

就位於懲教院所內的專用投票站（高度設防監獄除外）
委任監察投票代理人通知書及
選舉代理人／監察投票代理人在位於懲教院所內的專用投票站內
停留的同意申請書（高度設防監獄除外）

**NOTICE OF APPOINTMENT OF
POLLING AGENT FOR A DEDICATED POLLING STATION SITUATED IN
A PENAL INSTITUTION (OTHER THAN A MAXIMUM SECURITY PRISON)
AND
APPLICATION FOR CONSENT TO THE PRESENCE OF ELECTION AGENT/
POLLING AGENT IN A DEDICATED POLLING STATION SITUATED IN A
PENAL INSTITUTION (OTHER THAN A MAXIMUM SECURITY PRISON)**

《選舉管理委員會（選舉程序）（立法會）規例》（第541D章）第23、42及96條
Sections 23, 42 and 96 of the Electoral Affairs Commission (Electoral Procedure) (Legislative Council) Regulation (Cap. 541D)

**2025年立法會換屆選舉
2025 LEGISLATIVE COUNCIL GENERAL ELECTION**

（選區／選舉界別名稱）
(Name of Constituency)

選舉日期：2025年12月7日
Date of Election: 7 December 2025

〔附註：在填寫此通知書／申請書前，請參閱夾附的說明（“說明”）。〕

[Note: Before completing this notice/application, please read the attached notes (“Notes”).]

第一部分 （由候選人或選舉代理人填寫）
PART I (To be completed by candidate or election agent)

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

- 我是上述*候選人／候選人的選舉代理人，現向懲教署署長提出申請以獲得其同意讓第3頁載列的人士在上述選舉中在位於懲教院所內的專用投票站內停留。
I, being the *above-named candidate/election agent of the above-named candidate, hereby apply for the consent of the Commissioner of Correctional Services to the presence of the person(s) listed on page 3 in the dedicated polling station(s) situated in a penal institution at the above election.
- 我確認在第3頁載列的選舉代理人的委任通知書已經交付予有關選區或選舉界別的選舉主任，並且該委任仍然生效。
I confirm that the notice of appointment of the election agent listed on page 3 has been delivered to the Returning Officer for the relevant constituency and the appointment remains effective.
- 我明白這申請書（如適用的話）同時是委任在第3頁分別載列的專用投票站監察投票代理人的通知書。
I understand this application (where applicable) also serves as a notice of appointment of the polling agent(s) listed on page 3 for the respective dedicated polling station(s) named thereon.
- 我明白《選舉管理委員會（選舉程序）（立法會）規例》（第541D章）第23及42條對申請選舉代理人／監察投票代理人在位於懲教院所內的專用投票站內停留的規定（見說明第3項）。
I understand the requirements stated in sections 23 and 42 of the Electoral Affairs Commission (Electoral Procedure) (Legislative Council) Regulation (Cap. 541D) regarding the presence of election agent/polling agent in a dedicated polling station situated in a penal institution (see Note 3).

5. 我明白*我的選舉代理人／我的監察投票代理人／候選人的監察投票代理人可以代表*我／候選人進行一切*我／候選人為與投票的進行相關的事宜所作的合法行動，包括在第3頁載列的專用投票站觀察整個投票過程，並將觀察所得的結果記錄下來，但不得做任何違法或足以干擾投票進行的事情。
I understand that *my election agent/my polling agent(s)/the candidate's polling agent(s) may do all the things on *my/the candidate's behalf that *I/the candidate can lawfully do for any purpose connected with the conduct of the poll, including observing all proceedings inside the dedicated polling station(s) listed on page 3 and recording their observations. Nevertheless, they shall not do anything which is contrary to law or interfere with the conduct of the poll.
6. 我亦明白在投票當日，凡候選人正逗留在專用投票站內觀察投票，則其選舉代理人或監察投票代理人不得同時停留在該專用投票站內。而且，為了維持專用投票站內的秩序及確保投票過程得以順利進行，投票站主任可以規限在同一時間進入專用投票站的候選人、選舉代理人及監察投票代理人的數目。
I also understand that on the polling day whenever the candidate is present in a dedicated polling station to observe the poll, his/her election agent or polling agent cannot be present at the same time in that dedicated polling station. Moreover, the Presiding Officer may regulate the number of candidates, election agents and polling agents to be admitted to the dedicated polling station at any one time for the purpose of maintaining order in the dedicated polling station and ensuring that polling is conducted smoothly.
7. 我亦明白可將由我簽署的指明表格交付予總選舉事務主任，以撤銷在第3頁分別載列的監察投票代理人的委任。
I also understand that the appointment of polling agent(s) listed on page 3 may be revoked by me by delivering to the Chief Electoral Officer a notice in the specified form and signed by me to that effect.
8. 此項申請是為在第1頁所述日期進行的投票和（如適用的話）於遭押後的該次投票而作出。
This application is made for the poll to be conducted on the date stated on page 1 and (where applicable) the postponed or adjourned poll.

* 請刪去不適用者。

Please delete whichever is inapplicable.

^ 如此申請是由選舉代理人提出，請刪去此項。

If this application is made by the election agent, please delete this clause.

位於懲教院所（高度設防監獄除外）內的專用投票站及代理人詳情－

Particulars of the dedicated polling station(s) situated in a penal institution (other than a maximum security prison) and the agent(s) –

§ 專用投票站名稱 Name of Dedicated Polling Station	代理人類別 Type of Agent	中文姓名（正楷） Name in Chinese	英文姓名（正楷） （姓）（名） Name in English (in Block Letters) (Surname) (Other name)	香港身分證號碼 Hong Kong Identity Card Number	住址 Residential Address	聯絡電話號碼 Contact Telephone Number	（只供有關部門填寫） 申請編號 (For Official Use Only) Application No.
	* 選舉代理人／ 監察投票代理人 * Election agent/ Polling agent						
	* 選舉代理人／ 監察投票代理人 * Election agent/ Polling agent						
	* 選舉代理人／ 監察投票代理人 * Election agent/ Polling agent						
	* 選舉代理人／ 監察投票代理人 * Election agent/ Polling agent						
	* 選舉代理人／ 監察投票代理人 * Election agent/ Polling agent						

* 請刪去不適用者。

Please delete whichever is inapplicable.

§ 如選舉代理人或同一監察投票代理人擬在所有位於懲教院所（高度設防監獄除外）並有有關選區或選舉界別的受羈押選民／獲授權代表的專用投票站內停留，請在這欄填上「所有」。

If the election agent or the same polling agent intends to be present in all the dedicated polling stations situated in a penal institution (other than a maximum security prison) with electors/authorized representatives in custody of the relevant constituency, please put "All" in this column.

*候選人／選舉代理人簽署： _____
Signature of *Candidate/Election Agent

*候選人／選舉代理人姓名（正楷）： _____
Name of *Candidate/Election Agent (in Block Letters) （姓 Surname） （名 Other name）

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

日期： _____
Date

* 請刪去不適用者。
Please delete whichever is inapplicable.

第二部分 選舉代理人／監察投票代理人接受委任聲明

（由擬在上述位於懲教院所內的專用投票站內停留的選舉代理人及／或監察投票代理人填寫）

PART II ELECTION AGENT'S/POLLING AGENT'S DECLARATION OF ACCEPTANCE OF APPOINTMENT

(To be completed by election agent and/or polling agent(s) who intend(s) to be present in the above dedicated polling station(s) situated in a penal institution)

1. （只適用於監察投票代理人）*我／我們每人現接受本通知書／申請書第一部分所述的監察投票代理人的委任。
(Applicable to polling agent(s) only) *I/Each of us hereby accept(s) the appointment as a polling agent as stated in PART I of this notice/application.
2. *我／我們每人為本通知書／申請書第一部分第3頁所述的選舉代理人／監察投票代理人，現確認本通知書／申請書所列有關*我／我們的資料乃屬真實正確。*我／我們每人均明白如果在這通知書／申請書上填寫的詳情與*我／我們的香港身分證有差異，懲教署署長可拒絕*我／我們進入有關的專用投票站。*我／我們每人均明白及同意，*我／我們的個人資料將會提供予懲教署署長以處理*我／我們在上述位於懲教院所內的專用投票站內停留的申請。
*I/Each of us, being the election agent/polling agent listed on page 3 of PART I of this notice/application, hereby confirm(s) that *my/our particulars as contained in this notice/application are true and correct.
*I/Each of us understand(s) that if there is any discrepancy between the particulars entered in this notice/application and on *my/our Hong Kong Identity Card(s), the Commissioner of Correctional Services may refuse *my/our entry to the dedicated polling station(s) concerned. *I/Each of us understand(s) and consent(s) that *my/our personal data will be provided to the Commissioner of Correctional Services for the processing of the application for *my/our presence in the above dedicated polling station(s) situated in a penal institution.
3. *我／我們每人均明白，*我／我們分別須預先作出保密聲明，並於投票日向上述專用投票站的投票站主任報到時出示該保密聲明及*我／我們的香港身分證。
*I/Each of us understand(s) that *I/we must make a Declaration of Secrecy in advance and produce such Declaration of Secrecy and *my/our Hong Kong Identity Card(s) when reporting to the Presiding Officer(s) of the above dedicated polling station(s) on the polling day.
4. *我／我們每人均明白，在專用投票站內，*我／我們不得—
*I/Each of us understand(s) that inside the dedicated polling station, *I/we must **not** —
 - (a) 從事拉票活動，或與任何選民／獲授權代表談話、通信息、干擾或試圖影響他們；
engage in the canvassing for votes, or speak to, communicate with, interfere with or attempt to influence any elector/authorized representative;

- (b) 試圖採取或透露有關任何選民／獲授權代表投票的任何資料；
attempt to obtain or disclose any information concerning the vote of any elector/authorized representative;
- (c) 拍影片、拍照、錄音或錄影；
film, take photographs or make any audio or video recording;
- (d) 展示、留下或派發任何選舉宣傳資料；
display, leave or distribute any election campaign material;
- (e) 展示、穿着或戴上可促使或阻礙1名或多於1名候選人在有關選舉中當選的任何徽章、標誌、衣物或頭飾；
display or wear any badge, emblem, clothing or head-dress which may promote or prejudice the election of a candidate or candidates at the election;
- (f) 展示、穿着或戴上直接提述有任何成員在有關選舉中參選的團體，或登記名稱或登記標誌已印在有關選舉的任何選票上的訂明團體的任何徽章、標誌、衣物或頭飾；
display or wear any badge, emblem, clothing or head-dress which makes direct reference to a body any member of which is standing as a candidate in the election or a prescribed body the registered name or registered emblem of which has been printed on any ballot paper for the election;
- (g) 使用流動電話、傳呼機或任何其他器材進行電子通訊；或
use a mobile telephone, paging machine or any other device for electronic communication; or
- (h) 索問或查閱選民／獲授權代表的身分證明文件。
seek to check or inspect elector's/authorized representative's identity document.
5. *我／我們每人亦明白，*我／我們不得—
*I/Each of us further understand(s) that *I/we must not—
- (a) 藉傳達關於正式登記冊或其文本或摘錄上的資料如選民／獲授權代表身分證明文件號碼或姓名，或藉其他方式，向他人透露某人是否已申領選票或已於專用投票站投票；
divulge to any other person by communicating information such as the identity document number or name of an elector/authorized representative in the final registers or a copy or extract of the registers, or otherwise, as to whether a person has or has not applied for a ballot paper or voted at the dedicated polling station;
- (b) 向他人透露某受羈押選民／獲授權代表的身分；
divulge to any other person the identity of an elector/authorized representative in custody;
- (c) 向他人傳達在專用投票站內取得的關於在該專用投票站的選民／獲授權代表將會投票或已投票予哪位候選人的資料；或
communicate to any person any information obtained in the dedicated polling station as to the candidate for whom an elector/authorized representative in that dedicated polling station is about to vote or has voted; or
- (d) 干擾或企圖干擾任何投票箱、未發出的選票、未用的選票、損壞的選票、重複的選票、經填劃的選票或投票站職員在專用投票站使用的任何正式登記冊的印刷或電子文本或摘錄。
interfere with or attempt to interfere with any ballot boxes, un-issued ballot papers, unused ballot papers, spoiled ballot papers, tendered ballot papers, marked ballot papers or any copy or extract of the relevant final registers in printed or electronic form used by the polling staff at the dedicated polling station.
6. *我／我們每人亦明白，倘若*我／我們在專用投票站內或其鄰近範圍內或在禁止拉票區／禁止逗留區內行為不檢或行為不當，或不遵從選舉主任或投票站主任的任何合法指示，即屬違法，可被判罰款及監禁，並可能會被選舉主任或投票站主任命令立即離開該地方。倘若*我／我們沒有按指示離開，可能會被獲選舉主任或投票站主任以書面授權的人、懲教署人員或任何執法機關人員逐離該地方。如被逐離後，除非得到選舉主任或投票站主任的許可，否則*我／我們在投票日不得再次進入有關地方。
*I/Each of us also understand(s) that if *I/we misconduct *myself/ourselves or behave in a disorderly manner at or in the vicinity of the dedicated polling station or within the no canvassing zone/no staying zone or fail to obey any lawful order of the Returning Officer or the Presiding Officer, *I/we shall commit an offence punishable with a fine and imprisonment and may be ordered by the Returning Officer or the Presiding Officer to leave the area immediately. *My/Our failure to leave such area as instructed may result in *my/our being removed by any person so authorized in writing by the Returning Officer or the Presiding Officer, an officer of the Correctional Services Department, or an officer of any law enforcement agency. If so removed, *I/we may not re-enter the relevant area on the polling day except with the permission of the Returning Officer or the Presiding Officer.

7. *我／我們每人亦同意完全遵守在專用投票站所在的懲教院所的懲教署人員的合法命令。
 *I/Each of us agree(s) to fully obey the lawful order of officers of the Correctional Services Department in the penal institution where the dedicated polling station is situated.

選舉代理人／監察投票代理人的姓名（正楷） （姓） （名） Name of Election Agent/Polling Agent(s) (in Block Letters) (Surname) (Other name)	簽署 Signature	日期 Date

* 請刪去不適用者。
 Please delete whichever is inapplicable.

**填寫就位於懲教院所內的專用投票站（高度設防監獄除外）
委任監察投票代理人通知書及
選舉代理人／監察投票代理人在位於懲教院所內的專用投票站內
停留的同意申請書（高度設防監獄除外）說明**

**Notes on Completion of Notice of Appointment of Polling Agent for a Dedicated Polling Station
Sited in a Penal Institution (other than a Maximum Security Prison) and
Application for Consent to the Presence of Election Agent/Polling Agent
in a Dedicated Polling Station Sited in a Penal Institution
(other than a Maximum Security Prison)**

1. 除非候選人以指明表格明文另作示明，有關代理人的委任須當作是為在預定日期進行的投票和（如適用的話）於遭押後的該次投票而作出。
The appointment of relevant agent is to be regarded as being made for the poll to be conducted on the scheduled date and (where applicable) the postponed or adjourned poll, unless the candidate expressly indicates otherwise in the specified form.
2. 每名候選人只可以為其選舉代理人或其1位監察投票代理人申請在某個位於懲教院所內的專用投票站內停留。每名候選人可委任同一人在多於1個位於懲教院所內的專用投票站內停留。如選舉代理人或同一監察投票代理人擬在所有位於懲教院所（高度設防監獄除外）並有有關選區或選舉界別的受羈押選民／獲授權代表的專用投票站內停留，請在第一部分的「專用投票站名稱」一欄填上「所有」。請注意，選舉代理人或監察投票代理人不可在位於高度設防監獄內的專用投票站停留。
Each candidate can only apply for either his/her election agent or one of his/her polling agents to be present in a dedicated polling station situated in a penal institution. Candidate may appoint the same person as a polling agent to be present in more than 1 dedicated polling stations situated in a penal institution. If the election agent or the same polling agent intends to be present in all the dedicated polling stations situated in a penal institution (other than a maximum security prison) with electors/authorized representatives in custody of the relevant constituency, please put "All" in the column of "Name of Dedicated Polling Station" in PART I. Please note that an election agent or a polling agent may not be present in a dedicated polling station situated in a maximum security prison.
3. 《選舉管理委員會（選舉程序）（立法會）規例》（第541D章）第23及42條列出有關選舉代理人及監察投票代理人在位於懲教院所內的專用投票站內停留的申請的規定，該等條文摘錄如下：
The requirements for applying for the presence of election agent and polling agent in a dedicated polling station situated in a penal institution are stipulated in sections 23 and 42 of the Electoral Affairs Commission (Electoral Procedure) (Legislative Council) Regulation (Cap. 541D), which are extracted below for reference –

候選人可委任選舉代理人〔選舉管理委員會（選舉程序）（立法會）規例（第541D章）第23條〕

- (18) 選舉代理人不可作出以下事情－
 - (a) 候選人根據第10、11或12A條須作出的事情；
 - (b) 替候選人退出有關選舉以使其不再是該選舉的候選人；
 - (c) 就第25條而授權任何人招致選舉開支；
 - (d) 在(e)段的規限下，在位於監獄內的專用投票站內停留，但如懲教署署長應在投票日前一星期之前採用指明表格藉專人送遞、郵遞、電子郵件或圖文傳真方式交付予總選舉事務主任的申請，同意讓該人在該等投票站內停留，則屬例外；或
 - (e) 在位於高度設防監獄內的專用投票站內停留。
- (19) 如某名候選人已根據第42條，就某投票站委任一名監察投票代理人，則懲教署署長不得根據第(18)(d)款，就該投票站而向同一名候選人的選舉代理人給予同意。
- (20) 儘管有第(18)(d)款的規定，如懲教署署長信納－
 - (a) 在投票日前一星期內，有某名有權在位於監獄內的專用投票站就有關選區或界別投票的受羈押選民或受羈押獲授權代表被收入或轉往該監獄；及
 - (b) 在該選民或獲授權代表被如此收入或轉往該監獄後，有關申請在沒有無故拖延的情況下，在該星期內根據該款交付，則署長可應該申請而根據該款給予同意。
- (21) 如懲教署署長拒絕根據第(18)(d)款給予同意，則署長必須在切實可行範圍內，盡快通知有關候選人或有關選舉代理人。

A candidate may appoint election agent (section 23 of the Electoral Affairs Commission (Electoral Procedure) (Legislative Council) Regulation (Cap. 541D))

- (18) An election agent may not –
 - (a) do anything a candidate is required to do under section 10, 11 or 12A;

- (b) withdraw a candidate's candidature;
 - (c) authorize any person for the purposes of section 25;
 - (d) subject to paragraph (e), be present in a dedicated polling station situated in a prison unless, on an application in the specified form delivered by hand, by post, by electronic mail or by facsimile transmission to the Chief Electoral Officer at least one week before polling day, the Commissioner of Correctional Services consents to his or her presence; or
 - (e) be present in a dedicated polling station situated in a maximum security prison.
- (19) The Commissioner of Correctional Services must not give consent to an election agent under subsection (18)(d) in respect of a polling station if a polling agent has been appointed under section 42 by the same candidate for that polling station.
- (20) Despite subsection (18)(d), the Commissioner of Correctional Services may, on an application made under that subsection during the week before polling day, give consent under that subsection if the Commissioner is satisfied that –
- (a) an elector in custody or authorized representative in custody who is entitled to vote for the relevant constituency at a dedicated polling station situated in a prison is admitted or transferred to the prison during that week; and
 - (b) the application is made without undue delay after the admission or transfer.
- (21) If the Commissioner of Correctional Services refuses to give consent under subsection (18)(d), the Commissioner must notify the candidate or the election agent as soon as practicable.

候選人可委任監察投票代理人〔選舉管理委員會（選舉程序）（立法會）規例（第541D章）第42條〕

- (8) 委任監察投票代理人的候選人，必須在投票日前的第7天或之前，向總選舉事務主任發出關於該項委任的通知。
- (8AA) 根據第(8)款發出的委任通知，須藉專人送遞、郵遞、電子郵件或圖文傳真方式交付。
- (8A) 儘管有第(1)、(3)、及(8)款的規定 –
- (a) 除(b)及(c)段另有規定外，一名候選人只可就每個位於監獄內的專用投票站，委任一名監察投票代理人；
 - (b) 如懲教署署長已根據第23(18)(d)條，同意讓某名候選人的選舉代理人在某個位於監獄內的專用投票站內停留，則該名候選人不得就該投票站委任監察投票代理人；
 - (c) 不得就位於高度設防監獄內的專用投票站，委任監察投票代理人；及
 - (d) 凡就某個位於監獄內的專用投票站委任監察投票代理人，則除非 –
 - (i) 有委任通知按照第(8)款發出；及
 - (ii) 懲教署署長同意該項委任，
 否則該項委任不具效力。
- (8B) 儘管有第(8A)(d)款的規定，如懲教署署長信納 –
- (a) 在投票日前一星期內，有某名有權在有關投票站就有關選區或界別投票的受羈押選民或受羈押獲授權代表被收入或轉往有關監獄；及
 - (b) 在該選民或獲授權代表被如此收入或轉往該監獄後，有關委任通知在沒有無故拖延的情況下發出，則雖然該通知是在該星期內發出的，署長仍可根據該款給予同意。
- (8C) 如懲教署署長拒絕根據第(8A)(d)款給予同意，則署長必須在切實可行範圍內，盡快通知有關候選人或該候選人的選舉代理人。

Candidates may appoint polling agents (section 42 of the Electoral Affairs Commission (Electoral Procedure) (Legislative Council) Regulation (Cap. 541D))

- (8) A candidate must give notice of appointment of a polling agent to the Chief Electoral Officer at least 7 days before polling day.
- (8AA) A notice of appointment given under subsection (8) must be delivered by hand, by post, by electronic mail or by facsimile transmission.
- (8A) Despite subsections (1), (3) and (8) –
- (a) subject to paragraphs (b) and (c), only one polling agent may be appointed by a candidate for a dedicated polling station situated in a prison;
 - (b) no polling agent may be appointed by a candidate for a dedicated polling station situated in a prison if the Commissioner of Correctional Services has consented under section 23(18)(d) to the presence of the election agent of that candidate in that polling station;
 - (c) no polling agent may be appointed for a dedicated polling station situated in a maximum security prison; and
 - (d) the appointment of a polling agent for a dedicated polling station situated in a prison is not effective unless –
 - (i) a notice of appointment is given in accordance with subsection (8), and
 - (ii) the Commissioner of Correctional Services consents to the appointment.

- (8B) Despite subsection (8A)(d), even though a notice of appointment is given during the week before polling day, the Commissioner of Correctional Services may still give consent under that subsection if the Commissioner is satisfied that –
- (a) an elector in custody or authorized representative in custody who is entitled to vote for the relevant constituency at the polling station concerned is admitted or transferred to the prison concerned during that week; and
 - (b) the notice of appointment is given without undue delay after the admission or transfer.
- (8C) If the Commissioner of Correctional Services refuses to give consent under subsection (8A)(d), the Commissioner must notify the candidate or the election agent of the candidate as soon as practicable.

4. 凡年滿18歲的香港身分證持有人均可被委任為監察投票代理人。任何人可被委任為多於1個投票站的監察投票代理人。候選人或其選舉代理人不應委任總選舉主任、任何選舉主任、助理選舉主任、或任何已獲總選舉事務主任委任協助進行投票或點票的人士為其監察投票代理人。

Any person who is a holder of a Hong Kong Identity Card and has attained the age of 18 years may be appointed as a polling agent. A person can be appointed as a polling agent for more than 1 polling station. A candidate or his/her election agent should not appoint the Chief Returning Officer, any Returning Officer, Assistant Returning Officer, or any person already appointed by the Chief Electoral Officer to assist at the poll or the count as his/her polling agent.

5. 有關候選人、選舉代理人或監察投票代理人進入投票站的安排：

Arrangements for the admission into the polling station of a candidate, election agent or polling agent(s) –

- (a) 就每名候選人而言，在候選人、其選舉代理人或其監察投票代理人中，同一時間內只限1人停留在1個投票站內觀察投票。

For each candidate, only **one** among the candidate, his/her election agent or his/her polling agent may be present in a polling station to observe the poll at any one time.

- (b) 投票站主任可以規限可進入投票站的候選人、選舉代理人或監察投票代理人的數目。如於某時段投票站內可容納該等人士的指定範圍已滿座，投票站主任可拒絕進一步讓該等人士在該時間進入投票站。

The admission into the polling station of a candidate, election agent or polling agent is subject to the overriding power of the Presiding Officer to regulate the number of persons admitted to the polling station. If, at any material time, full capacity of the area inside the polling station designated for such persons has been reached, the Presiding Officer may refuse further admission of such persons to the polling station at that point of time.

- (c) 進入投票站的指定範圍觀察投票一般採用先到先得的方法。假若在同一時間內要求進入指定範圍的人數超額，將以抽籤決定進入的先後次序。

Admission to the designated area of the polling station to observe the poll will normally be on a first-come-first-served basis. If the number of persons seeking admission to the designated area at the same time exceeds the capacity, then lots will be drawn to determine the priority of entry.

- (d) 獲准進入指定範圍的人士，只可在指定範圍內逗留1小時；除非其後在指定範圍內的人數並未滿額，亦無其他人士在輪候進入該範圍，否則他／她必須離開。每位進入投票站指定範圍的人士須在投票站職員保管的簽到冊簽到並記錄進入時間。

A person admitted to the designated area will only be allowed to stay in the designated area for 1 HOUR, thereafter he/she must leave unless the designated area is not fully occupied and no other person is waiting to be admitted to that designated area. Every person admitted to the designated area of the polling station is required to sign in and enter the time of admission on the log book kept by the polling staff.

- (e) 當指定範圍所能容納的人數額滿時，輪候的每位人士會獲發1個號碼籌，以記錄指定範圍有空位時他／她獲准入內的次序。當輪到持有某一號碼籌的人士進入該範圍時，投票站工作人員會在投票站入口外讀出該號碼。如該號碼持有人當時並不在場，則持有下一個號碼籌的人士會被獲准進入指定範圍。當該缺席的人士再次回到投票站外時，便須重新領取另一號碼籌輪候。

When the designated area is full, each person waiting to be admitted will be issued a number chit in sequence to record the order of his/her entry to the designated area when a vacant seat arises. When it is the turn of the person holding the number chit to enter that area, his/her number will be called outside the entrance to the polling station, but if the holder of that number chit is not present at that time, then admission to the designated area will be granted to the one holding the next number chit. Such an absentee will have to obtain another number chit and join the queue afresh on his/her return to the polling station.

6. 本通知書／申請書第一部分應由候選人或其選舉代理人填寫及簽署。第二部分應由擬停留在上述位於懲教院所內的專用投票站內的選舉代理人及／或各個監察投票代理人填寫及簽署。

PART I of this notice/application should be completed and signed by the candidate or his/her election agent. PART II should be completed and signed by the election agent and/or each of the polling agents who intend(s) to be present in the above dedicated polling station(s) situated in a penal institution.

7. 如第3頁或第6頁的空位不敷應用，請自行複印以提供有關資料，隨通知書／申請書遞交。
If there is insufficient space on page 3 or page 6, please make copy of the page to give the relevant details and attach to the notice/application.
8. 填妥的通知書／申請書須於投票日前的第7天或之前（即2025年11月30日或之前）藉專人送遞、郵遞、電子方式或圖文傳真方式交付予總選舉事務主任。
The duly completed notice/application must be delivered to the Chief Electoral Officer by hand, by post, by electronic submission or by facsimile transmission at least 7 days before the polling day (i.e. on or before 30 November 2025).
9. 如候選人在填寫此通知書／申請書時有任何問題，請在辦公時間內致電選舉事務處的查詢熱線2891 1001。
If the candidate has any questions in completing this notice/application, please call the enquiry hotline of the Registration and Electoral Office at 2891 1001 during office hours.
10. 請注意下列有關在此通知書／申請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 notice/application –
- (a) **資料用途**
就此通知書／申請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、有關選舉主任、有關投票站的投票站主任及其他有關的政府部門和機構用於與選舉有關的用途。
Purpose of Collection
The personal data and other relevant information provided in this notice/application will be used by the Electoral Affairs Commission, the Registration and Electoral Office, the relevant Returning Officer, the Presiding Officers for the relevant polling stations and other relevant government departments and organizations for election-related purposes.
- (b) **資料轉介**
就此通知書／申請書提供的所有資料（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、機構或人士，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 notice/application may also be provided to other authorized departments, organizations 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／她在此通知書／申請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 notice/application 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／選舉代理人應留意，在收集第三者的個人資料以填寫此通知書／申請書時，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/Election agents 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 notice/application, 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**
關於透過此通知書／申請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 notice/application (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).