



# Guidance Notes

**Application for Registration  
as an Elector in a Functional Constituency and  
as a Voter in an Election Committee Subsector**

## **District Council (Second)**

Registration and Electoral Office



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The Guidance Notes and application forms are obtainable from the following sources -

- (a) Registration and Electoral Office: (i) 10th Floor, Harbour Centre  
25 Harbour Road  
Wan Chai  
Hong Kong
- (ii) 13th Floor  
Kowloonbay International Trade &  
Exhibition Centre  
1 Trademart Drive  
Kowloon Bay, Kowloon
- (b) Registration and Electoral Office Website: [www.reo.gov.hk](http://www.reo.gov.hk)
- (c) Registration and Electoral Office Enquiry Hotline: 2891 1001



## I. Introduction

If you are eligible, you may apply to be registered as -  
an elector in this Functional Constituency (“FC”),

### OR

an elector in this FC and a voter in **ONE** of the following optional subsectors -

- (1) Chinese Medicine;
- (2) Chinese People's Political Consultative Conference;
- (3) Hong Kong Chinese Enterprises Association,

### OR

an elector in **ONE** of the FCs listed in **Appendix A**, and a voter in either its corresponding EC subsector or **ONE** of the above optional subsectors.

If you are eligible to be registered in the **District Council (First) FC** and any other FC at the same time, you may only be registered in the **District Council (First) FC** and not in any other FC.

If you are eligible to be registered in the **Heung Yee Kuk FC** and any other FC other than the **District Council (First) FC** at the same time, you may only be registered in the **Heung Yee Kuk FC** and not in any other FC.

An eligible person is entitled to be registered in only **ONE** FC and/or only **ONE** EC subsector. If you are an elector/a voter already registered in an FC/EC subsector and submit an application for registration in a different FC/EC subsector, your new application (if accepted) will replace the registration of the existing FC/EC subsector in the next final register.

If you are registered as an elector in an FC and as a voter in an EC subsector, you will be entitled to vote in a general election or by-election, in respect of the Legislative Council (“LegCo”) and the EC subsector -

- (1) to elect a Member of the LegCo in respect of your FC; and
- (2) to elect your representatives in respect of your EC subsector as members of the EC. Under the Basic Law, the EC is responsible for returning the Chief Executive.

## II. Who is Eligible to Apply for Registration in the District Council (Second) Functional Constituency

- (1) You are eligible to be registered as an individual elector for this FC if you meet the following requirements -
  - (A) you possess the qualifications required for registration in this FC (for details, please refer to **Appendix B**); and
  - (B) you are registered as an elector in a Geographical Constituency (“GC”) or are eligible and have applied to be so registered.
    - (a) Generally, you are eligible to be registered as an elector in a GC if -
      - (i) you are a permanent resident of the Hong Kong Special Administrative Region as defined by the Hong Kong Special Administrative Region Passports Ordinance (Cap. 539); and
      - (ii) you ordinarily reside in Hong Kong; and
      - (iii) you have reached 18 years of age or will reach 18 years of age on or before 25 September (for District Council Election year) OR 25 July (for Non District Council Election year) next following your application for registration; and
      - (iv) you hold an identity document, e.g. a Hong Kong permanent identity card; and
      - (v) you are not subject to any disqualification from registration.

For enquiries on permanent resident status, please call the Immigration Department hotline : 2824 6111.

- (b) (i) You will be registered in the LegCo GC 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/subsector concerned for the purpose of sending election advertisements in future elections.
- (ii) Please notify the Electoral Registration Officer by completing the application form “Report on Change of Particulars by an Elector in a Geographical Constituency” (REO-2) with your address proof for any subsequent change of residential address as this might entail a consequential change of the constituencies in which you are registered. **If you do not notify the Electoral Registration Officer of your new residential address, you may cease to be registered in GC, FC and/or EC subsector.**
- (iii) Please provide a correspondence address only if there is no postal service available for your residential address, or if you are an imprisoned person (please see Note (C) (b) below in respect of the latter situation). Please do not fill in this part if you do not meet either of the above two criteria.

(C) If you are an imprisoned person, please note the following -

- (a) Registered address : Please complete the relevant section of the application form 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 before the statutory deadline, your name will be removed from the final register.**



### **III. Who is Disqualified from being Registered**

A person is disqualified from being registered as an individual elector or voter, or as an Authorized Representative (“AR”), if he -

- (1) is found under the Mental Health Ordinance (Cap. 136) to be incapable, by reason of mental incapacity, of managing and administering his property and affairs; or
- (2) is a member of any armed forces.

### **IV. How to Submit an Application**

Please use form REO-41 (“Application by an Individual for Registration in a Functional Constituency and/or an Election Committee Subsector”) to apply for registration in this FC and an EC subsector.

Under the following circumstances, you must fill in the “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) form:

- (a) if you are a registered elector/voter in a traditional functional constituency/subsector and wish to change to register in the District Council (Second) Functional Constituency, or to another traditional functional constituency/subsector;
- (b) if you are a registered elector in the District Council (Second) Functional Constituency and wish to change to register in another traditional functional constituency/subsector, or de-register in the District Council (Second) Functional Constituency; or
- (c) if you are applying for registration in a geographical constituency but choose not to be registered in the District Council (Second) Functional Constituency.

If you are an imprisoned person, please use form REO-41(P) (“Application by an Individual for Registration in a Functional Constituency and/or an Election Committee Subsector”) to apply for registration in this FC and an EC subsector.

If you are holding a valid personal digital certificate, you may also apply for registration on-line through the “GovHK” website: [www.gov.hk](http://www.gov.hk)

Please return the completed form, which must be signed by you, to the Electoral Registration Officer as soon as possible.

The final register of electors will be published in September in a year in which District Council Election is to be held (i.e. District Council Election year), while for a year which is not a District Council Election year, the final register of electors will be published in July. In this regard, the application deadlines are as follows:

**New Voter Registration**

District Council Election year: 2 July

Non District Council Election year: 2 May

**Report on Change of Particulars by an Elector**

District Council Election year: 2 June

Non District Council Election year: 2 April

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 Registration and Electoral Office's Enquiry Hotline (2891 1001). Electors have the responsibility to update their registration particulars with the Registration and Electoral Office as soon as possible if the particulars like residential address have changed.

The above deadlines refer to the dates on which an application reaches the Registration and Electoral Office. Applications which reach this office later than the above dates will be considered for the purpose of compiling the register of electors for the following year.

**If you have not received any reply from the Registration and Electoral Office 14 days after submission of your application form, you may call the Enquiry Hotline 2891 1001 to check the progress of your application.**

## **V. Further Enquiries**

For enquiries on voter registration, please call 2891 1001 or write to the address below by post, or fax to 2891 1180, or access to the website: [www.reo.gov.hk](http://www.reo.gov.hk).

Registration and Electoral Office  
13th Floor  
Kowloonbay International Trade & Exhibition Centre  
1 Trademart Drive  
Kowloon Bay, Kowloon

## **VI. Personal Information Collection Statement**

### ***Purpose of Collection***

The personal data and other related information and documentary proofs (if applicable) provided by you by means of the application 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 the application 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.

### ***Transfer of Information***

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

## ***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).

## **VII. Language Preference for Election-related Communications**

Normally, election-related communications issued to electors by the Registration and Electoral Office are in both Chinese and English. Your language preference would facilitate candidates' communications with you at elections in the language of your choice. If you do not complete this section, it will be assumed that your preferred language is Chinese.

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*Note: This booklet is for general guidance only. For more details, applicants may refer to the Legislative Council Ordinance (Cap. 542), the Chief Executive Election Ordinance (Cap. 569), the Electoral Affairs Commission Ordinance (Cap. 541) and subsidiary legislations made thereunder. The legislations can be found on the website: [www.legislation.gov.hk](http://www.legislation.gov.hk) and are on sale at the Government Bookstore ([www.bookstore.gov.hk](http://www.bookstore.gov.hk)) or Publications Sales Unit of Information Services Department.*

## **Appendix A**

### **List of Functional Constituencies and their corresponding Election Committee Subsectors**

- (1) Accountancy
- (2) Agriculture and Fisheries
- (3) Architectural, Surveying, Planning and Landscape
- (4) Catering
- (5) Commercial (First)
- (6) Commercial (Second)
- (7) District Council (First)<sup>1</sup>
- (8) Education<sup>2</sup>
- (9) Engineering
- (10) Finance
- (11) Financial Services
- (12) Health Services
- (13) Heung Yee Kuk
- (14) Import and Export
- (15) Industrial (First)
- (16) Industrial (Second)
- (17) Information Technology
- (18) Insurance
- (19) Labour
- (20) Legal
- (21) Medical
- (22) Real Estate and Construction
- (23) Social Welfare
- (24) Sports, Performing Arts, Culture and Publication
- (25) Textiles and Garment
- (26) Tourism<sup>3</sup>
- (27) Transport
- (28) Wholesale and Retail
- (29) District Council (Second)<sup>4</sup>

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1. For the District Council (First) FC, its corresponding subsector is either the Hong Kong and Kowloon District Councils subsector or the New Territories District Councils subsector.
  2. For the Education FC, its corresponding subsector is either the Education subsector or the Higher Education subsector.
  3. For the Tourism FC, its corresponding subsector is either the Tourism subsector or the Hotel subsector.
  4. For the District Council (Second) FC, there is no corresponding subsector.

**Registration in the  
District Council (Second)  
Functional Constituency (“FC”)**

**1. Who is eligible to be registered**

You are eligible to be registered if you are registered as an elector for geographical constituencies but are not registered as an elector for any other FC.

**2. Points to note**

(a) You do not need to apply to be registered in the District Council (Second) FC if you have already been so registered in the existing final registers. If you wish to confirm whether you are a registered elector/voter, 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 Registration and Electoral Office’s Enquiry Hotline (2891 1001).

(b) If you are also eligible to be registered in one of the following optional subsectors -

- (1) Chinese Medicine;
- (2) Chinese People's Political Consultative Conference;
- (3) Hong Kong Chinese Enterprises Association,

you may apply to be registered in one of these subsectors by providing the name of the optional subsector on the application form. In this case, you will be registered in the District Council (Second) FC and the subsector of your choice.

(c) If you are eligible to be registered in or have been registered in an FC other than the District Council (Second) FC, and you choose to be registered in the District Council (Second) FC, you will not be registered in or will cease to be registered in that other FC. Further, you will not be registered in or will cease to be registered in a subsector corresponding to that other FC.

**3. What application form should be used**

Please use form REO-41 (“Application by an Individual for Registration in a Functional Constituency and/or an Election Committee Subsector”) to apply for registration in this FC and an EC subsector.

Under the following circumstances, you must fill in the “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) form:

(a) if you are a registered elector/voter in a traditional functional constituency/subsector and wish to change to register in the District Council (Second) Functional Constituency, or to another traditional functional constituency/subsector;

- (b) if you are a registered elector in the District Council (Second) Functional Constituency and wish to change to register in another traditional functional constituency/subsector, or de-register in the District Council (Second) Functional Constituency; or
- (c) if you are applying for registration in a geographical constituency but choose not to be registered in the District Council (Second) Functional Constituency.

If you are an imprisoned person, please use form REO-41(P) (“Application by an Individual for Registration in a Functional Constituency and/or an Election Committee Subsector”) to apply for registration in this FC and an EC subsector.