

2023 年區議會一般選舉
2023 District Council Ordinary Election

遞交選舉廣告至中央平台的程序指引
**Procedural Guide on Submission of Election
Advertisements onto the Central Platform**

本程序指引是根據《區議會選舉活動指引》第七章有關遞交選舉廣告及相關資料擬定。

This procedural guide is provided for the submission of election advertisements (“EAs”) and relevant information in accordance with Chapter 7 of the “Guidelines on Election-related Activities in respect of the District Council Election”.

選舉事務處
2023 年 9 月
Registration and Electoral Office
September 2023

索引 INDEX

<u>程序指引</u> Procedural Guide	<u>頁</u> Page
(I) 申請開立中央平台戶口 Application for an Account on the Central Platform	1
(II) 登入中央平台 Log in to the Central Platform	1-2
(III) 使用中央平台的電腦配備要求 Technical Configuration for the use of the Central Platform	2
(IV) 遞交選舉廣告及相關資料 Submission of EA(s) and Relevant Information	2-3
(V) 遞交書面同意書 Submission of Written Consent(s)	4
(VI) 遞交准許／授權 Submission of Permission(s)/Authorization(s)	4-5
(VII) 修正選舉廣告詳情 Correction of EA Particulars	5-6
(VIII) 下載選舉廣告詳情清單 Download the List of EA Particulars	6
注意 Note	7
查詢 Enquiry	7
 <u>詳細步驟說明</u> Step-by-step Instructions	
附表一 登入中央平台及重設密碼 Annex A Log in to the Central Platform and Reset Passwords	8-14
附表二 遞交選舉廣告及相關資料 Annex B Submission of EA(s) and Relevant Information	15-26
附表三 遞交書面同意書 Annex C Submission of Written Consent(s)	27-30
附表四 遞交准許／授權 Annex D Submission of Permission(s)/Authorization(s)	31-34
附表五 修正選舉廣告詳情 Annex E Correction of EA Particulars	35-39
附表六 下載選舉廣告詳情清單 Annex F Download the List of EA Particulars	40-41

遞交選舉廣告的例子 Examples on Submission of EA

事例（一） Case 1 42-43

事例（二） Case 2 44

事例（三） Case 3 45-47

修正選舉廣告的例子 Examples on Correction of EA

事例（四） Case 4 48

事例（五） Case 5 49

事例（六） Case 6 50-51

事例（七） Case 7 52-53

事例（八） Case 8 54

(I) 申請開立中央平台戶口
Application for an Account on the Central Platform

參考／表格
Reference/Form

- (1) 候選人在使用中央平台遞交選舉廣告前，請將已填妥的表格「中央平台戶口申請表及有關候選人使用中央平台的條款及細則的承諾書」(表格編號：REO/C/10A/DC(SF)(2023)) (「申請表」) 送交總選舉事務主任。候選人可在選舉事務處網頁下載最新版本的申請表：
<https://www.reo.gov.hk>

REO/C/10A/
DC(SF)(2023)

填妥的申請表，可藉以下方式送交總選舉事務主任：
專人送遞或郵遞(地址：九龍觀塘觀塘道 392 號創紀之城 6 期 23 樓 2301-03 室)；
電子郵件(電郵地址：eaplatform_admin@reo.gov.hk)；或
圖文傳真(傳真號碼：2503 9062)。

A candidate should submit to the Chief Electoral Officer (“CEO”) the completed form “**Application for Creating an Account of the Central Platform and Undertaking in respect of the Terms and Conditions in Using the Central Platform for Candidates**” (Form no.: REO/C/10A/DC(SF)(2023)) (“Application Form”) before he/she can access the Central Platform to submit any EA particulars. Candidate may download the latest version of the Application Form from the website of Registration and Electoral Office –
<https://www.reo.gov.hk>

The duly completed application can be delivered to the CEO by the following methods –
By hand or by post (Address: Unit 2301-03, 23/F, Millennium City 6, 392 Kwun Tong Road, Kwun Tong, Kowloon);
By electronic mail (Email address: eaplatform_admin@reo.gov.hk); or
By facsimile transmission (Fax no.: 2503 9062).

- (2) 總選舉事務主任會於收到申請表的三個工作天內，將用戶名稱透過電郵發送至候選人提供的電郵地址。而兩個登入密碼則會以短訊發送至候選人提供的手提電話號碼。

Upon receipt of the Application Form, the CEO will inform the candidate **within 3 working days** of the username through the email address provided by the candidate. Two login passwords will be sent by short message service (“SMS”) to the mobile phone number provided by the candidate.

(II) 登入中央平台
Log in to Central Platform

參考／表格
Reference/Form

- (1) 連接至中央平台的超連結如下：
<https://www.eaplatform.gov.hk/2023DC/login.jsp>

The hyperlink for accessing the Central Platform is as below –
<https://www.eaplatform.gov.hk/2023DC/login.jsp>

- (2) 第一次登入中央平台時，請使用由總選舉事務主任提供的用戶名稱及密碼。
To log in to the Central Platform for the first time, please use the username and the passwords provided by the CEO.

附表一
Annex A

- (3) 請於第一次登入中央平台後更改密碼。

Please change the passwords after the first login.

- (4) 如候選人忘記登入密碼，請在中央平台按指示提供申請表上提供的電郵地址及按照版面指示輸入驗證碼作核證，以重設密碼。

系統在收到重設密碼指令後，會自動重設兩個新密碼。系統將透過候選人提供的手機號碼以短訊通知已更改的新密碼，同時亦會透過電郵通知有關密碼已被更改。

If a candidate forgets the passwords, please follow the instruction on the Central Platform by providing the email address provided in the Application Form and inputting the verification code according to the instruction on screen for verification in order to reset the passwords.

The system will automatically generate two passwords upon receipt of the instruction of resetting passwords. The new passwords will be sent via SMS to the mobile phone number provided by the candidate. A notification on changing passwords will also be sent to the candidate by email.

(III) 使用中央平台的電腦配備要求

Technical Configuration for the use of the Central Platform

我們建議候選人使用最新版本的 Internet Explorer、Mozilla Firefox、Safari 或 Google Chrome 的瀏覽器瀏覽本系統網頁，以獲最佳效果。若候選人仍然使用舊版本，請更新至最新版本。候選人亦可使用其他瀏覽器登入中央平台。如有任何技術問題，請致電選舉事務處查詢熱線 2891 1001。

For the best viewing of the webpages in this system, candidates are suggested to use the latest version of Internet Explorer, Mozilla Firefox, Safari or Google Chrome. If a candidate is using the older version of a browser, please update it to the latest version. A candidate may also use other web browsers to login the Central Platform. If any technical issue arises, please call the Registration and Electoral Office enquiry hotline 2891 1001.

(IV) 遞交選舉廣告及相關資料

Submission of EA(s) and Relevant Information

- (1) 登入中央平台後，請在主目錄按「遞交新選舉廣告」，並選擇選舉廣告的種類、輸入選舉廣告的相關詳情、夾附相關的檔案或連結，並揀選「是否已上載／遞交相關的書面同意書？」選項。如須遞交另一個選舉廣告，請按「新增另一選舉廣告」及重覆有關步驟。

After logging in to the Central Platform, please click “Submit New Election Advertisement(s)” on the main menu, then choose a type of EA, fill in all EA particulars, attach the relevant file/link for the EA, and choose an option under “Have you uploaded/submitted the relevant written consent?”. Please click “Add another Election Advertisement” and repeat the steps to submit another EA.

參考／表格

Reference/Form

附表二
Annex B

- (2) 完成輸入選舉廣告詳情後，請按「預覽」檢視將要遞交的資料及檔案（註：就已上載的檔案，版面只顯示有關檔案的名稱）。如須更正任何資料，請關閉該預覽視窗返回之前的步驟。

After inputting the EA particulars, please click “Preview” to check the particulars and file before submission (Note: For the uploaded files, only the file names will be shown on the screen). If correction to any particulars is required, please close the preview screen and go back to the previous step.

- (3) 若所有將要遞交的資料正確，請關閉該預覽視窗，然後按「遞交」以上載選舉廣告。每次成功上載後，螢幕會顯示一份確認回條，而有關成功上載選舉廣告的訊息亦會透過電郵和短訊發送至申請表上提供的電郵地址和手提電話號碼。

If all particulars to be submitted are in order, please close the preview screen and then click “Submit” to upload the EA. Upon each successful uploading, an acknowledgement of receipt will be shown on the screen and a note on the successful uploading of EA will be sent via email and SMS to the email address and the mobile phone number provided in the Application Form.

- (4) 候選人可以在遞交選舉廣告的資料時，一併上載適用於該項選舉廣告的准許／授權，或按下文第(VI)部分的方式另行上載准許／授權，兩者皆可。如果有關的准許／授權適用於多項選舉廣告，使用下文第(VI)部分的方式上載准許／授權可節省上載檔案的時間。

Candidate may upload the permission/authorization applicable to the EA together with the submission of EA particulars, or upload the permission/authorization separately in accordance with the procedures in Part (VI) below. Both procedures are acceptable. If the permission/authorization is applicable to several EAs, following the procedures in Part (VI) below to upload the permission/authorization can save time in uploading files.

- (5) 如須檢索曾遞交的選舉廣告資料（包括候選人本身的選舉廣告及與其他候選人的聯合選舉廣告），請在「參考編號」的欄位輸入正確的參考編號（有關的組合方式，請參考附表二），然後按「檢索」按鈕檢索選舉廣告的資料。除了有關「選舉廣告檔案／連結」、「准許／授權」及「是否已上載／遞交相關的書面同意書？」的資料外，所有相關的選舉廣告資料會被檢索到有關欄位上。

If retrieval of EA particulars previously submitted (including EAs submitted by the candidate and joint EAs submitted by other candidates) is required, please input the correct dedicated reference number in the text box of “Dedicated Reference No.” (Please refer to Annex B for the format of the dedicated reference number). Then, click the button “Retrieve” to retrieve the particulars of a joint EA. All particulars of a joint EA will be retrieved, except the “EA File/Link”, “Permission/Authorization” and “Have you uploaded/submitted the relevant written consent?”.

(V) 遞交書面同意書**Submission of Written Consent(s)****參考／表格****Reference/Form**

- (1) 在主目錄按「遞交書面同意書」，然後選擇同意書類型（即新增的同意書或撤銷之前遞交的同意書）及夾附同意書的檔案。如須遞交另一份同意書，請按「新增另一書面同意書」及重覆有關步驟。

Click “Submit Written Consent(s)” on the main menu, then select a type of consent (i.e. to add a new consent or revoke a previously submitted consent) and attach the file. Please click “Add another Written Consent” and repeat the steps to submit another consent.

- (2) 完成選擇同意書的檔案後，請按「預覽」，以檢視將要遞交的同意書清單（註：螢幕上只顯示有關同意書檔案的名稱）。如須更正任何錯漏，請關閉該預覽視窗返回之前的步驟。

After completion of the selection of the consent file(s), please click “Preview” to view the list of consents before submission (Note: Only the file names of the consents will be shown on the screen). If correction to any errors/omissions is required, please close the preview screen and go back to the previous step.

- (3) 若所有將要遞交的同意書正確，請關閉該預覽視窗，然後按「遞交」以上載同意書。每次成功上載後，螢幕會顯示一份確認回條，而有關成功上載同意書的訊息亦會透過電郵和短訊分別發送至申請表上提供的電郵地址和手提電話號碼。

If all consent(s) to be submitted is/are in order, please close the preview screen and then click “Submit” to upload the consent(s). Upon each successful uploading, an acknowledgement of receipt will be shown on the screen. A note on the successful uploading of consent(s) will be sent via email and SMS to the email address and the mobile phone number provided in the Application Form.

附表三
Annex C

(VI) 遞交准許／授權**Submission of Permission(s)/Authorization(s)****參考／表格****Reference/Form**

- (1) 在主目錄按「遞交准許／授權」，然後選擇准許／授權類型（即新增准許／授權或撤銷之前遞交的准許／授權）及夾附准許／授權的檔案。如須遞交另一份准許／授權，請按「新增另一准許／授權」及重覆有關步驟。

Click “Submit Permission(s)/Authorization(s)” on the main menu, then select a type of permission/authorization (i.e. to add a new permission/authorization or revoke a previously submitted permission/authorization) and attach the file. Please click “Add another Permission/Authorization” and repeat the steps to submit another permission/authorization.

- (2) 完成選擇准許／授權後，請按「預覽」檢視將要遞交的准許／授權清單（註：螢幕只顯示有關准許／授權檔案的名稱）。如須更正任何錯漏，請關閉該預覽視窗返回之前的步驟。

After completion of the selection of the permission(s)/authorization(s), please click “Preview” to view the list of permissions/authorizations before submission (Note: Only the file names of the permissions/authorizations will be shown on the screen). If correction to any errors/omissions is required, please close the preview screen and go back to the previous step.

附表四
Annex D

- (3) 若所有將要遞交的准許／授權正確，請關閉該預覽視窗，然後按「遞交」以上載准許／授權。每次成功上載後，螢幕會顯示一份確認回條，而有關成功上載准許／授權的訊息亦會透過電郵和短訊分別發送至申請表上提供的電郵地址和手提電話號碼。

If all permission(s)/authorization(s) to be submitted is/are in order, please close the preview screen and then click “Submit” to upload the permission(s)/authorization(s). Upon each successful uploading, an acknowledgement of receipt will be shown on the screen. A note on the successful uploading of permission(s)/authorization(s) will be sent via email and SMS to the email address and the mobile phone number provided in the Application Form.

(VII) 修正選舉廣告詳情

Correction of EA Particulars

參考／表格

Reference/Form

- (1) 如須修正已上載至中央平台的任何選舉廣告資料，請在主目錄按「修正已遞交的選舉廣告」，然後按「遞交日期」、「遞交編號」及「選舉廣告參考編號」的下拉式選單以選擇須修正的選舉廣告。候選人可按於「選舉廣告參考編號」旁的「查閱」按鈕查閱該須修正的選舉廣告的資料。如候選人欲查閱所有曾上載的選舉廣告，請按「查閱選舉廣告」的超連結。

If correction to any EA particulars already uploaded onto the Central Platform is required, please click “Correct Submitted Election Advertisement(s)” on the main menu. Then, click the pull-down menu of “Submission Date”, “Submission Number” and “EA Reference No.” to select the EA to be corrected. A candidate may click the button “View” next to the “EA Reference No.” to check the particulars of EA to be corrected. If a candidate would like to check the particulars of all EA submitted, please click the hyperlink “Check Submitted Election Advertisement(s)”.

- (2) 完成選擇須修正的選舉廣告後，請在有關項目的欄位輸入正確的選舉廣告資料及／或夾附正確的檔案／連結以修正相關的選舉廣告。

註：只須在須要修正的項目填寫正確的資料，而不須要重新填寫其他無需修正的項目。

After selecting the EA to be corrected, please fill in the correct EA information in the text box of the relevant item and/or attach the correct file/link to correct the relevant EA.

Note: Only the particulars of the item to be corrected are required to be filled in. There is no need to fill in the particulars of other items which do not need to be corrected.

- (3) 完成輸入須修正的選舉廣告資料後，請按「預覽」檢視將要遞交的資料。如須進一步修正任何資料，請關閉該預覽視窗返回之前的步驟。

After inputting the EA particulars to be corrected, please click “Preview” to check the particulars before submission. If further correction to any particulars is required, please close the preview screen and go back to the previous step.

附表五
Annex E

- (4) 若所有將要遞交的資料正確，請關閉該預覽視窗，然後按「遞交」以上載已修正的選舉廣告資料。每次成功上載後，螢幕會顯示一份確認回條，而有關成功上載修正的選舉廣告的訊息亦會透過電郵和短訊發送至申請表上提供的電郵地址和手提電話號碼。

If all EA particulars to be submitted are in order, please close the preview screen and then click “Submit” to upload the corrected EA particulars. Upon each successful uploading, an acknowledgement of receipt will be shown on the screen. A note on the successful correction of EA particulars will be sent via email and SMS to the email address and the mobile phone number provided in the Application Form.

(VIII) 下載選舉廣告詳情清單
Download the List of EA Particulars

參考／表格
Reference/Form

- (1) 為方便候選人根據於中央平台所列的選舉廣告計算及填寫選舉申報書 D 部選舉廣告之開支，候選人可於指定時間內（即由投票日後的第 4 個工作天起至遞交選舉申報書的限期為止）下載一份清單，列出經中央平台遞交的選舉廣告的詳情。

To facilitate the calculation and completion of the expenses of EAs in Section D of the election return by candidate according to the EAs listed on the Central Platform, a candidate may within a specified period (i.e. from the fourth working day after the polling day until the deadline for submission of election return) download a list which sets out the particulars of EAs submitted via the Central Platform.

附表六
Annex F

注意 Note

- (1) 候選人須在**選舉申報書**內申報所有載於中央平台的已發布的選舉廣告所招致的選舉開支。詳情請參閱「選舉開支及接受選舉捐贈之申報書及聲明書指南」。

All election expenses incurred for the published EAs contained in the Central Platform should be declared in the **Election Return** submitted by the candidates. Please refer to the “Guide to Return and Declaration of Election Expenses and Election Donations” for details.

- (2) 候選人應盡量安排上載方便有需要人士（例如視障人士）讀取之電腦檔案至中央平台。此外，候選人可瀏覽網頁

https://www.ogcio.gov.hk/tc/our_work/community/web_mobileapp_accessibility/index.htm，參閱有關無障礙網頁的資訊。

Candidates are encouraged to make arrangement such that the files uploaded onto the Central Platform are accessible to persons in need (e.g. persons with visual impairment) as far as possible. Candidates may obtain information on web accessibility from the website

https://www.ogcio.gov.hk/en/our_work/community/web_mobileapp_accessibility/index.htm.

- (3) 候選人在上載選舉廣告及有關資料（包括准許／授權）或同意書至中央平台前，請先將文件內所有個人資料如身分證明文件號碼及電話號碼（如有）遮蓋。

Before uploading the EA and relevant information (including permission/authorization) or consent onto the Central Platform, please cover all personal data such as identity document numbers and telephone numbers (if any) on the documents.

- (4) 如候選人將發布選舉廣告的網頁超連結上載至中央平台，他／她須確保該超連結有效及有關網頁繼續運作直至選舉申報書的文本根據《選舉（舞弊及非法行為）條例》（第 554 章）第 41 條可供查閱的期間結束為止，以讓公眾查閱選舉廣告。

If a candidate uploads the hyperlink of a website on which an EA is published onto the Central Platform, he/she must ensure the hyperlink is valid and the relevant website continues to operate until the end of the period for which copies of election returns are available for inspection pursuant to section 41 of the Elections (Corrupt and Illegal Conduct) Ordinance (Cap. 554), so as to allow public inspection of the EAs.

查詢 Enquiry

有關使用中央平台提交選舉廣告文本及相關文件的查詢，可致電選舉事務處查詢熱線 2891 1001。

For enquiries related to submission of copies of EAs and related documents through the Central Platform, please call the Registration and Electoral Office enquiry hotline at 2891 1001.

附表一：登入中央平台及重設密碼

Annex A: Log in to the Central Platform and Reset Passwords

登入中央平台

Log in to the Central Platform

步驟一

- 輸入由總選舉事務主任提供的用戶名稱及第一登入密碼，按「遞交」。

Step 1

- Fill in the Username and the First Password provided by the CEO, and click “Submit”.

候選人遞交選舉廣告

Submission of Election Advertisement Particulars by Candidates

用戶名稱/Username:

第一登入密碼/First Password:

[忘記密碼?/Forget Password?](#)

步驟二

- 輸入由總選舉事務主任提供的第二登入密碼。你須根據密碼欄下方所顯示及要求之相應字元輸入第二登入密碼。每一次登入所須輸入的字元次序均不同。

例如：第二登入密碼為「Chan1249A」，如要求輸入的相應字元為第四，第五及最後的字元（如下圖所示），你須輸入的第二登入密碼相應為「n」、「1」及「A」。下一次登入時，如要求輸入的相應字元為第二，第五及最後的字元，你須輸入「h」、「1」及「A」。

- 按「遞交」。

Step 2

- Fill in the Second Password provided by the CEO according to the corresponding digits shown and required below the text boxes. The digits required are different every time when you log in.

For example, if the Second Password is “Chan1249A” and the digits required are “4th digit”, “5th digit” and “last digit” (as shown below), you should key in “n”, “1” and “A”. In the next time when you log in, if the required digits are “2nd digit”, “5th digit” and “last digit”, you should key in “h”, “1” and “A”.

- Click “Submit”.

候選人遞交選舉廣告

Submission of Election Advertisement Particulars by Candidates

請輸入第二登入密碼：

Please input second password:

第二登入密碼/Second Password: ...

1st digit	2nd digit	3rd digit	4th digit	5th digit	Last
第一	第二	第三	第四	第五	最後
字元	字元	字元	字元	字元	

遞交/Submit

按「遞交」
Click “Submit”

步驟三

- 登入中央平台後，畫面會顯示「使用中央平台的條款及細則」的中文版，完成閱讀有關條款及細則後，請按「下一步」。你也可選擇顯示該條款及細則的英文版。

Step 3

- After logging in to the Central Platform, the Chinese version of the “Terms and Conditions in Using the Central Platform” will be shown. Please click “Next” when you have finished reading the relevant terms and conditions. You may also select showing the English version of the Terms and Conditions.

使用中央平台的條款及細則

切換至英文版本
Switch to English version

English

登入此中央平台或其連結的任何網頁，即表示你已接受以下條款及細則，以及選舉事務處在毋須事先通知你的情況下可隨時作出的修改及/或增補。請定期瀏覽此網頁，查看此條款及細則任何可作出的修改及/或增補。

一般條款

- 你不應從事任何干擾或中斷中央平台（或連結至中央平台的伺服器及網絡）的行為。你只可在法律允許的情況下使用中央平台，以及不複製、複寫、複印或出售有關服務作任何用途。
- 你須就任何有關違反使用中央平台條款及細則（不論是由你或其他人造成）及引起的任何後果（包括任何對選舉事務處造成的損失或損害）負上全責（而選舉事務處無須向你及第三者負責）。

版權告示

- 使用者獲給予准許下載在中央平台上受選舉事務處版權保護的材料¹及以供貯存於電腦內，但僅用於與選舉有關的個人參考/非商業紀錄用途。若你想透過任何方法複製、改編、分發或以其他方式使用在中央平台上受選舉事務處版權保護的材料或作任何用途，你必須事先經電郵 (reoenq@reo.gov.hk) 向總選舉事務主任申請書面同意，將選舉事務主任保留隨時撤回准許的權利而不事先通知使用者。
- 若上載至中央平台內的選舉廣告詳情²的內容涉及由第三者擁有的版權，包括超連結及網頁地址；你必須確保在複製、改編、分發或以其他方式使用任何此等內容前，已取得版權擁有者的授權或准許。

免責聲明

- 除非本免責聲明另有註明，中央平台載有的內容僅由提供者提供以及不會經選舉事務處審核。選舉事務處不作出任何明示或暗示保證該等內容的準確性、可靠性，並無擔保或不會電腦病毒。選舉事務處不會就該等內容的任何錯誤、遺漏、錯誤陳述或失實陳述（不論明示或默示的）承擔任何責任；對任何因使用或不當使用或依據中央平台所載的任何內容而引致或所涉及的任何損失、毀壞或損害（包括但不限於相應而生的損失、毀壞或損害），選舉事務處概不承擔任何法律責任、義務或責任。
- 中央平台或會載有由第三者提供的材料，提供該等由第三者所給予的材料或外網連結，並不構成選舉事務處贊同或沒有不贊同任何該等材料之內容或外網網站之內容的任何明示或暗示的聲明、陳述或保證；對任何因使用或不當使用或依據由或透過中央平台傳遞或提供的任何該等材料之內容或外網網站的材料之內容而引致或所涉及的損失、毀壞或損害（包括但不限於相應而生的損失、毀壞或損害），選舉事務處概不承擔任何法律責任、義務或責任。

無障礙聲明

我們承諾盡力確保本網站符合基礎網頁聯盟 (W3C) 《無障礙網頁內容指引》(WCAG) 2.0 AA級別標準。

本網站載有大量由第三者提供的不同類型的檔案，我們並不可能複製或更正這類未能符合AA級別標準要求的內容。儘管如此，我們會竭力確保不會阻礙用戶接觸本網站所載的其他重要內容。

¹除由提供者上載的選舉廣告詳情，受選舉事務處版權保護的材料指所有其他在中央平台上的材料，包括但不限於圖像、文字及表格。
²選舉廣告詳情的內容，請參閱由選舉管理委員會發布的《行政長官選舉活動指引》的附錄四、《選舉委員會界別分組選舉活動指引》的附錄五、《立法會選舉活動指引》的附錄六或《區議會選舉活動指引》的附錄二（如適用）。

下一步/Next

細閱條款及細則後按「下一步」
Click “Next” after reading the terms and conditions

步驟四

- 請於第一次登入中央平台後更改密碼。
- 在主目錄按「更改密碼」，並按照指示輸入新密碼，然後按「確認」。每一個密碼由最少六個英文字母或數字組成，並必須包括最少一個英文字母及最少一個數字。
- 本處將會透過候選人提供的手機號碼以短訊通知已更改的新密碼，同時亦會透過電郵通知有關密碼已被更改。

Step 4

- Please change the passwords after the first login.
- Click “Change Password” on the main menu, key in the new passwords as instructed, and then click “Confirm”. Each password must be at least 6 characters long in combination of English letter(s) and number(s). There should be at least one English letter and one number.
- The new passwords will be sent via SMS to the mobile phone number provided by the candidate. A notification on changing passwords will also be sent to the candidate by email.

- 主目錄 Main Menu
- 遞交新選舉廣告 Submit New Election Advertisement(s)
- 修正已遞交的選舉廣告 Correct Submitted Election Advertisement(s)
- 遞交書面同意書 Submit Written Consent(s)
- 遞交准許 / 授權 Submit Permission(s)/Authorization(s)
- 下載選舉廣告詳情 Download the EA Particulars
- 電腦配備要求 Technical Configuration
- 更改密碼 Change Password
- 登出 Logout

更改密碼 Change Password

註：所有項目必須填寫，密碼必須由最少6個字元組成，密碼只可輸入英文字母及數字，並包括最少1個英文字母及1個數字
Note: Each password must be at least 6 characters long containing letter and number only with at least one letter and one number

新的第一登入密碼 New First Password :	<input type="text"/>
再次填寫新的第一登入密碼 Retype New First Password :	<input type="text"/>
新的第二登入密碼 New Second Password :	<input type="text"/>
再次填寫新的第二登入密碼 Retype New Second Password :	<input type="text"/>
	<input type="button" value="確認"/> <input type="button" value="清除"/> <input type="button" value="取消"/> <input type="button" value="Confirm"/> <input type="button" value="Clear"/> <input type="button" value="Cancel"/>

輸入密碼後按「確認」
Click “Confirm” after inputting the passwords

重設密碼

Reset Passwords

步驟一

- 如候選人忘記登入密碼，請在登入的版面按「忘記密碼？」。

Step 1

- If a candidate forgets the password(s), please click “Forget Password?” on the login page.

候選人遞交選舉廣告

Submission of Election Advertisement Particulars by Candidates

用戶名稱/Username:

第一登入密碼/First Password:

遞交/Submit

[忘記密碼?/Forget Password?](#)



按「忘記密碼？」
Click “Forget Password?”

步驟二

- 請輸入申請表上提供的電郵地址及按照版面指示輸入驗證碼。
- 請依照以下指示重設密碼—
 - 在此版面上會出現兩種重設密碼的程序供選擇：看圖程序或聽播放程序。如選擇看圖程序，請於圖片左方的欄位輸入圖片所顯示的數字後按「重設密碼」；如選擇聽播放程序，請按「播放聲帶」聽取數字，然後在左方的欄位輸入聽到的數字後按「重設密碼」。
 - 假若圖片未能清楚顯示一組數字，你可按「另一張圖片」以顯示另一組數字。同樣地，假若從聲帶中未能清楚聽取某一組數字，你可再按「播放聲帶」以聽取另一組數字。

Step 2

- Please input the email address provided in the Application Form and enter the verification code according to the instruction on screen.
- Please follow the instruction below to reset the passwords –
 - Two types of procedures to reset passwords will be shown on the screen for selection: viewing an image or listening to audio. If you choose the “viewing” procedure, please key in the numbers shown on the image into the text box on the left of the image, and then click “Reset Password”. If you choose the “listening” procedure, please click “Play Audio” to listen to the numbers and key in the numbers into the text box on the left, and then click “Reset Password”.
 - If a set of numbers cannot be shown, you can click “Another Image” to display another set of numbers. Similarly, if a set of numbers cannot be listened clearly, you can click “Play Audio” to listen to another set of numbers.

候選人遞交選舉廣告

Submission of Election Advertisement Particulars by Candidates

請輸入開設戶口中申請表上登記的電郵地址：

Please input the email address registered on the Application Form to create an account of the Central Platform:

輸入電郵地址
Input the email address

請選擇以下其中一種方法以完成重設密碼的程序。

Please choose one of the following methods to complete the passwords reset procedure:

(1) 請輸入下圖顯示的數字。假若未能清楚顯示該組數字，你可按「另一張圖片」以顯示另一組數字。或

(1) Please input the numbers shown below. If the numbers cannot be shown clearly, you can click "Another Image" to generate another number.



另一張圖片/Another Image

輸入圖像驗證碼或選擇以下的聲音驗證碼

按版面指示輸入驗證碼
Input the verification code according to the instruction on screen

(2) 請按「播放聲帶」然後輸入該組數字。

(2) Please click "Play Audio" and input the numbers heard.

播放聲帶/Play Audio 輸入聲音驗證碼

(按「重設密碼」後，由系統重設的密碼將透過短訊發送至申請人登記的手提電話號碼，而系統亦會將重設密碼的通知發送至申請人登記的電郵地址電郵。)

(After clicking 'Reset Password', the new passwords generated by the system will be sent via SMS to the mobile phone number registered by the applicant and a notification of the reset passwords will be sent to the email address registered by the applicant.)

重設密碼/Reset Password

按「重設密碼」
Click "Reset Password"

步驟三

- 系統在收到重設密碼指令後，會自動重設兩個新密碼。系統將透過候選人提供的手機號碼以短訊通知候選人已更改的新密碼，同時亦會透過電郵通知有關密碼已被更改。

Step 3

- The system will automatically generate the two new passwords upon receipt of the instruction of resetting passwords. The new passwords will be sent via SMS to the mobile phone number provided by the candidate. A notification on changing passwords will also be sent to the candidate by email.

附表二：遞交選舉廣告及相關資料

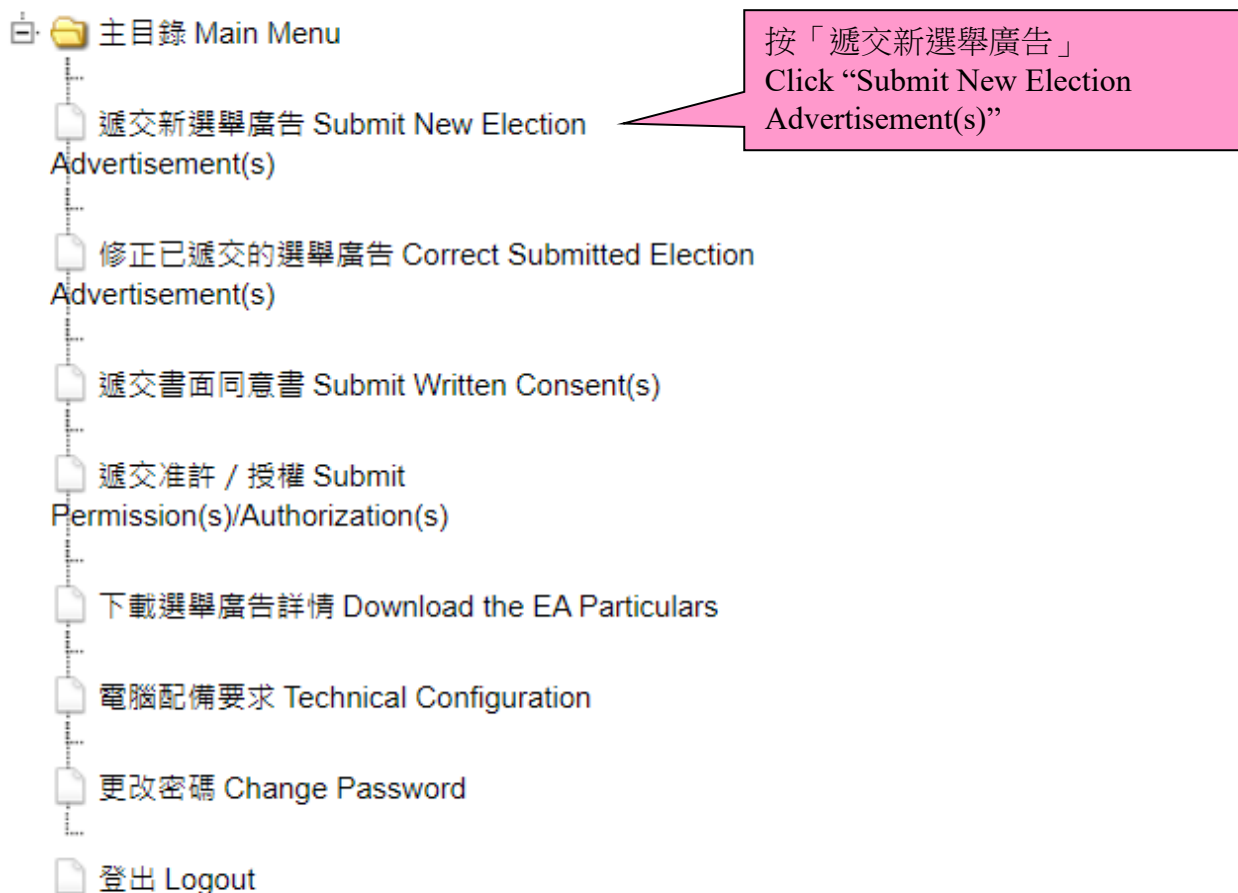
Annex B: Submission of EA(s) and Relevant Information

步驟一

- 登入中央平台後，請在主目錄按「遞交新選舉廣告」。

Step 1

- After logging in to the Central Platform, please click “Submit New Election Advertisement(s)” on the main menu.



步驟二

- 請按「選舉廣告類型」的下拉式選單選擇廣告種類。如該選單未有提供適合的選舉廣告分類，你可選擇「其他（請註明）」及輸入資料（例如：帽／肩帶等）。
- 請按「製作／印刷日期」的下拉式選單，然後選擇日期；按「發布日期」的下拉式選單，然後選擇日期；及輸入製作／印刷的文本數目、發布的文本數目、尺寸／面積、發布的方式、製作人／印刷人的姓名及製作人／印刷人的地址。

註：所有項目均必須填寫；如某些項目不適用於某個選舉廣告，請在該項目填上「不適用」。此外，就所有選舉廣告印刷品（刊登在本港註冊報刊上的選舉廣告除外），候選人必須披露其印刷人的完整地址，例如印刷人的辦事處或業務地址、通訊地址、住址或郵政信箱號碼（但不包括電郵地址），並不可只提供部分地址。上述要求亦適用於候選人自行在家中印刷的選舉廣告。

Step 2

- Click the pull-down menu of “EA Type” and choose a type of EA. For EAs that cannot be classified as any one of the types specified on the menu, please select “Others (Please Specify)” and key in the details (e.g. Cap/Sash, etc.).
- Click the pull-down menu of “Date of Production/Printing” and select the date; click the pull-down menu of “Date of Publication” and select the date. Then, fill in the number of copies produced/printed, the number of copies published, the size/dimension, the manner of publication, the name of producer/printer and the address of producer/printer.

Note: All fields must be filled in; please input “N/A” for item(s) which is/are not applicable to a particular EA. In addition, for all printed EAs (except those printed in the registered local newspapers), candidates must disclose their printer's address in full, for examples, printer's office or business address, correspondence address, residential address, or post office box number (but not including email address), and cannot only provide part of the address. The aforesaid requirement is also applicable to the EAs printed at home by the candidate himself/herself.

(續) 步驟二
(Cont.) Step 2

選舉廣告類型
EA Type 選擇廣告類型 / Select a type

製作 / 印刷日期
Date of Production/Printing 海報 / Posters
小冊子 / Pamphlets
發布日期
Date of Publication 傳單 / Handbills
其他印刷物品 / Other Printed Items
尺寸 / 面積
Size/Dimension 橫額 / Banners
小旗 / Pennants
發布的方式
Manner of Publication 標語牌 / Placards
其他 (請註明) / Others (Please Specify)

選舉廣告檔案 / 連結
EA File/Link 檔案/File 連結/Link [選取檔案 / Select file]

准許 / 授權
Permission/Authorization [選取檔案 / Select file]

是否已上載 / 遞交相關的書面同意書?
Have you uploaded/submitted the relevant written consent?
 現上載相關書面同意書 / Upload the written consent now
 已取得相關書面同意書，並在早前已另行按相關法例及選舉管理委員會的規定上載 / 遞交 / Relevant written consent has been obtained which has been separately uploaded / submitted in accordance with the relevant legal and Electoral Affairs Commission's requirements
 不適用 (此選舉廣告不涉及任何人士或組織對候選人的支持) / N/A (this election advertisement is not associated with any person's or organization's support for the candidate)

有關上載 / 遞交同意書的法例及選舉管理委員會的規定 / The relevant legal and Electoral Affairs Commission's requirements of uploading/submitted consent

刪除 / Delete

按「選舉廣告類型」
Click "EA Type"

選舉廣告類型
EA Type 選擇廣告類型 / Select a type

製作 / 印刷日期
Date of Production/Printing 20XX 20XX 20XX

發布日期
Date of Publication

尺寸 / 面積
Size/Dimension

發布的方式
Manner of Publication

選舉廣告檔案 / 連結
EA File/Link [選取檔案 / Select file]

准許 / 授權
Permission/Authorization [選取檔案 / Select file]

是否已上載 / 遞交相關的書面同意書?
Have you uploaded/submitted the relevant written consent?
 現上載相關書面同意書 / Upload the written consent now
 已取得相關書面同意書，並在早前已另行按相關法例及選舉管理委員會的規定上載 / 遞交 / Relevant written consent has been obtained which has been separately uploaded / submitted in accordance with the relevant legal and Electoral Affairs Commission's requirements
 不適用 (此選舉廣告不涉及任何人士或組織對候選人的支持) / N/A (this election advertisement is not associated with any person's or organization's support for the candidate)

有關上載 / 遞交同意書的法例及選舉管理委員會的規定 / The relevant legal and Electoral Affairs Commission's requirements of uploading/submitted consent

刪除 / Delete

按「製作／印刷日期」
Click "Date of Production/Printing"

(續) 步驟二
(Cont.) Step 2

選舉廣告類別
EA Type

製作 / 印刷日期
Date of Production/Printing

發布日期
Date of Publication

尺寸 / 面積
Size/Dimension

發布的方式
Manner of Publication

選舉廣告檔案 / 連結
EA File/Link

准許 / 授權
Permission/Authorization

是否已上載 / 遞交相關的書面同意書?
Have you uploaded/submitted the relevant written consent?

製作 / 印刷的文本數目
Number of Copies Produced/Printed

發布的文本數目
Number of Copies Published

製作人 / 印刷人的姓名或名稱
Name of Producer/Printer

製作人 / 印刷人的地址
Address of Producer/Printer

[選取檔案 / Select file]

[選取檔案 / Select file]

現上載 / 遞交同意書的法例及選舉管理委員會的規定
Relevant legal and Electoral Affairs Commission's requirements of uploading consent

刪除 / Delete

按「發布日期」
Click "Date of Publication"

製作 / 印刷的文本數目
Number of Copies Produced/Printed

發布的文本數目
Number of Copies Published

製作人 / 印刷人的姓名或名稱
Name of Producer/Printer

製作人 / 印刷人的地址
Address of Producer/Printer

輸入其他選舉廣告詳情
Key in other EA particulars

步驟三

- 請在「選舉廣告檔案／連結」選擇「檔案」或「連結」，並按「選取檔案」以上載選舉廣告或輸入連結。如該選舉廣告是以檔案方式儲存（例如：xxx.jpeg 或 yyy.pdf 等類別），請先選擇「檔案」並按「選取檔案」，然後從你的電腦選擇需上載的選舉廣告檔案；如該選舉廣告是屬於互聯網的連結（例如：www.xxx.blog.hk/poster），請先選擇「連結」，然後輸入該選舉廣告連結。
- 如在發布該選舉廣告時須取得相關准許／授權，請按「准許／授權」旁的「選取檔案」，以便上載該准許／授權的文件。請**遮蓋表格內所有個人資料，例如身分證明文件號碼及電話號碼（如有的話）。**
- 如須遞交的某一選舉廣告或准許／授權涉及多於一個檔案，請將檔案以 Zip 檔 (.zip)、RAR 檔 (.rar) 或 GNU zip 檔 (.gz) 壓縮為一個檔案以供上載。
- 完成輸入一個選舉廣告所須的資料及夾附相關檔案／連結後，如須遞交另一個選舉廣告，請按「新增另一選舉廣告」及重覆有關步驟。
- 請採用下列表一的檔案格式夾附檔案。

Step 3

- Please choose “File” or “Link” under “EA File/Link”, and click “Select file” to upload the EA or fill in the link. If the EA is saved as a file (e.g. xxx.jpeg or yyy.pdf, etc.), please click “File” and “Select file” to select the corresponding file from your computer for uploading; if the EA is a webpage link, (e.g. www.xxx.blog.hk/poster), please click “Link” and fill in the particular webpage link of the EA.
- If permission/authorization is required for the publication of the EA, please click “Select file” next to “Permission/Authorization” to upload the particular permission/authorization document. Please **cover all personal data such as identity document numbers and telephone numbers (if any) on the permission/authorization document before uploading.**
- If more than one file is involved in submitting a particular EA or permission/authorization, please compress the files into one single file by using Zip (.zip), RAR (.rar) or GNU zip (.gz).
- After filling in the requested information and attaching the relevant file/link for one EA, please click “Add another Election Advertisement” and repeat the steps to submit another EA.
- **Please attach files in the file formats as shown in Table 1 below –**

(續) 步驟三
(Cont.) Step 3

表一 Table 1

(a)	微軟的豐富文本格式 (Rich Text Format (RTF))或微軟文字檔(Microsoft Word Format (DOC/DOCX)) ;
(b)	超文本標示語言格式 (Hypertext Mark Up Language (HTML) Format) ;
(c)	Adobe可攜式文件格式 (PDF) ;
(d)	純文字 (TXT) ;
(e)	圖形互換檔案格式 (Graphics Interchange Format (GIF)) ;
(f)	聯合圖像專家小組規範 (Joint Photographic Experts Group (JPEG)) ;
(g)	標誌圖形檔案格式 (Tag Image File Format (TIFF)) ;
(h)	便攜式網絡圖像格式 (Portable Network Graphics (PNG)) ;
(i)	波形音頻格式 (Waveform Audio Format (WAV)) ;
(j)	動態影像專家壓縮標準音頻層面3格式 (MPEG-1 Audio Layer 3 (MP3)) ;
(k)	音頻視頻交織格式 (Audio Video Interleave (AVI)) ;
(l)	動態圖像專家組格式 (Moving Picture Experts Group (MPEG)) 。

選擇檔案或連結
Choose File or Link

選擇廣告類型 / Select a type

製作 / 印刷的文本數目
Number of Copies Produced/Printed

發布的文本數目
Number of Copies Published

製作人 / 印刷人的姓名或名稱
Name of Producer/Printer

製作人 / 印刷人的地址
Address of Producer/Printer

日期
Date of Publication

面積
Size/Dimension

發布的方式
Manner of Publication

選舉廣告檔案 / 連結
EA File/Link

檔案/File 連結/Link

准許 / 授權
Permission/Authorization

[選取檔案 / Select file]

是否已上載 / 遞交相關的書面同意書?
Have you uploaded/submitted the relevant written consent?

現上載相關書面同意書 / Upload the written consent separately

已取得相關書面同意書，並在早前已另行按相關法律及選舉事務處的要求遞交 / Relevant written consent has been obtained which has been separately uploaded / submitted in accordance with the Electoral Affairs Commission's requirements

不適用 (此選舉廣告與組織的書面同意書無關) / Not applicable (this election advertisement is unrelated to the organization's submitted written consent)

刪除 / Delete

按「選取檔案」選擇上載的檔案或輸入選舉廣告連結
Click “Select file” to upload a file or fill in the particular webpage link of the EA

按「選取檔案」選擇上載的准許／授權
Click “Select file” to upload the permission/authorization

步驟四

- 請在「是否已上載／遞交相關的書面同意書？」選擇「現上載相關書面同意書」、「已取得相關書面同意書，並在早前已另行按相關法例及選舉管理委員會的規定上載／遞交」或「不適用（此選舉廣告不涉及任何人士或組織對候選人的支持）」。
 - 如候選人仍未上載／遞交相關的書面同意書，現上載相關書面同意書，請按「現上載相關書面同意書」。系統會彈出上載書面同意書的視窗。候選人須按「選取檔案」夾附相關書面同意書的檔案，然後可按「預覽」檢視將要遞交的書面同意書，或按「遞交」上載相關書面同意書。成功上載後候選人方可繼續遞交該選舉廣告。
 - 如候選人已取得相關的書面同意書，並在早前已另行按相關法例及選舉管理委員會的規定上載／遞交該同意書，請按「已取得相關書面同意書，並在早前已另行按相關法例及選舉管理委員會的規定上載／遞交」。
 - 如該選舉廣告不涉及任何人或組織對候選人的支持，請按「不適用（此選舉廣告不涉及任何人士或組織對候選人的支持）」。

Step 4

- Please choose “Upload the written consent now”, “Relevant written consent has been obtained which has been separately uploaded/submitted in accordance with the relevant legal and Electoral Affairs Commission’s requirements” or “N/A (this election advertisement is not associated with any person’s or organization’s support for the candidate)” under “Have you uploaded/submitted the relevant written consent?”.
 - If the candidate has yet to upload/submit the relevant written consent, and the candidate uploads the written consent now, please click “Upload the written consent now”. A window will be popped up for the candidate to upload the written consent. The candidate may click “Select file” to attach the file of relevant written consent, then click “Preview” to view the written consent before submission, or click “Submit” to upload the relevant written consent. Upon successful uploading, the candidate may continue to upload the EA.
 - If the candidate has already obtained the relevant written consent, and separately uploaded/submitted the relevant written consent in accordance with the relevant legal and Electoral Affairs Commission’s requirements, please click “Relevant written consent has been obtained which has been separately uploaded/submitted in accordance with the relevant legal and Electoral Affairs Commission’s requirements”.
 - If this EA is not associated with any person’s or organization’s support to the candidate, please click “N/A (this election advertisement is not associated with any person’s or organization’s support for the candidate)”.

(續) 步驟四
(Cont.) Step 4

選舉廣告類型 EA Type	<input type="text" value="選擇廣告類型 / Select a type"/>	製作 / 印刷的文本數目 Number of Copies Produced/Printed	<input type="text"/>
製作 / 印刷日期 Date of Production/Printing	<input type="text"/>	發布的文本數目 Number of Copies Published	<input type="text"/>
發布日期 Date of Publication	<input type="text"/>	製作人 / 印刷人的姓名或名稱 Name of Producer/Printer	<input type="text"/>
尺寸 / 面積 Size/Dimension	<input type="text"/>	製作人 / 印刷人的地址 Address of Producer/Printer	<input type="text"/>
發布的方式 Manner of Publication	<input type="text"/>		
選舉廣告檔案 / 連結 EA File/Link	<input checked="" type="radio"/> 檔案/File <input type="radio"/> 連結/Link		[選取檔案 / Select file]
准許 / 授權 Permission/Authorization	<input type="text" value="選取檔案 / Select file"/>		
<p>是否已上傳 / 遞交相關的書面同意書? Have you uploaded/submitted the relevant written consent?</p> <p><input type="radio"/> 現上載相關書面同意書 / Upload the written consent now</p> <p><input checked="" type="radio"/> 已取得相關書面同意書，並在早前已另行按相關法例及選舉管理委員會的規定上載 / 遞交 / Relevant written consent has been obtained which has been separately uploaded / submitted in accordance with the relevant legal and Electoral Affairs Commission's requirements</p> <p><input type="radio"/> 不適用 (此選舉廣告不涉及任何人士或組織對候選人的支持) / N/A (this election advertisement is not associated with any person's or organization's support for the candidate)</p>			
<p>有關上載 / 遞交同意書的法例及選舉管理委員會的規定 / The relevant legal and Electoral Affairs Commission's requirements of uploading/submitted consent</p>			
<p>刪除 / Delete</p>			

步驟五

- 完成輸入選舉廣告詳情後，請按「預覽」檢視將要遞交的資料及檔案（註：就已上載的檔案，版面只顯示有關檔案的名稱）。如須更正任何資料，請關閉該預覽視窗返回之前的步驟。
- 若所有將要遞交的資料正確，請關閉該預覽視窗，然後按「遞交」以上載選舉廣告資料。

請注意：根據選舉法例及指引，候選人須在發布選舉廣告後的 3 個工作天內，把與選舉廣告有關的資料／文件，包括准許／授權或同意書，上載至中央平台或候選人平台或向選舉主任繳存印本式文本，以供公眾查閱。

Step 5

- After inputting the EA particulars, please click “Preview” to check the particulars to be submitted (Note: For the uploaded files, only the file names will be shown on the screen). If correction to any particulars is required, please close the preview screen and go back to the previous step.
- If all particulars to be submitted are in order, please close the preview screen and then click “Submit” to upload the EA.

REMINDER: In accordance with the electoral legislation and guidelines, a candidate should upload the relevant information/document, including permission/authorization or consent, onto the Central Platform or Candidate’s Platform or deposit a hard copy with the Returning Officer for public inspection within 3 working days after the publication of the election advertisement.

選舉廣告類型
EA Type 選擇廣告類型 / Select a type

製作 / 印刷日期
Date of Production/Printing

發布日期
Date of Publication

尺寸 / 面積
Size/Dimension

發布的方式
Manner of Publication

製作 / 印刷的文本數目
Number of Copies Produced/Printed

發布的文本數目
Number of Copies Published

製作人 / 印刷人的姓名或名稱
Name of Producer/Printer

製作人 / 印刷人的地址
Address of Producer/Printer

選舉廣告檔案 / 連結
EA File/Link 檔案/File 連結/Link [選取檔案 / Select file]

准許 / 授權
Permission/Authorization [選取檔案 / Select file]

是否已上載 / 遞交相關的書面同意書？
Have you uploaded/submitted the relevant written consent?

現上載相關書面同意書 / Upload the written consent now

已取得相關書面同意書，並在早前已另行按相關法例及選舉管理委員會的規定上載 / 遞交 / Relevant written consent has been obtained which has been separately uploaded / submitted in accordance with the relevant legal and Electoral Affairs Commission's requirements

不適用（此選舉廣告不涉及任何人士或組織對候選人的支持） / N/A (this election advertisement is not associated with any person's or organization's support for the candidate)

[有關上載 / 遞交同意書的法例及選舉管理委員會的規定 / The relevant legal and Electoral Affairs Commission's requirements of uploading/submitted consent](#)

[刪除 / Delete](#)

[新增另一選舉廣告 / Add another election advertisement](#)

預覽/Preview 遞交/Submit

如資料正確，按「遞交」
Click “Submit” if all particulars to be submitted are in order

按「預覽」檢視輸入資料詳情
Click “Preview” to check details of information inputted

步驟六

- 每次成功上載後，螢幕會顯示一份確認回條，請按「列印」打印出確認回條；或按「儲存」將有關確認回條儲存於你的電腦。而有關成功上載選舉廣告的訊息亦會透過電郵及短訊發送至申請表上提供的電郵地址及手提電話號碼。
- 如未能在確認回條中顯示成功上載某一項選舉廣告，請重新遞交該選舉廣告。

Step 6

- Upon each successful uploading, an acknowledgement of receipt will be shown on the screen. Please click “Print” to print out the acknowledgement; or click “Save” to save the acknowledgement in your computer. A note on the successful uploading of EA(s) will be sent via email and SMS to the email address and the mobile phone number provided in the Application Form.
- If the acknowledgement of successful uploading of an EA is not shown, please submit that EA again.

確認成功上載選舉廣告詳情至中央平台

Acknowledgement of Successful Uploading of Election Advertisement Particular(s) onto the Central Platform

候選人姓名 Candidate Name 陳大文
CHAN Tai-man
遞交日期 Submission Date 13-11-20XX
遞交編號 Submission Number 001

項目 Item	選舉廣告編號 EA Reference No.	選舉廣告類型 EA Type	製作 / 印刷日期 Date of Production/Printing	尺寸 / 面積 Size/Dimension	製作 / 印刷的文本數目 Number of Copies Produced/Printed	發布的文本數目 Number of Copies Published	發布日期 Date of Publication	發布的方式 Manner of Publication	製作人 / 印刷人的姓名 或名稱 Name of Producer/Printer	製作人 / 印刷人的地址 Address of Producer/Printer	選舉廣告檔案 EA File	選舉廣告連結 EA Link	准許 / 授權 Permission/Authorization
1	001-0041	海報 Posters	11-11-20XX	A4	3000	1000	12-11-20XX	街頭派發	AAA印刷公司	香港北角英皇道999號	海報.docx		

請注意：根據選舉法例及指引，候選人須在發布選舉廣告後的3個工作天內，把與選舉廣告有關的資料 / 文件，包括准許或同意書，上載至中央平台或候選人平台或向選舉主任繳存印本式文本，以供公眾查閱。
Please be reminded that in accordance with the electoral legislation and guidelines, a candidate should upload the relevant information/document, including permission or consent, onto the Central Platform or Candidate's Platform or deposit a hard copy with the Returning Officer for public inspection within 3 working days after the publication of the election advertisement.

列印/Print 儲存/Save 返回到主目錄/Return To Main Menu

按「儲存」將有關確認回條儲存於你的電腦
Click “Save” to save the acknowledgement in your computer

按「列印」打印出確認回條
Click “Print” to print out the acknowledgement

檢索聯合選舉廣告資料 Retrieval of the particulars of a joint EA

步驟一

- 請在「參考編號」的欄位輸入正確的參考編號。參考編號的組合方式如下：

用戶名稱及連字號「-」及選舉廣告參考編號（例如：用戶名稱為「sport_ctm01」及該檢索的選舉廣告參考編號為「001-0001」，你須輸入的參考編號為「sport_ctm01-001-0001」）。

- 完成輸入參考編號後，請按「檢索」按鈕檢索聯合選舉廣告的資料。

Step 1

- Please input the correct dedicated reference number in the text box of “Dedicated Reference No.”. The combination method of the dedicated reference number:

Username + hyphen(“-”) + EA reference number (For example, if the username is “sport_ctm01” and the EA reference number of the EA to be retrieved is “001-0001”, you should key in “sport_ctm01-001-0001” as the dedicated reference number.

- After inputting the dedicated reference number, please click the button “Retrieve” to retrieve the particulars of a joint EA.

The screenshot shows a web form for retrieving election advertisement details. At the top, there is a text input field for 'Dedicated Reference No.' containing 'sport_ctm01-001-0001' and a 'Retrieve' button. A pink callout box with the text '請輸入參考編號 Please input the dedicated reference number' points to this field. Below the input field is a '如何使用 How to use' link. The main form area contains several sections: '選舉廣告類型 EA Type' with a dropdown menu; '製作 / 印刷日期 Date of Production/Printing' and '發布日期 Date of Publication' with dropdown menus; '尺寸 / 面積 Size/Dimension' and '發布的方式 Manner of Publication' with text input fields; '選舉廣告檔案 / 連結 EA File/Link' with radio buttons for '檔案/File' (selected) and '連結/Link', and a '[選取檔案 / Select file]' link; '准許 / 授權 Permission/Authorization' with a '[選取檔案 / Select file]' link; and a section for '是否已上載 / 遞交相關的書面同意書?' with three radio button options. At the bottom, there is a '刪除 / Delete' link, a '新增另一選舉廣告 / Add another election advertisement' link, and '預覽/Preview' and '遞交/Submit' buttons.

步驟二

- 每次成功檢索後，除了「選舉廣告檔案／連結」、「准許／授權」及「是否已上載／遞交相關的書面同意書？」外，所有相關的聯合選舉廣告資料會被檢索到有關欄位上。

註：「檢索」功能不適用於檢索「選舉廣告檔案／連結」、「准許／授權」及「是否已上載／遞交相關的書面同意書？」。完成檢索後，請遞交有關的選舉廣告檔案或連結，並參照「附表二：遞交選舉廣告」的步驟三完成遞交選舉廣告。

Step 2

- Upon each successful retrieval, all particulars of a joint EA will be retrieved, except the “EA File/Link”, “Permission/Authorization” and “Have you uploaded/submitted the relevant written consent?”.

Note: The function “Retrieve” is not applicable to retrieve the “EA File/Link”, “Permission/Authorization” and “Have you uploaded/submitted the relevant written consent?”. After completion of retrieving of the particulars of a joint EA, please submit the relevant EA file or link, and complete the submission of EA with reference to the step 3 of the “Annex B: Submission of EA(s)”.

參考編號 Dedicated Reference No. [如何使用 How to use](#)

選舉廣告類型 EA Type	<input type="text" value="海報 / Posters"/>	製作 / 印刷的文本數目 Number of Copies Produced/Printed	<input type="text" value="3000"/>
製作 / 印刷日期 Date of Production/Printing	<input type="text" value="11-11-20XX"/>	發布的文本數目 Number of Copies Published	<input type="text" value="500"/>
發布日期 Date of Publication	<input type="text" value="11-11-20XX"/>	製作人 / 印刷人的姓名或名稱 Name of Producer/Printer	<input type="text" value="ABC印刷公司"/>
尺寸 / 面積 Size/Dimension	<input type="text" value="A4"/>	製作人 / 印刷人的地址 Address of Producer/Printer	<input type="text" value="香港北角英皇道999號"/>
發布的方式 Manner of Publication	<input type="text" value="街頭派發"/>		
選舉廣告檔案 / 連結 EA File/Link	<input checked="" type="radio"/> 檔案/File <input type="radio"/> 連結/Link [選取檔案 / Select file]		
准許 / 授權 Permission/Authorization	<input type="button" value="[選取檔案 / Select file]"/>		
是否已上載 / 遞交相關的書面同意書? Have you uploaded/submitted the relevant written consent?	<input type="radio"/> 現上載相關書面同意書 / Upload the written consent now <input type="radio"/> 已取得相關書面同意書，並在早前已另行按相關法例及選舉管理委員會的規定上載 / 遞交 / Relevant written consent has been obtained which has been separately uploaded / submitted in accordance with the relevant legal and Electoral Affairs Commission's requirements <input type="radio"/> 不適用 (此選舉廣告不涉及任何人士或組織對候選人的支持) / N/A (this election advertisement is not associated with any person's or organization's support for the candidate)		
	有關上載 / 遞交同意書的法例及選舉管理委員會的規定 / The relevant legal and Electoral Affairs Commission's requirements of uploading/submitted consent		

[新增另一選舉廣告 / Add another election advertisement](#)

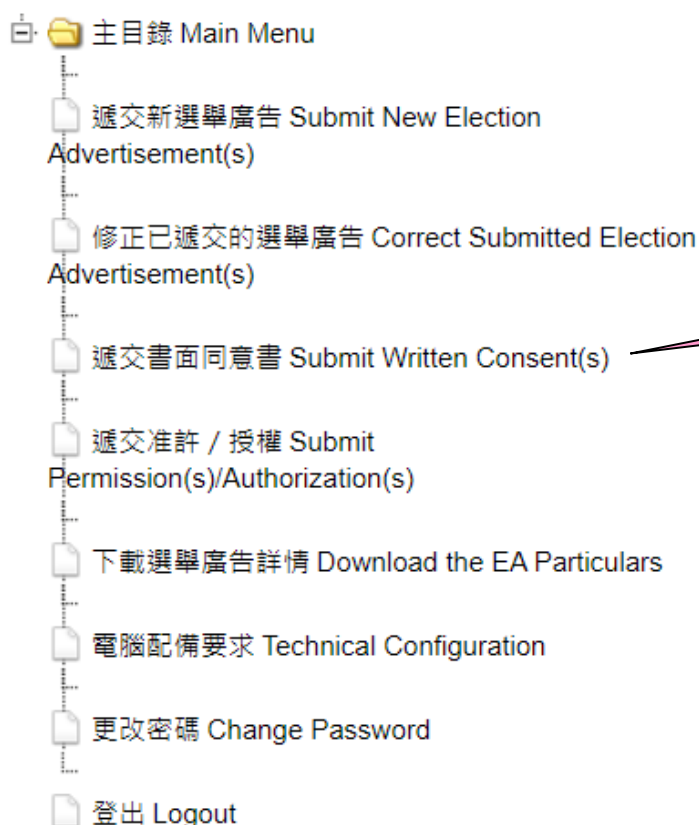
附表三：遞交書面同意書

Annex C: Submission of Written Consent(s)步驟一

- 在主目錄按「遞交書面同意書」及選擇「同意書類別」。如上載的同意書是新增的同意書，請按「新增」；如上載的是有關撤銷某份同意書，請按「撤銷」。
- 按「選取檔案」附加同意書檔案。
- 如須遞交另一份書面同意書，請按「新增另一書面同意書」及重覆有關步驟。
- 上載同意書前，請遮蓋同意書內所有身分證明文件號碼（如有的話）。

Step 1

- Click “Submit Written Consent(s)” on the main menu, then select the “Type of Consents”. Please click “New” to upload a new consent, or “Revoke” to upload a document for revocation of consent.
- Click “Select file” to attach the file of the consent.
- Please click “Add another Written Consent” and repeat the steps to submit another written consent.
- Please **cover all identity document numbers in the consent (if any) before uploading it.**



(續) 步驟一
(Cont.) Step 1

類型/Type: 新增
New 撤銷
Revoke [[選取檔案 / Select file](#)]

[刪除 / Delete](#)

[新增另一書面同意書 / Add another Written](#)

按「選取檔案」
Click "Select file"

選擇「新增」或「撤銷」
Click "New" or "Revoke"

步驟二

- 完成選擇同意書檔案後，請按「預覽」，以檢視將要遞交的同同意書清單（註：螢幕上只顯示有關同意書檔案的名稱）。如須更正任何錯漏，請關閉該預覽視窗返回之前的步驟。
- 若所有將要遞交的同同意書正確，請關閉該預覽視窗，然後按「遞交」以上載同意書。

Step 2

- After completion of the selection of the consent file(s), please click “Preview” to view the list of consents before submission (Note: Only the file names of the consents will be shown on the screen). If correction to any errors/omissions is required, please close the preview screen and go back to the previous step.
- If all consent(s) to be submitted is/are in order, please close the preview screen and then click “Submit” to upload the consent(s).

類型/Type: 新增 New 撤銷 Revoke [\[選取檔案 / Select file \]](#)

[刪除 / Delete](#)

[新增另一書面同意書 / Add another Written Consent](#)

預覽/Preview

遞交/Submit

按「預覽」檢視輸入資料詳情
Click “Preview” for details of information inputted

如資料正確，按「遞交」
Click “Submit” if all particulars to be submitted are in order

步驟三

- 每次成功上載後，螢幕會顯示一份確認回條，請按「列印」打印出確認回條；或按「儲存」將有關確認回條儲存於你的電腦。而有關成功上載同意書的訊息亦會透過電郵及短訊發送至申請表上提供的電郵地址及手提電話號碼。
- 如未能在確認回條中顯示成功上載某一同意書的記錄，請重新遞交該同意書。

Step 3

- Upon each successful uploading, an acknowledgement of receipt will be shown on the screen. Please click “Print” to print out the acknowledgement, or click “Save” to save the acknowledgement in your computer. A note on the successful uploading of consent(s) will be sent via email and SMS to the email address and the mobile phone number provided in the Application Form.
- If the acknowledgement of successful uploading of a consent is not shown, please submit that consent again.

確認成功上載同意書至中央平台

Acknowledgement of Successful Uploading of Consent(s) onto the Central Platform

候選人姓名/Candidate Name	陳大文 Chan Tai Man
遞交日期/Submission Date	26-11-20XX
遞交編號/Submission Number	001

項目 Item	類型 Type	檔案 File
1	新增/New	同意書.pdf

按「儲存」將有關確認回條儲存於你的電腦
Click “Save” to save the acknowledgement in your computer

按「列印」打印出確認回條
Click “Print” to print out the acknowledgement

附表四：遞交准許／授權

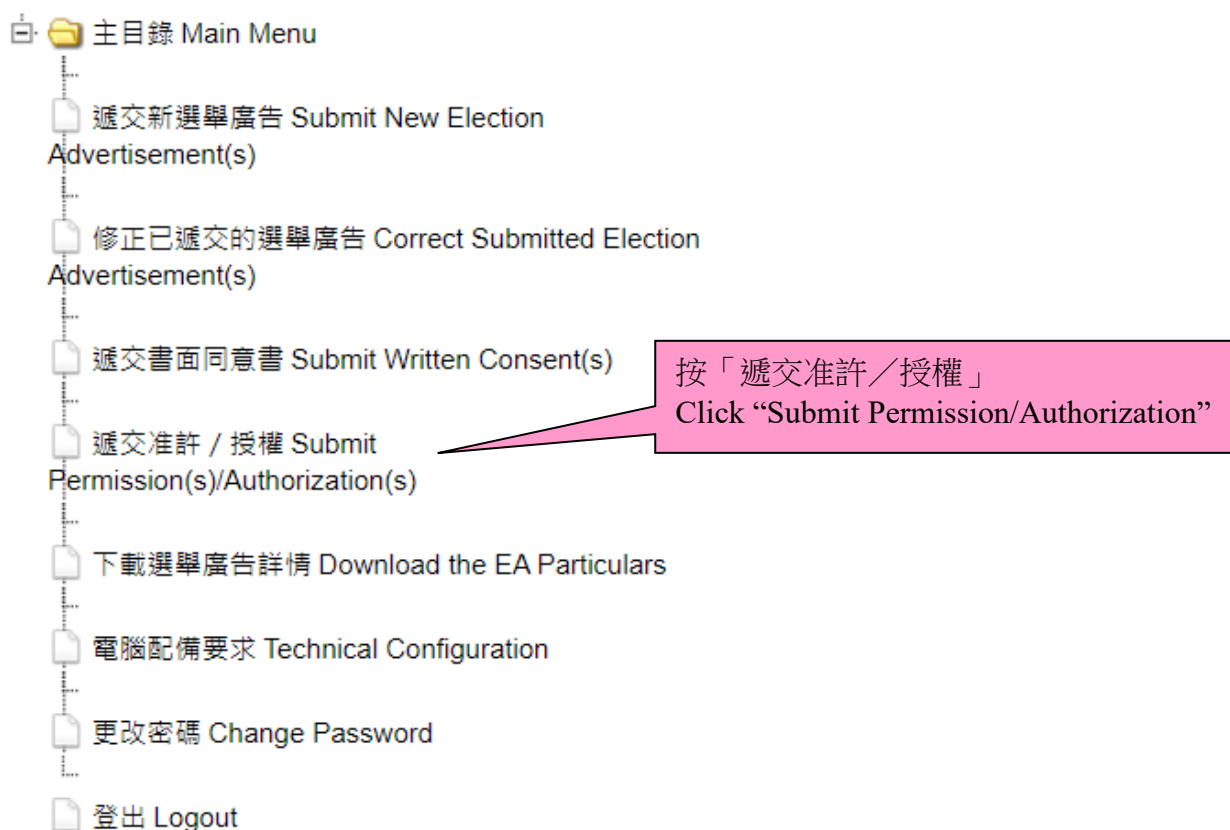
Annex D: Submission of Permission(s)/Authorization(s)

步驟一

- 於主目錄按「遞交准許／授權」及選擇「准許／授權類別」。如上載新增的准許／授權，請按「新增」；如上載的是有關撤銷某份准許／授權的文件，請按「撤銷」。
- 按「選取檔案」附加准許／授權檔案。
- 如須遞交另一份准許／授權，請按「新增另一准許／授權」及重覆有關步驟。
- 上載准許／授權前，請遮蓋准許／授權內所有身分證明文件號碼（如有的話）。

Step 1

- Click “Submit Permission(s)/Authorization(s)” on the main menu, then select the “Type of Permissions/Authorizations”. Please click “New” to upload a new permission/authorization, or click “Revoke” to upload a document for revocation of permission/authorization.
- Click “Select file” to attach the file of the permission/authorization.
- Please click “Add another Permission/Authorization” and repeat the steps to submit another permission/authorization.
- Please **cover all identity document numbers in the permission/authorization document (if any) before uploading it.**



(續) 步驟一

(Cont.) Step 1

類型/Type: 新增
New 撤銷
Revoke [\[選取檔案 / Select file \]](#)

[刪除 / Delete](#)

選擇「新增」或「撤銷」
Click “New” or “Revoke”

按「選取檔案」
Click “Select file”

[新增另一准許 / 授權 / Add another Permission/Authorization](#)

預覽/Preview

遞交/Submit

步驟二

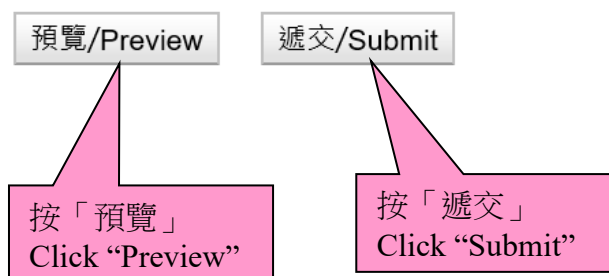
- 完成選擇准許／授權後，請按「預覽」檢視將要遞交的准許／授權（註：螢幕只顯示有關准許／授權檔案的名稱）。如須更正任何錯漏，請關閉該預覽視窗返回之前的步驟。
- 若所有將要遞交的准許／授權正確，可關閉該預覽視窗，然後點選「遞交」以上載准許／授權。

Step 2

- After completion of the selection of the permission(s)/authorization(s), please click “Preview” to view the list of permissions/authorizations before submission (Note: Only the file names of the permissions/authorizations will be shown on the screen). If correction to any errors/omissions is required, please close the preview screen and go back to the previous step.
- If all permission(s)/authorization(s) to be submitted is/are in order, please close the preview screen and then click “Submit” to upload the permission(s)/authorization(s).

類型/Type:	<input checked="" type="radio"/> 新增 New	<input type="radio"/> 撤銷 Revoke	[選取檔案 / Select file]
刪除 / Delete			

[新增另一准許 / 授權 / Add another Permission/Authorization](#)



步驟三

- 每次成功上載後，螢幕會顯示一份確認回條，請按「列印」打印出確認回條；或按「儲存」將有關確認回條儲存於你的電腦。而有關成功上載准許／授權的訊息亦會透過電郵及短訊發送至申請表上提供的電郵地址及手提電話號碼。
- 如未能在確認回條中顯示成功上載某一准許／授權的記錄，請重新遞交該准許／授權。

Step 3

- Upon each successful uploading, an acknowledgement of receipt will be shown on the screen. You can click “Print” to print out the acknowledgement, or click “Save” to save the acknowledgement in your computer. A note on the successful uploading of permission(s)/ authorization(s) will be sent via email and SMS to the email address and mobile phone number provided in the Application Form.
- If the acknowledgement of successful uploading of a permission/authorization is not shown, please submit that permission/authorization again.

確認成功上載准許及授權至中央平台

Acknowledgement of Successful Uploading of Permission/ Authorization(s) onto the Central Platform

候選人姓名/Candidate Name	陳大文 CHAN Tai-man
遞交日期/Submission Date	26-11-20XX
遞交編號/Submission Number	001

項目 Item	類型 Type	檔案 File
1	新增/New	准許／授權.docx

按「列印」打印出確認回條
Click “Print” to print out the acknowledgement

按「儲存」將有關確認回條儲存於你的電腦
Click “Save” to save the acknowledgement in your computer

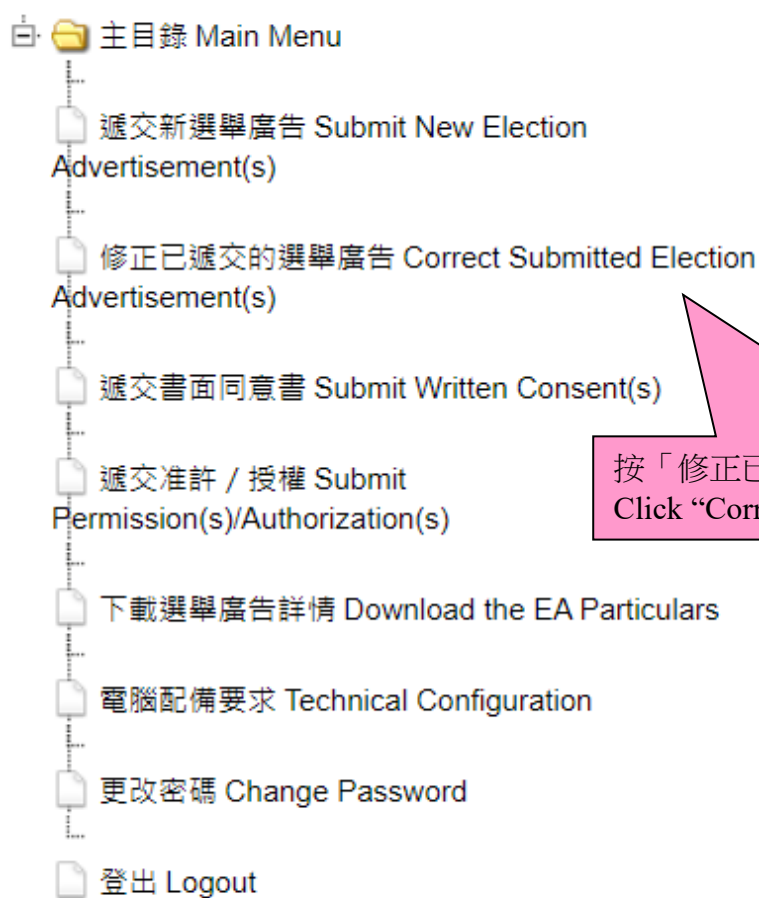
附表五：修正選舉廣告詳情
Annex E: Correction of EA Particulars

步驟一

➤ 請在主目錄按「修正已遞交的選舉廣告」。

Step 1

➤ Please click “Correct Submitted Election Advertisement(s)” on the main menu.



(續) 步驟一

(Cont.) Step 1

- 請按「遞交日期」、「遞交編號」及「選舉廣告參考編號」的下拉式選單，選擇須修正的選舉廣告。候選人可按於「選舉廣告參考編號」旁的「查閱」按鈕查閱該須要修正的選舉廣告的資料。如候選人欲查閱所有曾上載的選舉廣告，請按「查閱選舉廣告」的超連結。
- Click the pull-down menu of “Submission Date”, “Submission Number” and “EA Reference No.” to select the EA to be corrected. Candidates may click the button “View” next to the “EA Reference No.” to check the particulars of EA to be corrected. If candidates wish to check the particulars of all EAs submitted, please click the hyperlink “Check Submitted Election Advertisement(s)”.

(如須查閱曾上載的選舉廣告，請按此連結: [查閱選舉廣告](#))
 For checking of submitted election advertisement(s), please click here: [Check Submitted Election Advertisement\(s\)](#))

第一步: 請選擇須要修正的選舉廣告
 Step 1: Please choose the Election Advertisement (EA) to be corrected

按「遞交日期」
Click “Submission Date”

按「遞交編號」
Click “Submission Number”

遞交日期 請選擇日期/Select a Date 遞交編號 請選擇項目/Select a Submission 現有項目數目

Submission Date Submission Number Number of Existing Items

選舉廣告參考編號
EA Reference No. 選擇項目 / Select an item 查閱 View

按「查閱」
Click “View”

按「選舉廣告參考編號」選擇須修正的選舉廣告
Click “EA Reference No.” to select the EA to be corrected

選舉廣告類型
EA Type 選擇類型 / Select a type

Date 日期 / 日期
Date of Publication

尺寸 / 面積
Size/Dimension

發布方式
Manner of Publication

選舉廣告檔案 / 連結
EA File/Link 檔案/File 連結/Link [選取檔案 / Select file]

准許 / 授權
Permission/Authorization [選取檔案 / Select file]

製作 / 印刷的文本數目
Copies Produced/Printed

發布的文本數目
Number of Copies Published

製作人 / 印刷人的姓名
Name of Producer/Printer

製作人 / 印刷人的地址
Address of Producer/Printer

刪除 / Delete

[修正另一選舉廣告 / Correct another election advertisement](#)

預覽/Preview 遞交/Submit

步驟二

- 完成選擇須修正的選舉廣告後，請在有關項目的欄位輸入正確的選舉廣告資料及／或夾附正確的檔案／連結以修正相關的選舉廣告。
- 如須要於同一遞交日期及遞交編號的上載記錄中修正另一個選舉廣告，請按「修正另一選舉廣告」並重覆以上步驟。

註：就須修正的選舉廣告詳情（例如：製作／印刷的文本數目及／或夾附的檔案／連結有錯誤），你只需於該欄目填寫正確的資料及／或夾附正確的檔案／連結。假若其他選舉廣告的資料及／或檔案或連結的資料並無錯誤，你便無須重新輸入之前已上載的資料。

Step 2

- After selecting the EA to be corrected, please fill in the correct EA information in the text box of the relevant item and/or attach the correct file/link to correct the relevant EA.
- If correction to another EA among the uploaded records of the same submission date and submission number is required, please click “Correct Another Election Advertisement” and repeat the above steps.

Note: For the EA particulars to be corrected (e.g. errors in the number of copies to be printed and/or file/link attached), you are only required to fill in the correct information for that particular item and/or attach the correct file/link. You are not required to fill in other items if no error is found in other EA particulars/file/link previously submitted.

選舉廣告參考編號
EA Reference No. 001-0001 查閱 View

選舉廣告類型 EA Type	選擇廣告類型 / Select a type	製作 / 印刷日期 Date of Production/Printing	製作 / 印刷的文本數目 Number of Copies Produced/Printed
發布日期 Date of Publication		發布的文本數目 Number of Copies Published	200
尺寸 / 面積 Size/Dimension		製作人 / 印刷人的姓名 Address of Producer/Printer	
發布方式 Manner of Publication			
選舉廣告檔案 / 連結 EA File/Link	<input checked="" type="radio"/> 檔案/File <input type="radio"/> 連結/Link	[選取檔案 / Select file]	
准許 / 授權 Permission/Authorization	[選取檔案 / Select file]		

刪除 / Delete

在須修正的欄目填寫正確的資料
Fill in the correct information for the EA particulars to be corrected

[修正另一選舉廣告 / Correct another election advertisement](#)

如須要修正另一個選舉廣告，請按「修正另一選舉廣告」。
If correction to another EA is required, please click “Correct Another Election Advertisement”

步驟三

- 完成步驟二後，請按「預覽」檢視將要遞交的資料。如須進一步修正任何資料，請關閉該預覽視窗返回之前的步驟。
 - 若所有將要遞交的資料正確，請關閉該預覽視窗，然後點選「遞交」上載已修正的選舉廣告資料。

Step 3

- After completing Step 2, please click “Preview” to check the particulars before submission. If further correction to any particulars is required, please close the preview screen and go back to the previous step.
- If all EA particulars to be submitted are in order, please close the preview screen and then click “Submit” to upload the corrected EA particulars.

選舉廣告參考編號

EA Reference No.

選舉廣告類型 EA Type	<input type="text" value="選擇廣告類型 / Select a type"/>
製作 / 印刷日期 Date of Production/Printing	<input type="text"/>
發布日期 Date of Publication	<input type="text"/>
尺寸 / 面積 Size/Dimension	<input type="text"/>
發布方式 Manner of Publication	<input type="text"/>
選舉廣告檔案 / 連結 EA File/Link	<input checked="" type="radio"/> 檔案/File <input type="radio"/> 連結/Link [選取檔案 / Select file]
准許 / 授權 Permission/Authorization	[選取檔案 / Select file]
刪除 / Delete	

[修正另一選舉廣告 / Correct another election advertisement](#)

如資料無誤，按「遞交」
Click “Submit” if all particulars to be submitted are in order

步驟四

- 每次成功上傳後，螢幕會顯示一份確認回條，請按「列印」打印出確認回條；或按「儲存」將有關確認回條儲存於你的電腦。而有關成功上傳修正的選舉廣告的訊息亦會透過電郵及短訊發送至申請表上提供的電郵地址及手提電話號碼。
- 如未能在確認回條中顯示成功上傳某一項修正的記錄，請重新遞交該修正。

註：就已修正的選舉廣告詳情，你需確保原有的選舉廣告的連結仍然有效或上載該截圖，以供公眾查閱。

Step 4

- Upon each successful uploading, an acknowledgement of receipt will be shown on the screen. You can then click “Print” to print out the acknowledgement; or click “Save” to save the acknowledgement in your computer. A note on the successful correction of EA particulars will be sent via email and SMS to the email address and mobile phone number provided in the Application Form.
- If the acknowledgement of successful uploading of a correction of EA particulars is not shown, please submit that correction again.

Note: For the EA particulars which have been corrected, you are required to ensure the link to the original EA is still accessible or you may upload the relevant screenshot for public inspection.

確認在中央平台成功修正選舉廣告詳情

Acknowledgement of Successful Correction(s) of Election Advertisement Particular(s) at the Central Platform

候選人姓名/Candidate Name 陳大文
Chan Tai Man
遞交日期/Submission Date 26-11-20XX
遞交編號/Submission Number 001
修正日期及時間/Correction Date and Time 28-11-20XX 10:38:51

項目 Item	選舉廣告 編號 EA Reference No.	選舉廣 告類型 EA Type	製作／印刷日期 Date of Production/Printing	尺寸／面積 Size/Dimension	製作／印刷的文本 數目 Number of Copies Produced/Printed	發布的文本 數目 Number of Copies Published	發布日期 Date of Publication	發布方式 Manner of Publication	製作人／印刷人的 姓名或名稱 Name of Producer/Printer	製作人／印刷人 的地址 Address of Producer/Printer	選舉 廣告 檔案 EA File	選舉 廣告 連結 EA Link	准許／授 權/Permission/Authorization
1	001-0002					200							

列印/Print 儲存/Save 返回到主目錄/Return To Main Menu

按「儲存」將有關確認回條儲存於你的電腦
Click “Save” to save the acknowledgement in your computer

按「列印」打印出確認回條
Click “Print” to print out the acknowledgement

附表六：下載選舉廣告詳情清單

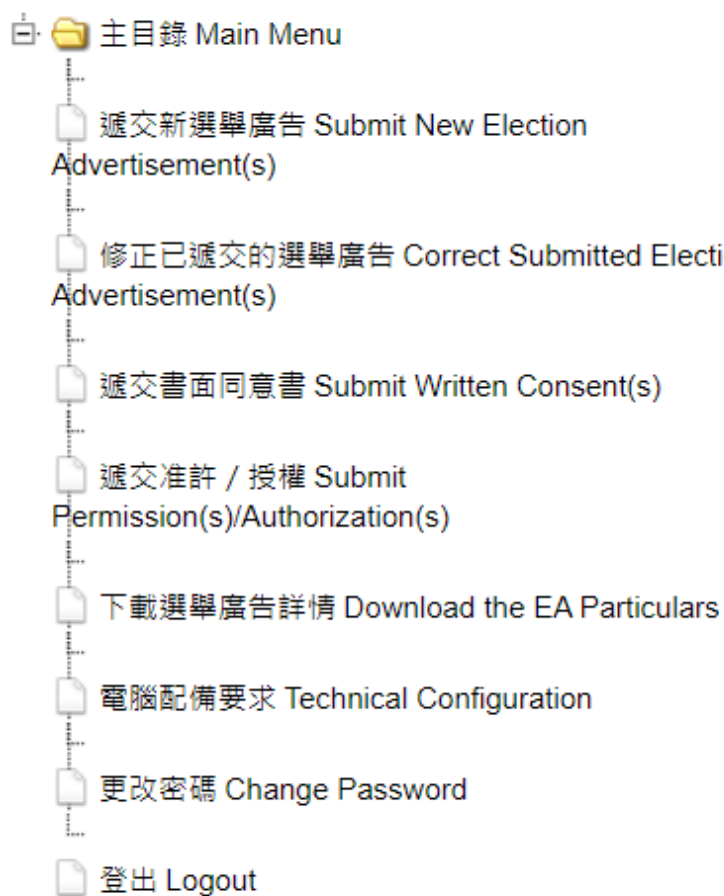
Annex F: Download the List of EA Particulars

步驟一

- 請在主目錄按「下載選舉廣告詳情」。

Step 1

- Please click “Download the EA Particulars” on the main menu.



步驟二

- 請按「下載選舉廣告詳情清單」的超連結下載列出候選人遞交至中央平台的選舉廣告詳情的清單（Excel 試算表格式）。

Step 2

- Please click the hyperlink of “Download EA Particulars List” to download the list (in Excel format) which sets out the particulars of EAs uploaded onto the Central Platform by the candidate.

找到62個項目, 顯示第「1 - 20」, 62 Items found, displaying 1 to 20.
 [[First/第一頁]/[Prev/前一頁]] 1, 2, 3, 4 [Next/下一頁]/[Last/最後一頁]]

Item No.	Submission Date	EA Reference No.	Type of Submission	EA Ref. No. to be corrected	Posters	Pamphlets	Handbills	Other Printed Items	Banners	Pennants	Placards	Others EA	Date of Publication	Date of Production/Printing	Size/Dimension	Manner of Publication	Number of Copies Published	Number of Copies Produced/Printed	Name of Producer/Printer	Link	Amount (HK\$)	Invoice and Receipt
1	11.11.20XX	001-0001	NEW EA		Y								11.11.20XX	11.11.20XX	A4	Distributed	100	100	ABC			
2	11.11.20XX	004-0004	NEW EA		Y								11.11.20XX	11.11.20XX	A4	Distributed	100	100	ABC			
3	11.11.20XX	004-0005	NEW EA		Y								11.11.20XX	11.11.20XX	A4	Distributed	100	100	ABC			
4	11.11.20XX	004-0009	NEW EA		Y								11.11.20XX	11.11.20XX	A4	Distributed	100	100	ABC			
5	11.11.20XX	004-0011	NEW EA		Y								11.11.20XX	11.11.20XX	A4	Distributed	100	100	ABC			

[下載選舉廣告詳情清單 Download EA Particulars List](#)

按「下載選舉廣告詳情清單」
 Click “Download EA Particulars List”

遞交選舉廣告的例子

Examples on Submission of EA

事例（一） Case 1

候選人於 11 月 11 日共印刷 3,000 張傳單，並在 11 月 12 日於街頭派發其中 1,000 張傳單。

候選人須於 11 月 15 日或之前（即首次發布該選舉廣告後的三個工作天內（假設 11 月 12 日為星期日））透過中央平台遞交選舉廣告詳情，並夾附選舉廣告的檔案或連結。有關選舉廣告詳情應以例 1.1 的方式填寫。

A candidate printed 3,000 copies of handbills in total on 11 November and distributed 1,000 copies of the handbills on the street on 12 November.

The candidate is required to submit the EA particulars via the Central Platform, together with the file/link of the EA by 15 November (i.e. within 3 working days after the date on which the EA is first published (assuming 12 November is Sunday)), and EA particulars should be filled in as shown in Example 1.1.

例 Example 1.1

選舉廣告類型 EA Type	傳單 / Handbills	製作 / 印刷的文本數目 Number of Copies Produced/Printed	3000
製作 / 印刷日期 Date of Production/Printing	11-11-20XX	發布的文本數目 Number of Copies Published	1000
發布日期 Date of Publication	12-11-20XX	製作人 / 印刷人的姓名或名稱 Name of Producer/Printer	AAA印刷公司
尺寸 / 面積 Size/Dimension	A4	製作人 / 印刷人的地址 Address of Producer/Printer	香港北角英皇道999號
發布的方式 Manner of Publication	街頭派發	選舉廣告檔案 / 連結 EA File/Link	<input checked="" type="radio"/> 檔案/File <input type="radio"/> 連結/Link 傳單.docx (13 kb) [選取檔案 / Select file]
准許 / 授權 Permission/Authorization	[選取檔案 / Select file]	是否已上載 / 遞交相關的書面同意書? Have you uploaded/submitted the relevant written consent?	<input type="radio"/> 現上載相關書面同意書 / Upload the written consent now <input type="radio"/> 已取得相關書面同意書，並在早前已另行按相關法例及選舉管理委員會的規定上載 / 遞交 / Relevant written consent has been obtained which has been separately uploaded / submitted in accordance with the relevant legal and Electoral Affairs Commission's requirements <input checked="" type="radio"/> 不適用 (此選舉廣告不涉及任何人士或組織對候選人的支持) / N/A (this election advertisement is not associated with any person's or organization's support for the candidate)
有關上載 / 遞交同意書的法例及選舉管理委員會的規定 / The relevant legal and Electoral Affairs Commission's requirements of uploading/submitted consent			
刪除 / Delete			

若候選人於 11 月 13 日再派發餘下 2,000 張，候選人須於 11 月 16 日或之前透過中央平台遞交選舉廣告詳情。這次的遞交應被視為一次新的選舉廣告詳情，而選舉廣告詳情應以例 1.2 的方式填寫。

If the candidate distributed the remaining 2,000 copies of handbills on 13 November, he/she has to submit the EA particulars via the Central Platform by 16 November. The submission would be regarded as a new submission and the EA particulars should be filled in as shown in **Example 1.2**.

例 Example 1.2

選舉廣告類型 EA Type	傳單 / Handbills	製作 / 印刷的文本數目 Number of Copies Produced/Printed	3000
製作 / 印刷日期 Date of Production/Printing	11-11-20XX	發布的文本數目 Number of Copies Published	2000
發布日期 Date of Publication	13-11-20XX	製作人 / 印刷人的姓名或名稱 Name of Producer/Printer	AAA印刷公司
尺寸 / 面積 Size/Dimension	A4	製作人 / 印刷人的地址 Address of Producer/Printer	香港北角英皇道999號
發布的方式 Manner of Publication	街頭派發	選舉廣告檔案 / 連結 EA File/Link	<input checked="" type="radio"/> 檔案/File <input type="radio"/> 連結/Link 傳單.docx (13 kb) [選取檔案 / Select file]
准許 / 授權 Permission/Authorization	[選取檔案 / Select file]	是否已上載 / 遞交相關的書面同意書? Have you uploaded/submitted the relevant written consent?	<input type="radio"/> 現上載相關書面同意書 / Upload the written consent now <input type="radio"/> 已取得相關書面同意書，並在早前已另行按相關法例及選舉管理委員會的規定上載 / 遞交 / Relevant written consent has been obtained which has been separately uploaded / submitted in accordance with the relevant legal and Electoral Affairs Commission's requirements <input checked="" type="radio"/> 不適用 (此選舉廣告不涉及任何人士或組織對候選人的支持) / N/A (this election advertisement is not associated with any person's or organization's support for the candidate)
有關上載 / 遞交同意書的法例及選舉管理委員會的規定 / The relevant legal and Electoral Affairs Commission's requirements of uploading/submitted consent			
刪除 / Delete			

事例 (二) Case 2

候選人於 11 月 11 日共印刷 3,000 張海報，並於 11 月 12 日在 20 座大廈每座張貼一張海報。

候選人須於 11 月 15 日或之前透過中央平台遞交選舉廣告詳情及有關大廈的管理組織或業主事先發出的准許／授權文件的電子文本。有關選舉廣告詳情應以例 2.1 的方式填寫。如有多於一份准許／授權文件，候選人可將所有文件壓縮為一個檔案（如 Zip）再上載至中央平台。

A candidate printed 3,000 copies of posters in total on 11 November, and displayed one poster at each of 20 buildings on 12 November.

The candidate is required to submit the EA particulars and an electronic copy of the prior permission/authorization issued by the relevant management organization or owner via the Central Platform by 15 November. The EA particulars should be filled in as shown in **Example 2.1**. If there are more than one permissions/authorizations received from the relevant management organization or owner, candidate should compress all documents into a single file (e.g. Zip) before uploading onto the Central Platform.

例 Example 2.1

選舉廣告類型 EA Type	海報 / Posters	製作 / 印刷的文本數目 Number of Copies Produced/Printed	3000
製作 / 印刷日期 Date of Production/Printing	11-11-20XX	發布的文本數目 Number of Copies Published	20
發布日期 Date of Publication	12-11-20XX	製作人 / 印刷人的姓名或名稱 Name of Producer/Printer	AAA印刷公司
尺寸 / 面積 Size/Dimension	A4	製作人 / 印刷人的地址 Address of Producer/Printer	香港北角英皇道999號
發布的方式 Manner of Publication	放大廈張貼	選舉廣告檔案 / 連結 EA File/Link	<input checked="" type="radio"/> 檔案/File <input type="radio"/> 連結/Link 海報.docx (13 kb) [獲取檔案 / Select file]
准許 / 授權 Permission/Authorization	准許.docx (13 kb) [獲取檔案 / Select file]	是否已上載 / 遞交相關的書面同意書? Have you uploaded/submitted the relevant written consent?	<input type="radio"/> 現上載相關書面同意書 / Upload the written consent now <input type="radio"/> 已取得相關書面同意書，並在早前已另行按相關法例及選舉管理委員會的規定上載 / 遞交 / Relevant written consent has been obtained which has been separately uploaded / submitted in accordance with the relevant legal and Electoral Affairs Commission's requirements <input checked="" type="radio"/> 不適用 (此選舉廣告不涉及任何人士或組織對候選人的支持) / N/A (this election advertisement is not associated with any person's or organization's support for the candidate)
有關上載 / 遞交同意書的法例及選舉管理委員會的規定 / The relevant legal and Electoral Affairs Commission's requirements of uploading/submitted consent			
刪除 / Delete			

事例（三） Case 3

候選人於 11 月 12 日自製一份電子版的海報，並將有關電子海報透過以下的電子方式發布。候選人在中央平台遞交選舉廣告資料時可參考以下例子：

- (1) 如候選人將電子海報在同日於一個或多於一個的社交媒體發布（例如：Facebook、Instagram 等），他／她須於 11 月 15 日或之前將選舉廣告詳情提交至中央平台，並提供該選舉廣告的連結（只發布於一個社交媒體適用，請參考例 3.1）或檔案（發布於多於一個社交媒體適用，請參考例 3.2），供公眾查閱。請注意，若候選人選擇提供選舉廣告的連結，他／她須提供該選舉廣告的連結而不是社交媒體的連結。但是，若候選人於同日另以電郵及 WhatsApp 等形式將該電子海報傳送給 100 位支持者，由於發布的方式不同，應被視為發布新的選舉廣告，該候選人須另行將選舉廣告詳情提交至中央平台，並提供該選舉廣告的連結／檔案，供公眾查閱（請參考例 3.3）。

A candidate created an electronic copy of a poster on 12 November and published it via the following electronic means. The candidate may make reference to the following examples when submitting EA particulars onto the Central Platform –

- (1) If the candidate published the electronic poster via one or more than one social media on the same date (e.g. Facebook, Instagram etc.), he/she is required to submit the EA particulars onto the Central Platform, attaching the link (EA published on one social media only, **Example 3.1** refers) or file (EA published on more than one social media, **Example 3.2** refers) of the EA, for public inspection by 15 November. If the candidate chooses to provide the link of the EA, he/she is required to provide the link of the EA instead of that of the social media. However, if the candidate also sent the electronic poster to 100 supporter(s) via electronic mail and WhatsApp etc. on the same date, it should be regarded as publishing a new EA as the poster was published in a different manner. As such, that candidate is required to submit the EA particulars onto the Central Platform, with the file/link of the EA attached, for public inspection separately (**Example 3.3** refers).

例 Example 3.1

選舉廣告類型 EA Type	其他 (請註明) / Others (Please Specify)	製作 / 印刷的文本數目 Number of Copies Produced/Printed	1
製作 / 印刷日期 Date of Production/Printing	12-11-20XX	發布的文本數目 Number of Copies Published	1
發布日期 Date of Publication	12-11-20XX	製作人 / 印刷人的姓名或名稱 Name of Producer/Printer	陳大文
尺寸 / 面積 Size/Dimension	10MB	製作人 / 印刷人的地址 Address of Producer/Printer	香港灣仔駱克道888號灣仔大廈1樓A室
發布的方式 Manner of Publication	Facebook		
選舉廣告檔案 / 連結 EA File/Link	<input type="radio"/> 檔案/File <input checked="" type="radio"/> 連結/Link	http://www.facebook.com/chantaiman/photos/electronicposter	
准許 / 授權 Permission/Authorization	[選取檔案 / Select file]		
是否已上載 / 遞交相關的書面同意書? Have you uploaded/submitted the relevant written consent?	<input type="radio"/> 現上載相關書面同意書 / Upload the written consent now <input type="radio"/> 已取得相關書面同意書，並在早前已另行按相關法例及選舉管理委員會的規定上載 / 遞交 / Relevant written consent has been obtained which has been separately uploaded / submitted in accordance with the relevant legal and Electoral Affairs Commission's requirements <input checked="" type="radio"/> 不適用 (此選舉廣告不涉及任何人士或組織對候選人的支持) / N/A (this election advertisement is not associated with any person's or organization's support for the candidate)		
有關上載 / 遞交同意書的法例及選舉管理委員會的規定 / The relevant legal and Electoral Affairs Commission's requirements of uploading/submitted consent			
刪除 / Delete			

例 Example 3.2

選舉廣告類型 EA Type	其他 (請註明) / Others (Please Specify)	製作 / 印刷的文本數目 Number of Copies Produced/Printed	1
製作 / 印刷日期 Date of Production/Printing	12-11-20XX	發布的文本數目 Number of Copies Published	2
發布日期 Date of Publication	12-11-20XX	製作人 / 印刷人的姓名或名稱 Name of Producer/Printer	陳大文
尺寸 / 面積 Size/Dimension	10MB	製作人 / 印刷人的地址 Address of Producer/Printer	香港灣仔駱克道888號灣仔大廈1樓A室
發布的方式 Manner of Publication	Facebook, Instagram		
選舉廣告檔案 / 連結 EA File/Link	<input checked="" type="radio"/> 檔案/File <input type="radio"/> 連結/Link	電子海報.docx (10 mb) [選取檔案 / Select file]	
准許 / 授權 Permission/Authorization	[選取檔案 / Select file]		
是否已上載 / 遞交相關的書面同意書? Have you uploaded/submitted the relevant written consent?	<input type="radio"/> 現上載相關書面同意書 / Upload the written consent now <input type="radio"/> 已取得相關書面同意書，並在早前已另行按相關法例及選舉管理委員會的規定上載 / 遞交 / Relevant written consent has been obtained which has been separately uploaded / submitted in accordance with the relevant legal and Electoral Affairs Commission's requirements <input checked="" type="radio"/> 不適用 (此選舉廣告不涉及任何人士或組織對候選人的支持) / N/A (this election advertisement is not associated with any person's or organization's support for the candidate)		
有關上載 / 遞交同意書的法例及選舉管理委員會的規定 / The relevant legal and Electoral Affairs Commission's requirements of uploading/submitted consent			
刪除 / Delete			

例 Example 3.3

選舉廣告類型 EA Type	其他 (請註明) / Others (Please Specify)	製作 / 印刷的文本數目 Number of Copies Produced/Printed	1
製作 / 印刷日期 Date of Production/Printing	12-11-20XX	發布的文本數目 Number of Copies Published	100
發布日期 Date of Publication	12-11-20XX	製作人 / 印刷人的姓名或名稱 Name of Producer/Printer	陳大文
尺寸 / 面積 Size/Dimension	10MB	製作人 / 印刷人的地址 Address of Producer/Printer	香港灣仔駱克道888號灣仔大廈1樓A室
發布的方式 Manner of Publication	電郵 (Email), WhatsApp		
選舉廣告檔案 / 連結 EA File/Link	<input checked="" type="radio"/> 檔案/File <input type="radio"/> 連結/Link	電子海報.docx (10 mb) [選取檔案 / Select file]	
准許 / 授權 Permission/Authorization	[選取檔案 / Select file]		
是否已上載 / 遞交相關的書面同意書? Have you uploaded/submitted the relevant written consent?	<input type="radio"/> 現上載相關書面同意書 / Upload the written consent now <input type="radio"/> 已取得相關書面同意書，並在早前已另行按相關法例及選舉管理委員會的規定上載 / 遞交 / Relevant written consent has been obtained which has been separately uploaded / submitted in accordance with the relevant legal and Electoral Affairs Commission's requirements <input checked="" type="radio"/> 不適用 (此選舉廣告不涉及任何人士或組織對候選人的支持) / N/A (this election advertisement is not associated with any person's or organization's support for the candidate)		
有關上載 / 遞交同意書的法例及選舉管理委員會的規定 / The relevant legal and Electoral Affairs Commission's requirements of uploading/submitted consent			
刪除 / Delete			

(2) 如候選人將電子海報在不同日期於不同的社交媒體發布(例如:在 11 月 12 日於 Facebook 發布,在 11 月 13 日於 Instagram 發布),候選人須分別於 11 月 15 日或之前及 11 月 16 日或之前,於中央平台分別遞交選舉廣告詳情,並提供該選舉廣告的連結/檔案,供公眾查閱(請參考例 3.4)。

(2) If the candidate published the electronic poster on **different** dates on **different** social media (e.g. published on Facebook on 12 November and on Instagram on 13 November), the candidate is required to submit the EA particulars via the Central Platform separately by 15 November and 16 November, with the file/link of the EA, for public inspection (**Example 3.4** refers).

例 Example 3.4

選舉廣告類型
EA Type 其他 (請註明) / Others (Please Specify) ▾
電子海報 (electronic poster)

製作 / 印刷日期
Date of Production/Printing 12-11-20XX ▾

發布日期
Date of Publication 12-11-20XX ▾

尺寸 / 面積
Size/Dimension 10MB

發布的方式
Manner of Publication Facebook

選舉廣告檔案 / 連結
EA File/Link 檔案/File 連結/Link

准許 / 授權
Permission/Authorization [選取檔案 / Select file]

是否已上載 / 遞交相關的書面同意書?
Have you uploaded/submitted the relevant written consent?
 現上載相關書面同意書 / Upload the written consent now
 已取得相關書面同意書,並在早前已另行按相關法例及選舉管理委員會的規定上載 / 遞交 / Relevant written consent has been obtained which has been separately uploaded / submitted in accordance with the relevant legal and Electoral Affairs Commission's requirements
 不適用 (此選舉廣告不涉及任何人士或組織對候選人的支持) / N/A (this election advertisement is not associated with any person's or organization's support for the candidate)

有關上載 / 遞交同意書的法例及選舉管理委員會的規定 / The relevant legal and Electoral Affairs Commission's requirements of uploading/submitted consent

製作 / 印刷的文本數目
Number of Copies Produced/Printed 1

發布的文本數目
Number of Copies Published 1

製作人 / 印刷人的姓名或名稱
Name of Producer/Printer 陳大文

製作人 / 印刷人的地址
Address of Producer/Printer 香港灣仔駱克道888號灣仔大廈1樓A室

電子海報.docx (10 mb)
[選取檔案 / Select file]

刪除 / Delete

不同的發布日期
Different Dates of Publication

選舉廣告類型
EA Type 其他 (請註明) / Others (Please Specify) ▾
電子海報 (electronic poster)

製作 / 印刷日期
Date of Production/Printing 12-11-20XX ▾

發布日期
Date of Publication 13-11-20XX ▾

尺寸 / 面積
Size/Dimension 10MB

發布的方式
Manner of Publication Instagram

選舉廣告檔案 / 連結
EA File/Link 檔案/File 連結/Link

准許 / 授權
Permission/Authorization [選取檔案 / Select file]

是否已上載 / 遞交相關的書面同意書?
Have you uploaded/submitted the relevant written consent?
 現上載相關書面同意書 / Upload the written consent now
 已取得相關書面同意書,並在早前已另行按相關法例及選舉管理委員會的規定上載 / 遞交 / Relevant written consent has been obtained which has been separately uploaded / submitted in accordance with the relevant legal and Electoral Affairs Commission's requirements
 不適用 (此選舉廣告不涉及任何人士或組織對候選人的支持) / N/A (this election advertisement is not associated with any person's or organization's support for the candidate)

有關上載 / 遞交同意書的法例及選舉管理委員會的規定 / The relevant legal and Electoral Affairs Commission's requirements of uploading/submitted consent

製作 / 印刷的文本數目
Number of Copies Produced/Printed 1

發布的文本數目
Number of Copies Published 1

製作人 / 印刷人的姓名或名稱
Name of Producer/Printer 陳大文

製作人 / 印刷人的地址
Address of Producer/Printer 香港灣仔駱克道888號灣仔大廈1樓A室

電子海報.docx (10 mb)
[選取檔案 / Select file]

刪除 / Delete

修正選舉廣告的例子

Examples on Correction of an EA

事例（四） Case 4

候選人於 11 月 11 日共印刷 3,000 張傳單，並於 11 月 12 日在街頭派發所有傳單。候選人已於 11 月 13 日透過中央平台遞交選舉廣告詳情。惟候選人其後發現派發的傳單數量應為 2,000 張，而非先前上載的 3,000 張。

在此情況下，候選人須最遲於投票日後三個工作天內透過中央平台修正該選舉廣告詳情。候選人只須填寫須修改的項目，而無須重新填寫其他並不需要修正的項目。有關修正資料應以例 4.1 的方式填寫。

A candidate printed 3,000 copies of handbills in total on 11 November and distributed all of them on 12 November. The candidate submitted the EA particulars via the Central Platform on 13 November. However, the candidate later found that the number of handbills distributed should be 2,000 instead of 3,000.

In this case, the candidate has to correct such EA particulars via the Central Platform not later than 3 working days after the polling day. The candidate should only fill in the information to be corrected and does not need to fill in other item(s) which no correction is required. The correction should be done as shown in **Example 4.1**.

例 Example 4.1

遞交日期 13-11-20XX Submission Date
遞交編號 001 Submission Number
現有項目數目 1 Number of Existing Items

選舉廣告參考編號

EA Reference No. 001-0001 查閱 View

選舉廣告類型 EA Type	選擇廣告類型 / Select a type	製作 / 印刷的文本數目 Number of Copies Produced/Printed	
製作 / 印刷日期 Date of Production/Printing		發布的文本數目 Number of Copies Published	2000
發布日期 Date of Publication		製作人 / 印刷人的姓名或名稱 Name of Producer/Printer	
尺寸 / 面積 Size/Dimension		製作人 / 印刷人的地址 Address of Producer/Printer	
發布的方式 Manner of Publication			
選舉廣告檔案 / 連結 EA File/Link	<input checked="" type="radio"/> 檔案/File <input type="radio"/> 連結/Link	[選取檔案 / Select file]	
准許 / 授權 Permission/Authorization	[選取檔案 / Select file]		
刪除 / Delete			

事例（五） Case 5

候選人於 11 月 11 日共印刷 3,000 張傳單，並於 11 月 12 日派發。候選人已於 11 月 13 日透過中央平台遞交選舉廣告詳情。惟候選人其後發現錯誤上載另一張傳單的電子文本。

在此情況下，候選人須最遲於投票日後三個工作天內透過中央平台修正該選舉廣告詳情，重新上載正確的傳單的電子文本。有關修正資料應以例 5.1 的方式填寫。

A candidate printed 3,000 copies of handbills in total on 11 November and distributed them on 12 November. The candidate submitted the EA particulars via the Central Platform on 13 November. However, the candidate later found that he/she had wrongly uploaded the electronic copy of another handbill.

In this case, the candidate has to correct such EA particulars via the Central Platform by uploading the electronic copy of the correct handbill not later than 3 working days after the polling day. The correction should be done as shown in Example 5.1.

例 Example 5.1

遞交日期 Submission Date 13-11-20XX 遞交編號 Submission Number 001 現有項目數目 Number of Existing Items 1

選舉廣告參考編號

EA Reference No. 001-0001 查閱 View

選舉廣告類型 EA Type	選擇廣告類型 / Select a type	製作 / 印刷日期 Date of Production/Printing	製作 / 印刷的文本數目 Number of Copies Produced/Printed
發布日期 Date of Publication		發布的文本數目 Number of Copies Published	
尺寸 / 面積 Size/Dimension		製作人 / 印刷人的姓名或名稱 Name of Producer/Printer	
發布的方式 Manner of Publication		製作人 / 印刷人的地址 Address of Producer/Printer	
選舉廣告檔案 / 連結 EA File/Link	<input checked="" type="radio"/> 檔案/File <input type="radio"/> 連結/Link	傳單.docx (13 kb) [選取檔案 / Select file]	
准許 / 授權 Permission/Authorization	[選取檔案 / Select file]		
刪除 / Delete			

事例 (六) Case 6

候選人於 11 月 11 日共印刷 3,000 張傳單，並於 11 月 12 日於街頭派發其中 1,000 張。候選人已於 11 月 13 日透過中央平台遞交選舉廣告詳情。惟候選人其後表示 11 月 12 日於街頭派發的傳單數目應修正為 500 張，而餘下的 500 張則於 11 月 14 日以郵寄方式分發。

在此情況下，

- (1) 候選人須先於中央平台修改於 11 月 12 日派發的選舉廣告的詳情，將街頭派發的傳單數目由 1,000 改為 500。有關修正資料應以例 6.1 的方式填寫。

A candidate printed 3,000 copies of handbills in total on 11 November and distributed 1,000 copies of the handbills on the street on 12 November. The candidate submitted the EA particulars via the Central Platform on 13 November. However, the candidate later stated that the number of handbills distributed on the street on 12 November should be 500 instead, and the remaining 500 were distributed on 14 November by post.

In this case,

- (1) the candidate is required to first correct on the Central Platform the EA particulars distributed on 12 November by changing the number of handbills distributed on the street from 1,000 to 500. The correction should be done as shown in Example 6.1.

例 Example 6.1

遞交日期 Submission Date 13-11-20XX 遞交編號 Submission Number 001 現有項目數目 Number of Existing Items 1

選舉廣告參考編號

EA Reference No. 001-0001 查閱 View

選舉廣告類型 EA Type	選擇廣告類型 / Select a type	
製作 / 印刷日期 Date of Production/Printing		製作 / 印刷的文本數目 Number of Copies Produced/Printed
發布日期 Date of Publication		發布的文本數目 Number of Copies Published 500
尺寸 / 面積 Size/Dimension		製作人 / 印刷人的姓名或名稱 Name of Producer/Printer
發布的方式 Manner of Publication		製作人 / 印刷人的地址 Address of Producer/Printer
選舉廣告檔案 / 連結 EA File/Link	<input checked="" type="radio"/> 檔案/File <input type="radio"/> 連結/Link	[選取檔案 / Select file]
准許 / 授權 Permission/Authorization	[選取檔案 / Select file]	
刪除 / Delete		

(2) 餘下 500 張於 11 月 14 日以郵寄方式分發的傳單，由於發布的方式不同，應被視為發布新的選舉廣告。候選人須就以郵寄方式分發的傳單於 11 月 17 日或之前，透過中央平台遞交新的選舉廣告詳情及上載該郵寄單張的電子文本，而不是進一步修正之前已上載的選舉廣告詳情。遞交新的選舉廣告詳情的方式應以例 6.2 的方式填寫。

(2) Regarding the remaining 500 handbills that were distributed by post on 14 November, they should be regarded as publishing a new EA as the handbills were distributed in a different manner. Instead of further correcting the EA particulars submitted previously, the candidate is required to submit new EA particulars and upload an electronic copy of the handbills sent by post via the Central Platform by 17 November in respect of such handbills distributed by post. The new EA particulars should be filled in as shown in Example 6.2.

例 Example 6.2

選舉廣告類型 EA Type	傳單 / Handbills	製作 / 印刷的文本數目 Number of Copies Produced/Printed	3000
製作 / 印刷日期 Date of Production/Printing	11-11-20XX	發布的文本數目 Number of Copies Published	500
發布日期 Date of Publication	14-11-20XX	製作人 / 印刷人的姓名或名稱 Name of Producer/Printer	AAA印刷公司
尺寸 / 面積 Size/Dimension	A4	製作人 / 印刷人的地址 Address of Producer/Printer	香港北角英皇道999號
發布的方式 Manner of Publication	郵寄	選舉廣告檔案 / 連結 EA File/Link	<input checked="" type="radio"/> 檔案/File <input type="radio"/> 連結/Link 傳單.docx (13 kb) [選取檔案 / Select file]
准許 / 授權 Permission/Authorization	[選取檔案 / Select file]		
是否已上載 / 遞交相關的書面同意書? Have you uploaded/submitted the relevant written consent?	<input type="radio"/> 現上載相關書面同意書 / Upload the written consent now <input type="radio"/> 已取得相關書面同意書，並在早前已另行按相關法例及選舉管理委員會的規定上載 / 遞交 / Relevant written consent has been obtained which has been separately uploaded / submitted in accordance with the relevant legal and Electoral Affairs Commission's requirements <input checked="" type="radio"/> 不適用 (此選舉廣告不涉及任何人士或組織對候選人的支持) / N/A (this election advertisement is not associated with any person's or organization's support for the candidate)		
有關上載 / 遞交同意書的法例及選舉管理委員會的規定 / The relevant legal and Electoral Affairs Commission's requirements of uploading/submitted consent			
刪除 / Delete			

事例 (七) Case 7

(1) 候選人於 11 月 11 日製作 10 張沒有加上候選人編號的橫額，於 11 月 12 日在路邊欄杆展示。候選人須於 11 月 15 日或之前將選舉廣告詳情上載中央平台。有關選舉廣告詳情應以例 7.1 的方式填寫。

(1) A candidate produced 10 banners without candidate number on 11 November and displayed them on roadside railing on 12 November. The candidate is required to submit the EA particulars onto the Central Platform by 15 November. The EA particulars should be filled in as shown in Example 7.1.

例 Example 7.1

選舉廣告類型 EA Type	橫額 / Banners	製作 / 印刷的文本數目 Number of Copies Produced/Printed	10
製作 / 印刷日期 Date of Production/Printing	11-11-20XX	發布的文本數目 Number of Copies Published	10
發布日期 Date of Publication	12-11-20XX	製作人 / 印刷人的姓名或名稱 Name of Producer/Printer	AAA印刷公司
尺寸 / 面積 Size/Dimension	1m x 2.5m	製作人 / 印刷人的地址 Address of Producer/Printer	香港北角英皇道999號
發布的方式 Manner of Publication	於路邊欄杆展示	橫額.docx (13 kb) [選取檔案 / Select file]	
選舉廣告檔案 / 連結 EA File/Link	<input checked="" type="radio"/> 檔案/File <input type="radio"/> 連結/Link		
准許 / 授權 Permission/Authorization	[選取檔案 / Select file]		
是否已上載 / 遞交相關的書面同意書? Have you uploaded/submitted the relevant written consent?	<input type="radio"/> 現上載相關書面同意書 / Upload the written consent now <input type="radio"/> 已取得相關書面同意書，並在早前已另行按相關法例及選舉管理委員會的規定上載 / 遞交 / Relevant written consent has been obtained which has been separately uploaded / submitted in accordance with the relevant legal and Electoral Affairs Commission's requirements <input checked="" type="radio"/> 不適用 (此選舉廣告不涉及任何人士或組織對候選人的支持) / N/A (this election advertisement is not associated with any person's or organization's support for the candidate)		
	有關上載 / 遞交同意書的法例及選舉管理委員會的規定 / The relevant legal and Electoral Affairs Commission's requirements of uploading/submitted consent		
刪除 / Delete			

(2) 候選人其後於 11 月 18 日在橫額貼上候選人編號標貼。雖然候選人編號標貼本身不會被視為一份選舉廣告，但候選人曾就原有的選舉廣告作出修改。因此候選人須最遲於投票日後三個工作天內，透過中央平台上載已貼上編號標貼的選舉廣告的電子文本，以修正已遞交的選舉廣告詳情。有關修正資料應以例 7.2 的方式填寫。

(2) Subsequently, the candidate stuck candidate number stickers on the banners on 18 November. Though the candidate number sticker is not an EA itself, the original EA was amended by the candidate. Therefore, the candidate is required to correct the EA particulars submitted previously by uploading the electronic copy of the EA with stickers on it via the Central Platform, not later than 3 working days after the polling day. The correction should be done as shown in Example 7.2.

例 Example 7.2

遞交日期 Submission Date 13-11-20XX
遞交編號 Submission Number 001
現有項目數目 Number of Existing Items 1

選舉廣告參考編號

EA Reference No. 001-0001 [查閱 View](#)

選舉廣告類型 EA Type	選擇廣告類型 / Select a type	
製作 / 印刷日期 Date of Production/Printing		製作 / 印刷的文本數目 Number of Copies Produced/Printed
發布日期 Date of Publication		發布的文本數目 Number of Copies Published
尺寸 / 面積 Size/Dimension		製作人 / 印刷人的姓名或名稱 Name of Producer/Printer
發布的方式 Manner of Publication		製作人 / 印刷人的地址 Address of Producer/Printer
選舉廣告檔案 / 連結 EA File/Link	<input checked="" type="radio"/> 檔案/File <input type="radio"/> 連結/Link	橫額(貼上編號標貼).docx (13 kb) [選取檔案 / Select file]
准許 / 授權 Permission/Authorization	[選取檔案 / Select file]	

[刪除 / Delete](#)

事例（八） Case 8

候選人於 11 月 11 日製作 10 張只有其姓名及圖像的橫額，並於 11 月 12 日在街頭展示。候選人於 11 月 13 日已透過中央平台上載選舉廣告詳情。候選人其後於 11 月 14 日於該橫額貼上新標語。

由於新舊橫額所顯示的內容不同，被貼上新標語的橫額應被視為一個新的選舉廣告。因此候選人須於 11 月 17 日或之前透過中央平台上載新的選舉廣告詳情及選舉廣告電子文本，而不是修正之前發布的選舉廣告詳情。新的選舉廣告詳情應以**例 8.1**的方式填寫。

A candidate produced 10 banners only with his/her name and image on 11 November and displayed them on the street on 12 November. The candidate submitted the EA particulars via the Central Platform on 13 November. The candidate later stuck new slogans on those banners on 14 November.

As the content on the previous and new banners are different, the banners with new slogans should be regarded as new EAs. The candidate is required, instead of correcting the EA particulars submitted previously, to submit new EA particulars and an electronic copy of the new EA via the Central Platform by 17 November. The new EA particulars should be filled in as shown in **Example 8.1**.

例 Example 8.1

選舉廣告類型 EA Type	橫額 / Banners	製作 / 印刷的文本數目 Number of Copies Produced/Printed	10
製作 / 印刷日期 Date of Production/Printing	11-11-20XX	發布的文本數目 Number of Copies Published	10
發布日期 Date of Publication	14-11-20XX	製作人 / 印刷人的姓名或名稱 Name of Producer/Printer	AAA印刷公司
尺寸 / 面積 Size/Dimension	1m x 2.5m	製作人 / 印刷人的地址 Address of Producer/Printer	香港北角英皇道999號
發布的方式 Manner of Publication	於路邊欄杆展示	橫額(貼上新標語).docx (13 kb) [選取檔案 / Select file]	
選舉廣告檔案 / 連結 EA File/Link	<input checked="" type="radio"/> 檔案/File <input type="radio"/> 連結/Link		
准許 / 授權 Permission/Authorization	[選取檔案 / Select file]		
是否已上載 / 遞交相關的書面同意書? Have you uploaded/submitted the relevant written consent?	<input type="radio"/> 現上載相關書面同意書 / Upload the written consent now <input type="radio"/> 已取得相關書面同意書，並在早前已另行按相關法例及選舉管理委員會的規定上載 / 遞交 / Relevant written consent has been obtained which has been separately uploaded / submitted in accordance with the relevant legal and Electoral Affairs Commission's requirements <input checked="" type="radio"/> 不適用 (此選舉廣告不涉及任何人士或組織對候選人的支持) / N/A (this election advertisement is not associated with any person's or organization's support for the candidate)		
	有關上載 / 遞交同意書的法例及選舉管理委員會的規定 / The relevant legal and Electoral Affairs Commission's requirements of uploading/submitted consent		
刪除 / Delete			