



Guidance Notes

Application for Registration as a Voter in an Optional Election Committee Subsector

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
- (c) Registration and Electoral Office Enquiry Hotline: 2891 1001

I. Introduction

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

a voter in **ONE** of the following optional subsectors of the Election Committee (“EC”) -

- (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 eligible to be registered in one of the FCs listed in **Appendix 1**, 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

If you are an individual

- (1) You are eligible to be registered as an individual voter for an EC subsector if you meet the following requirements -
 - (A) you possess the qualifications required for registration in the EC subsector (for details, please refer to the relevant Appendix); 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 and 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 voter, your application for registration in the same EC subsector as the corporate 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 as a voter for the Hong Kong and Kowloon District Councils subsector or the New Territories District Councils subsector and would be eligible to be registered as a voter for any subsector other than the above two subsectors, you may be registered only as a voter for the Hong Kong and Kowloon District Councils subsector or the New Territories District Councils subsector, as the case may be.

If you are a body

- (3) Your body* is eligible to apply for registration as a corporate voter for an EC subsector if your body possesses the qualifications required for registration in the EC subsector. (For detailed qualification, please refer to the relevant Appendix.)
- (4) 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 an AR, please refer to the relevant Appendix.)

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

* 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) 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-41EC (“Application by an individual for registration in an EC subsector / report on change of particulars”) to apply for registration in an optional 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

If you are a body

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

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.

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.

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 and are on sale at the Government Bookstore (www.bookstore.gov.hk) or Publications Sales Unit of Information Services Department.

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)¹
- (8) Education²
- (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) Tourism³
- (27) Transport
- (28) Wholesale and Retail
- (29) District Council (Second)⁴

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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
Chinese Medicine
Election Committee (“EC”) 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) members of one of the following bodies -

- (1) The Hong Kong Association of Traditional Chinese Medicine Limited;
- (2) International General Chinese Herbalists and Medicine Professionals Association Limited;
- (3) Sin-Hua Herbalists’ and Herb Dealers’ Promotion Society Limited;
- (4) Society of Practitioners of Chinese Herbal Medicine Limited;
- (5) The Hong Kong T.C.M. Orthopaedic and Traumatic Association Limited;
- (6) The Hong Kong Federation of China of Traditional Chinese Medicine;
- (7) Hong Kong Acupuncturists Association;
- (8) Hong Kong Chinese Herbalists Association Limited;
- (9) Association of Hong Kong & Kowloon Practitioners of Chinese Medicine, Limited;
- (10) Hong Kong Chinese Medicine Practitioners Association Limited,

who are Chinese medicine practitioners entitled to vote at the general meetings of the body.

(b) registered Chinese medicine practitioners registered under the Chinese Medicine Ordinance (Cap. 549).

2. Points to note

You do not need to apply to be registered in the Chinese Medicine subsector again if you have already been so registered in the existing Final Register of the subsector. If you wish to confirm whether you are a registered voter, you may call the Enquiry Hotline of Registration and Electoral Office at 2891 1001 for checking.

3. What application form should be used

Please use Form REO-41EC (Purple) (“Application by an individual for registration in an EC subsector / report on change of particulars”) if you only apply for registration in this optional subsector. Otherwise, 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 both FC and 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 an FC and an EC subsector.

**Registration in the
Chinese People's Political
Consultative Conference ("CPPCC")
Election Committee ("EC") Subsector**

1. Who is eligible to be registered

You are eligible to be registered if you are a Hong Kong member of the National Committee of the CPPCC.

2. Points to note

You do not need to apply to be registered in the CPPCC subsector again if you have already been so registered in the existing Final Register of the subsector. If you wish to confirm whether you are a registered voter, you may call the Enquiry Hotline of Registration and Electoral Office at 2891 1001 for checking.

3. What application form should be used

Please use Form REO-41EC (Purple) ("Application by an individual for registration in an EC subsector / report on change of particulars") if you only apply for registration in this optional subsector. Otherwise, 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 both FC and 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 an FC and an EC subsector.

**Registration in the
Employers' Federation of Hong Kong
Election Committee ("EC") Subsector**

1. Who is eligible to be registered

Your body is eligible to be registered -

- (a) if you are a member of the Employers' Federation of Hong Kong entitled to vote at the general meetings of the Federation,

and

- (b) if you have been its corporate member and have been operating for at least 12 months immediately before the date of your application for registration.

2. Appointment of an Authorized Representative ("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(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 by more than one corporate voter.

[Note: If an AR is eligible to be registered 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 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

Your body does not need to apply to be registered in the Employers' Federation of Hong Kong subsector again if it has already been so registered in the existing Final Register of the subsector. If you wish to confirm whether your body is a registered voter, you may call the Enquiry Hotline of Registration and Electoral Office at 2891 1001 for checking.

4. What application form should be used

- (a) Please use Form REO-42EC (Green) ("Application by a body for registration in an EC subsector / report on change of particulars") if you only apply for registration in this optional subsector and appoint an AR. Otherwise, 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 both FC and EC subsector.
- (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.

**Registration in the
Hong Kong Chinese Enterprises Association
Election Committee (“EC”) Subsector**

1. Who is eligible to be registered

You are eligible to be registered -

- (a) if you are a member of the Hong Kong Chinese Enterprises Association entitled to vote at the general meetings of the Association;

and

- (b) if you are an individual member of the Association, you must have been its individual member for at least 12 months immediately before the date of your application for registration.
- (c) if you are a corporate member of the Association, you must have been its corporate member and have been operating for at least 12 months immediately before the date of your application for registration.

2. Appointment of an Authorized Representative (“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) by more than one corporate voter; or
- (2) 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 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 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 Hong Kong Chinese Enterprises Association subsector again if you have already been so registered in the existing Final Register of the subsector. If you wish to confirm whether you are a registered voter, you may call the Enquiry Hotline of Registration and Electoral Office at 2891 1001 for checking.

If you are a body

- (b) Your body does not need to apply to be registered in the Hong Kong Chinese Enterprises Association subsector again if it has already been so registered in the existing Final Register of the subsector. If you wish to confirm whether your body is a registered voter, you may call the Enquiry Hotline of Registration and Electoral Office at 2891 1001 for checking.

4. What application form should be used

If you are an individual

- (a) Please use Form REO-41EC (Purple) (“Application by an individual for registration in an EC subsector / report on change of particulars”) if you only apply for registration in this optional subsector. Otherwise, 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 both FC and 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 an FC and an EC subsector.

If you are a body

- (b) Please use Form REO-42EC (Green) (“Application by a body for registration in an EC subsector / report on change of particulars”) if you only apply for registration in this optional subsector and appoint an AR. Otherwise, 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 both FC and EC subsector.
- (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.

**Registration in the
Social Welfare
Election Committee (“EC”) Subsector**

1. Who is eligible to be registered

Your body is eligible to be registered -

(a) if you are one of the following categories of bodies -

- (1) corporate members of the Hong Kong Council of Social Service entitled to vote at general meetings of the Council;
- (2) exempted societies within the meaning of the Societies Ordinance (Cap. 151) that have been operating with paid employees to provide service on a regular basis in accordance with the following aims for a period of 12 months immediately before making the application for registration as a voter -
 - (i) to promote the co-ordination and improvement of social service activities; or
 - (ii) to develop resources, such as manpower, funds and data, for social service activities; or
 - (iii) to promote public understanding of social service needs and the role of the voluntary agencies in meeting those needs,and which publish their annual reports and audited accounts or certified accounts with regard to annual income and expenditure;
- (3) non-profit making companies registered under the Companies Ordinance (Cap. 32) that have been operating with paid employees to provide service on a regular basis in accordance with the following aims for a period of 12 months immediately before making the application for registration as a voter -
 - (i) to promote the co-ordination and improvement of social service activities; or
 - (ii) to develop resources, such as manpower, funds and data, for social service activities; or
 - (iii) to promote public understanding of social service needs and the role of the voluntary agencies in meeting those needs,and which publish their annual reports and audited accounts or certified accounts with regard to annual income and expenditure,

and

(b) if you are a corporate member of the Council listed at item 1(a)(1) above, you must have been its corporate member and have been operating for at least 12 months immediately before the date of your application for registration.

- [Notes:
- (1) "non-profit making company" (非牟利公司) means a company formed for the purpose of promoting the aims specified in item 1(a)(3)(i) to (iii) that is required by its constitution to apply its profits, if any, or other income solely in promoting those aims and to prohibit the payment of any dividend to its members.
 - (2) "social service" (社會服務) means the provision of any one or more of the following services for the benefit of the community -
 - (i) family and child welfare services;
 - (ii) services for young people;
 - (iii) services for the elderly;
 - (iv) services for offenders;
 - (v) rehabilitation services;
 - (vi) community development;
 - (vii) social security.]

2. Appointment of an Authorized Representative ("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(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) by more than one corporate voter; or
- (2) 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 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 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

Your body does not need to apply to be registered in the Social Welfare subsector again if it has already been so registered in the existing Final Register of the subsector. If you wish to confirm whether your body is a registered voter, you may call the Enquiry Hotline of Registration and Electoral Office at 2891 1001 for checking.

4. What application form should be used

- (a) Please use Form REO-42EC (Green) (“Application by a body for registration in an EC subsector / report on change of particulars”) if you only apply for registration in this optional subsector and appoint an AR. Otherwise, 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 both FC and EC subsector.
- (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.