

## 2025 年選舉委員會界別分組補選 使用選舉事務處電子表格上載平台須知

候選人必須根據各選舉表格內所規定的呈交方式將選舉表格送交選舉主任或總選舉事務主任。在現行安排下，候選人可透過「選舉事務處電子表格上載平台」（下稱「電子表格平台」）以電子方式上載及遞交下列 18 張選舉表格：

<u>表格編號</u>	<u>表格名稱</u>
REO/C/2/2025ECSS(By-E)(SDF)	劃一格式選舉捐贈收據 <sup>1</sup>
REO/C/3/2025ECSS(By-E)(SF)	招致選舉開支授權書
REO/C/4/2025ECSS(By-E)(SF)	撤銷授權招致選舉開支通知書
REO/C/6/2025ECSS(By-E)(SF)	選舉代理人委任通知書
REO/C/7/2025ECSS(By-E)(SF)	就非位於懲教院所內的投票站委任監察投票代理人通知書
REO/C/7A/2025ECSS(By-E)(SF)	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）
REO/C/8/2025ECSS(By-E)(SF)	監察點票代理人委任通知書
REO/C/9/2025ECSS(By-E)(SF)	撤銷委任代理人通知書
REO/C/10A/ECSS(By-E)(SF)(2025)	中央平台戶口申請表及有關候選人使用中央平台的條款及細則的承諾書
REO/C/10B/ECSS(By-E)(SF)(2025)	候選人平台的電子地址通知書
REO/C/15/2025ECSS(By-E)(SF)	退回選舉按金
REO/C/16/2025ECSS(By-E)(SDF)	接受選舉捐贈預先申報書及聲明書
REO/C/19/2025ECSS(By-E)	對於競選活動的決定通知書

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<sup>1</sup> 「劃一格式選舉捐贈收據」必須作為「接受選舉捐贈預先申報書及聲明書」的附件一併提交。

REO/C/20/2025ECSS(By-E)	在指定展示位置展示選舉廣告的意願書
REO/C/23/2025ECSS(By-E)	索取投票人資料通知書
REO/C/24/2025ECSS(By-E)	使用投票人資料承諾書
REO/C/25/2025ECSS(By-E)	確認銷毀《候選人郵遞資料系統》USB 記憶體及有關投票人資料的回條
REO/C/26/2025ECSS(By-E)	候選人簡介資料表格

## 如何透過電子表格平台遞交選舉表格

候選人可於電子表格平台網頁 <https://www.reo-form.gov.hk> 下載上述電子表格。候選人及其代理人必須細閱表格的內容及填寫說明，並確保電子表格已填妥及以數碼證書簽署<sup>2</sup>。填妥及簽署有關電子表格後，請將電子表格檔案儲存於電腦，再依照下列步驟上載表格至電子表格平台：

- (1) 按有關電子表格旁的「上載」連結
- (2) 選擇界別分組
- (3) 按「選擇檔案」鍵並於電腦選擇需要上載的電子表格檔案
- (4) 填寫頁面顯示的驗證碼
- (5) 剔選「我已簽署電子表格」及「我已閱讀及明白有關表格的說明」旁的方格以確認已填妥並簽署電子表格
- (6) 填寫候選人或其代理人的電子郵件地址
- (7) 按「上載」鍵上載電子表格

電子表格成功上載至電子表格平台後，將被傳送至有關的選舉主任或總選舉事務主任。

電子表格成功上載後，螢幕上會顯示確認訊息並附有參考編號。候選人或其代理人可按「列印」鍵列印確認訊息，或按「儲存」鍵將有關訊息儲存於電腦。確認訊息亦會傳送到所提供的電子郵件地址。有關的選舉主任或總選舉事務主任在接獲表格後，會處理有關事宜及另行向候選人發出確認文件。

<sup>2</sup> 候選人及其代理人如要數碼簽署電子表格，必須具備由數字政策專員根據《電子交易條例》認可的核證機關發出的有效數碼證書。如候選人或其代理人並未持有有效數碼證書，他／她可將填妥的表格列印並簽署，然後將已簽署的表格的掃描本透過電子表格平台遞交。

## 注意事項

就各類代理人的委任或撤銷委任，候選人必須按《選舉委員會界別分組選舉活動指引》內的指明限期前，將有關表格上載至電子表格平台。有關的委任或撤銷委任，須在有關的選舉主任或總選舉事務主任接獲表格後，或在獲得懲教署署長同意後才會生效。如未能在限期前提交，候選人或其選舉代理人須在投票日親自將有關表格送交有關投票站主任及選舉主任。

## 查詢

如有任何查詢，請致電選舉事務處熱線 2891 1001。

選舉事務處

2025 年 6 月

**2025 Election Committee Subsector By-elections**  
**Notes on Using the Registration and Electoral Office e-Form Upload Platform**

Candidates must deliver the electoral forms to the Returning Officer or the Chief Electoral Officer in accordance with the submission method(s) specified in the respective electoral forms. Under the existing arrangement, candidates may upload and submit the following 18 electoral forms electronically via the “Registration and Electoral Office e-Form Upload Platform” (“e-Form Platform”) –

<b><u>Form No.</u></b>	<b><u>Form Title</u></b>
REO/C/2/2025ECSS(By-E)(SDF)	Standard Receipt for Election Donations <sup>1</sup>
REO/C/3/2025ECSS(By-E) (SF)	Authorization to Incur Election Expenses
REO/C/4/2025ECSS(By-E) (SF)	Notice of Revocation of Authorization to Incur Election Expenses
REO/C/6/2025ECSS(By-E) (SF)	Notice of Appointment of Election Agent
REO/C/7/2025ECSS(By-E) (SF)	Notice of Appointment of Polling Agents for a Polling Station Not Situated in a Penal Institution
REO/C/7A/2025ECSS(By-E)(SF)	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)
REO/C/8/2025ECSS(By-E)(SF)	Notice of Appointment of Counting Agents
REO/C/9/2025ECSS(By-E)(SF)	Notice of Revocation of Appointment of Agent
REO/C/10A/ECSS(By-E)(SF) (2025)	Application for Creating an Account of the Central Platform and Undertaking in Respect of the Terms and Conditions in Using the Central Platform for Candidates
REO/C/10B/ECSS(By-E)(SF) (2025)	Notification of the Electronic Address of the Candidate’s Platform
REO/C/15/2025ECSS(By-E)(SF)	Return of Election Deposit

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<sup>1</sup> “Standard Receipt for Election Donations” must be submitted as attachment with “Advance Return and Declaration of Election Donations”.

REO/C/16/2025ECSS(By-E)(SDF)	Advance Return and Declaration of Election Donations
REO/C/19/2025ECSS(By-E)	Notification of Decision on Electioneering Activities
REO/C/20/2025ECSS(By-E)	Intention to Display Election Advertisements at Designated Spots
REO/C/23/2025ECSS(By-E)	Notice for Collection of Voters' Information
REO/C/24/2025ECSS(By-E)	Undertaking on the Use of Voters' Information
REO/C/25/2025ECSS(By-E)	Reply Slip on Confirmation of Destruction of "Candidate Mailing Label System" USB flash drives and the Relevant Voters' Information
REO/C/26/2025ECSS(By-E)	Input Form for Introduction to Candidates

### **How to Submit Electoral Forms via the e-Form Platform**

Candidate may download the above electoral forms in electronic format ("e-Form") at the website of the e-Form Platform <https://www.reo-form.gov.hk>. Candidate and his/her agent should read the content and notes on completion of the relevant form and ensure the e-Form is duly completed and signed using a valid digital certificate<sup>2</sup>. After completion and signing of the e-Form, please save the e-Form file in the computer and follow the steps below to upload the form to the e-Form Platform –

- (1) Click the "Upload" link next to the relevant e-Form
- (2) Select Subsector
- (3) Click "Select File" and select the e-Form file in the computer to be uploaded
- (4) Enter the validation code shown on the screen
- (5) Confirm that the e-Form has been duly completed and signed by checking the boxes next to "I have signed the electronic form" and "I have read and understood the Notes of the relevant form"
- (6) Enter the electronic mail address of the candidate or his/her agent
- (7) Click "Upload" to upload the e-Form

After the e-Form is successfully uploaded to the e-Form Platform, it will be forwarded to the relevant Returning Officer or the Chief Electoral Officer.

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<sup>2</sup> A candidate and his/her agents must possess a valid digital certificate issued by a certification authority recognised by the Commissioner for Digital Policy under the Electronic Transactions Ordinance for digital signing on the electronic form. If a candidate or his/her agent does not possess a valid digital certificate, he/she may print and sign the filled form, and upload a scanned copy of the signed form via the e-Form Upload Platform.

A confirmation message with a reference number will be shown on the screen after the e-Form is uploaded successfully. Candidate or his/her agent may click “Print” to print out the message, or click “Save” to save the message onto the computer. The confirmation message will also be sent to the electronic mail address provided. Upon receipt of the e-Form, the relevant Returning Officer or the Chief Electoral Officer will take follow up action and issue an acknowledgment to the candidate separately.

### **Points to Note**

For the appointment or revocation of appointment of various agents, the relevant electoral forms must be uploaded onto the e-Form Platform on or before the deadline specified in the “Guidelines on Election-related Activities in respect of the Election Committee Subsector Elections”. The appointment or revocation of appointment of agents will not be effective until the forms are received by the relevant Returning Officer or the Chief Electoral Officer, or consents are given by the Commissioner of Correctional Services. If the candidate or his/her election agent is unable to submit the relevant forms by the deadline, they should deliver the forms in person to the relevant Presiding Officer and Returning Officer on the polling day.

### **Enquiry**

For enquiries, please call the Enquiry Hotline of the Registration and Electoral Office at 2891 1001.

Registration and Electoral Office  
June 2025