



# Guidance Notes

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

## Catering

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 optional subsectors, instead of the subsector corresponding to this FC -

- (1) Chinese Medicine;
- (2) Chinese People’s Political Consultative Conference;
- (3) Employers’ Federation of Hong Kong;
- (4) Hong Kong Chinese Enterprises Association;
- (5) Social Welfare (the part for corporate bodies only).

If you are also eligible to be registered in one of the FCs listed in **Appendix A**, and in either its corresponding EC subsector or one of the above optional subsectors, please refer to the Guidance Notes for application for registration in that FC and/or subsector.

An eligible person or body 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, 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 Catering Functional Constituency and its Corresponding Election Committee Subsector

### *If you are an individual*

- (1) You are eligible to be registered as an individual elector for this FC and as an individual voter for its corresponding EC subsector if you meet the following requirements -
  - (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 as defined by the Hong Kong Special Administrative Region Passports Ordinance (Cap. 539); and
      - (ii) you ordinarily reside in Hong Kong; and
      - (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; and
      - (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 the 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 advertisements in future elections.
- (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/or EC subsector.**
- (iii) Please provide a correspondence address only if there is no postal service available for your residential address, or if you are an imprisoned person (please see Note (D) (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 appointed as an Authorized Representative of a corporate elector/voter, your application for registration in the same FC/EC subsector as the corporate elector/voter would not be considered.
- (D) If you are an imprisoned person, please note the following -
- (a) Registered address : Please complete the relevant section 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) Correspondence address : An imprisoned person may choose to provide the address of the penal institution where you are imprisoned or other address in the application form as your correspondence address. The correspondence 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 correspondence 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 : If you use your last dwelling-place in Hong Kong at which you resided or the address last recorded under the Registration of Persons Regulations as the registered address, you have to report your new residential address to the Electoral Registration Officer as soon as possible after you have served the sentence of imprisonment and left the penal institution. Otherwise, the Electoral Registration Officer will put your name into the omissions list according to the procedures prescribed in the relevant legislation. **If you do not update your record by providing your new principal residential address before the statutory deadline, your name will be removed from the Final Register.**
- (2) If you are eligible to be registered in the **District Council (First) FC** and any other FC at the same time, you may only be registered in the **District Council (First) FC** and not in any other FC.

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

***If you are a body***

- (4) Your body\* is eligible to apply for registration as a corporate elector for this FC and as a corporate voter in its corresponding EC subsector if your body possesses the qualifications required for registration in this FC and its corresponding EC subsector. (For detailed qualification, please refer to **Appendix B.**)
- (5) 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.**)
- (6) 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.

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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.

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

- (1) A **person** is disqualified from being registered as an individual elector or voter, or as an AR, if he -
  - (a) is found under the Mental Health Ordinance (Cap. 136) to be incapable, by reason of mental incapacity, of managing and administering his property and affairs; or
  - (b) is a member of any armed forces.
- (2) A **body** is disqualified from being registered as a corporate elector or voter, if it -
  - (a) is a consular post to which any privilege or immunity is accorded under the Consular Relations Ordinance (Cap. 557); or
  - (b) is an organization to which section 2 of the International Organizations and Diplomatic Privileges Ordinance (Cap. 190) applies or an international organization defined in section 2 of the International Organizations (Privileges and Immunities) Ordinance (Cap. 558).

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

#### ***If you are an individual***

Please use Form REO-41 (“Application by an individual for registration in an FC and an EC subsector / report on change of particulars”) to apply for registration in this FC and an EC subsector.

If you are an imprisoned person, please use Form REO-41(P) (“Application by an individual for registration in an FC and an EC subsector / report on change of particulars”) to apply for registration in this FC and an EC subsector.

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 are a body***

Please use Form REO-42 (“Application by a body for registration in an FC and an EC subsector / report on change of particulars”) to apply for registration in this FC and an EC subsector and to appoint AR(s).

### ***Application Deadline***

Please return the completed form, which must be signed by you or the responsible officer and the AR(s) of your body (for body application), to the Electoral Registration Officer as soon as possible.

The Final Register of electors will be published in September in a year in which District Council Election is to be held (i.e. District Council Election year), while for a year which is not a District Council Election year, the Final Register of electors will be published in July. In this regard, the application deadlines are as follows:

#### **Application for registration**

District Council Election year: 16 July

Non District Council Election year: 16 May

#### **Report on change of registration particulars**

District Council Election year: 29 August

Non District Council Election year: 29 June

The above deadlines refer to the dates on which an application reaches the Registration and Electoral Office. Applications which reach this office later than the above dates will be considered for the purpose of compiling the register of electors for the following year.

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

For enquiries on voter registration, please call 2891 1001 or write to the address below by post, or fax to 2891 1180, or access to the website: [www.reo.gov.hk](http://www.reo.gov.hk).

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

## 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 the Registration and Electoral 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 the electoral registers and made available for public inspection.**

If necessary, the Electoral Registration Officer may require a public authority to furnish your personal data for data matching when preparing a register.

Any person who uses the personal data provided in the application form without the express prior consent of the data subject for any purposes other than the purposes stated above may contravene the Personal Data (Privacy) Ordinance (Cap. 486).

### ***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 legislations 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) Agriculture and Fisheries
- (3) Architectural, Surveying and Planning
- (4) Catering
- (5) Commercial (First)
- (6) Commercial (Second)
- (7) District Council (First)<sup>1</sup>
- (8) Education<sup>2</sup>
- (9) Engineering
- (10) Finance
- (11) Financial Services
- (12) Health Services
- (13) Heung Yee Kuk
- (14) Import and Export
- (15) Industrial (First)
- (16) Industrial (Second)
- (17) Information Technology
- (18) Insurance
- (19) Labour
- (20) Legal
- (21) Medical
- (22) Real Estate and Construction
- (23) Social Welfare
- (24) Sports, Performing Arts, Culture and Publication
- (25) Textiles and Garment
- (26) Tourism<sup>3</sup>
- (27) Transport
- (28) Wholesale and Retail
- (29) District Council (Second)<sup>4</sup>

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1. For the District Council (First) 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.
  3. For the Tourism FC, its corresponding subsector is either the Tourism subsector or the Hotel subsector.
  4. For the District Council (Second) FC, there is no corresponding subsector.

**Registration in the  
Catering  
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 one of the following categories of persons or bodies -

- (1) holders of food business licences under the Public Health and Municipal Services Ordinance (Cap. 132);
- (2) The Association for the Hong Kong Catering Services Management Limited;
- (3) The Association of Restaurant Managers Limited;
- (4) Federation of Hong Kong Restaurant Owners Limited;
- (5) The Hong Kong Restaurant and Eating House Merchants General Association;
- (6) Hong Kong Catering Industry Association Limited,

**and**

(b) if you are a body specified in 1(a)(1), you must have been operating for the 12 months immediately before the date of your application for registration.

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

(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(1) 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 -
  - (i) by more than one corporate elector; or
  - (ii) if he is registered or has applied to be registered as an individual elector in the same FC in which the corporate body is registered;
- (2) in respect of the subsector -
  - (i) by more than one corporate voter; or

- (ii) if he is registered or has applied to be registered as an individual voter in the same subsector in which the corporate body is registered.

[Note: If an AR is eligible to be registered as an individual elector in another FC, or as an individual voter in another subsector, he may apply to be so registered.]

(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**

***If you are an individual***

- (a) You do not need to apply to be registered in the Catering FC/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 apply to be registered in one of these subsectors by providing the name of the optional subsector on the application form. In this case, you will be registered in the Catering FC and the subsector of your choice.

***If you are a body***

- (c) Your body does not need to apply to be registered in the Catering 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.
- (d) 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,

you may apply to be registered in one of these subsectors by providing the name of the optional subsector on the application form. In this case, you will be registered in the Catering FC and the subsector of your choice.

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

##### *If you are an individual*

- (a) Please use Form REO-41 (Blue) (“Application by an individual for registration in an FC and an EC subsector / report on change of particulars”) to apply for registration in this FC and an EC subsector.

If you are an imprisoned person, please use Form REO-41(P) (Blue) (“Application by an individual for registration in an FC and an EC subsector / report on change of particulars”) to apply for registration in this FC and an EC subsector.

##### *If you are a body*

- (b) Please use Form REO-42 (Orange) (“Application by a body for registration in an FC and an EC subsector / report on change of particulars”) 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.
- (c) 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).