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 541N 章）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 N)

2015 年區議會一般選舉
2015 DISTRICT COUNCIL ORDINARY 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：2015 年 11 月 22 日
Date of Election: 22 November 2015

[附註：請用正楷填寫此表格及參閱《填寫資助的申索表格說明》（說明）。]

[Note: Please use BLOCK LETTERS in completing this form and read the "Notes on Completion of Claim for Financial Assistance" (Note(s)).]

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

致：總選舉事務主任
To : Chief Electoral Officer

1.   我現就上述選舉提交資助的申索及明白須付予我的資助款額為以下款額中的最低者：

I hereby lodge a claim for financial assistance in connection with the above-mentioned election and understand that the amount payable as financial assistance is the lowest of the following amounts:

(a)   （如屬有競逐的選舉）投予我的有效選票總數乘以指明的資助額所得的款額，或（如屬無競逐的選舉）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（見說明第 6 項）：

(If the election is contested) the amount obtained by multiplying the total number of valid votes cast for me by the specified rate or (if the election is uncontested) the amount obtained by multiplying 50% of the number of registered electors for the relevant constituency by the specified rate (see Note 6):

$$\times \ \$ \quad 14 \quad 元 = \$ \qquad 元$$

（如屬有競逐的選舉，
該候選人所獲有效選票總數或
如屬無競逐的選舉，
有關選區的登記選民數目的 50%）
(If the election is contested,
total no. of valid votes cast for the candidate
or,
if the election is uncontested,
50% of the no. of registered electors for the
relevant constituency)

（指明的資助額）
(Specified rate)

（總額）
(Amount)

(b) 我或他人代我可以招致的選舉開支的最高限額的 50%：
　　50% of the maximum amount of election expenses that can be incurred by or on behalf of me:

$ _____63,100_____ 元　　×　　___50%___　　=　$ ___31,550___ 元
　（選舉開支的最高限額）　　　　　　　　　　　　　　　　（款額）
　(Maximum amount of election expenses
　　　that can be incurred)　　　　　　　　　　　　　　　*(Amount)*

(c) 我的申報選舉開支：　　　　　　　　　　　　　　=　$ _____ 元
　　My declared election expenses:

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）*
　　予我及將支票郵寄至我下列地址（見說明第 7 項及第 10 項）：
　　Please make payment of $ _____ *(the lowest amount in paragraphs 1(a), (b)*
　　and (c) above) to me by underlined crossed cheque and send it by post to my following address (see Notes 7
　　and 10):

　　　　候選人姓名
　　　　Name of Candidate　_____

　　　　地址
　　　　Address　_____

　　　　　　　　　　_____

　　　　　　　　　　_____

3.　現附上我的選舉申報書（REO/C/1/2015DCE (SF)），以供核實（見說明第 5 項）。
　　My election return (REO/C/1/2015DCE (SF)) is attached for your verification (see 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〕
　　就我在選舉申報書所申報的選舉開支，我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（見說明第 8 項）。
　　〔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 in 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 (see Note 8).

5.　□*我在選舉申報書所申報的選舉開支沒有未支付之索款（見說明第 9 項）；**或**
　　There are no outstanding claims included as election expenses in my election return (see Note
　　9); **or**

　　□*就我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"）
　　（見說明第 9 項），合共 _____ 元，現於下表列出預定支付索款的時間
　　表（"付款時間表"）。我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我妥為
　　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。我同意向香港特別行政區政府退還任何因我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) (see Note 9), totalling $_____, 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 the 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)			
貨品／服務之性質 Nature of goods/services	供應者 Supplier(s)	包括在我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，隨此表格附上）
（*If there is insufficient space, please give details on a separate sheet to be attached to this form*）

候選人簽署（見說明第 3 項）： _____
Signature of Candidate (see 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

填寫資助的申索表格說明
Notes on Completion of Claim for Financial Assistance

1. 請用中文或英文填寫此表格。
   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. 此表格必須由候選人親自簽署。如候選人在提出申索前去世,此表格則須由該名已去世候選人的合法遺產代理人簽署,或如沒有合法遺產代理人或合法遺產代理人不願意行事,由該名已去世候選人的最近親簽署。
   This form must be signed by the candidate.   In case the candidate has died before the claim is made, this 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作出申索,必須填妥此指明表格(REO/C/21/2015DCE (SF))。此填妥的表格須在選舉結果公布的日期後的 30 天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,在通常辦公時間內,由候選人或其代理人親自於總選舉事務主任的辦事處〔地址:九龍觀塘觀塘道 392 號創紀之城 6 期 23 樓 2301-03 室〕提交。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提交申索。"通常辦公時間"是指星期一至五上午 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。
   Eligible candidate wishing to lodge a claim must complete this specified form (REO/C/21/2015DCE (SF)).   This completed form must be presented by the candidate or his/her agent in person at the office of the Chief Electoral Officer   (Address: Unit 2301-03, 23/F, Millennium City 6, 392 Kwun Tong Road, Kwun Tong, Kowloon) during ordinary business hours within 30 days after the date of publication of the result of the election, or within such extended period as may be allowed by the Court of First Instance 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 or within such extended period as may be allowed by the Court of First Instance under section 40 of the Elections (Corrupt and Illegal Conduct) Ordinance (Cap. 554) for lodging an election return. "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.

5. 此表格須連同一份《選舉(舞弊及非法行為)條例》(第 554 章)第 2(1)條所指的選舉申報書一併遞交。
   This form must be accompanied by an election return referred to in 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 applicable ceiling stipulated in section 60D of the District Councils Ordinance (Cap. 547).

8. 有關候選人須根據《選舉（舞弊及非法行為）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 in 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 in 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**的發票及收據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, etc. 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此表格第 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/she 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 this 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，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付款。

After verifying the claim, 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. 候選人在填寫此表格時如有任何問題，請在辦公時間內致電選舉事務處的查詢熱線 2891 1001。

If the candidate has any difficulty in completing this form, please contact the Enquiry Hotline of the Registration and Electoral Office at 2891 1001 during office hours.

14. 請注意下列有關就此表格提供個人資料的說明－

Please note the following with regard to the personal data supplied in connection with this form –

(a) **資料用途**

就此表格提供的個人及其他有關的資料，會供選舉管理委員會、選舉事務處及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 related information supplied in connection with this form will be used by the Electoral Affairs Commission, the Registration and Electoral Office and government departments concerned for election-related purposes.

(b) **資料轉介**

此表格內的資料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 form may be provided to other authorised 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

A person has the right 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**

請注意，候選人在收集第三者的個人資料以填寫此表格時，須遵守《個人資料（私隱）條例》（第 486 章）附表 1 的資料保障原則，特別是第 4 原則，即採取所有切實可行的步驟，以確保資料受到保障而不受未獲准許的或意外的查閱和處理。

Personal Data Protection Principles

Candidates 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 person in completing this form, in particular Principle 4 concerning the requirement to take all practicable steps to ensure that personal data are protected against unauthorised or accidental access and processing.

(e) **查詢**

關於透過本表格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 form (including requests 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
2015 年 9 月
Electoral Affairs Commission
September 2015

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

<div style="border:1px solid">

核證無誤
Certified correct

[候選人簽署]
[Signature of candidate]
_____

[候選人姓名]
[Name of candidate]

[日期]
[Date]

</div>

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

<div style="border:1px solid">

核證無誤及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

[候選人簽署]
[Signature of candidate]
_____

[候選人姓名]
[Name of candidate]

[日期]
[Date]

</div>

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]