

2020 年立法會換屆選舉 — 功能界別（區議會（第二）及勞工界功能界別除外）

**2020 Legislative Council General Election – Functional Constituencies
(Other than District Council (second) and Labour Functional Constituencies)**

投寄選舉郵件通知書

Notice of Posting of Election Mail

選舉日期：_____

Date of Election: _____

(一式兩份呈交 To be submitted in duplicate)

(在填寫此通知書前，請參閱附註。)

(Please read the notes before completing this notice.)

第一部分

Section 1

致：香港郵政署長

To: Postmaster General

日期：

Date: _____

我（*候選人/選舉代理人）擬於 _____（日期）免費投寄選舉郵件。

I (*candidate / election agent) wish to post election mail free of postage on _____ (date).

我現附上三份上述未經封口的選舉郵件樣本以供檢查、批准及存案。我 *將於/已於信封上載有地址的一面（正面）/摺疊郵件（就沒有信封盛載的郵件而言）載有地址的一面印上中文“選舉郵件”或“選舉廣告”字樣或英文“Election Mail”或“Election Advertisement”字樣。

I enclose herewith three unsealed specimens of the above election mail for your inspection and retention. I *will print / have printed on the address (front) side of the envelope / the address side of the folder (for unenveloped mail) the Chinese characters “選舉郵件” or “選舉廣告” or the English words “Election Mail” or “Election Advertisement”.

我現謹作以下聲明並明白：

I hereby declare and understand that :

- (a) 郵件只載有與候選人參選上述選舉相關的物料；
the mail contains materials relating only to the candidature of the candidate at the above election;
- (b) 每封郵件重量不超過 50 克；
each mail does not exceed 50 grams in weight;
- (c) 每封郵件尺碼不大於 165 毫米乘以 245 毫米，但不小於 90 毫米乘以 140 毫米；
each mail is not larger than 165 mm x 245 mm and not smaller than 90 mm x 140 mm in size;
- (d) 每封郵件厚度不超過 5 毫米；
each mail does not exceed 5 mm in thickness;
- (e) 郵件不含有任何淫褻、不道德、不雅、令人反感或帶永久形式誹謗的文字、圖片或其他東西；
the mail does not contain any obscene, immoral, indecent, offensive or libelous writing, picture or other thing;
- (f) 如果選舉郵件中收納了某人士或組織的姓名、名稱、標識或圖像（視屬何情況而定），而發布的方式意味着或相當可能導致選民相信該候選人已獲得該人或該組織的支持，候選人均已事先取得該人或該組織的書面同意；
if the name, logo or pictorial representation of a person or an organisation (as the case may be) is included in the election mail, and the publication is in such a way as to imply or to be likely to cause electors to believe that the candidate has the support of that person or organisation, the candidate has obtained prior written consent from that person or organisation;
- (g) 樣本內容完全符合所有適用的法律及《立法會選舉活動指引》；
the contents of the specimens are in full compliance with all applicable laws and the “Guidelines on Election-related Activities in respect of the Legislative Council Election”;
- (h) 如附上的選舉郵件樣本內容含有中文及英文以外的語言，我現附上該部份內容的 *中文/英文翻譯，以確保其符合本聲明；及
if the enclosed specimens of the election mail contain any content in a language other than Chinese and English, I hereby enclose the *Chinese/English translation of such content in order to ensure it complies with this declaration; and

* 請刪去不適用者。

* Please delete whichever is inapplicable.

- (i) 選舉管理委員會及香港特別行政區政府（包括香港郵政及選舉事務處）對候選人及任何第三者概不就選舉郵件承擔任何責任，包括但不限於因選舉郵件內容的任何錯誤、遺漏、虛假或具誤導性的陳述而引致的責任。投寄選舉郵件的候選人必須為選舉郵件及其內容承擔一切責任，並須就選舉郵件及其內容所引致或涉及的一切責任、費用、開支、法律行動、法律程序、申索、要求、損失及損害賠償，向選舉管理委員會及政府作出彌償，並保持令其獲得彌償。

the Electoral Affairs Commission and the Government of the Hong Kong Special Administrative Region (including Hongkong Post and the Registration and Electoral Office) shall not be responsible to the candidate and any third party for the election mail, including but not limited to any liabilities arising from any errors in, omissions from, false or misleading statements in the contents of the election mail. The candidate posting the election mail shall be responsible for the election mail and its contents, and shall indemnify and keep indemnified the Electoral Affairs Commission and the Government against all liabilities, costs, expenses, legal actions, legal proceedings, claims, demands, losses and damages arising out of or in connection with the election mail and its contents.

*候選人/選舉代理人簽署

Signature of *candidate / election agent: _____

*候選人/選舉代理人姓名（正楷）

Name of *candidate / election agent (BLOCK LETTERS): _____

功能界別名稱

Name of functional constituency: _____

候選人編號及姓名

Candidate number and name: _____

聯絡人姓名（正楷）

Name of contact person

(BLOCK LETTERS): _____

聯絡人電話

Tel. no. of contact person: _____

投寄局

Post Acceptance Office: _____

投寄數量

No. of items to be posted: _____

* 請刪去不適用者。

* Please delete whichever is inapplicable.

- ☐ 樣本獲批准。但須注意以下各項：
Specimens approved. However, please pay attention to the following remarks:
- ☐ 已提醒 *候選人/選舉代理人在郵件正面必須印上中文“選舉郵件”或“選舉廣告”字樣或英文“Election Mail”或“Election Advertisement”字樣。
*Candidate / election agent has been reminded to print the Chinese characters “選舉郵件” or “選舉廣告” or the English words “Election Mail” or “Election Advertisement” on the front side of the mail.
 - ☐ 貼上貼紙/膠紙的位置請見附件。
Please refer to the attachment for the position of adhesive tape.
 - ☐ 在截郵限期(即 2020 年 8 月 14 日)後投寄, 郵件很可能無法在投票日前寄達選民。
Mail posted after the posting deadline (i.e. 14 August 2020) will be unlikely to reach the electors before the polling day.
 - ☐ 批准只限於 *候選人/選舉代理人現呈交之樣本的稿件設計及字樣。除了加上候選人編號及印刷詳情外, 本樣本已獲批准的稿件設計及字樣不得更改。已提醒 *候選人/選舉代理人在正式投遞時, 選舉郵件重量、尺碼、厚度及印刷詳情要符合規定。
The approval is only confined to the design and text of the specimens hereby submitted by the *candidate / election agent. Except for the insertion of Candidate Number and printing details, no alterations to the approved design and text of the specimens are allowed. The *candidate / election agent has been reminded to comply with the requirements of weight, size, thickness and printing details of the election mail at the time of posting.

- ☐ 樣本不獲批准, 詳情如下:
Specimens not approved with details as follows:
- ☐ 香港郵政拒絕接納樣本, 原因是其不符合下列的郵政要求:
Specimens rejected by Hongkong Post for non-compliance with the following postal requirement(s):

 - ☐ 選舉事務處認為樣本不符合選舉管理委員會下列有關指引的條件 *及/或其他原因:
The Registration and Electoral Office considered that the specimens do not comply with the conditions laid down in the relevant guidelines of the Electoral Affairs Commission *and / or other reasons as follows:

*候選人/選舉代理人將於 _____ (日期) 到 _____ (郵政局/派遞局)
投寄該批 _____ (數量) 選舉郵件。

*Candidate / election agent will post the election mail with quantity _____ (no. of items) at
_____ (post office/delivery office) on _____ (date).

(
經理 (門市業務)
Manager (Retail Business)

郵政局蓋印
Post Office Stamp

附註 Notes:

1. 為確保香港郵政可於截郵限期（即 2020 年 8 月 14 日）前批准選舉郵件樣本，候選人/選舉代理人最遲須於 2020 年 8 月 11 日提交最終樣本予香港郵政。請注意，由於香港郵政需在短時間內處理大量郵件，在截郵限期後投寄的郵件很可能無法在投票日前寄達選民。

In order to ensure that Hongkong Post could approve all specimens of election mail before the posting deadline (i.e., 14 August 2020), candidates/election agents should submit the final specimens to Hongkong Post by 11 August 2020 the latest. Please note that since Hongkong Post needs to handle a large volume of mail within this short period of time, mail posted after the posting deadline is unlikely to reach the electors before the polling day.

2. 此通知書正本由香港郵政保存，副本由候選人保存。

Original of this notice is to be kept by Hongkong Post and duplicate to be retained by candidate.

3. 請注意下列有關就此通知書提供的個人資料的說明：

Please note the following with regard to the personal data supplied in connection with this notice:-

(a) 資料用途

就此通知書提供的個人及其他有關的資料，會供香港郵政、選舉管理委員會、選舉事務處、有關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 related information supplied in connection with this notice will be used by Hongkong Post, the Electoral Affairs Commission, the Registration and Electoral Office, the relevant Returning Officer(s) and other related government departments for election-related purposes.

(b) 資料轉介

就此通知書提供的個人及其他有關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 personal data and other related information supplied in connection with this notice 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

Any 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) 查詢

關於透過此通知書收集的個人資料的查詢（包括索閱及改正個人資料），應向香港郵政保障資料主任提出（地址：香港中環康樂廣場二號香港郵政總部）。

Enquiry

Enquiries concerning the personal data collected by means of this notice (including request for access to and correction of personal data) should be addressed to Data Protection Officer, Hongkong Post (Address: Hongkong Post Headquarters, 2 Connaught Place, Central, Hong Kong).