


2025 ELECTION COMMITTEE SUBSECTOR BY-ELECTIONS

GUIDE ON COMPLETION OF INPUT FORM FOR INTRODUCTION TO CANDIDATES

The Registration and Electoral Office (REO) will prepare a full colour **Introduction to Candidates** leaflet/booklet (“the Introduction to Candidates”) for the 2025 Election Committee Subsector By-elections. The Introduction to Candidates will contain the candidate’s name and candidate number on the ballot paper, the candidate’s personal colour photograph, age, occupation, political affiliation, email address/website, together with the electoral message prepared and provided by the candidate. The Introduction to Candidates will be posted to voters and authorized representatives of the Subsector concerned for reference and uploaded to the dedicated website of the election (<https://www.elections.gov.hk>)¹. The printed poster version of the Introduction to Candidates will be posted up at the polling station on the polling day for reference of voters and authorized representatives. In addition, the REO will produce a text version of the Introduction to Candidates so that voters and authorized representatives with visual impairment can listen to the contents of the Introduction to Candidates using assistive software in their computers or smartphones. Candidates should understand the different needs of voters and authorized representatives with visual impairment and ensure that voters (including those with visual impairment) have reasonable access to electoral messages during election campaigns. The REO strongly encourages candidates to utilize the text version of the Introduction to Candidates to convey their electoral messages to voters and authorized representatives with visual impairment.

2. If a candidate chooses to use the Introduction to Candidates for electioneering publicity for the 2025 Election Committee Subsector By-elections, he/she must complete the Input Form for Introduction to Candidates (“Input Form”). The Input Form is available in electronic version (“e-Input Form”) and printed version (“the paper Input Form”). If a candidate chooses to complete the e-Input Form, the relevant information can be used for production of both printed and text versions of the Introduction to Candidates. If a candidate chooses to complete the paper Input Form, the relevant information relating to electoral message can only be used for production of the printed version of the Introduction to Candidates. Therefore, if a candidate needs to produce electoral message of the text version of the Introduction to Candidates, please complete the e-Input Form separately.

3. To simplify the procedures of data input, candidates are advised to complete the e-Input Form if situation permits.

	Please visit https://www.reo-form.gov.hk on computers or scan the QR code on the left to download the e-Input Form. The paper Input Form can be obtained from the District Offices, Returning Officers’ Offices, or REO’s offices on 8/F, Treasury Building, 3 Tonkin Street West, Cheung Sha Wan, Kowloon or Units 2301-03, 23/F, Millennium City 6, 392 Kwun Tong Road, Kwun Tong, Kowloon.
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4. The candidate’s personal photograph, his/her personal particulars (including name, age, occupation, political affiliation, email address/website) as well as the electoral message contained in Part I of the e-Input Form will be used for production of the printed version of the Introduction to Candidates. The personal particulars and the plain text message inputted under the box of “Electoral Message” (if applicable) in Part I of the e-Input Form will also be used for production of the text version of the Introduction to Candidates. If graphics are inputted under the box of “Electoral Message” in Part I, the candidate has to input plain text message of his/her electoral message in Part II for production of the text version of the Introduction to Candidates.

5. If a candidate does not submit the electronic or printed version of Input Form, the printed version of the Introduction to Candidates will only show the candidate’s name and candidate number, and the words “Relevant information has not been provided by the candidate” will be printed in other designated parts. When voters with visual impairment listen to the text version of the Introduction to Candidates, they will only hear the candidate’s name and his/her candidate number, as well as “Relevant information has not been provided by the candidate” in the parts of candidate’s personal particulars and electoral message. If the candidate only submits the paper Input Form, or submits the e-Input Form but without inputting any text messages into Part I and Part II, voters with visual impairment, when listening to the text version of the Introduction to Candidates, will only hear the candidate’s name, his/her candidate number, personal particulars provided by the candidate and “Information of electoral message in text has not been provided by the candidate”.

¹ The contents of the Introduction to Candidates will be removed from the dedicated website upon the completion of relevant follow-up work after the conclusion of the By-elections.

How to Complete the Input Form

6. Please carefully fill in the Input Form in accordance with the instructions below.
- (a) A candidate must fill in his/her name in Chinese and English (unless not applicable). A candidate may opt to provide other personal particulars (such as photograph, age², occupation, political affiliation, email address/website and electoral message). If a candidate mentions the name of any organization when stating his/her political affiliation, the candidate should obtain prior written consent of the organization concerned. To avoid confusion, information provided by the candidate (such as occupation and political affiliation) might not be included in the Introduction to Candidates if it is inconsistent with the information stated in the nomination form.
 - (b) Contents inside the blue-lined area of the Input Form below the caption “Electoral Message” may include information relating to the electoral message or candidature of the candidate and emblem and particulars of the supporting political party or organization. If the emblem or particulars of the supporting political party or organization is/are included, the candidate should obtain written consent of that political party or organization before submitting the Input Form. There is no restriction on the language, number of words, illustration and colour to be used. Any logo or illustration to be included in the “Electoral Message” should preferably be in line work or simple presentation for better printing effect.
 - (c) The colour photograph of a candidate must show the full face of the candidate and not be larger than 50mm x 40mm (2 x 1 5/8 inches) in size. The background of the photograph must be plain, in colour of white, light blue or light pink. Fluorescent or gradient colours should not be used for background. The REO reserves the right to adjust the image on the photograph. The photograph should be taken within the last 6 months. For better printing effect, candidates are recommended to use photofinishing paper and to avoid printing the photograph by inkjet or laser printer if they submit photographs in paper form. In addition to affixing the photograph to the specified position on the Input Form, a candidate who submits paper Input Form must submit 2 more identical copies of the colour photograph and the back of each of the copies should be affixed with the enclosed label with the name of the candidate in Chinese and English (unless not applicable) and the name of the Subsector in which the candidate contests. If a candidate chooses to submit e-Input Form, it is not necessary for him/her to submit additional colour photographs in paper form.
 - (d) The paper Input Form will be directly reproduced for printing. If a candidate chooses to submit paper Input Form, he/she must fill in the particulars using the Input Form provided by the REO. **Any photocopied/modified Input Form, and any graphics and text beyond the blue-lined area of the Input Form, will NOT be accepted.**
 - (e) The text of personal particulars of a candidate on the paper Input Form **MUST** be in **black**, and typed by typewriter, printed by computer or hand-written in clear font with a **FINE** ball pen. If the personal particulars are filled in with a colour other than black, the colour of the relevant text will be converted to black with poorer printing effect. In addition, candidates may use the cut-and-paste method to paste the content within the designated area. Please note that the cut and pasted part cannot exceed the designated area, and the personal particulars cannot be covered entirely by the cut-and-paste method. Information must be pasted item by item and the original blue bottom line cannot be covered.
 - (f) In the “Electoral Message” under Part I of the e-Input Form, candidates must first choose one of the input modes, either Text Input or Image Upload. If a candidate needs to fill in the “Electoral Message” under Part II of the e-Input Form, please type the text message with the use of computer. **Handwritten text and graphics will not be accepted.** Please note that the content of the text version under Part II should be similar to that of the illustration of the electoral message in Part I.
 - (g) Please note that, for the purpose of editing and due to the limited size of the “Personal Particulars” and “Electoral Message” text boxes, the font type and font size of words inputted into relevant text boxes have been preset as Times New Roman and 10 respectively. There are also limits on the number of words which can be inputted into the text boxes of the “Personal Particulars” and “Electoral Message” (Please refer to the relevant text boxes in the e-Input Form).

² The age should be completed in Arabic numerals.

- (h) If the Input Form contains any content in a language other than Chinese and English, the candidate must enclose the translation of such content in Chinese or English and ensure that it contains information relating only to the candidature of the candidate at this election. However, the relevant translation will not be included in the Introduction to Candidates.
- (i) If a candidate submits an e-Input Form, please note the following specific acceptable file format requirements for digital photographs and/or image files in Part I for production of the printed version of the Introduction to Candidates –
- Photograph and image type: JPEG
 - Photograph file size: 5MB or below
 - Image file size for “Electoral Message”: 5MB or below (if applicable)
 - Acceptable dimension :
 - Colour photograph of the candidate
 - Captured by scanner (600 dpi) – Photograph size: 50mm (H) x 40mm (W)
 - Captured by digital camera – Image size: at least 1600 pixels (H) x 1200 pixels (W)
 - Image file of “Electoral Message”
 - Captured by scanner (600 dpi) – Image size: 50mm (H) x 89mm (W)
 - Captured by digital camera – Image size: at least 1190 pixels (H) x 2110 pixels (W)

Please do not use images with low resolution to create files or use software to increase their resolution in order to avoid affecting the printing effect and quality due to low-resolution images. Whether the successfully uploaded photographs and/or image files meet the specifications has yet to be determined. If necessary, the REO will request the candidate to submit another photograph and/or image file so as to meet the printing requirements for production of the printed version of Introduction to Candidates.

Submission of the Input Form

7. Candidates must submit the Input Form in the following manner at the time when submitting the nomination form or by the end of the nomination period (i.e. at or before 5:00 p.m. on 4 August 2025). Late submission will not be accepted.

E-Input Form

8. Candidates or their election agents can submit the duly completed e-Input Form to the REO by email (e-intro_to_can@reo.gov.hk) or upload the relevant e-Input Form to the e-Form Upload Platform before the above deadline. To avoid network congestion, candidates are advised to allow sufficient time to submit their Input Forms and not to submit them close to the deadline.

Paper Input Form

9. Candidates can submit the duly completed paper Input Form together with 2 colour photographs of the candidate which are identical to the one affixed to the Input Form (the back of each of the photographs should be affixed with a label with the name of the candidate in Chinese and English (unless not applicable) and the name of the Subsector in which the candidate contests as required in paragraph 6(c) above) to the Returning Officer for the relevant Subsector in person or by their election agents, or deliver the Input Form by hand to the Chief Electoral Officer (Address: Technical Services Team of the REO, 8/F, Millennium City 6, 392 Kwun Tong Road, Kwun Tong, Kowloon) before the above deadline.

10. If a candidate who submits a paper Input Form needs to produce the text version of the Introduction to Candidates for voters and authorized representatives with visual impairment, the candidate may download the e-Input Form separately (see paragraph 3 above) and complete the candidate's name and Part II of the e-Input Form only. The duly completed e-Input Form should be sent to e-intro_to_can@reo.gov.hk or uploaded to the e-Form Upload Platform by 5:00 pm on 20 August 2025.

Other Issues to Note

11. If a candidate does not submit the information needed on or before the above deadline, the relevant information will **NOT** be included in the Introduction to Candidates. The candidate should ensure the completeness and accuracy of the information provided. The Returning Officer and the REO will not accept any request for correction or addition to the Input Form made after the end of nomination period. The content, nature and presentation of the candidate's message in the Introduction to Candidates are exclusively the idea and creation of the candidate himself/herself. They will not be subject to alteration or editing by the REO unless they are considered to be obscene, immoral, indecent, offensive, defamatory, unlawful (including those would constitute an offence endangering national security), or contain information not relating to the candidature of the candidate.

12. In accordance with section 26(1) of the Elections (Corrupt and Illegal Conduct) Ordinance (Cap. 554), a person engages in illegal conduct at an election if the person publishes a materially false or misleading statement of fact about a particular candidate or particular candidates for the purpose of promoting or prejudicing the election of the candidate or candidates.

13. Candidates should note that some voters or authorized representatives may only be familiar with either the Chinese or English language and they are equally entitled to be informed of the information of the Introduction to Candidates. The REO encourages candidates to provide both Chinese and English versions of the "Electoral Message" so as to disseminate the relevant information more effectively.

14. For enquiries about completion of the Input Form, please call the REO at 2891 1001.

Personal Information Collection Statement

15. Please note the following with regard to the personal data supplied in connection with the Input Form –

(a) **Purpose of Collection**

The personal data and other relevant information provided in the Input Form will be used by the Registration and Electoral Office, the Returning Officer for the relevant Subsector, the Electoral Affairs Commission, and other related government departments and organizations for election-related purposes.

(b) **Transfer of Information**

All information (including the personal data and other information) provided in the Input Form may be provided to other authorized departments, organization or persons, including but not limited to the law courts for election-related purposes.

(c) **Access to Personal Data**

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

(d) **Enquiry**

Enquiries concerning the personal data collected by means of the Input Form (including request for access and correction of personal particulars) should be addressed to the Chief Electoral Officer (Address: 8th Floor, Treasury Building, 3 Tonkin Street West, Cheung Sha Wan, Kowloon).