

在私人物業展示選舉廣告或進行競選活動的批准書  
**PERMISSION FOR DISPLAY OF ELECTION ADVERTISEMENTS OR  
CONDUCT OF ELECTIONEERING ACTIVITIES AT PRIVATE PREMISES**

\_\_\_\_\_ 年區議會一般選舉／補選  
**DISTRICT COUNCIL ORDINARY ELECTION/BY-ELECTION**

\_\_\_\_\_ 區議會 \_\_\_\_\_  
(區議會名稱) District Council (界別／選區名稱)  
(Name of District Council) (Name of Constituency)

選舉日期：  
Date of Election: \_\_\_\_\_

**第一部分** (由有關業主／佔用人／物業管理組織負責人填寫。在填寫此批准書前，請參閱說明。)

**Part I** (To be completed by the owner/occupier/responsible person of the property management. Please read the notes before completing this permission.)

**給予同意的條件**  
**CONDITIONS OF AGREEMENT**

(1) \*我同意／我獲 \_\_\_\_\_ 授權批准  
\*I agree/I have been authorized by \_\_\_\_\_ (組織名稱 Name of organization) to give permission to

\_\_\_\_\_ (候選人姓名 (正楷) Name of Candidate (in BLOCK LETTERS)) (姓 Surname) (名 Other name)

於 \_\_\_\_\_ 至 \_\_\_\_\_  
from \_\_\_\_\_ (日期 Date) to \_\_\_\_\_ (日期 Date)

在 \_\_\_\_\_  
at the common parts of \_\_\_\_\_ (土地／物業名稱 Name of the Land/Property)

的公用地方\*展示選舉廣告<sup>(a)</sup>／舉行下述的競選活動<sup>(b)</sup>：  
to \*display election advertisements<sup>(a)</sup>/conduct the following electioneering activities<sup>(b)</sup>：

備註：  
Remarks: (a) 根據《公眾衛生及市政條例》(第 132 章)第 104A 條，任何人除非取得私人土地的擁有人或佔用人或政府土地的主管當局的書面准許，否則不得在該土地展示或張貼招貼或海報。

Under section 104A of the Public Health and Municipal Services Ordinance (Cap. 132), a person is prohibited from displaying or affixing a bill or poster on any private land or Government land unless a written permission is obtained from the owner or occupier thereof or the Authority.

(b) 為確保競選活動在公眾或私人地方順利進行，候選人應預先諮詢有關政府部門／機構或管理機構，以便先取得批准(如需要的話)在其管轄範圍內的地方進行競選活動。

To ensure the smooth conduct of electioneering activities in public or private places, a candidate should consult the relevant authorities or management in advance and to obtain prior permission from them for the conduct of electioneering activities in the places within their jurisdiction (if required).

(2) 候選人在\*展示選舉廣告／進行競選活動時，必須遵守下列條款及條件：

In \*displaying the election advertisements/conducting the electioneering activities, the candidate must observe and abide by the following terms and conditions:

**其他條件**  
**OTHER CONDITIONS**

(3) 除此批准書內所列的選舉廣告及／或競選活動外，候選人不可在土地／物業內展示其他選舉廣告或進行其他競選活動。

No election advertisements and/or electioneering activities of the candidate are allowed in the land/property other than those detailed in this permission.

(4) 此批准書涵蓋的所有選舉廣告及／或候選人的所有競選活動，須遵照現行有關法例及《區議會選舉活動指引》展示及／或舉行。

The display of all the election advertisements and/or the conduct of all electioneering activities of the candidate covered by this permission must be in compliance with the relevant laws and “Guidelines on Election-related Activities in respect of the District Council Election” in force.

(5) 在適當情況下（例如公眾秩序及安全會受影響），\*業主／佔用人／物業管理組織可以無須預早通知而撤銷上述批准，並不需要對候選人由於該項撤銷而招致的任何損失或法律責任負責。

The \*owner/occupier/property management may, without prior notice, revoke the above permission whenever appropriate (e.g. where public order or safety is at stake) and shall not be responsible for any loss or legal liability that may be incurred by the candidate as a result of such revocation.

(6) \*業主／佔用人／物業管理組織可要求候選人對由於候選人及其代理人在有關物業內展示選舉廣告或舉行競選活動而引致任何人士或財物受到損失、損壞或損傷，作出補償。

The \*owner/occupier/property management may require the candidate to indemnify him/her/it against any loss, damage or injury caused to any person or property as a result of the display of election advertisements or the conduct of electioneering activities by the candidate or his/her agent in the premises concerned.

\*業主／佔用人／物業管理組織\*姓名／名稱：\_\_\_\_\_

Name of \*Owner/Occupier/Property Management

(即有關業主立法法團、管理公司名稱等)

(i.e. Name of the relevant Owners' Corporation, Management Company etc.)

有關土地／物業名稱（如適用）及地址：\_\_\_\_\_

Name (if applicable) and Address of the

Land/Property Concerned \_\_\_\_\_

負責人姓名及職銜（正楷）：\_\_\_\_\_

Name and Position of Responsible Person (in BLOCK LETTERS)

（姓 Surname）

（名 Other name）

聯絡電話：\_\_\_\_\_

Contact Telephone Number

負責人簽署：\_\_\_\_\_

Signature of Responsible Person

日期：\_\_\_\_\_ 機構蓋章：\_\_\_\_\_

Date

Organization Chop

\* 請刪去不適用者。

Please delete whichever is inapplicable.

**第二部分** (由候選人／選舉代理人填寫)  
**Part II** (To be completed by the candidate/election agent)

**確認**  
**CONFIRMATION**

我是上述選舉的\*候選人／候選人的選舉代理人，現聲明\*我／上述候選人同意遵守及履行此批准書上述各段所開列在所述物業的公用地方展示選舉廣告及／或進行競選活動的條款及條件。

I, \*the candidate/an election agent of the candidate for the above election, hereby declare that \*I/the above-named candidate agree(s) to observe and abide by the terms and conditions for display of election advertisements and/or conduct of electioneering activities at the common parts of the named premises as set out in the above paragraphs of this permission.

\*我／上述候選人並同意所述私人物業的\*業主／佔用人／物業管理組織有全權隨時修改此批准書內所列的各項目、條款及條件，以符合公平及平等對待所有候選人的原則。

\*I/the above-named candidate further agree(s) that the \*owner/occupier/property management of the named private premises is fully entitled to amend any items, terms and conditions detailed in this permission at any time so as to conform with the principle of fair and equal treatment to all candidates.

\*候選人／選舉代理人姓名（正楷）： \_\_\_\_\_  
Name of \*Candidate/Election Agent (in BLOCK LETTERS) (姓 Surname) (名 Other name)

簽署： \_\_\_\_\_ 日期： \_\_\_\_\_  
Signature Date

聯絡人姓名（正楷）： \_\_\_\_\_  
Name of Contact Person (in BLOCK LETTERS) (姓 Surname) (名 Other name)  
〔供查詢有關此批准書內註明的選舉廣告或競選活動〕  
[For enquiries in relation to the election advertisements or electioneering activities specified in this permission]

聯絡人電話號碼： \_\_\_\_\_  
Telephone Number of the Contact Person

\* 請刪去不適用者。  
Please delete whichever is inapplicable.

**說明**  
**Notes**

- (1) 根據《選舉管理委員會（選舉程序）（區議會）規例》（第541F章）第106條及《區議會選舉活動指引》第七章，候選人須在發布選舉廣告後的三（3）個工作天（即公眾假期及星期六以外的任何一天）內，把與選舉廣告有關的資料／文件，包括准許或同意書的電子文本，上載至中央平台或候選人平台，或向選舉主任提交其印本式文本，以供公眾查閱。  
In accordance with section 106 of the Electoral Affairs Commission (Electoral Procedure) (District Councils) Regulation (Cap. 541F) and Chapter 7 of the “Guidelines on Election-related Activities in respect of the District Council Election”, the candidate must, **within three (3) working days (i.e. any day other than a general holiday and Saturday)** after publication of an election advertisement, upload an electronic copy of the relevant information/document of the election advertisement, including permission or consent, onto the Central Platform or Candidate’s Platform, or submit a hard copy to the Returning Officer for public inspection.
- (2) 候選人在上載此批准書至中央平台或候選人平台前，必須確定已將批准書內所有電話號碼遮蓋。  
Candidate must ensure all telephone numbers in the permission have been covered before uploading this permission onto the Central Platform or Candidate’s Platform.
- (3) 此批准書應一式三份填寫，其中一份應上載至中央平台或候選人平台，或呈交予有關界別／選區的選舉主任存案，候選人及業主／佔用人／物業管理組織亦應各自保存一份。  
This permission should be completed in triplicate. One copy of the permission should be uploaded onto the Central Platform or Candidate’s Platform, or submitted to the relevant Returning Officer for the relevant constituency. The candidate and the owner/occupier/property management should each retain a copy.
- (4) 在不違反公平及平等對待的原則下，業主／佔用人／物業管理組織有權隨時對此批准書內各項目、條款及條件作出修改、增加或刪減。  
The owner/occupier/property management is fully entitled to amend, add or delete any items, terms and conditions in this permission at any time, provided that the principle of fair and equal treatment is not breached.
- (5) 填寫此批准書時如有任何問題，請在辦公時間內致電選舉事務處的查詢熱線 2891 1001。  
If there is any question in completing this permission, please call the enquiry hotline of the Registration and Electoral Office at 2891 1001 during office hours.
- (6) 請注意下列有關在此批准書提供個人資料的說明：  
Please note the following with regard to the provision of personal data in connection with this permission -
- (a) **資料用途**  
就此批准書提供的個人及其他有關的資料，會供選舉管理委員會、選舉事務處、有關界別／選區的選舉主任及其他有關的政府部門用於與選舉有關的用途。  
**Purpose of Collection**  
The personal data and other relevant information provided in this permission will be used by the Electoral Affairs Commission, the Registration and Electoral Office, the Returning Officer for the relevant constituency and other relevant government departments for election-related purposes.
- (b) **資料轉介**  
此批准書的資料會提供予公眾查閱直至選舉申報書的文本根據《選舉（舞弊及非法行為）條例》（第 554 章）第 41 條可供查閱的期間結束為止。在展示前，批准書內所有電話號碼將會被遮蓋。就此批准書提供的個人及其他有關的資料亦可能會提供予其他獲授權的部門或人士，包括但不限於法院，用於與選舉有關的用途。  
**Transfer of Information**  
The information provided in this permission will be made available for public inspection until the end of the period for which copies of election returns are available for inspection pursuant to section 41 of the Elections (Corrupt and Illegal Conduct) Ordinance (Cap. 554). All telephone numbers in the permission will be covered before display. The personal data and other relevant information provided in connection with this permission may also be provided to other authorized departments or persons including but not limited to the law courts 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／她所提供的個人資料。  
**Access to Personal Data**  
Any person has the rights to request access to and correction of the personal data he/she supplied in accordance with the provisions of the Personal Data (Privacy) Ordinance (Cap. 486).

(d) **個人資料保障原則**

候選人及代理人應留意，在收集第三者的個人資料以填寫此批准書時，須遵守《個人資料（私隱）條例》（第 486 章）附表 1 的保障資料原則，特別是第 4 原則，即採取所有切實可行的步驟，以確保個人資料受到保障而不受未獲准許的或意外的查閱、處理、刪除、喪失或使用。

**Personal Data Protection Principles**

Candidates and agents are reminded to observe the Data Protection Principles in Schedule 1 to the Personal Data (Privacy) Ordinance (Cap. 486) in collecting personal data of a third party in completing this permission, in particular Principle 4 concerning the requirement to take all practicable steps to ensure that personal data are protected against unauthorized or accidental access, processing, erasure, loss or use.

(e) **查詢**

關於透過此批准書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：九龍長沙灣東京街西 3 號庫務大樓 8 樓）。

**Enquiry**

Enquiries concerning the personal data collected by means of this permission (including requests for access to and corrections of personal data) should be addressed to the Chief Electoral Officer (Address: 8th Floor, Treasury Building, 3 Tonkin Street West, Cheung Sha Wan, Kowloon).

選舉管理委員會

2023 年 9 月

Electoral Affairs Commission

September 2023