



Guidance Notes

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

Insurance

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
- (c) Registration and Electoral Office Enquiry Hotline: 2891 1001

I. Introduction

If your body is eligible, your body may apply to be registered as -

an elector in this Functional Constituency (“FC”) and a voter in the corresponding subsector of the Election Committee (“EC”), i.e. a subsector having the same name as the FC, at the same time,

OR

an elector in this FC and a voter in **ONE** of the following optional subsectors, instead of the subsector corresponding to this FC -

- (1) Employers' Federation of Hong Kong;
- (2) Hong Kong Chinese Enterprises Association;
- (3) Social Welfare.

If your body is eligible to be registered in one of the following FCs -

- (a) Agriculture and Fisheries;
- (b) Insurance; or
- (c) Transport,

and any other FC at the same time, your body may only be registered in either (a), (b) or (c) above and not in any other FC.

If your body is registered as an elector in an FC and as a voter in an EC subsector, your body 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 Insurance Functional Constituency and its Corresponding Election Committee Subsector

- (1) Your body* is eligible to apply for registration as a corporate elector for this FC and as a corporate voter for its corresponding EC subsector if your body possesses the qualifications required for registration in this FC and its corresponding EC subsector. (For details, please refer to **Appendix A.**)
- (2) Your body must appoint an Authorized Representative (“AR”) for the purpose of casting your vote in an election. An AR must be registered as an elector in a Geographical Constituency (“GC”) or is eligible to and has applied to be so registered. (For details on the appointment of AR(s), please refer to **Appendix A.**)
 - (a) Generally, a person is eligible to be registered as an elector in a GC if -
 - (i) he is 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) he ordinarily resides in Hong Kong; and
 - (iii) he has 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 his application for registration; and
 - (iv) he holds an identity document, e.g. a Hong Kong permanent identity card; and
 - (v) he is not subject to any disqualification from registration.

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

* A “body” means an incorporated or unincorporated body, and includes a firm or a group of persons (which may include incorporated or unincorporated bodies) who are associated with each other through a shared relevant interest.

- (b) (i) A person will be registered in the LegCo GC and the District Council constituency to which he belongs according to his residential address which should be his only or principal residence in Hong Kong, i.e. a dwelling place in Hong Kong at which he resides and which constitutes his 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) A person should 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 his address proof for any subsequent change of residential address as this might entail a consequential change of the constituencies in which he is registered. **If he does not notify the Electoral Registration Officer of his new residential address, he may cease to be registered in GC, FC and/or EC subsector.**
- (iii) A person should provide a correspondence address only if there is no postal service available for his residential address, or if he is an imprisoned person (please see Note (c) (ii) below in respect of the latter situation). Please do not fill in this part if he does not meet either of the above two criteria.
- (c) If a person is imprisoned, please note the following -
- (i) Registered address : Please complete the relevant section of the application form to state the scenario applicable to the person. Address of penal institution will **not** be accepted as a residential address for registration as elector. When he fills in that section of the form –
- if the first scenario is applicable and the person is a registered elector/ voter, and he wishes to change his 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 the person needs 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 he needs any assistance, he may contact the Electoral Registration Officer.]

- (ii) Correspondence address : The person may choose to provide the address of the penal institution where he is imprisoned or other address in the application form as his correspondence address. **The correspondence address will be provided to candidates for the purpose of sending election-related materials to the electors concerned.** If he chooses to use the address of a penal institution as his correspondence address, he is advised to provide the prisoner number for easy transmission of the election-related materials within/among the penal institutions.

- (iii) Action required for an imprisoned person upon his release in future : If an imprisoned person uses his last dwelling-place in Hong Kong at which he resided or the address last recorded under the Registration of Persons Regulations as the registered address, he has to report his 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 his address proof as soon as possible after he has served the sentence of imprisonment and left the penal institution. Otherwise, the Electoral Registration Officer will put his name into the omissions list according to the procedures prescribed in the relevant legislation. **If he does not update his record by providing his new principal residential address before the statutory deadline, his name will be removed from the final register.**

III. Who is Disqualified from being Registered

- (1) A **person** is disqualified from being registered as an individual elector or voter, or as an AR, if he -
 - (a) 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
 - (b) is a member of any armed forces.
- (2) A **body** is disqualified from being registered as a corporate elector or voter, if it -
 - (a) is a consular post to which any privilege or immunity is accorded under the Consular Relations Ordinance (Cap. 557); or
 - (b) is an organization to which section 2 of the International Organizations and Diplomatic Privileges Ordinance (Cap. 190) applies or an international organization defined in section 2 of the International Organizations (Privileges and Immunities) Ordinance (Cap. 558); or
 - (c) is a body which is a department or an agency of a government of a place outside the People's Republic of China, whether at national, regional or municipal level.
- (3) For the purposes of (2)(c), a body is not regarded as a department or an agency of a government of a place unless –
 - (a) the management of the body is appointed by the government and is answerable to the government;
 - (b) the principal function of the body is to advance the interest of the place; and
 - (c) the body is non-profit-making.

IV. How to Submit an Application

Please use form REO-42 (“Application by a Body for Registration in a Functional Constituency and/or an Election Committee Subsector/Report on Change of Particulars”) to apply for registration in this FC, its corresponding EC subsector and to appoint AR(s).

Please return the completed form, which must be signed by the responsible officer and the AR(s) of your body, 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) 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.

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.

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 and are on sale at the Government Bookstore (www.bookstore.gov.hk) or Publications Sales Unit of Information Services Department.

**Registration in the
Insurance
Functional Constituency (“FC”) and
Election Committee (“EC”) Subsector**

1. Who is eligible to be registered

Your body is eligible to be registered -

- (a) if you are an insurer authorized or deemed to be authorized under the Insurance Companies Ordinance (Cap. 41),

and

- (b) if your body has been operating for the 12 months immediately before the date of your application for registration.

2. Appointment of Authorized Representative(s) (“AR”)

(a) *Qualifications for an AR*

The individual appointed by your body as your AR must -

- (1) be registered, or is eligible to be registered and has applied to be registered, as an elector in a geographical constituency (for details, please refer to Parts II(2) and III of this Guidance Notes); and
- (2) have a substantial connection with your body, e.g. being a member, partner, officer or employee of your body.

(b) *Restrictions of appointment of an AR*

No individual shall be appointed as an AR -

- (1) in respect of the FC, by more than one corporate elector; or
- (2) in respect of the subsector, by more than one corporate voter.

[Note: If an AR is eligible to be registered as an individual elector in another FC, or as an individual voter in another subsector, he may apply to be so registered.]

(c) *Replacement of an AR*

Your body may replace your appointed AR from time to time. This has to be done on form REO-42R obtainable from the Registration and Electoral Office. The completed form should reach the Electoral Registration Officer not later than 14 days before the polling date for the FC or subsector concerned. In special circumstances, such as death, serious illness, physical or mental incapacity of an AR, the replacement may be accepted not later than 3 working days before the polling date.

3. Points to note

- (a) Your body does not need to apply to be registered in the Insurance FC/subsector again if it has already been so registered in the existing final registers. If you wish to confirm whether your body is a registered elector/voter, you may check the latest registration particulars of your body through Online Voter Information Enquiry System (www.voterinfo.gov.hk) or calling the Registration and Electoral Office's Enquiry Hotline (2891 1001).
- (b) If your body is also eligible to be registered in one of the following optional subsectors -
 - (1) Employers' Federation of Hong Kong;
 - (2) Hong Kong Chinese Enterprises Association;
 - (3) Social Welfare,

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 Insurance FC and the subsector of your choice.

4. What application form should be used

- (a) Please use form REO-42 ("Application by a Body for Registration in a Functional Constituency and/or an Election Committee Subsector/Report on Change of Particulars") to apply for registration in this FC and an EC subsector, and to appoint AR(s). In case you wish to appoint the same AR for casting votes in the FC and the subsector elections, there is NO NEED to complete Section 4 of the form.
- (b) The application must be signed by a responsible person of your body, i.e. a person authorized by your body to make the application, and also signed by the AR(s).