Ordinary business hours” means the hours between 8:45 a.m. and 6 p.m. from Monday to Friday, other than a general holiday and lunch break from 12:30 p.m. to 1:30 p.m. (Note: In the case that the deadline for submission of this claim form falls on a Saturday, “Ordinary business hours” shall include the hours between 9 a.m. and 12 noon on that Saturday.)
5. 此申索表格須連同一份根據《選舉(舞弊及非法行為)條例》(第 554 章)第 2(1)條規定的選舉申報書一併遞交。
This claim form must be accompanied by an election return specified pursuant to section 2(1) of the Elections (Corrupt and Illegal Conduct) Ordinance (Cap. 554).

6. 如有關選舉是沒有競逐的，請在表格內的第 1(a) 段填寫在正式選民登記冊所載有關選區的登記選民人數的 50%。否則，請在第 1(a) 段內填寫投予有關候選人的有效票總數。
If the election concerned is uncontested, please fill in 50% of the number of registered electors for the constituency concerned in the final register in paragraph 1(a) of the form. Otherwise, please fill in the total number of valid votes cast for the candidate concerned in paragraph 1(a).
7. 在此表格第 2 段所述的申索款額不能超逾在《區議會條例》(第 547 章)第 60D 條所註明的上限。
The amount claimed stated in paragraph 2 of this form must not exceed the ceiling stipulated in section 60D of District Councils Ordinance (Cap. 547).
8. 有關候選人須根據《選舉(舞弊及非法行爲)條例》(第 554 章)第 37(2)條規定，確保所提交的選舉申報書附有：(i)就每項 100 元或以上的選舉開支，載有該項支出的詳情的發票及收據；及(ii)就每項 1,000 元以上或每項包含貨品或服務而價值 1,000 元以上的選舉捐贈，發給捐贈者的載有關於該捐贈者及該項捐贈的詳情的收據的副本。作為申索資助的用途，有關候選人須就其選舉申報書所申報的選舉開支，在每張發票及收據上妥為核證，證明其為正確及無誤；否則，在決定該候選人可獲發的資助款額時，該項選舉開支將不會計算在內。(請留意，如申報的選舉開支內包括了包含貨品或服務而價值 1,000 元以上的選舉捐贈，作為申索資助的用途，有關候選人須在發給捐贈者的收據的副本上妥為核證。)載於**附錄**的發票及收據樣本顯示候選人應如何妥為核證發票及收據。選舉開支的發票及收據可包括在同一份文件內。
Pursuant to section 37(2) of the Elections (Corrupt and Illegal Conduct) Ordinance (Cap. 554), the candidate must ensure that his/her election return is accompanied: (i) in the case of each election expense of \$100 or more, by an invoice and a receipt giving particulars of the expenditure; and (ii) in the case of each election donation of more than \$1,000 or, in the case of an election donation consisting of goods or a service, of more than \$1,000 in value, by a copy of the receipt issued to the donor giving particulars of the donor and the donation. For the purpose of making a claim for financial assistance, the candidate is required to duly certify as true and correct therein each invoice and receipt accompanying the election return in support of the election expenses declared in the election return. Otherwise, the election expense concerned will not be taken into account in determining the amount of financial assistance payable. (Please note: in the case that an election donation consisting of goods or a service of more than \$1,000 in value is included in a candidate's declared election expenses, for the purpose of making a claim for financial assistance, the candidate is required to duly certify as true and correct therein each copy of the receipt issued to the donor.) Samples showing how the candidate should certify the invoices and receipts accompanying his/her election return in support of his/her declared election expenses in the election return are at **Appendix**. An invoice and a receipt for an election expense may be included in the same document.
9. 選舉申報書申報的選舉開支內包括的未支付之索款是指所有已經招致但尚未支付的選舉開支，例如待付的貸款利息等。如候選人申報的選舉開支包括未支付的索款，在提交此資助的申索時，該候選人須同時於本表格內付上一份預定支付該等索款的時間表，並於支付索款的日期後的 30 天內，向總選舉事務主任提交經候選人妥為核證的每項 100 元或以上的選舉開支的發票及付款收據。載於**附錄**的樣本顯示應如何妥為核證發票及收據。選舉開支的發票及收據可包括在同一份文件內。
Outstanding claims included as election expenses in the election return refer to all those election expenses that have been incurred but are yet to be settled, e.g. payable interest of loan. In the case that a candidate's declared election expenses have included any outstanding claim(s), the candidate is required to provide a schedule for settlement of these outstanding claim(s) in this claim form at the time of making a claim for financial assistance and then submit to the Chief Electoral Officer duly certified invoice(s) and receipt(s) in the case of each election expense of \$100 or more in support of the settlement of the outstanding claim(s) within 30 days from the payment date. Samples showing how the invoice(s) and receipt(s) should be duly certified are at **Appendix**. An invoice and a receipt for an election expense may be included in the same document.

10. 總選舉事務主任可要求候選人，提供其認為合理並用於核實有關申索的進一步資料。該要求會以書面及掛號郵遞送交在表格第 2 段述明的地址。如候選人未能於指明的限期內回覆，總選舉事務主任可無須事先通知而停止處理有關申索。
- The Chief Electoral Officer may require the candidate to provide further information as he may reasonably require to verify the claim. A requirement for further information will be in writing and sent by registered post to the address stated in paragraph 2 of the form. If the candidate does not respond within the specified period, the Chief Electoral Officer may, without any prior notice, stop processing the claim.
11. 總選舉事務主任在核實有關申索後(但不早於選舉結果在憲報公布的日期後的 2 個月內)，會核證就該申索須付的資助款額，並通知庫務署署長該款額及該款額須付予何人。庫務署署長在接獲有關通知後，會在切實可行的範圍內盡快按照該通知支付。
- After verifying the claim (but not earlier than two months after the publication of the election result in the Gazette), the Chief Electoral Officer will certify the amount of financial assistance payable on the claim and notify the Director of Accounting Services of the amount and the person to whom it is to be paid. As soon as practicable after receiving the notification, the Director of Accounting Services will, make the payment in accordance with the notification.
12. 如有人已提交與某選區的選舉有關的選舉呈請書，總選舉事務主任不得支付任何資助予該選區的任何候選人，直至該呈請書被裁定、放棄或終止。
- If an election petition is lodged relating to an election for a constituency, the Chief Electoral Officer must not make any payment of financial assistance to any candidate for that constituency until the determination, abandonment or termination of the petition.
13. 請注意下列有關就此申索提供個人資料的說明－
- Please note the following with regard to the personal data supplied in connection with this claim –
- (a) 資料用途
就此申索提供的個人及其他有關的資料，會供選舉事務處用於與選舉有關的用途。
Purpose of Collection
The personal data and other related information supplied in connection with this claim will be used by the Registration and Electoral Office for election-related purposes.
- (b) 資料轉介
此申索內的資料可能會提供予其他獲授權的部門或機構，用於與選舉有關的用途。
Transfer of Information
The information provided in this claim may be provided to other authorized departments/agencies for election-related purposes.
- (c) 索閱個人資料
任何人有權根據《個人資料(私隱)條例》(第 486 章)的條文要求索閱及改正他所提供的個人資料。
Access to Personal Data
A person has the right to request access to and correction of the personal data he supplied in accordance with the provisions of the Personal Data (Privacy) Ordinance (Cap. 486).
- (d) 查詢
關於透過此申索收集的個人資料的查詢(包括索閱及改正個人資料)，應向總選舉事務主任提出(地址：香港灣仔港灣道 25 號海港中心 10 樓)。
Enquiry
Enquiries concerning the personal data collected by means of this claim (including request for access to and corrections of personal data) should be addressed to the Chief Electoral Officer at 10th Floor, Harbour Centre, 25 Harbour Road, Wan Chai, Hong Kong.

選舉管理委員會
二零一一年八月
Electoral Affairs Commission
August 2011

1. 核證供應者發票及收據正本樣式

Sample on certifying an original copy of invoice and receipt issued by the supplier

<p>核證無誤 Certified correct</p> <p>[候選人簽署] [Signature of candidate]</p> <hr/> <p>[候選人姓名] [Name of candidate]</p> <p>[日期] [Date]</p>

2. 核證供應者發票及收據副本樣式

Sample on certifying a duplicate copy of invoice and receipt issued by the supplier

<p>核證無誤，核證為真確副本及之前從未提交相同申索 Certified correct and true copy and no duplicate claim has been submitted previously</p> <p>[候選人簽署] [Signature of candidate]</p> <hr/> <p>[候選人姓名] [Name of candidate]</p> <p>[日期] [Date]</p>

3. 列為選舉開支包含貨品或服務的選舉捐贈，核證發給捐贈者收據副本樣式

Sample on certifying a copy of receipt issued to the donor for an election donation consisting of goods or a service that is included as an election expense

核證無誤及為真確副本
Certified correct and true copy

[候選人簽署]
[Signature of candidate]

[候選人姓名]
[Name of candidate]

[日期]
[Date]