

選舉開支及接受選舉捐贈之申報書及聲明書  
RETURN AND DECLARATION OF ELECTION EXPENSES AND ELECTION DONATIONS

《選舉（舞弊及非法行為）條例》（第 554 章）第 37 條  
Section 37 of the Elections (Corrupt and Illegal Conduct) Ordinance (Cap. 554)

2023 年區議會一般選舉  
2023 DISTRICT COUNCIL ORDINARY ELECTION

\_\_\_\_\_  
(區議會名稱)  
(Name of District Council)

區議會  
District Council

\_\_\_\_\_  
(界別／選區名稱)  
(Name of Constituency)

選舉日期：2023 年 12 月 10 日  
Date of Election: 10 December 2023

申報書  
FORM OF RETURN

[附註：請用正楷填寫此申報書及聲明書，填寫前請參閱「填寫選舉開支及接受選舉捐贈之申報書及聲明書說明」  
（“說明”）。]  
[Note: Please read the “Notes on Completion of Return and Declaration of Election Expenses and Election Donations”  
 (“Notes”) before completing this return and declaration in BLOCK LETTERS.]

候選人姓名（正楷）：  
Name of Candidate: \_\_\_\_\_  
(in BLOCK LETTERS)

- 我是 2023 年區議會一般選舉之上述候選人。  
I am the above-named candidate in the 2023 District Council Ordinary Election.
- 我現把由我及我的選舉開支代理人代我在上述選舉中招致的選舉開支，及曾由我、我的選舉代理人及其他人士代表我在與上述選舉有關連的情況下收取的所有選舉捐贈，申報如下。  
I hereby make the following return of election expenses incurred by me and by my election expense agent(s) on my behalf at the above election, and all election donations received by me, by my election agent and by any other person(s) on my behalf in connection with the above election.

各項選舉開支  
ELECTION EXPENSES

開支一覽表（詳情列於以下各有關部分）（見說明第 4 項）  
Summary of expenses (with details set out under each of the relevant sections below) (see Note 4)

候選人個人開支（A 部）..... HK\$ \_\_\_\_\_ 港元  
Candidate's personal expenses (Section A)

選舉聚會之開支（B 部）..... HK\$ \_\_\_\_\_ 港元  
Expenses for election meetings (Section B)

代理人及選舉助理之開支（C 部）..... HK\$ \_\_\_\_\_ 港元  
Expenses for agents and election assistants (Section C)

選舉廣告之開支（D 部）..... HK\$ \_\_\_\_\_ 港元  
Expenses for election advertisements (Section D)

辦公室租金、其他辦公室及運輸之開支（E 部）..... HK\$ \_\_\_\_\_ 港元  
Office rental, other office and transportation expenses (Section E)

雜項開支（F 部）..... HK\$ \_\_\_\_\_ 港元  
Miscellaneous expenses (Section F)

未支付之索款（G 部）..... HK\$ \_\_\_\_\_ 港元  
Outstanding claims (Section G)

選舉開支總額 HK\$ \_\_\_\_\_ 港元  
Total amount of election expenses



C 部 : 代理人及選舉助理之開支  
 Section C : Expenses for agents and election assistants

代理人類別／獲委任人姓名 Types of Agents / Names of Appointees	金額（港元） （見說明第 4 項） Amount (HK\$) (see Note 4)	發票及收據 Invoice and Receipt
選舉代理人： Election Agent:		
選舉開支代理人： Election Expense Agent(s):		
監察投票代理人： Polling Agent(s):		
監察點票代理人： Counting Agent(s):		
選舉助理及拉票人： Election Assistant(s) and Canvasser(s):		
	總額 Total	

D 部 : 選舉廣告之開支 (見說明第 7 項)  
Section D : Expenses for election advertisements (see Note 7)

備註  
Remarks

1. 應根據於中央平台或候選人平台或交給有關界別／選區的選舉主任之「選舉廣告資料摘要」(表格編號: REO/C/10/DC(SF)(2023))及「修正選舉廣告資料摘要通知書」(表格編號: REO/C/11/DC(SF)(2023))(如適用)所列的選舉廣告種類及數量,計算及填寫此部分之開支。不論開支的價值是否極少,候選人均須申報每一項選舉廣告的開支。透過互聯網發布的選舉廣告開支,可在 D8 部按互聯網媒介的類別申報。即使某項選舉廣告沒有招致任何開支,候選人亦應申報該項目,以供選舉事務處查核。

The expenses entered in this Section should be calculated based on the types and quantities of election advertisements as stated on the Central Platform or Candidate's Platform or in the "Information Sheet in relation to Election Advertisements" (Form no.: REO/C/10/DC(SF)(2023)) and "Notification of Corrected Information in relation to Election Advertisements" (Form no.: REO/C/11/DC(SF)(2023)) (if applicable) submitted to the Returning Officer for the relevant constituency. Candidate should declare the expense(s) for each and every item of election advertisement no matter how minimal the value of the expense is. The expenses of all election advertisements published through the Internet can be declared at Section D8 according to the types of internet media. Even if a particular election advertisement does not incur any expense, candidate should also declare such item for checking by the Registration and Electoral Office.

2. 如候選人透過互聯網發布大量選舉廣告(包括選舉網站、社交媒體平台、即時通訊程式等),雖然必須在「選舉廣告資料摘要」或中央平台或候選人平台提供每次發布的相關資料,但在填寫此申報書時,若要就每次發布計算相關開支,則可能有一定難度。因此,在候選人須申報所有選舉開支的大前提下,候選人可用以下申報選舉開支的方法:
- (1) 負責在互聯網發布選舉廣告的助理薪金及互聯網服務費,應分別在此申報書 C 部及 E 部申報;
  - (2) 每個選舉網站的設計及製作費用應在此申報書 D8 部申報;
  - (3) 如某選舉廣告涉及獨立開支(例如影片製作費),應在此申報書 D8 部申報,並註明該選舉廣告是經互聯網發布及其製作日期;
  - (4) 所有透過互聯網發布的選舉廣告之開支,應在此申報書 D8 部分別按互聯網媒介的類別申報(例如選舉網站、社交媒體平台、即時通訊程式),列出經各類媒介發布的選舉廣告數目及所有相關開支,註明所有相關的選舉開支已在 D 部其他相應的部分(即 D1 至 D7 部)申報,並填上此申報書相關部分的編號以供查核。如透過互聯網發布的選舉廣告尚有其他選舉開支未有申報,亦應在此申報書 D8 部申報。

If candidate has published a large number of election advertisements through the Internet (including election website, social media platform, instant messaging application, etc.), although the related information for each publication must be provided in the "Information Sheet in relation to Election Advertisements" or on the Central Platform or Candidate's Platform, there may be difficulties in calculating the related expenses for each publication when completing this return. In this regard, under the premise that candidate must declare all election expenses, the candidate may declare election expenses according to the following methods -

- (1) the salary of an assistant who is responsible for publishing the election advertisements through the Internet and the internet service fee should be declared at Section C and Section E of this return respectively;
  - (2) the design and production fees of each election website should be declared at Section D8 of this return;
  - (3) if an election advertisement involves stand-alone expense (e.g. video production fee), the expense should be declared at Section D8 of this return, and a remark stating that the election advertisement is published through the Internet and its date of production should be added;
  - (4) the expenses of all election advertisements published through the Internet should be declared at Section D8 of this return according to the types of internet media (for example, election website, social media platform, instant messaging application), listing the number(s) of election advertisements published via the respective types of media, stating clearly all related election expenses that have been declared in the corresponding part(s) of Section D (i.e. Sections D1 to D7), and specifying the reference number(s) of the corresponding part(s) of Section D of this return for checking. If there are still other election expenses of election advertisements published through the Internet that have not been declared, they should also be declared at Section D8 of this return.
3. 若此申報書 D 部的篇幅不敷應用,候選人可自行加紙(例如採用試算表)列出有關選舉開支詳情,然後作為附件夾附於此申報書。請參考載於「選舉開支及接受選舉捐贈之申報書及聲明書指南」(表格編號: REO/C/1A/2023DCE)的例子。
- If the space provided in Section D of this return is insufficient, candidate may use a separate sheet of paper (e.g. an Excel table) to set out the particulars of the relevant election expenses and then attach the same as appendix/appendices to this return. Please make reference to the examples in the "Guide to Return and Declaration of Election Expenses and Election Donations" (Form no.: REO/C/1A/2023DCE).



















E 部 : 辦公室租金、其他辦公室及運輸之開支 (請列明服務/貨品之類別或性質及詳情)

Section E : Office Rental, Other Office and Transportation Expenses (Please specify the type/nature and particulars of services/goods)

E1. 辦公室租金及其他辦公室開支  
Office Rental and Other Office Expenses

<p>服務/貨品的詳情 Particulars of Services/Goods</p>	<p>金額 (港元) (見說明第 4 項) Amount (HK\$) (see Note 4)</p>	<p>發票及收據 Invoice and Receipt</p>
<p>辦公室租金：地址 Office Rental: Address</p> <p>單位收費 (港元) (見說明第 4 項) Unit Rate (HK\$) (see Note 4)</p> <p>租用日期及期間 (見說明第 8 項) Rental Period &amp; Duration (see Note 8)</p>		
<p>文具 Stationery</p>		
<p>郵費 Postage</p>		
<p>其他辦公室開支 (請註明) : Other Office Expenses (Please specify):</p>		
<p>E1 部小計 Sub-total of Section E1</p>		

E2. 運輸開支  
Transportation Expenses

單價收費（港元） （見說明第 4 項） Unit Rate (HK\$) (see Note 4)	金額（港元） （見說明第 4 項） Amount (HK\$) (see Note 4)	發票及收據 Invoice and Receipt
租用車輛 Hiring of Vehicles		
汽油／充電 Petrol/Charging		
司機 Driver		
交通費 Travelling Expense		
其他運輸開支（請註明）： Other Transportation Expenses (Please specify):		

E2 部小計  
Sub-total of Section E2

E 部總額（E1 及 E2 部小計總和）  
Total of Section E (Sum of Sub-totals of Sections E1 and E2)

F部 : 雜項開支  
 Section F : Miscellaneous Expenses

詳情 Particulars	金額 (港元) (見說明第 4 項) Amount (HK\$) (see Note 4)	發票及收據 Invoice and Receipt
供應予選舉助理之飲品及食物 Beverages and Food for Election Assistant(s) 日期                      人數                      場合 Date                      Number of Persons                      Occasion		
其他 (請註明日期及性質) Others (Please specify date and nature)		
總額 Total		





**各項選舉捐贈（見說明第 9 至 13 項）**  
**ELECTION DONATIONS (see Notes 9 to 13)**

選舉捐贈一覽表（詳情列於以下各有關部分）（見說明第 4 項）

Summary of election donations (with details set out under each of the relevant Sections below) (see Note 4)

1,000 元或以下之選舉捐贈（H 部） ..... HK\$ \_\_\_\_\_ 港元  
 Election donations of \$1,000 or less (Section H)

1,000 元以上之選舉捐贈（I 部） ..... HK\$ \_\_\_\_\_ 港元  
 Election donations of more than \$1,000 (Section I)

收取的選舉捐贈總額 HK\$ \_\_\_\_\_ 港元  
 Total amount of election donations received

減除：已處置之選舉捐贈（如適用）（J 部）（見說明第 13 項） ..... HK\$ \_\_\_\_\_ 港元  
 LESS: Election donations disposed of (if applicable) (Section J) (see Note 13)

用於選舉中之選舉捐贈總額 HK\$ \_\_\_\_\_ 港元  
 Total amount of election donations used for the election

H 部 : 1,000 元或以下之選舉捐贈

Section H : Election donations of \$1,000 or less

日期／期間 Date/Period	選舉捐贈說明 Description of Election Donation	選舉捐贈金額或價值（港元） （見說明第 4 項） Amount or Value of Election Donation (HK\$) (see Note 4)
總額 Total		

I 部 : 1,000 元以上之選舉捐贈  
 Section I : Election donations of more than \$1,000

備註 : 請在下表填報每名（在一次或多次之選舉捐贈中）選舉捐贈總額在 1,000 元以上之捐贈者的姓名或名稱及地址，並附上候選人就有關選舉捐贈發給捐贈者之「劃一格式選舉捐贈收據」（表格編號：REO/C/2/2023DCE(SDF)）副本。所有收據副本上應順序註明編號，而編配予每一收據副本的編號應填寫在「收據副本」一欄內的相應位置，以資對照。

Remarks : Please enter the name and address of each donor who has donated more than \$1,000 in total (in one or more election donations). Each entry must be accompanied with a copy of the “Standard Receipt for Election Donations” (Form no.: REO/C/2/2023DCE(SDF)) issued by the candidate to the donor. All copies of receipts should be marked in numerical sequence and, for cross-referencing purpose, the number assigned to each copy of receipts should be correspondingly entered in the “Copy of Receipt” column.

捐贈者 (見說明第 12 及 15 項) Donor (see Notes 12 and 15)		選舉捐贈說明 Description of Election Donation	選舉捐贈 金額或價值 (港元) (見說明第 4 項) Amount or Value of Election Donation (HK\$) (see Note 4)	收據副本 Copy of Receipt
姓名或名稱 Name	地址 Address			
		總額 Total		

J 部 : 已處置之選舉捐贈 (如適用) (見說明第 13 項)  
 Section J : Election donations disposed of (if applicable) (see Note 13)

備註 : 每項填報資料均須附上收款人所發之收據副本, 所有收據副本上須順序註明編號, 而編配予每一收據副本的編號應填寫在「收據副本」一欄內的相應位置, 以資對照。  
 Remarks : Each entry must be accompanied with a copy of the receipt issued by the recipient. All copies of receipts should be marked in numerical sequence and, for cross-referencing purpose, the number assigned to each copy of receipts should be correspondingly entered in the "Copy of Receipt" column.

屬公共性質的慈善機構或慈善信託名稱 Name of Charitable Institution or Trust of a Public Character	金額或價值 (港元) (見說明第 4 項) Amount or Value (HK\$) (see Note 4)	收據副本 Copy of Receipt
總額 Total		

**聲 明 書**  
**FORM OF DECLARATION**

候選人姓名（正楷）

Name of Candidate .....

(in BLOCK LETTERS)

本人謹以至誠鄭重聲明如下－

I hereby solemnly and sincerely declare as follows –

1. 本人是 2023 年區議會一般選舉之上述候選人。

I am the above-named candidate in the 2023 District Council Ordinary Election.

2. 本人已審閱即將提交予總選舉事務主任之選舉開支及接受選舉捐贈之申報書及附件。據本人所知及所信，申報書已按法例之規定，準確詳列關於進行及管理上述選舉之－

(甲) 所有由本人招致及本人的選舉開支代理人代本人招致的選舉開支；以及

(乙) 曾由本人、本人的選舉代理人以及任何其他人士代本人在與上述選舉有關連的情況下收取的所有選舉捐贈。

I have examined the return of election expenses and election donations and the attachments to be submitted to the Chief Electoral Officer, and to the best of my knowledge and belief, it is an accurate account of –

(a) all election expenses incurred by me and by my election expense agent(s) on my behalf; and

(b) all election donations received by me, by my election agent and by any other person(s) on my behalf in connection with the above election,

in respect of the conduct and management of the above election as required by law.

3. 據本人所知及所信－

(甲) 除此申報書所列出的選舉開支外，本人並無招致其他選舉開支，而本人的選舉開支代理人並無代本人在上述選舉中招致其他選舉開支；

(乙) 除此申報書所列出的選舉捐贈外，本人並無在與上述選舉有關連的情況下收取其他選舉捐贈，而本人的選舉代理人及任何其他人士並無代本人在與上述選舉有關連的情況下收取其他選舉捐贈；以及

(丙) 所有已處置之選舉捐贈（如有）亦已按此申報書所列出的方式處置。

To the best of my knowledge and belief –

(a) no election expenses other than those set out in this return were incurred by me and my election expense agent(s) on my behalf at the above election;

(b) no election donations other than those set out in this return were received by me, by my election agent and any other person(s) on my behalf in connection with the above election; and

(c) all election donations disposed of (if any) have been disposed of in the manner as set out in this return.

4. 在此申報書所夾附之每張發票及收據經本人確認無誤，如發票及收據以副本形式提交，已確認其為真確無誤的副本。

I confirm that each invoice and receipt accompanying this return is correct. If copies of invoice(s) and receipt(s) are submitted, I confirm that they are true and correct copies.

本人謹憑藉《宣誓及聲明條例》（第 11 章）衷誠作出此項鄭重聲明，並確信其為真確無訛。

And I make this solemn declaration conscientiously believing the same to be true and by virtue of the Oaths and Declarations Ordinance (Cap. 11).

聲明人簽署

Signature of Declarant .....

上述聲明是於.....年.....月.....日由上述聲明人在本人面前作出及簽署。

Declared and signed by the above declarant on the.....day of.....before me.

\*監誓員／太平紳士／持有執業證書的律師簽署 .....

Signature of \*Commissioner for Oaths/Justice of the Peace/  
Solicitor with a practising certificate

\*監誓員／太平紳士／持有執業證書的律師姓名 .....

Name of \*Commissioner for Oaths/Justice of the Peace/  
Solicitor with a practising certificate

\* 請刪去不適用者。

Please delete whichever is inapplicable.

## 填寫選舉開支及接受選舉捐贈之申報書及聲明書說明

### Notes on Completion of Return and Declaration of Election Expenses and Election Donations

以下說明只供參考。有關選舉開支及選舉捐贈的法例，請參閱《選舉（舞弊及非法行為）條例》（第 554 章）及《選舉管理委員會（選舉程序）（區議會）規例》（第 541F 章）。

The Notes below are for reference only. For legislation concerning election expenses and election donations, please refer to the Elections (Corrupt and Illegal Conduct) Ordinance (Cap. 554) and the Electoral Affairs Commission (Electoral Procedure) (District Councils) Regulation (Cap. 541F).

- 填寫此申報書及聲明書前，請閱讀選舉管理委員會發出的《區議會選舉活動指引》第十五章，以及參考載於候選人資料冊的「選舉開支及接受選舉捐贈之申報書及聲明書指南」（表格編號：REO/C/1A/2023DCE）。  
Before completing this return and declaration, please read Chapter 15 of the “Guidelines on Election-related Activities in respect of the District Council Election” issued by the Electoral Affairs Commission, and make reference to the “Guide to Return and Declaration of Election Expenses and Election Donations” (Form no.: REO/C/1A/2023DCE) contained in the Candidate Folder.
- 根據《選舉（舞弊及非法行為）條例》（第 554 章）第 37(1)條的規定，此申報書及聲明書中必須列出候選人在選舉中的選舉開支及曾由候選人或由他人代該候選人在與選舉有關連的情況下收取的所有選舉捐贈。  
According to section 37(1) of the Elections (Corrupt and Illegal Conduct) Ordinance (Cap. 554), this return and declaration must set out the candidate’s election expenses at the election and all election donations received by or on behalf of the candidate in connection with the election.
- 請用中文或英文填寫此申報書及聲明書。如任何部分篇幅不敷應用，可採用同樣格式另紙填寫，然後作為附件夾附於此申報書及聲明書。  
Please complete this return and declaration either in Chinese or in English. Please use additional sheet(s) in the same format to set out the particulars and then attach the same as appendix/appendices to this return and declaration if the space provided in any Section is insufficient.
- 此申報書及聲明書內的金額及價值須以港元表示。填寫金額或價值時，如在分攤開支或轉換幣值的情況下經計算的金額有小數位，請將金額或價值以整數或四捨五入至不超過兩個小數位填寫。  
All amounts and values in this return and declaration must be expressed in Hong Kong dollars. When filling in the amount or value, if the amount has decimal places after calculation due to apportionment of the expenses or conversion of currency, please fill in the amount or value with an integer or round up/down to not more than 2 decimal places.
- 就每項 500 元或以上的選舉開支而言，候選人必須提交載有該項支出詳情的發票及收據。選舉開支的發票及收據可分為不同文件提交，亦可包含於同一份文件內。候選人提交的發票及收據必須載有以下資料—
  - 日期；
  - 開支項目的詳情（即貨品或服務的資料和金額）；
  - 提供貨品或服務的機構或人士（非候選人本人）的資料；及
  - 證明提供貨品或服務的機構或人士（非候選人本人）已全數收取有關款額的資料（例如收款人士的姓名及簽署，或收款機構的蓋章或其授權代表的簽署）。In the case of each election expense of \$500 or more, candidate must submit an invoice and a receipt giving particulars of such expenditure. The invoice(s) and receipt(s) for election expense(s) may be submitted in separate documents, or may be contained in the same document. The invoice(s) and receipt(s) submitted by candidate must contain the following particulars –
  - date;
  - details of the expense item (i.e. information and amount of the goods or services);
  - information of the organization or person (other than the candidate himself/herself) providing the goods or services; and
  - information showing that the organization or person (other than the candidate himself/herself) providing the goods or services has received the relevant payment in full (e.g. name and signature of the recipient, or the stamp of the organization or signature of its authorized person).
- 候選人應在所有發票及收據（包括選舉捐贈收據）上順序註明編號，並將編配予每一發票及收據的編號填寫在「發票及收據」／「收據副本」一欄內的相應位置，以資對照。  
Candidate should mark all invoices and receipts (including receipts for election donations) in numerical sequence and, for cross-referencing purpose, enter the number assigned to each invoice and receipt in the “Invoice and Receipt”/“Copy of Receipt” column correspondingly.
- 候選人應根據於中央平台或候選人平台或交給有關界別／選區的選舉主任之「選舉廣告資料摘要」（表格編號：REO/C/10/DC(SF)(2023)）及「修正選舉廣告資料摘要通知書」（表格編號：REO/C/11/DC(SF)(2023)）（如適用）所列的選舉廣告種類及數量填寫此申報書。候選人須計算及申報每一項選舉廣告的開支。選舉廣告的開支應包括設計及畫稿之費用。如透過互聯網發布選舉廣告（例如電子郵件），與該選舉廣告相關的費用，例如設計及發布費用及按比例適當分攤的相關互聯網服務費等，應被計算為選舉開支。

Candidate should complete this return based on the types and quantities of election advertisements as stated on the Central Platform or Candidate's Platform or in the "Information Sheet in relation to Election Advertisements" (Form no.: REO/C/10/DC(SF)(2023)) and "Notification of Corrected Information in relation to Election Advertisements" (Form no.: REO/C/11/DC(SF)(2023)) (if applicable) submitted to the Returning Officer for the relevant constituency. Candidate should calculate and declare the expense(s) for each and every item of election advertisements. Expenses for election advertisements should include design and artwork fees. If election advertisements are published through the Internet (e.g. electronic mail), fees that are related to such election advertisements, such as design and publication fees and related internet service fee as appropriately apportioned, should be counted as election expenses.

8. 候選人應根據因選舉有關用途而招致的租金及辦公室開支金額申報選舉開支。候選人租用辦公室進行競選活動時，如有關租約指定須要租用該辦公室直至某一期限，而該期限是選舉結束後的一個日期，若有關租賃開支是在選舉期間招致的，只要該辦公室是一直只用於選舉有關用途，候選人必須將整筆租賃開支計算為選舉開支（包括租約內橫跨選舉日之後的部分）。假如候選人在選舉日後不再使用該辦公室作選舉有關用途，應將有關租約內涉及選舉日之後的租賃開支分開計算，並在選舉申報書內說明有關選舉日之後的租賃開支因與選舉無關而不計算在選舉開支內。此外，如辦公室並非只用於選舉有關用途（例如與其他人士分租或用作議員辦事處），應就選舉有關用途和其他用途分攤租金及辦公室開支，並將計算方式詳列於選舉申報書。上述安排亦適用於代理人及選舉助理的薪金開支。  
Candidate should declare the election expenses based on the amounts of rental and office expenses incurred for election-related purpose. When the candidate rents an office for electioneering purposes, if the lease has specified a rental period beyond the end of the election, and if the relevant rental expense is incurred during the election period, the candidate should include the whole rental expense (including the expense for the rental period after the date of election) as an election expense, if the office concerned is solely used for election-related purpose. If the candidate does not use the office for election-related purpose after the date of election, he/she should apportion the rental expense for the period after the date of election, and state in the election return that the rental expense for the period after the date of election is not for election-related purpose, thus it is not counted as part of the election expenses. Also, if the office is not solely used for election-related purpose (for example, it is shared with other persons or used as a councillor's office), the rental and office expenses should be apportioned between election-related purposes and any other purposes. The calculation should also be stated in detail in the election return. The above arrangement is also applicable to the salary expenses for agents and election assistants.
9. 選舉捐贈的形式包括金錢、貨品及服務。不論形式為何，所有已接受的選舉捐贈均須在此申報書及聲明書的相關部分填報。  
Election donations may take the form of money, goods and services. Regardless of the form they take, all election donations received must be set out under the relevant Section(s) in this return and declaration.
10. 凡免費獲得的服務（除義務服務外）或貨品，必須申報為選舉捐贈，並於此申報書內相應地申報其估計的價值為選舉開支。  
Services (except for voluntary service) or goods obtained free of charge must be declared as election donations, and their estimated value must also be correspondingly declared as election expenses in this return.
11. 除非所有顧客一般均可享有有關折扣，否則貨品或服務的市價 / 正常價格與候選人支付的價格差額會被視為一項選舉捐贈，候選人必須將其申報為選舉捐贈，並於此申報書內相應地申報有關差額為選舉開支。  
Unless the discount is generally available to all customers, the difference between the market/regular price of goods or services and the price paid by the candidate is to be regarded as an election donation. Candidate must declare such as an election donation, and correspondingly declare it as an election expense in this return.
12. 如某項選舉捐贈的金額或價值為 1,000 元以上（包括多項來自同一捐贈者而累計總價值為 1,000 元以上的選舉捐贈），候選人必須發給捐贈者載有該捐贈者的姓名或名稱及地址（一如捐贈者所提供）及該項捐贈的詳情的收據〔「劃一格式選舉捐贈收據」（表格編號：REO/C/2/2023DCE(SDF)）〕，並將收據副本與申報書一併提交。捐贈者可選擇披露其屬意的地址，如其辦事處或業務地址、通訊地址、住址或郵政信箱號碼。候選人須將捐贈者的姓名或名稱及地址及捐贈詳情填報於此申報書及聲明書。  
If the amount or value of an election donation is more than \$1,000 (including multiple election donations from the same donor and total value is more than \$1,000), candidate must issue a receipt ["Standard Receipt for Election Donations" (Form no.: REO/C/2/2023DCE(SDF))] to the donor specifying the name and address of the donor concerned (as supplied by the donor) and giving particulars of the donation concerned, and submit the return together with a copy of such receipt. The donor may choose to disclose an address that he/she/it prefers, for example his/her/its office or business address, correspondence address, residential address or post office box number. Candidate must provide the name(s) and address(es) of donor(s) and particulars of the donations in this return and declaration.
13. 選舉捐贈只可用於償付或分擔償付該候選人或該等候選人的選舉開支。如某項選舉捐贈包含貨品或服務，該項捐贈則只可用於促使該候選人或該等候選人當選或阻礙另一名候選人或另一些候選人當選。此外，就尚未用於償付選舉開支的選舉捐贈，候選人必須在呈交此申報書之前按照《選舉（舞弊及非法行為）條例》（第 554 章）第 19(2)-(4)條處置有關選舉捐贈，並在此申報書附上收款人發出的收據副本。否則，候選人須在此申報書附上書面解釋，列出沒有按照該條處置該項或該部分選舉捐贈的理由。

Election donations can only be used for the purpose of meeting, or contributing towards meeting, the election expenses of the candidate or candidates. In the case of an election donation consisting of goods or services, such donation can only be used for the purpose of promoting the election of the candidate or candidates or of prejudicing the election of another candidate or other candidates. Moreover, the unused election donation(s) must be disposed of in accordance with section 19(2)-(4) of the Elections (Corrupt and Illegal Conduct) Ordinance (Cap. 554) before this return is lodged. This return must be accompanied by copy(ies) of the receipt(s) given by the recipient(s) thereof; otherwise, this return must be accompanied by a written explanation setting out the reason why such election donation or part of it was not disposed of in accordance with that section.

14. 候選人必須在《選舉（舞弊及非法行為）條例》（第 554 章）第 37(1F)及(1G)條規定的限期屆滿之前，將填妥的申報書及聲明書提交總選舉事務主任（地址：九龍觀塘觀塘道 392 號創紀之城 6 期 23 樓 2301-03 室選舉事務處）。
- Candidate must submit the completed return and declaration to the Chief Electoral Officer (Address: Registration and Electoral Office, Unit 2301-03, 23/F, Millennium City 6, 392 Kwun Tong Road, Kwun Tong, Kowloon) by the statutory deadline as required under section 37(1F) and (1G) of the Elections (Corrupt and Illegal Conduct) Ordinance (Cap. 554).
15. 此申報書及聲明書以及所有附件的副本將備存於選舉事務處，由該申報書及聲明書提交總選舉事務主任的時間起，直至根據《選舉（舞弊及非法行為）條例》（第 554 章）第 41 條規定申報書及聲明書可供公眾查閱的期間完結為止，供公眾查閱或提供予索閱有關文件的人士。在展示前，此申報書及聲明書連同所有附件內所有個人資料（捐贈者的姓名及地址除外）將會被遮蓋。
- Copies of this return and declaration and all attachments will be kept at the Registration and Electoral Office and made available for public inspection or may be furnished to any person requesting for the relevant documents from the time when the return and declaration concerned is lodged with the Chief Electoral Officer until the end of the period for which copies of election returns and declarations are to be made available for public inspection under section 41 of the Elections (Corrupt and Illegal Conduct) Ordinance (Cap. 554). All personal data (except the name(s) and address(es) of the donor(s)) in this return and declaration and all attachments will be covered before display.
16. 選舉事務處將查核所有候選人提交的申報書及聲明書。倘若發現任何不當情況，將會向有關當局報告，以進行調查。候選人在申報書及聲明書上填報的資料亦可能供給有關當局進行調查。
- The Registration and Electoral Office will check all returns and declarations submitted by candidates. Any irregularities detected will be reported to the relevant authorities for investigation. The information provided by candidates in their returns and declarations may also be provided to the relevant authorities for investigation.
17. 《選舉（舞弊及非法行為）條例》（第 554 章）與選舉申報書相關的部分條文載列如下，以供參考－
- Part of the provisions of the Elections (Corrupt and Illegal Conduct) Ordinance (Cap. 554) concerning election return are reproduced below for reference-

**《選舉（舞弊及非法行為）條例》（第 554 章）第 2 條**

「選舉開支」(election expenses) 就某項選舉的候選人而言，指在選舉期間前、在選舉期間內或在選舉期間後，由該候選人或由他人代該候選人－

(a) 為促使該候選人當選；或

(b) 為阻礙另一候選人當選，

而招致或將招致的開支，並包括包含貨品及服務而用於上述用途的選舉捐贈的價值。

「選舉捐贈」(election donation) 就某項選舉的一名或多於一名候選人而言，指以下任何捐贈－

(a) 為償付或分擔償付該候選人或該等候選人的選舉開支，而給予該候選人或該等候選人或就該候選人或該等候選人而給予的任何金錢；或

(b) 為促使該候選人或該等候選人當選或阻礙另一名候選人或另一些候選人當選，而給予該候選人或該等候選人或就該候選人或該等候選人而給予的任何貨品，包括由於提供義務服務而附帶給予的貨品；

(c) 為促使該候選人或該等候選人當選或阻礙另一名候選人或另一些候選人當選，而向該候選人或該等候選人提供或就該候選人或該等候選人而提供的任何服務，但不包括義務服務。

「義務服務」(voluntary service) 指任何自然人為以下目的在其私人時間自願親自免費向某項選舉的一名或多於一名候選人提供或就某項選舉的一名或多於一名候選人而提供的任何服務－

(a) 促使該候選人或該等候選人當選；或

(b) 阻礙另一名候選人或另一些候選人當選。

**Section 2 of the Elections (Corrupt and Illegal Conduct) Ordinance (Cap. 554)**

“Election expenses” (選舉開支), in relation to a candidate at an election, means expenses incurred or to be incurred, before, during or after the election period, by or on behalf of the candidate for the purpose of –

(a) promoting the election of the candidate; or

(b) prejudicing the election of another candidate,

and includes the value of election donations consisting of goods and services used for that purpose.

“Election donation” (選舉捐贈), in relation to a candidate or candidates at an election, means any of the following donations –

(a) any money given to or in respect of the candidate or candidates for the purpose of meeting, or contributing towards meeting, the election expenses of the candidate or candidates;

- (b) any goods given to or in respect of the candidate or candidates for the purpose of promoting the election of the candidate or candidates or of prejudicing the election of another candidate or other candidates, and includes any goods given incidental to the provision of voluntary service;
- (c) any service provided to or in respect of the candidate or candidates for the purpose of promoting the election of the candidate or candidates or of prejudicing the election of another candidate or other candidates, but does not include voluntary service. “Voluntary service” (義務服務) means any service provided free of charge to or in respect of a candidate or candidates at an election by a natural person, voluntarily and personally, in the person’s own time for the purpose of –
  - (a) promoting the election of the candidate or candidates; or
  - (b) prejudicing the election of another candidate or other candidates.

**《選舉（舞弊及非法行為）條例》（第554章）第19(2)-(4)條**

- (2) 如給予某候選人或某些候選人或就某候選人或某些候選人而給予的某項選舉捐贈為\$1,000 以上或（如該項選舉捐贈包含貨品）價值\$1,000 以上，而該候選人或該等候選人不知道捐贈者的姓名或名稱及地址，則該候選人或該等候選人必須確保—
  - (a) 該項捐贈不會用於—
    - (i) 償付或分擔償付該候選人或任何該等候選人的選舉開支；或
    - (ii)（如該項捐贈包含貨品）促使該候選人或任何該等候選人當選或阻礙另一名候選人或另一些候選人當選；及
  - (b) 將該項捐贈給予該候選人或該等候選人所選擇的屬公共性質的慈善機構或慈善信託。
- (3) 如給予某候選人或某些候選人或就某候選人或某些候選人而給予的某項選舉捐贈屬金錢或貨品，而該項捐贈—
  - (a) 沒有用於—
    - (i) 償付或分擔償付該候選人或該等候選人的選舉開支；或
    - (ii)（如該項捐贈包含貨品）促使該候選人或該等候選人當選或阻礙另一名候選人或另一些候選人當選；或
  - (b) 在第(2)款所提述的情況下不會用於該款(a)(i)或(ii)段所述用途，則該候選人或該等候選人必須確保將該項捐贈給予該候選人或該等候選人所選擇的屬公共性質的慈善機構或慈善信託。
- (4) 如給予某候選人或就某候選人而給予的所有選舉捐贈的總額超過根據第 45 條訂明的最高限額，則該候選人必須確保將超額部分（不包括屬服務性質的選舉捐贈）給予該候選人所選擇的屬公共性質的慈善機構或慈善信託。

**Section 19(2)-(4) of the Elections (Corrupt and Illegal Conduct) Ordinance (Cap. 554)**

- (2) If an election donation of more than \$1,000 or, in the case of an election donation consisting of goods, of more than \$1,000 in value, is given to or for a candidate or candidates and the candidate or candidates do not know the name and address of the donor, the candidate or candidates must ensure that the donation –
  - (a) is not used –
    - (i) for the purpose of meeting, or contributing towards meeting, the election expenses of the candidate or any of the candidates; or
    - (ii) in the case of an election donation consisting of goods, for the purpose of promoting the election of the candidate or any of the candidates or of prejudicing the election of another candidate or other candidates; and
  - (b) is given to a charitable institution or trust of a public character chosen by the candidate or candidates.
- (3) If an election donation of money or goods has been given to or for a candidate or candidates and the donation –
  - (a) has not been used –
    - (i) for the purpose of meeting, or contributing towards meeting, the election expenses of the candidate or candidates; or
    - (ii) in the case of an election donation consisting of goods, for the purpose of promoting the election of the candidate or candidates or of prejudicing the election of another candidate or other candidates; or
  - (b) is not used in the case referred to in subsection (2), the candidate or candidates must ensure that the donation is given to a charitable institution or trust of a public character chosen by the candidate or candidates.
- (4) If the aggregate of all election donations given to or for a particular candidate exceeds the maximum amount prescribed under section 45, the candidate must ensure that the excess (not including election donations of services) is given to a charitable institution or trust of a public character chosen by the candidate.

**《選舉（舞弊及非法行為）條例》（第554章）第37條**

- (1) 在選舉中的每名候選人必須向有關主管當局提交選舉申報書，列出一
  - (a) 該候選人在該項選舉中的選舉開支；及
  - (b) 曾由該候選人或由他人代該候選人在與該項選舉有關連的情況下收取的所有選舉捐贈。
- (1F) 就為選出任何區議會的議員而舉行的選舉而言，候選人須確保申報書在以下情況出現當日後 60 日期間屆滿前提交 —
  - (a) 如該選舉是為 2 個或多於 2 個選區或選舉界別，而就 1 個或多於 1 個區議會舉行—該選舉就所有該等選區或選舉界別而言，均已告結束；或
  - (b) 如該選舉只為 1 個選區或選舉界別而舉行—該選舉就該選區或選舉界別而言，已告結束。



(1G) 為施行第(1F)款，就某選區或選舉界別而言，選舉在任何以下事件就該選區或選舉界別發生當日，即告結束－

- (a) 選舉結果於憲報公布；
- (b) (由2023年第19號第179條廢除)
- (c) 宣布選舉未能完成。

**Section 37 of the Elections (Corrupt and Illegal Conduct) Ordinance (Cap. 554)**

(1) Each candidate at an election must lodge with the appropriate authority an election return setting out –

- (a) the candidate's election expenses at the election; and
- (b) all election donations received by or on behalf of the candidate in connection with the election.

(1F) For an election to membership of any District Council, the candidate must ensure that the return is lodged before the expiry of the period of 60 days after –

- (a) if the election is held for 2 or more constituencies in relation to 1 or more District Councils – the date on which the election becomes settled in relation to all of the constituencies; or
- (b) if the election is held for only 1 constituency – the date on which the election becomes settled in relation to the constituency.

(1G) For the purposes of subsection (1F), an election is settled in relation to a constituency on the date on which any of the following events occurs in relation to the constituency –

- (a) the result of the election is notified in the Gazette;
- (b) (Repealed 19 of 2023 s. 179)
- (c) the election is declared to have failed.

**《選舉（舞弊及非法行為）條例》（第554章）第37(2)(b)條**

候選人必須確保申報書附有－

- (i) (就每項 \$500 或以上的選舉開支而言) 載有該項支出的詳情的發票及收據；及
- (ii) (就每項 \$1,000 以上或每項包含貨品或服務而價值 \$1,000 以上的選舉捐贈而言) 發給捐贈者的載有關於該捐贈者及該項捐贈的詳情的收據的副本；及
- (iii) (如由候選人或由他人代候選人在與選舉有關連的情況下收取的某項選舉捐贈或某項選舉捐贈的一部分沒有用於該用途而已按照第 19 條處置) 收取該等如此處置的捐贈或部分捐贈的人所發出的收據的副本；及
- (iv) (如由候選人或由他人代候選人在與選舉有關連的情況下收取的某項選舉捐贈或某項選舉捐贈的一部分沒有用於該用途，亦沒有按照第 19(3)條處置) 書面解釋，列出沒有按照該條處置該項捐贈或該部分捐贈的理由；及
- (v) 採用有關主管當局提供或指明的表格或格式所作的聲明書，證明申報書內容屬實。

**Section 37(2)(b) of the Elections (Corrupt and Illegal Conduct) Ordinance (Cap. 554)**

The candidate must ensure that the return is accompanied –

- (i) in the case of each election expense of \$500 or more, by an invoice and a receipt giving particulars of the expenditure; and
- (ii) in the case of each election donation of more than \$1,000 or, in the case of an election donation consisting of goods or a service, of more than \$1,000 in value, by a copy of the receipt issued to the donor giving particulars of the donor and the donation; and
- (iii) where an election donation or part of an election donation that was received by or on behalf of the candidate in connection with the election was not used for that purpose was disposed of in accordance with section 19, by a copy of the receipt given by the recipient of the donation or part; and
- (iv) where an election donation or part of an election donation that was received by or on behalf of the candidate in connection with the election was not used for that purpose was not disposed of in accordance with section 19(3), by an explanation setting out the reason why it was not disposed of in accordance with that section; and
- (v) by a declaration in a form provided or specified by the appropriate authority verifying the contents of the return.

**《選舉（舞弊及非法行為）條例》（第554章）第40條**

(1) 候選人如不能夠或沒有在准許的限期屆滿之前按照第 37 條的規定提交選舉申報書，可向原訟法庭申請作出命令，容許該候選人在原訟法庭指明的較長限期內，向有關主管當局提交選舉申報書。

(2) 原訟法庭在聆訊根據第(1)款提出的申請後，必須信納不能夠或沒有按照第 37 條的規定提交選舉申報書一事是可歸因於下述情況而非因申請人不真誠所致，方可作出所尋求的命令－

- (a) 申請人患病或不在香港；或
- (b) 申請人的代理人或僱員去世、患病、不在香港或行為不當；或
- (c) 申請人或其他人粗心大意或意外地計算錯誤；或
- (d) 任何合理理由。

(3) 候選人亦可向原訟法庭申請作出命令，使該候選人可更正在選舉申報書或附於該申報書的任何文件內的錯誤或虛假陳述。

(4) 原訟法庭在聆訊根據第(3)款提出的申請後，必須信納該等錯誤或虛假陳述是因下述情況而非因申請人不真誠所致，方可作出所尋求的命令－

- (a) 申請人的代理人或僱員的行為不當；或
- (b) 申請人或其他人粗心大意或意外地計算錯誤；或
- (c) 任何合理理由。

**Section 40 of the Elections (Corrupt and Illegal Conduct) Ordinance (Cap. 554)**

- (1) A candidate who is unable or has failed to lodge an election return as required by section 37 before the end of the permitted period can apply to the Court for an order allowing the candidate to lodge with the appropriate authority an election return within such further period as the Court specifies.
- (2) On the hearing of an application made under subsection (1), the Court may make the order sought, but only if it is satisfied that the inability or failure to lodge an election return as required by section 37 was attributable to –
  - (a) the applicant's illness or absence from Hong Kong; or
  - (b) the death, illness, absence from Hong Kong or misconduct of an agent or employee of the applicant; or
  - (c) inadvertence or an accidental miscalculation by the applicant or any other person; or
  - (d) any reasonable cause,and was not due to the applicant's bad faith.
- (3) A candidate can also apply to the Court for an order enabling the candidate to correct any error or false statement in an election return or in any document accompanying the return.
- (4) On the hearing of an application made under subsection (3), the Court may make the order sought, but only if it is satisfied that the error or false statement was due to –
  - (a) misconduct of an agent or employee of the applicant; or
  - (b) inadvertence or an accidental miscalculation by the applicant or any other person; or
  - (c) any reasonable cause,and was not due to the applicant's bad faith.

**《選舉（舞弊及非法行為）條例》（第554章）第20條**

如任何候選人在根據第 37 條提交的選舉申報書內，或在根據第 37A 條提交的選舉申報書的副本內，作出該候選人明知或理應知道屬虛假或具誤導性達關鍵程度的陳述，即屬在選舉中作出舞弊行為，該陳述屬一項根據第 37A 條達成的更正的標的亦然。

**Section 20 of the Elections (Corrupt and Illegal Conduct) Ordinance (Cap. 554)**

A candidate engages in corrupt conduct at an election if the candidate, in an election return lodged under section 37 or a copy of an election return lodged under section 37A, makes a statement that the candidate knows or ought to know is materially false or misleading whether or not the statement is the subject of a correction effected under section 37A.

**《選舉（舞弊及非法行為）條例》（第554章）第38(1)條**

候選人如沒有按照第 37 條的規定提交選舉申報書，即屬犯罪 –

- (a) 如循簡易程序審訊，一經定罪，可處第 5 級罰款及監禁 1 年；或
- (b) 如循公訴程序審訊，一經定罪，可處罰款 \$200,000 及監禁 3 年。

**Section 38(1) of the Elections (Corrupt and Illegal Conduct) Ordinance (Cap. 554)**

A candidate who fails to lodge an election return as required by section 37 commits an offence and is –

- (a) if tried summarily, liable on conviction to a fine at level 5 and to imprisonment for 1 year; or
- (b) if tried on indictment, liable on conviction to a fine of \$200,000 and to imprisonment for 3 years.

18. 候選人在填寫此申報書及聲明書時如有任何問題，請在辦公時間內致電選舉事務處的查詢熱線 2891 1001。如對《選舉（舞弊及非法行為）條例》有任何諮詢，可致電廉政公署的廉潔選舉查詢熱線 2920 7878。

If candidate has any questions in completing this return and declaration, please call the enquiry hotline of the Registration and Electoral Office at 2891 1001 during office hours. For enquiries relating to the Elections (Corrupt and Illegal Conduct) Ordinance, please call the Clean Election enquiry hotline of the Independent Commission Against Corruption at 2920 7878.

19. 請注意下列有關在此申報書及聲明書提供個人資料的說明：

Please note the following with regard to the provision of personal data in connection with this return and declaration –

(a) **資料用途**

就此申報書及聲明書提供的個人資料及其他有關的資料，會供選舉管理委員會、選舉事務處、有關界別／選區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 relevant information provided in this return and declaration will be used by the Electoral Affairs Commission, the Registration and Electoral Office, the Returning Officer for the relevant constituency and other relevant government departments for election-related purposes.

(b) **資料轉介**

此申報書及聲明書連同所有附件的副本會供公眾查閱直至根據《選舉（舞弊及非法行為）條例》（第 554 章）第 41 條規定選舉申報書及聲明書可供公眾查閱的期間結束為止。在展示前，此申報書及聲明書連同所有附件內所有個人資料（捐贈者的姓名及地址除外）將會被遮蓋。就此申報書及聲明書提供的所有資料（包括個人資料及其他資料）亦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**

A copy of this return and declaration and all attachments will be made available for public inspection until the end of the period for which copies of election returns and declaration are available for inspection under section 41 of the Elections (Corrupt and Illegal Conduct) Ordinance (Cap. 554). All personal data (except the name(s) and address(es) of the donor(s)) in this return and declaration and all attachments will be covered before display. All information (including the personal data and other information) provided in this return and declaration may also be provided to other authorized 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／她在此申報書及聲明書所提供的個人資料。

**Access to Personal Data**

Any person has the rights to request access to and correction of the personal data he/she provided in this return and declaration in accordance with the provisions of the Personal Data (Privacy) Ordinance (Cap. 486).

(d) **個人資料保障原則**

候選人應留意，在收集第三者的個人資料以填寫此申報書及聲明書時，須遵守《個人資料（私隱）條例》（第 486 章）附表 1 的保障資料原則，特別是第 4 原則，即採取所有切實可行的步驟，以確保個人資料受到保障而不受未獲准許的或意外的查閱、處理、刪除、喪失或使用。

**Personal Data Protection Principles**

Candidates are reminded to observe the Data Protection Principles in Schedule 1 to the Personal Data (Privacy) Ordinance (Cap. 486) in collecting personal data of a third party in completing this return and declaration, in particular Principle 4 concerning the requirement to take all practicable steps to ensure that personal data are protected against unauthorized or accidental access, processing, erasure, loss or use.

(e) **查詢**

關於透過此申報書及聲明書收集的個人資料的查詢（包括索閱及改正個人資料），應向總選舉事務主任提出（地址：九龍長沙灣東京街西 3 號庫務大樓 8 樓）。

**Enquiry**

Enquiries concerning the personal data collected by means of this return and declaration (including requests for access to and corrections of personal data) should be addressed to the Chief Electoral Officer (Address: 8th Floor, Treasury Building, 3 Tonkin Street West, Cheung Sha Wan, Kowloon).

選舉管理委員會  
2023 年 10 月  
Electoral Affairs Commission  
October 2023