

劃一格式選舉捐贈收據
STANDARD RECEIPT FOR ELECTION DONATIONS

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

收據編號 Receipt No. _____

[附註：請用正楷填寫此收據，填寫前請參閱「填寫劃一格式選舉捐贈收據說明」（“說明”），此收據必須由候選人確認及簽署。]

[Note: Please read the “Notes on Completion of Standard Receipt for Election Donations” (“Notes”) before completing this receipt in BLOCK LETTERS. This receipt must be confirmed and signed by the candidate.]

候選人姓名 Name of Candidate _____

茲收到 Received from _____
(捐贈者姓名或名稱 Name of Donor#)

地址為 of _____
(捐贈者地址 Address of Donor#)

- | | | | |
|-------------------------------------|---|-----------|----|
| <input type="checkbox"/> 現金金額 | Cash in the sum of | HK\$_____ | 港元 |
| <input type="checkbox"/> 貨品價值 | Goods in the value of | HK\$_____ | 港元 |
| <input type="checkbox"/> 服務價值 | Services in the value of | HK\$_____ | 港元 |
| <input type="checkbox"/> 貨品/服務折扣價值 | Discount for goods/services in the value of | HK\$_____ | 港元 |
| <input type="checkbox"/> 獲免繳的貸款利息款額 | Interest not charged for loans obtained | HK\$_____ | 港元 |

所收取捐贈貨品、服務、折扣或相關貸款的詳情（見說明第2項）（如下列空位不敷應用，請另紙列出有關詳情）：
Particulars of goods donated, services rendered, discounts or relevant loans received (See Note 2) (Please set out the relevant particulars on a separate sheet if the space provided below is insufficient):

所收取的選舉捐贈是為支付候選人在上述選舉的選舉開支。

Election donations received are to meet the candidate's election expenses for the above election.

如捐贈者為機構，請填上機構的名稱及地址。捐贈者的姓名或名稱及地址會供公眾查閱。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。

If the donor is an organization, please fill in the name and address of the organization. The name and address of the donor will be made available for public inspection. 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.

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

我確認捐贈者已知悉以下安排：

I confirm that the donor has been informed of the following arrangements -

(1) 選舉捐贈之處置

DISPOSAL OF ELECTION DONATIONS

倘若所有選舉捐贈的總額或價值超出法例訂明在選舉中可由候選人招致的選舉開支最高限額，或在選舉後全部或部分捐贈尚未用於償付候選人的選舉開支，或（如該項捐贈包含貨品）未用作促使該候選人當選或阻礙另一名候選人或另一些候選人當選，候選人必須確保將超額或未動用的選舉捐贈（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。

If the aggregate amount or value of all election donations exceeds the prescribed maximum amount of election expenses that can be incurred by the candidate by law at an election, or remains unused in whole or in part after the election for the purpose of meeting the election expenses of the candidate, or in the case of an election donation consisting of goods, for the purpose of promoting the election of the candidate or of prejudicing the election of another candidate or other candidates, the candidate must ensure that the excess or unused election donation (not including election donations of services) is given to charitable institution(s) or trust(s) of a public character chosen by the candidate.

(2) 公眾查閱的安排

ARRANGEMENT FOR PUBLIC INSPECTION

候選人會在其「接受選舉捐贈預先申報書及聲明書」（如適用）及「選舉開支及接受選舉捐贈之申報書及聲明書」內填報列載於此收據的捐贈者的姓名或名稱及地址。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。申報書及聲明書以及此收據副本將備存於選舉事務處，由有關文件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 條規定選舉申報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，而申報書及聲明書以及此收據副本內的捐贈者的姓名或名稱及地址不會被遮蓋（見說明第 4 項）。

The candidate will enter in his/her “Advance Return and Declaration of Election Donations” (if applicable) and “Return and Declaration of Election Expenses and Election Donations” the name and address of the donor provided in this 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. Copies of the return and declaration and this receipt 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 document from the time when the relevant documents are lodged with the Chief Electoral Officer until the end of the period for which copies of election returns are to be made available for public inspection under section 41 of the Elections (Corrupt and Illegal Conduct) Ordinance (Cap. 554), and the name and address of the donor in the copies of the return and declaration and this receipt will not be covered (see Note 4).

我確認已將此選舉捐贈收據正本交予捐贈者。

I confirm that the donor has been given the original copy of this receipt for election donations.

候選人姓名（正楷）

Name of Candidate (in BLOCK LETTERS)

（姓 Surname）

（名 Other name）

候選人簽署

Signature of Candidate

日期

Date

填寫劃一格式選舉捐贈收據說明
Notes on Completion of Standard Receipt for Election Donations

1. 當收取每項價值1,000元以上的選舉捐贈（不論是以金錢、貨品或服務形式抵付）時，候選人必須向捐贈者發出收據，載明捐贈者的姓名或名稱及地址（一如捐贈者所提供的資料）及該項選舉捐贈的詳情。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。
On receiving each election donation (whether by way of money, goods or service) of more than \$1,000 in value, candidate must issue to the donor a receipt which specifies the name and address of the donor (as supplied by the donor) and the particulars of such election donation. 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.
2. 選舉捐贈收據的正本應交予有關的捐贈者，其副本由候選人保存作記錄。
The original of the receipt for the election donation should be given to the donor concerned, and a copy of it should be kept by the candidate for record.
3. 候選人應另製備選舉捐贈收據的副本，以便連同「接受選舉捐贈預先申報書及聲明書」（表格編號：REO/C/16/2023DCE(SDF)）（如適用）及「選舉開支及接受選舉捐贈之申報書及聲明書」（表格編號：REO/C/1/2023DCE(SF)）一併向總選舉事務主任提交。
Candidate should make copies of receipts for election donations to be lodged with the Chief Electoral Officer together with “Advance Return and Declaration of Election Donations” (Form no.: REO/C/16/2023DCE(SDF)) (if applicable) and “Return and Declaration of Election Expenses and Election Donations” (Form no.: REO/C/1/2023DCE(SF)).
4. 請注意下列有關在此選舉捐贈收據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 receipt for election donations -

(a) **資料用途**

就此選舉捐贈收據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 receipt for election donations 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**

此選舉捐贈收據連同所有附件的副本會供公眾查閱。在展示前，此選舉捐贈收據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。就此選舉捐贈收據提供的所有資料（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 receipt for election donations and all attachments will be made available for public inspection. All personal data (except the name and address of the donor) in this receipt for election donations and all attachments will be covered before display. All information (including the personal data and other information) provided in this receipt for election donations 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／她在此選舉捐贈收據所提供的個人資料。

Access to Personal Data

Any person has the rights to request access to and correction of the personal data he/she provided in this receipt for election donations 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選舉捐贈收據時，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 receipt for election donations, 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**

關於透過此選舉捐贈收據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 receipt for election donations (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 9 月

Electoral Affairs Commission

September 2023