

2023 年區議會一般選舉 使用選舉事務處電子表格上載平台須知

候選人必須根據各選舉表格內所規定的呈交方式將選舉表格送交選舉主任或總選舉事務主任。在現行安排下，候選人可透過「選舉事務處電子表格上載平台」(下稱“電子表格平台”)以電子方式上載及遞交下列 7 張選舉表格：

<u>表格編號</u>	<u>表格名稱</u>
REO/C/3/2023DCE(SF)	招致選舉開支授權書
REO/C/4/2023DCE(SF)	撤銷授權招致選舉開支通知書
REO/C/6/2023DCE(SF)	選舉代理人委任通知書
REO/C/7/2023DCE(SF)	就非位於懲教院所內的投票站委任監察投票代理人通知書
REO/C/7A/2023DCE(SF)	就位於懲教院所內的專用投票站（高度設防監獄除外）委任監察投票代理人通知書及選舉代理人／監察投票代理人在位於懲教院所內的專用投票站內停留的同意申請書（高度設防監獄除外）
REO/C/8/2023DCE(SF)	監察點票代理人委任通知書
REO/C/9/2023DCE(SF)	撤銷委任代理人通知書

如何透過電子表格平台遞交選舉表格

候選人可於電子表格平台網頁 <https://www.reo-form.gov.hk> 下載上述選舉表格的電子格式版本（下稱“電子表格”）。候選人及其代理人必須細閱表格的內容及說明，並確保電子表格已填妥及以有效數碼證書簽署^註。填妥及簽署有關電子表格後，請將電子表格檔案儲存於電腦，再依照下列步驟上載表格至電子表格平台：

^註 候選人及其代理人如要數碼簽署電子表格，必須具備由政府資訊科技總監根據《電子交易條例》認可的核證機關發出的有效數碼證書。如候選人或其代理人並未持有有效數碼證書，他／她可將填妥的表格列印並簽署，然後將已簽署的表格的掃描本透過電子表格平台遞交。

- (1) 按有關電子表格旁的「上載」連結
- (2) 選擇界別／選區
- (3) 按「選擇檔案」鍵及選擇需要上載的電子表格檔案
- (4) 填寫驗證碼
- (5) 按「我已簽署電子表格」及「我已閱讀及明白有關表格的說明」旁的方格以確認已填妥並簽署電子表格
- (6) 填寫候選人或其代理人的電子郵件地址
- (7) 按「上載」鍵上載電子表格

電子表格成功上載至電子表格平台後，將被傳送至有關的選舉主任或總選舉事務主任。

電子表格成功上載後，螢幕上會顯示確認訊息並附有參考編號。候選人或其代理人可按「列印」鍵列印確認訊息，或按「儲存」鍵將有關訊息儲存於電腦。確認訊息亦會傳送到所提供的電子郵件地址。有關的選舉主任或總選舉事務主任在接獲表格後，會處理有關事宜及另行向候選人發出確認文件。

注意事項

候選人必須按《區議會選舉活動指引》內委任或撤銷委任各類代理人的指明限期前，將有關表格上載至電子表格平台。代理人的委任或撤銷委任，須在有關的選舉主任或總選舉事務主任接獲表格後或在獲得懲教署署長同意後始生效。

查詢

如有任何查詢，請致電選舉事務處熱線 2891 1001。

選舉事務處

2023 年 9 月

2023 District Council Ordinary Election
Notes on Using the Registration and Electoral Office e-Form Upload Platform

Candidates must deliver the electoral forms to the Returning Officer or the Chief Electoral Officer in accordance with the submission method(s) specified in the respective electoral forms. Under the existing arrangement, candidates may upload and submit the following seven electoral forms electronically via the “Registration and Electoral Office e-Form Upload Platform” (“e-Form Platform”) –

<u>Form No.</u>	<u>Form Title</u>
REO/C/3/2023DCE(SF)	Authorization to Incur Election Expenses
REO/C/4/2023DCE(SF)	Notice of Revocation of Authorization to Incur Election Expenses
REO/C/6/2023DCE(SF)	Notice of Appointment of Election Agent
REO/C/7/2023DCE(SF)	Notice of Appointment of Polling Agents for a Polling Station Not Situated in a Penal Institution
REO/C/7A/2023DCE(SF)	Notice of Appointment of Polling Agent for a Dedicated Polling Station Situated in a Penal Institution (Other than a Maximum Security Prison) and Application for Consent to the Presence of Election Agent/Polling Agent in a Dedicated Polling Station Situated in a Penal Institution (Other than a Maximum Security Prison)
REO/C/8/2023DCE(SF)	Notice of Appointment of Counting Agents
REO/C/9/2023DCE(SF)	Notice of Revocation of Appointment of Agent

How to Submit Electoral Forms via the e-Form Platform

Candidate may download the above electoral forms in electronic format (“e-Form”) at the website of the e-Form Platform <https://www.reo-form.gov.hk>. Candidate and his/her agent should read the content and notes of the relevant form and ensure the e-Form is duly completed and signed using a valid digital certificate^{Note}. After completion and signing of the e-Form, please save the e-Form file in the computer and follow the steps below to upload the form to the e-Form Platform –

^{Note} A candidate and his/her agents must possess a valid digital certificate issued by a certification authority recognised by the Government Chief Information Officer under the Electronic Transactions Ordinance for digital signing on the electronic form. If a candidate or his/her agent does not possess a valid digital certificate, he/she may print and sign the filled form, and upload a scanned copy of the signed form via the e-Form Platform.

- (1) Click the “Upload” link next to the relevant e-Form
- (2) Select Constituency
- (3) Click “Select File” and select the e-Form file to be uploaded
- (4) Enter the validation characters
- (5) Confirm that the e-Form has been duly completed and signed by checking the boxes next to “I have signed the electronic form” and “I have read and understood the Notes of the relevant form”
- (6) Enter the electronic mail address of the candidate or his/her agent
- (7) Click “Upload” to upload the e-Form

After the e-Form is successfully uploaded to the e-Form Platform, it will be forwarded to the relevant Returning Officer or the Chief Electoral Officer.

A confirmation message with a reference number will be shown on the screen after the e-Form is uploaded successfully. Candidate or his/her agent may click “Print” to print out the message, or click “Save” to save the message onto the computer. The confirmation message will also be sent to the electronic mail address provided. Upon receipt of the e-Form, the relevant Returning Officer or the Chief Electoral Officer will take follow up action and issue an acknowledgment to the candidate separately.

Points to Note

The relevant electoral forms must be uploaded onto the e-Form Platform on or before the deadline specified in the “Guidelines on Election-related Activities in respect of the District Council Election” for the appointment or revocation of appointment of various agents. The appointment or revocation of appointment of agents will not be effective until the forms are received by the relevant Returning Officer or the Chief Electoral Officer, or consents are given by the Commissioner of Correctional Services.

Enquiry

For enquiries, please contact the Enquiry Hotline of the Registration and Electoral Office at 2891 1001.

Registration and Electoral Office
September 2023