

資助的申索
CLAIM FOR FINANCIAL ASSISTANCE

《選舉管理委員會（立法會選舉及區議會選舉資助）（申請及支付程序）規例》（第 541N 章）第 3 條
Section 3 of the Electoral Affairs Commission (Financial Assistance for Legislative Council Elections and District Council Elections)
(Application and Payment Procedure) Regulation (Cap. 541 N)

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

〔附註：此表格須由候選人填寫及簽署。請用正楷填寫此表格及參閱「填寫資助的申索表格說明」（“說明”）。〕

[Note: This form must be completed and signed by the candidate. Please use BLOCK LETTERS in completing this form and read the “Notes on Completion of Claim for Financial Assistance” (“Notes”).]

致：總選舉事務主任
To: Chief Electoral Officer

1. 我現就上述選舉提交資助的申索。
I hereby lodge a claim for financial assistance in connection with the above election.

2. 請將須付的資助款額以劃線支票支付予我及將支票郵寄至下列地址（見說明第 6 項及第 9 項）：
Please make payment of the amount payable as financial assistance to me by crossed cheque and send it by post to the following address (see Notes 6 and 9):

候選人姓名（正楷）： _____
Name of Candidate (in BLOCK LETTERS) (支票抬頭 cheque payable to)

地址（正楷）： _____
Address (in BLOCK LETTERS)

3. 現附上我的選舉申報書 (REO/C/1/2023DCE(SF)), 以供核實 (見說明第 5 項)。
I hereby attach my election return (REO/C/1/2023DCE(SF)) for verification (see Note 5).
4. 就我在選舉申報書所夾附之每張發票及收據, 我現確認如下 (見說明第 7 項) –
- (a) 發票或收據如有所改動, 均已由供應者/發票人在其上加簽確認, 有關改動真確無誤;
 - (b) 每張作為申索資助依據的發票及收據的正本真確無誤;
 - (c) 每張作為申索資助依據的發票及收據的副本無誤及為真確副本, 而且之前從未提交相同申索; 以及
 - (d) 每張「劃一格式選舉捐贈收據」的副本無誤及為真確副本。
- For each invoice and receipt accompanying my election return, I hereby confirm as follows (see Note 7) –
- (a) alteration(s) in the invoice(s) or receipt(s), if any, have been made by the supplier(s)/issuer(s) and signed by them for endorsement therein; and such alteration(s) is/are true and correct;
 - (b) each original copy of invoice and receipt in support of the claim is true and correct;
 - (c) each duplicate copy of invoice and receipt in support of the claim is a true and correct copy, and that the same claim has not been submitted previously; and
 - (d) each duplicate copy of “Standard Receipt for Election Donations” is a true and correct copy.
5. 我在選舉申報書所申報的選舉開支沒有未支付之索款 (見說明第 8 項); **或**
There are no outstanding claims included as election expenses in my election return (see Note 8); **or**
- 就我在選舉申報書所申報的選舉開支內包括的所有未支付之索款 (“索款”) (見說明第 8 項), 合共_____元, 現於下表列出擬定支付索款的時間表 (“付款時間表”)。我承諾將依據付款時間表所擬定支付索款的日期, 向有關供應者支付索款, 並於付款日期後的 30 天內, 向總選舉事務主任提交每項 500 元或以上的選舉開支的發票及付款收據, 以證明索款已如期支付。我同意會向香港特別行政區政府 (“政府”) 退還任何因我未能如期支付索款並提交發票及收據而多獲批發的資助款額。
- I set out in the Schedule for Settlement of Outstanding Claim(s) (“Schedule”) below for all the outstanding claim(s) (see Note 8), totalling \$_____, included as election expenses in my election return. I undertake to settle the outstanding claim(s) with the relevant supplier(s) according to the scheduled date(s) of payment of outstanding claim(s) as indicated in the Schedule and submit to the Chief Electoral Officer within 30 days from the payment date the invoice and receipt for each item of election expense of \$500 or more to show that the outstanding claim(s) has/have been settled as scheduled. I agree to return to the Government of the Hong Kong Special Administrative Region (“Government”) any over-paid sum of financial assistance made to me due to my subsequent failure to settle the outstanding claim(s) and submit the invoice(s) and receipt(s) as scheduled.

擬定支付索款的時間表
Schedule for Settlement of Outstanding Claim(s)

貨品／服務之性質 Nature of goods/services	供應者 Supplier(s)	包括在我的選舉開支內的索款的金額（港元） Amount of outstanding claim(s) included in my election expenses (HK\$)	擬定支付索款的日期 Scheduled date(s) of payment of outstanding claim(s)
	總額 Total	\$	元

(如空位不敷填寫，請另頁詳列有關資料，隨此表格附上)
(If there is insufficient space, please give the relevant information on a separate sheet to be attached to this form)

6. 我現同意及承諾，如我就上述選舉獲支付資助，而根據任何相關法例我是無權獲得全部或部分已付的款額，我會立即安排向政府歸還多獲批發的款額。我明白未歸還的任何款額，可作為欠政府的民事債項予以追討。

I hereby agree and undertake, where a payment of financial assistance is made to me in relation to the above election and I am not entitled to receive the whole or part of the amount paid in accordance with the relevant laws, I shall arrange to repay to the Government the over-paid amount immediately. I understand that any amount that is not repaid may be recovered as a civil debt due to the Government.

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

候選人姓名（正楷）： _____
Name of Candidate (in BLOCK LETTERS) (姓 Surname) (名 Other name)

香港身分證號碼： _____
Hong Kong Identity Card Number

日期： _____
Date

- 請在適當的方格內加上「✓」號。
Please tick as appropriate.

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

1. 請用中文或英文填寫此表格。填寫前請細閱「區議會選舉資助計劃－候選人須知」。
Please complete this form either in Chinese or English. Please read carefully the “District Council Election Financial Assistance Scheme – Notes for Candidate” before completing this form.
2. 根據《區議會條例》(第 547 章)第 60C 條，只在以下情況，界別或選區的候選人才有資格獲得資助－
 - (a) 候選人當選為議員；或
 - (b) 候選人沒有當選為議員，但－
 - (i) 該候選人並非喪失資格的候選人¹；及
 - (ii) 該候選人至少取得在有關的界別或選區中所投的有效票總數的 5%。

In accordance with section 60C of the District Councils Ordinance (Cap. 547), a candidate for a constituency is eligible for financial assistance only if the candidate-

 - (a) is elected as a member; or
 - (b) is not elected as a member but –
 - (i) is not a disqualified candidate¹; and
 - (ii) obtains at least 5% of the total number of valid votes cast in the constituency concerned.
3. 此表格必須由候選人親自簽署。如候選人在作出申索前或在應申索而獲付款前去世，此表格則可由該名已去世候選人的合法遺產代理人簽署，或如沒有合法遺產代理人或合法遺產代理人不願意行事，由該名已去世候選人的最近親簽署。
This form must be signed by the candidate. In case a candidate dies before a claim is made or before a payment is made on a claim, this form may be signed by the legal personal representative of the deceased candidate, or by the next of kin of the deceased candidate if there is no legal personal representative or the legal personal representative is unwilling to act.
4. 任何合資格候選人如欲作出申索，必須填妥此指明表格 (REO/C/21/2023DCE(SF))。此填妥的表格須在《選舉(舞弊及非法行為)條例》(第 554 章)第 37 條規定的限期屆滿之前或在原訟法庭根據《選舉(舞弊及非法行為)條例》(第 554 章)第 40 條就選舉申報書的提交容許的延長限期內，在通常辦公時間內，由候選人或其代理人親自於總選舉事務主任的辦事處(地址：九龍觀塘觀塘道 392 號創紀之城 6 期 23 樓 2301 至 03 室)提交。通常辦公時間是指星期一至五上午 8 時 45 分至下午 6 時，公眾假期及午膳時間下午 12 時 30 分至 1 時 30 分除外。
Any eligible candidate wishing to lodge a claim must complete this specified form (REO/C/21/2023DCE(SF)). This completed form must be presented by the candidate or his/her agent in person at the office of the Chief Electoral Officer (Address: Unit 2301-03, 23/F, Millennium City 6, 392 Kwun Tong Road, Kwun Tong, Kowloon) during ordinary business hours by the statutory deadline as required under section 37 of the Elections (Corrupt and Illegal Conduct) Ordinance (Cap. 554), or within such extended period as may be allowed by the Court of First Instance under section 40 of the Elections (Corrupt and Illegal Conduct) Ordinance (Cap. 554) for lodging an election return. Ordinary business hours means the hours between 8:45 a.m. and 6:00 p.m. from Monday to Friday, other than a general holiday and lunch break from 12:30 p.m. to 1:30 p.m.
5. 此表格須連同一份《選舉(舞弊及非法行為)條例》(第 554 章)第 2(1)條所指的選舉申報書一併遞交。
This form must be accompanied by an election return referred to in section 2(1) of the Elections (Corrupt and Illegal Conduct) Ordinance (Cap. 554).
6. 根據《區議會條例》(第 547 章)第 60D 條，須付的資助款額如下：
 - (1) 如某界別或選區的選舉屬有競逐的選舉，須付予候選人的資助款額為以下 3 個款額中的最低者－
 - (a) 投予有關的候選人的有效票總數乘以指明資助額所得的款額；
 - (b) 根據《選舉開支最高限額(區議會選舉)規例》(第 554 章，附屬法例 C)第 3 條可由該候選人或他人代該候選人招致的選舉開支的最高限額的 50%；
 - (c) 該候選人的申報選舉開支。

¹ 根據《區議會條例》(第 547 章)第 60A 條，喪失資格的候選人指資格審查委員會根據第 40(1)(b)條接獲證明並信納已喪失當選資格的候選人。

Pursuant to section 60A of District Councils Ordinance (Cap. 547), disqualified candidate means a candidate in respect of whom proof is given to the satisfaction of the Eligibility Review Committee under section 40(1)(b) that the candidate is disqualified from being elected.

- (2) 如某界別或選區的選舉屬無競逐的選舉，須付予候選人的資助款額為以下 3 個款額中的最低者－
- (a) 該界別或選區的選民數目的 50% 乘以指明資助額所得的款額；
 - (b) 根據《選舉開支最高限額（區議會選舉）規例》（第 554 章，附屬法例 C）第 3 條可由該候選人或他人代該候選人招致的選舉開支的最高限額的 50%；
 - (c) 該候選人的申報選舉開支。

In accordance with section 60D of the District Councils Ordinance (Cap. 547), the amount payable as financial assistance is as follows:

- (1) If the election for a constituency is contested, the amount payable as financial assistance to a candidate is the lowest of the following amounts-
 - (a) the amount obtained by multiplying the total number of valid votes cast for the candidate by the specified rate;
 - (b) 50% of the maximum amount of election expenses that can be incurred by or on behalf of the candidate under section 3 of the Maximum Amount of Election Expenses (District Council Election) Regulation (Cap. 554 sub. leg. C);
 - (c) the declared election expenses of the candidate.
- (2) If the election for a constituency is uncontested, the amount payable as financial assistance to a candidate is the lowest of the following amounts-
 - (a) the amount obtained by multiplying 50% of the number of electors for the constituency by the specified rate;
 - (b) 50% of the maximum amount of election expenses that can be incurred by or on behalf of the candidate under section 3 of the Maximum Amount of Election Expenses (District Council Election) Regulation (Cap. 554 sub. leg. C);
 - (c) the declared election expenses of the candidate.

7. 候選人須根據《選舉（舞弊及非法行為）條例》（第 554 章）第 37(2) 條規定，確保其所提交的選舉申報書附有：(i) 就每項 500 元或以上的選舉開支，載有該項支出的詳情的發票及收據（選舉開支的發票及收據可包括在同一份文件內）；及(ii) 就每項 1,000 元以上，或每項包含貨品或服務而價值 1,000 元以上的選舉捐贈，發給捐贈者的載有關於該捐贈者及該項捐贈的詳情的收據的副本。作為申索資助的用途，候選人須確認選舉申報書內夾附的發票及收據真確及無誤。

Pursuant to section 37(2) of the Elections (Corrupt and Illegal Conduct) Ordinance (Cap. 554), the candidate must ensure that his/her election return is accompanied: (i) in the case of each election expense of \$500 or more, by an invoice and a receipt giving particulars of the expenditure (an invoice and a receipt for an election expense may be included in the same document); and (ii) in the case of each election donation of more than \$1,000 or, in the case of an election donation consisting of goods or a service, of more than \$1,000 in value, by a copy of the receipt issued to the donor giving particulars of the donor and the donation. For the purpose of making a claim for financial assistance, the candidate is required to confirm the invoices and receipts accompanying the election return are true and correct.

8. 選舉申報書申報的選舉開支內包括的未支付之索款是指所有已經招致但尚未支付的選舉開支，例如待付的貸款利息等。如候選人申報的選舉開支包括未支付的索款，在提交此資助的申索時，該候選人須同時於本表格內附上一份擬定支付該等索款的時間表，並於支付索款的日期後的 30 天內，向總選舉事務主任提交每項 500 元或以上的選舉開支的發票及付款收據，以證明該等索款已如期支付。

Outstanding claims included as election expenses in the election return refer to all those election expenses that have been incurred but are yet to be settled, e.g. payable interests of loan, etc. In the case that a candidate's declared election expenses have included any outstanding claim(s), that candidate is required to provide a schedule for settlement of these outstanding claim(s) in this form at the time of making a claim for financial assistance and then submit to the Chief Electoral Officer within 30 days from the payment date the invoice(s) and receipt(s) for each item of election expense of \$500 or more to show that the outstanding claim(s) has/have been settled as scheduled.

9. 總選舉事務主任可要求候選人提供其認為合理並用於核實該申索的進一步資料。就提供進一步資料的要求須以書面作出及以掛號郵遞方式寄往在此表格第 2 段述明的地址。如候選人沒有於指明的限期內提供進一步資料，總選舉事務主任可無須事先通知而停止處理有關申索。The Chief Electoral Officer may require the candidate to provide further information as he/she may reasonably require to verify the claim. A requirement for further information must be in writing and sent by registered post to the address stated in paragraph 2 of this form. If the candidate fails to provide further information within the specified period, the Chief Electoral Officer may, without any prior notice, stop processing the claim.

10. 總選舉事務主任在核實由合資格的區議會選舉候選人作出的申索後，會核證就該申索須付的資助款額，並通知庫務署署長該款額及該款額須付予何人。庫務署署長在接獲有關通知後，會在切實可行的範圍內盡快按照該通知付款。
After verifying a claim made by an eligible District Council Election candidate, the Chief Electoral Officer must certify the amount of financial assistance payable on the claim and notify the Director of Accounting Services of the amount and the person to whom it is to be paid. As soon as practicable after receiving the notification, the Director of Accounting Services will make the payment in accordance with the notification.
11. 如候選人獲支付資助，但並無權獲得全部或部分已付的款額，候選人須立即安排向政府歸還多獲批發的款額。未歸還的任何款額，可作為欠政府的民事債項予以追討。
Where financial assistance has been made to a candidate but the candidate is not entitled to receive the whole or part of the amount paid, the candidate shall arrange to repay to the Government any overpaid amount immediately. Any amount that is not repaid may be recovered as a civil debt due to the Government.
12. 候選人在填寫此表格時如有任何問題，請在辦公時間內致電選舉事務處的查詢熱線 2891 1001。
If candidate has any questions in completing this form, please call the enquiry hotline of the Registration and Electoral Office at 2891 1001 during office hours.
13. 請注意下列有關就此表格提供個人資料的說明：
Please note the following with regard to the provision of personal data in connection with this form –

(a) **資料用途**

就此表格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 form will be used by the Electoral Affairs Commission, the Registration and Electoral Office and other relevant government departments for election-related purposes.

(b) **資料轉介**

就此表格提供的所有資料（包括個人資料及其他資料）可能會提供予其他獲授權的部門或人士，包括但不限於法院，用於與選舉有關的用途。

Transfer of Information

All information (including the personal data and other information) provided in this form may 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／她在此表格所提供的個人資料。

Access to Personal Data

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

(d) **查詢**

關於透過此表格收集的個人資料的查詢（包括索閱及改正個人資料），應向總選舉事務主任提出（地址：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 form (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