

# Guidance Notes on Submission of Voter Registration Forms by Digital Files

- I. In submission of voter registration application form through email ([form@reo.gov.hk](mailto:form@reo.gov.hk)) or Registration and Electoral Office Online Uploading Platform ([www.reo-form.gov.hk](http://www.reo-form.gov.hk)), applicants should note the following requirements:
  - (a) The size of each digital file to be submitted **must not exceed 5 MB**;
  - (b) The total file size of all attachments to an email **must not exceed 25 MB**; and
  - (c) Files included in a submission should be in the following file formats:
    - (i) Portable Document Format (PDF);
    - (ii) Graphics Interchange Format (GIF);
    - (iii) JPEG Interchange Format(JPEG);
    - (iv) Tag Image File Format (TIFF);
    - (v) Portable Network Graphics (PNG); and
    - (vi) Bitmap File Format(BMP).
  
- II. In submission of an application form(s)/ document(s) / address proof by e-mail ([form@reo.gov.hk](mailto:form@reo.gov.hk)), the electronic file(s) of form(s)/ document(s) must be **attached to the e-mail**. Other transmission methods (e.g. providing a hyperlink of cloud storage) are not accepted and will not be processed.
  
- III. In submission of an application form/ document / address proof through the Online Uploading Platform ([www.reo-form.gov.hk](http://www.reo-form.gov.hk)), a 16-digit reference number will be generated upon a successful upload. Please record this number for future reference.
  
- IV. If you need to fill and sign the PDF application form, please use “Adobe Acrobat Reader” (for Windows/macOS) or “Adobe Fill and Sign” (for Android and iOS). You may download the software from the following websites

Adobe Acrobat Reader: <http://get.adobe.com/reader>

Adobe Fill and Sign: <https://acrobat.adobe.com/hk/en/mobile/fill-sign-pdfs.html>

and refer to the steps below for using the signing tool in the software:

1. Press “Fill & Sign” button;
2. Press “Sign” button to sign document by drawing a signature; and
3. Place the signature in the field of Applicant’s signature.

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Fill & Sign 2 Sign

Area and District Name Hong Kong Island/ Kowloon/ New Territories (please delete as appropriate)

Home Telephone Number	Mobile Phone Number
Office Telephone Number	Fax Number
E-mail Address	

If you agree to provide the above e-mail address to the candidates of the constituencies concerned for the purpose of sending election mail related to electioneering activities, please put a tick "✓" in this box. The Registration and Electoral Office will inform the candidates concerned that you have chosen to receive election mail via e-mail and encourage them to use e-mail instead of postal delivery for sending such information to you. Please note that the candidates have the discretion of sending hard copies of election mail by post to electors (including those electors who have chosen to receive election mail via e-mail). If you do not put a tick in the box, the e-mail address will only be used by the Registration and Electoral Office for communication.

**5. District Council (Second) Functional Constituency (Please read [Note 8] carefully)**

Important: In the Legislative Council General Election, every elector is entitled to vote in his/her respective geographical constituency and functional constituency. The electorate of the District Council (Second) Functional Constituency (i.e. the commonly-called 'Super District Council' Functional Constituency) is made up of electors for geographical constituencies who are not registered in the other traditional functional constituencies. According to the relevant electoral law, a person applying for registration in a geographical constituency is also regarded as having applied for registration as an elector for the District Council (Second) Functional Constituency. In other words, you will be automatically registered in the District Council (Second) Functional Constituency. If you choose not to be registered as an elector in the District Council (Second) Functional Constituency, you must complete the application form "Report on Change of Particulars by an Individual in a Functional Constituency and/or an Election Committee Subsector/De-registration or Non-registration for the District Council (Second) Functional Constituency" (REO-43).

**6. LANGUAGE PREFERENCE FOR ELECTION-RELATED COMMUNICATIONS [Note 9]**

Please indicate your preference by putting a "✓" in the appropriate box:  Chinese  English

**7. DECLARATION**

I declare that the particulars entered in this form are true and accurate, and that

(a) The residential address entered above is the address of my only or principal residence in Hong Kong; and

(b) I am eligible to be registered as an elector in a geographical constituency [Note 5]; and

(c) I am not subject to any disqualification from registration [Note 6].

My consent and authorisation is hereby given to the Electoral Registration Officer, in assessing my eligibility for registration as an elector, to compare and cross check my personal data given in this application form with my personal data collected by other organisations for any other purposes so as to verify if such data are true and accurate. In case of falsity or misleading situation, the Electoral Registration Officer may take appropriate action against me according to such data. I hereby expressly agree that the relevant government departments (including but not limited to the Immigration Department, Housing Department and Home Affairs Department) or any other public/private organisation(s) (including but not limited to the Hong Kong Housing Society), can release my personal data to the Electoral Registration Officer, so that this department can compare and cross check such data with those on this application form when processing the application and updating the voter registration and election-related records annually. [Note 13]

Date:  Day  Month  Year

Applicant's signature:  3 Please Sign Your Name Here [Note 12]

- V. If you sign the application form with a digital certificate, please sign the form with a personal digital certificate issued by the Hongkong Post or Digi-sign Certification Services Limited.

Registration and Electoral Office

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