

**REGISTRATION AND ELECTORAL OFFICE  
APPLICATION BY A BODY FOR REGISTRATION IN A FUNCTIONAL CONSTITUENCY  
AND/OR AN ELECTION COMMITTEE SUBSECTOR / REPORT ON CHANGE OF PARTICULARS**

**IMPORTANT** : Please read the relevant guidance notes (REO-GN1) (<http://www.reo.gov.hk/en/voter/application.htm>) before completing this form in BLOCK LETTERS. You should provide clear and accurate information for voter registration. Unclear or inaccurate information may lead to unsuccessful voter registration. A person who knowingly or recklessly makes any false or incorrect statement or gives information which is materially false or misleading commits an offence under the law.

**1. PARTICULARS OF BODY**

NAME OF BODY  
 in Chinese \_\_\_\_\_  
 in English \_\_\_\_\_

Business / Society / Trade Union Registration Number (if applicable) \_\_\_\_\_

My body has been operating since \_\_\_\_\_

Day                      Month                      Year

**BUSINESS ADDRESS. Please complete in Block Letters.**

Flat/Room	Floor	Please use floor number as indicated by the lift	Block
Name of Building			
Name of Estate / Number and Name of Village			
Number and Name of Street / Lot Number			
Area and District Name		Hong Kong Island/ Kowloon/ New Territories (Please delete as appropriate)	

**2. FUNCTIONAL CONSTITUENCY AND/OR ELECTION COMMITTEE SUBSECTOR APPLIED FOR**

Please refer to the names of the functional constituency and/or Election Committee subsector and the points to note in this section.

Functional Constituency: \_\_\_\_\_

Election Committee Subsector: \_\_\_\_\_

(1) This form is used for application for registration as:

(a) a corporate elector in **ONE** of the following traditional functional constituencies and (i) a corporate voter in its corresponding subsector or (ii) a corporate voter in **ONE** of the optional subsectors listed in (b) below; or

- |                             |                          |  |
|-----------------------------|--------------------------|--|
| • Agriculture and Fisheries | • Import and Export      | • Real Estate and Construction                     |
| • Catering                  | • Industrial (First)     | • Sports, Performing Arts, Culture and Publication |
| • Commercial (First)        | • Industrial (Second)    | • Textiles and Garment                             |
| • Commercial (Second)       | • Information Technology | • Tourism  |
| • Finance                   | • Insurance              | • Transport  |
| • Financial Services        | • Labour                 | • Wholesale and Retail                             |

(b) a corporate voter in **ONE** of the following optional subsectors:

- Employers' Federation of Hong Kong      • Hong Kong Chinese Enterprises Association      • Social Welfare

(2) If your body is not eligible or does not wish to be registered in one of the optional subsectors, your body will be registered in the subsector corresponding to the functional constituency your body fills in above.

(3) A body can be registered in only one functional constituency and/or one Election Committee subsector. If your body is an elector/a voter already registered in a functional constituency and/or subsector and submits an application for registration in a different functional constituency and/or subsector, your new application for registration (if accepted) will replace the registration of the existing functional constituency and/or subsector.

**Eligibility for Registration:**

(Please fill in whichever is applicable)

**Organisation name:** \_\_\_\_\_

**Membership/Registration/Licence number:** \_\_\_\_\_

**Others (if applicable):** \_\_\_\_\_

(1) In completing the eligibility for registration, please refer to the guidance notes (REO-GN1) (<http://www.reo.gov.hk/en/voter/application.htm>) and select the organisation/category you belong to.

(2) If you have more than one eligibility in the functional constituency/ Election Committee subsector which you are applying for, please list out all eligibilities to facilitate the Electoral Registration Officer to process your application.

**FOR OFFICIAL USE ONLY**



**4. APPOINTMENT OF AUTHORIZED REPRESENTATIVE TO VOTE IN ELECTION COMMITTEE SUBSECTOR ELECTION**

Note : You NEED NOT complete this section if your body also wishes to appoint the person mentioned in Section 3 as your authorized representative to vote at an Election Committee subsector election. Please skip to Section 5.

**(1) PERSONAL PARTICULARS OF AUTHORIZED REPRESENTATIVE**

HK IDENTITY CARD NUMBER	Prefix	Number	Check Digit ( <input type="text"/> )	SEX	Male	Female
	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="checkbox"/>	<input type="checkbox"/>

**MY NAME AS SHOWN ON THE HK IDENTITY CARD**

Name in Chinese	
Name in English (Surname)	
(Other Names in Full)	

**MY RESIDENTIAL ADDRESS IN HONG KONG. Please complete in ENGLISH Block Letters.**

A registered elector/voter applying for change of registered address must attach with the application form his/her proof of principal residential address issued within the last three months or else the Electoral Registration Officer will not consider the application further. Please refer to **Note 2** for the acceptable types of address proofs and the details of exemption of address proof requirement for authorised occupants of public rental housing. For imprisoned persons, please read part (2) first, so that you can provide under this section an address which corresponds to your specific situation.

Flat/Room	Floor	Please use floor number as indicated by the lift	Block
Name of Building			
Name of Estate / Number and Name of Village			
Number and Name of Street / Lot Number			
Area and District Name			
Hong Kong Island/ Kowloon/ New Territories (Please delete as appropriate)			

**(2) This section is applicable to imprisoned persons only :** Please put a tick "✓" in the appropriate box (one box only). (Please refer to **Note 8**)

- I have a home outside the prison. The address is provided in part (1) above.
- I have no home outside the prison but I can provide proof on the address of my last dwelling-place in Hong Kong. The address is provided in part (1) above and the relevant proofs (such as bills for electricity and water charges) are enclosed.
- I have no home outside the prison and I cannot provide any proof on the address of my last dwelling-place in Hong Kong. The address provided in part (1) above is my residential address furnished and last recorded under the Registration of Persons Regulations.

**(3) CORRESPONDENCE ADDRESS OF AUTHORIZED REPRESENTATIVE (Only if there is no postal service available for your residential address or if you are an imprisoned person or it is the business address of the body to which the Authorized Representative belongs)**

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**(4) LANGUAGE PREFERENCE OF AUTHORIZED REPRESENTATIVE FOR ELECTION-RELATED COMMUNICATIONS**

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

**(5) DECLARATION BY AUTHORIZED REPRESENTATIVE**

I declare that the particulars entered in this section and the documentary proofs (if applicable) submitted for this application are true and accurate, and that

(a) the residential address entered above is the address of my only or principal residence in Hong Kong or the address which is deemed in accordance with law to be my only or principal residential address in Hong Kong; and

\* (b) I am already registered as an elector in a geographical constituency/I have applied to be registered as an elector in a geographical constituency/I am eligible to be registered as an elector in a geographical constituency, and hereby apply to be so registered; and

(c) I am not subject to any disqualification from registration as an elector/a voter and/or authorized representative (**Note 6**); and

(d) I am not appointed as an authorized representative by any other Election Committee corporate voter or applicant; and am not registered or have not applied to be registered as an individual voter in the same subsector in which the body applies to be registered as mentioned in Section 2.

In assessing my eligibility for registration as an elector/a voter, I give my consent to the Electoral Registration Officer to compare and cross check my personal data entered in the 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 authorise the Electoral Registration Officer to approach other government department(s) or public/private organisation(s) concerned for proof of data collected and verifying the data, and I 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 the Electoral Registration Officer can compare and cross check such data with those on the application form when processing this application and updating the voter registration and election-related records annually.

Name of Authorized Representative _____	Signature of Authorized Representative _____ <b>(Note 3)</b>
Position in the Body _____	Contact Telephone Number _____
Fax Number _____	E-mail Address _____
Date <input type="text"/> <input type="text"/> <input type="text"/>	<input type="checkbox"/> If you agree to provide the above e-mail address to the candidates of the constituencies/subsectors 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.

\* Please delete whichever is inappropriate.  
Personal Information Collection Statement

(a) Purpose of Collection

The personal data and other related information and documentary proofs (if applicable) provided by you by means of this form will be used by the Registration and Electoral Office for voter registration and election-related purposes. Your provision of personal data and other related information in this form is voluntary. However, if you do not provide adequate and accurate data, the Registration and Electoral Office may not be able to process your application for registration. If necessary, the Electoral Registration Officer may require any specified body and/or public authority (including but not limited to the Immigration Department, Home Affairs Department, Housing Department and Hong Kong Housing Society etc) to furnish your personal data for data matching when preparing a register. If the Electoral Registration Officer has determined that you are eligible to be registered as an elector/a voter, your name and residential address will be compiled in a register and made available for public inspection.

(b) Transfer of Information

The information provided by you may be provided by the Registration and Electoral Office to other authorized departments/organisations/persons for the purposes of voter registration and election under relevant Ordinances and/or subsidiary legislations and purposes related thereto.

(c) Access to Personal Data and Enquiry

For access to and/or correction of personal data and other related information you provided, please address your request to the Electoral Registration Officer in writing (Address: 10/F, Harbour Centre, 25 Harbour Road, Wan Chai, Hong Kong). Any person who uses the personal data provided in this form without the express prior consent of the data subject for any purposes other than the purposes stated above may contravene the Personal Data (Privacy) Ordinance (Cap. 486).

## 5. DECLARATION BY THE BODY

I declare that the particulars entered in this form and the documentary proofs (if applicable) provided for this application are true and accurate, and that

- (a) my body is eligible to be registered as an elector in the functional constituency and/or as a voter in the Election Committee subsector applied for in Section 2; and
- (b) my body is not subject to any disqualification from registration as an elector/a voter; and
- (c) my body appoints the person(s) in Section 3 and Section 4 (if applicable) as our authorized representative(s); and
- (d) the person(s) in Section 3 and Section 4 (if applicable) has/have substantial connection with my body.

Name of Responsible Person _____	Signature of Responsible Person _____ <b>(Note 3)</b>								
Position in the Body _____									
Contact Telephone Number _____									
E-mail Address _____	Authenticating Stamp of the Body _____ <b>(Note 3)</b>								
Fax Number _____	Date <table border="1" style="display: inline-table; vertical-align: middle;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr><tr><td style="text-align: center;">Day</td><td style="text-align: center;">Month</td><td colspan="2" style="text-align: center;">Year</td></tr></table>					Day	Month	Year	
Day	Month	Year							

### Note:

- (1) This form may be returned by post to 13/F, Kowloonbay International Trade & Exhibition Centre, 1 Trademart Drive, Kowloon Bay, Kowloon or by FAX to 2891 1180.
- (2) **Notes on Address Proof for Authorized Representative**
  - (a) You will be allocated to the Legislative Council geographical constituency and the District Council constituency to which you belong according to your residential address which should be your only or principal residence in Hong Kong, i.e. a dwelling-place in Hong Kong at which you reside and which constitutes your sole or main home. The residential address will be provided to the candidates of the constituencies concerned for the purpose of sending election advertisement.
  - (b) The Registration and Electoral Office accepts the below documents issued within the last three months (date of receipt by the Registration and Electoral Office will be used as the form submission date), which bear the issuing date and the name of issuing organisation as a valid proof of address:
    - (i) One of the following documents bearing the elector's name and principal residential address (name and address printed on the document should be identical to those appeared on the application form)- 1. bills or invoices issued by public bodies (e.g. utility bills for water, electricity or town gas services); 2. correspondences from government departments or the judiciary; 3. statements or correspondences issued by banks, insurance companies or Mandatory Provident Fund Approved Trustees; 4. bills of landline telephone, mobile phone, paid television or internet services; 5. documents or bills issued by local post-secondary institutions which reliance can be placed on confirming the residential address of the elector; 6. valid and "stamped" (for stamp duty) tenancy agreement (the criterion of being issued within 3 months before the date of submitting the application/notification is not mandatory but such tenancy should cover the date of application); 7. bills, correspondences or other documents issued by public organisations such as the Hospital Authority, Hong Kong Housing Authority, Hong Kong Housing Society, Hong Kong Examinations and Assessment Authority, etc; or
    - (ii) Address proof bearing the name and residential address of the person residing with the elector, and a declaration signed by the elector to confirm that such other person is living with the elector at the same address above and that the attached address proof is a complete authentic copy or a complete true copy of the original. Sample of the declaration can be downloaded from the website of the Registration and Electoral Office (<http://www.reo.gov.hk/en/voter/dra.htm>); or
    - (iii) If the elector is not able to produce any documents listed at (i) or (ii) above, the Registration and Electoral Office will also accept a statutory declaration provided by the elector made before a Commissioner for Oaths/a practising solicitor/a Justice of the Peace to substantiate the claim of residing at the address by virtue of the Oaths and Declarations Ordinance. Free service for members of the public who need to make sworn declarations is available at District Offices. Sample of the statutory declarations can be downloaded from the website of the Registration and Electoral Office (<http://www.reo.gov.hk/en/voter/dra.htm>).
  - (c) The Registration and Electoral Office accepts the original copy, photocopy or fax copy of the abovementioned documents as valid proof of address.
  - (d) For electors who are the authorised occupants of public rental housing under the Housing Authority or registered residents in the tenancy of subsidised housing under the Hong Kong Housing Society applying for change of registered address, and that the addresses in the tenancy records match with the residential addresses provided by the electors, address proof requirement for such electors may be exempted. **Attention: residents of housing units under the Home Ownership Scheme or public housing units which have been sold (e.g. flats under the Tenants Purchase Scheme) fall outside the scope of exemption and the electors concerned should provide valid address proofs accordingly.** For cases where the Electoral Registration Officer cannot cross check an elector's particulars in the data matching with concerned department/organisation, the Electoral Registration Officer may request the elector to provide address proof when applying for change of registered address under section 10A of the Electoral Affairs Commission (Registration of Electors)(Legislative Council Geographical Constituencies)(District Council Constituencies) Regulation (Cap. 541A).
- (3) This application form must be signed by the authorized representative and responsible person and with authorization stamp of the body; otherwise, the Electoral Registration Officer will not process your application.
- (4) If you have not received any reply from the Registration and Electoral Office 14 days after submission of this form, you may call the Enquiry Hotline (2891 1001) to check the progress of your application.
- (5) You may check your latest registration particulars through Online Voter Information Enquiry System ([www.voterinfo.gov.hk](http://www.voterinfo.gov.hk)) or calling the Enquiry Hotline (2891 1001). Electors/voters have the responsibility to update their registration particulars with the Registration and Electoral Office if the particulars have changed.
- (6) Generally, persons who are disqualified from registration include persons who: (a) are found under the Mental Health Ordinance (Cap. 136) to be incapable, by reason of mental incapacity, of managing and administering their property and affairs; (b) are members of any armed forces and the authorized representative must have a substantial connection with that corporate elector/voter.
- (7) The information provided by you by means of this form will be used by the Registration and Electoral Office for voter registration and election-related purposes. Your provision of information in this form is voluntary. However, if you do not provide adequate and accurate data, the Registration and Electoral Office may not be able to process your application for registration. The information provided by you may be provided by the Registration and Electoral Office to other authorized departments/organisations/persons for the purposes of voter registration and election under relevant Ordinances and/or subsidiary legislations and purposes related thereto.
- (8) For imprisoned persons, please note the following:
  - (a) **Registered address:** Please complete Section 3(2) and/or 4(2) to state the scenario applicable to you. Address of penal institution will **not** be accepted as a residential address for registration as elector. When you fill in that section of the form:
    - if the first scenario is applicable and you are a registered elector/voter, and you wish to change your registered address, please enclose the relevant address proof requested; or
    - if the second scenario is applicable, please enclose the relevant proof requested; or
    - if the third scenario is applicable, and if you need to obtain the address furnished and last recorded under the Registration of Persons Regulations, please approach the Immigration Department. The request for information should be addressed to: Executive Officer (Registration of Persons) Support, 12/F, Immigration Tower, 7 Gloucester Road, Wan Chai, Hong Kong. (If you need any assistance, you may contact the Electoral Registration Officer.)
  - (b) **Correspondence address:** You may choose to provide the address of the penal institution where you are imprisoned or other address in the application form as your correspondence address. **The correspondence address will be provided to candidates for the purpose of sending election-related materials to the electors concerned.** If you choose to use the address of a penal institution as your correspondence address, you are advised to provide the prisoner number for easy transmission of the election-related materials within/among the penal institutions.
  - (c) **Action required for an imprisoned person upon his release in future:** If you use your last dwelling-place in Hong Kong at which you resided or the address last recorded under the Registration of Persons Regulations as the registered address, **you have to report your new residential address to the Electoral Registration Officer by completing the "Report on Change of Particulars by an Elector in a Geographical Constituency" (REO-2) with your address proof as soon as possible after you have served the sentence of imprisonment and left the penal institution.** Otherwise, the Electoral Registration Officer will put your name into the omissions list according to the procedures prescribed in the relevant legislation. **If you do not update your record by providing your new principal residential address with relevant address proof before the statutory deadline, your name will be removed from the final register.**