使用印本形式呈交選舉廣告作公眾查閱須知 Notes on Submission of Election Advertisements in Hard Copies for Public Inspection

為符合在現行的選舉條例下有關公眾查閱的要求,候選人須以選舉管理委員會指明的方式及時間內,即於發布選舉廣告後的一個工作天內,向選舉主任繳存有關選舉廣告的印本及有關的資料/文件,或上載選舉廣告的電子文本到由總選舉事務主任所維持的公開平台(即「中央平台」)或由候選人所維持的公開平台(即「候選人平台」),供公眾查閱。如候選人選擇以印本形式向有關選舉主任呈交選舉廣告作公眾查閱,請細閱《立法會選舉活動指引》第九章及參考以下常見例子。候選人可於選舉事務處的網頁(https://www.reo.gov.hk)下載最新版本的「選舉廣告資料摘要」(「資料摘要」)(REO/C/10/LC(SF)(2021))及「修正選舉廣告資料摘要通知書」(「修正通知書」)(REO/C/11/LC(SF)(2021))。

Under the current electoral law, to comply with the public inspection requirement, a candidate may deposit hard copies of their Election Advertisements ("EAs") and the relevant information/documents with Returning Officers ("ROs"), or post the electronic copies onto an open platform maintained by the Chief Electoral Officer (referred to as "Central Platform") or an open platform maintained by the candidate (referred to as "Candidate's Platform") for public inspection in the manner and time specified by the Electoral Affairs Commission (i.e. within 1 working day after the publication of the EAs). If the candidate chooses to submit hard copies of the EAs to the relevant RO for public inspection, he/she should read Chapter 9 of the "Guidelines on Election-related Activities in respect of the Legislative Council Election" and make reference to the following common examples. The candidate may download the latest version of the "Information Sheet in relation to Election Advertisements" ("Information Sheet") (REO/C/10/LC(SF)(2021)) and "Notification of Corrected Information in relation to Election Advertisements" ("Notification of Correction") (REO/C/11/LC(SF)(2021)) at the website of the Registration and Electoral Office (https://www.reo.gov.hk).

事例 (一) Case 1

候選人於 11 月 24 日共印刷 3,000 張傳單,並在 11 月 25 日及 11 月 26 日於街頭分別派發 1,000 及 2,000 張傳單。

候選人須於 11 月 26 日或之前(即首次發布該選舉廣告日期後的一個工作天內)向選舉主任遞交「資料摘要」以提供選舉廣告詳情,並同時繳存兩份有關選舉廣告的樣本,供公眾查閱。有關「資料摘要」應以**例 1.1** 的方式填寫。

A candidate printed 3,000 copies of handbills in total on 24 November, and distributed 1,000 and 2,000 copies of the handbills on the streets on 25 November and 26 November respectively.

The candidate is required to provide the EA particulars by submitting the "Information Sheet" and 2 hard copies of the EA sample to the RO for public inspection by 26 November (i.e. within 1 working day after the date on which the EA is first published). The "Information Sheet" should be filled in as shown in **Example 1.1**.

例 Example 1.1

表三: 傳單(A3、A4或 A5尺寸的紙張亦應算作傳單。)

Table III: Handbills (Paper with the size of A3, A4 or A5 should also be regarded as handbills.)

項目 編號 Item No.	印刷日期 Date of printing (dd-mm-yyyy)	尺寸/面積 Size/Dimension	印刷的 文本數目 Number of copies printed	發布的文本數目 Number of copies published	發布日期 Date of publication (dd-mm-yyyy)	發布的方式 Manner of publication	准許的文本數目 Number of copies of Permission	印刷人的姓名或名稱及地址 Name and address of the printer	選舉廣告及准許 樣本編號 (供政府部門填寫) Election Advertisement and Permission Sample Ref. No. (For Official Use)
1.	24-11-20XX	A4	3,000	3,000	25-11-20XX, 26-11-20XX	於街頭派發 (Distributed on street)	~~	AAA 印刷公司 (AAA Printing Company) 香港北角英皇道 999號 (999 King's Road, North Point, Hong Kong)	

事例(二) Case 2

候選人於 11 月 24 日共印刷 3,000 張海報,並於 11 月 25 日在 20 座大廈每座張貼一張海報。

候選人須於11月26日或之前向選舉主任遞交「資料摘要」,並同時繳存兩份有關選舉廣告的樣本及有關大廈預先發出的書面准許/授權文本,供公眾查閱。有關「資料摘要」應以**例2.1**的方式填寫。

A candidate printed 3,000 copies of posters in total on 24 November, and displayed a poster each at 20 buildings on 25 November.

The candidate is required to submit the "Information Sheet" together with 2 hard copies of the EA sample and copies of the prior written permission/authorization issued by the relevant buildings to the RO for public inspection by 26 November. The "Information Sheet" should be filled in as shown in **Example 2.1**.

例 Example 2.1

表一: 海報 Table I: Posters

項目 編號 Item No.	印刷日期 Date of printing (dd-mm-yyyy)	尺寸/面積 Size/Dimension	印刷的 文本數目 Number of copies printed	發布的文本數目 Number of copies published	發布日期 Date of publication (dd-mm-yyyy)	發布的方式 Manner of publication	准許的文本數目 Number of copies of Permission	印刷人的姓名或名稱及地址 Name and address of the printer	選舉廣告及准許 樣本編號 (供政府部門填寫) Election Advertisement and Permission Sample Ref. No. (For Official Use)
1.	24-11-20XX	A3	3,000	20	25-11-20XX	於大廈張貼 (Dísplayed ín buildings)	20	AAA 印刷公司 (AAA Printing Company) 香港北角英皇道 999號 (999 King's Road, North Point, Hong Kong)	

事例 (三) Case 3

候選人於 11 月 25 日自製一份電子版的海報,並將有關電子海報透過以下的電子方式發布。候選人在填寫「資料摘要」時可參考以下例子:
A candidate created an electronic copy of a poster on 25 November and published it via the following electronic means. The candidate may make reference to the following examples when completing the "Information Sheet" –

- (1) 如候選人將電子海報在同日於一個或多於一個的社交媒體發布(例如: Facebook、Instagram、Twitter等),他/她可向選舉主任遞交「資料摘要」,在發布的方式一欄列出有關社交媒體名稱,並同時繳存該選舉廣告一式兩份全彩色相片/打印本/影印本,供公眾查閱(請參考例3.1項目編號1)。但是,若候選人於同日另以電郵及WhatsApp等形式將該電子海報傳送給支持者,由於發布的方式不同,應被視為發布新的選舉廣告,該候選人須另行填寫選舉廣告詳情,並同時繳存該選舉廣告一式兩份全彩色相片/打印本/影印本,供公眾查閱(請參考例3.1項目編號2)。
- (1) If the candidate published the electronic poster via <u>one</u> or <u>more than one</u> social media on the same date (e.g. Facebook, Instagram, Twitter etc.), he/she may submit to the RO the "Information Sheet" setting out the name(s) of the social media concerned under the "Manner of publication", together with 2 identical full colour photographs/printouts/photocopies of the EA for public inspection (please refer to **Item 1 of Example 3.1**). However, if the candidate also sent the electronic poster to his/her supporter(s) via electronic mail and WhatsApp etc. on the same date, it should be regarded as publishing a new EA as the poster was published in a different manner. As such, that candidate is required to fill the EA particulars in a separate row with 2 identical full colour photographs/printouts/photocopies of the EA submitted to the RO for public inspection (please refer to **Item 2 of Example 3.1**).
- (2) 如候選人將電子海報在<u>不同</u>日期於<u>不同</u>的社交媒體發布(例如:在 11 月 25 日於 Facebook 發布,在 11 月 26 日於 Twitter 發布),候選人可參照 以下**例 3.2** 的方式填寫選舉廣告詳情,並同時繳存該選舉廣告一式兩份全彩色相片/打印本/影印本,供公眾查閱。
- (2) If the candidate published the electronic poster on <u>different</u> dates on <u>different</u> social media (e.g. published on Facebook on 25 November and on Twitter on 26 November), the candidate may fill in the EA particulars as shown in **Example 3.2** below and submit at the same time 2 identical full colour photographs/printouts/photocopies of the EA to the RO for public inspection.

例 Example 3.1

表八: 其他(未能分類為以上任何一項的選舉廣告應在此欄中填寫,例如光碟、影片/視頻、電子訊息(包括電子郵件)、資訊系統網絡、電子展示版、電腦網頁、互聯網廣告等。)

Table VIII: Others (The election advertisements which cannot be classified into any one of the above items should be stated in this part. Examples are compact discs, videos, electronic messages (including electronic mail), information system network, electronic display boards, webpage, internet advertisements, etc.)

項目 編號 Item No.	類別 Type	製作日期 Date of Production (dd-mm-yyyy)	尺寸/面積 Size/Dimension	製作數量 Quantity produced	發布數量 Quantity published	發布日期 Date of publication (dd-mm-yyyy)	發布的方式 Manner of publication	准許的文本數目 Number of copies of Permission	製作人的姓名或名稱及地址 Name and address of the producer	選舉廣告及准許 樣本編號 (供政府部門填寫) Election Advertisement and Permission Sample Ref. No. (For Official Use)
1.	電子海報 (electronic poster)	25-11-20XX	10MB	1	1	25-11-20XX	Facebook, Instagram, Twitter		陳大文, 香港灣仔駱克道 888 號灣仔 大廈 1樓 A室 (Chan Tai Man, Flat A, 1/F, Wan Chai Building, 888 Lockhart Road, Wan Chai, Hong Kong)	
2.	電子海報 (electronic poster)	25-11-20XX	10MB	1	100	25-11-20XX	Emaíl, Whatsapp	~~	陳大文, 香港灣仔駱克道 888 號灣仔 大廈 1 樓 A 室 (Chan Tai Man, Flat A, 1/F, Wan Chai Building, 888 Lockhart Road, Wan Chai, Hong Kong)	

請列出有關社交媒體的名稱 Please set out the names of the social platform concerned

例 Example 3.2

表八: 其他(未能分類為以上任何一項的選舉廣告應在此欄中填寫,例如光碟、影片/視頻、電子訊息(包括電子郵件)、資訊系統網絡、電子展示版、電腦網頁、互聯網廣告等。)

Table VIII: Others (The election advertisements which cannot be classified into any one of the above items should be stated in this part. Examples are compact discs, videos, electronic messages (including electronic mail), information system network, electronic display boards, webpage, internet advertisements, etc.)

項目 編號 Item No.	類別 Type	製作日期 Date of Production (dd-mm-yyyy)	尺寸/面積 Size/Dimension	製作數量 Quantity produced	發布數量 Quantity published	發布日期 Date of publication (dd-mm-yyyy)	發布的方式 Manner of publication	准許的文本數目 Number of copies of Permission	製作人的姓名或名稱及地址 Name and address of the producer	選舉廣告及准許 樣本編號 (供政府部門填寫) Election Advertisement and Permission Sample Ref. No. (For Official Use)
1.	電子海報 (electronic poster)	25-11-20XX	10MB	1	1	25-11-20XX, 26-11-20XX	Facebook, Twitter	~~	陳大文, 香港灣仔駱克道 888 號灣仔 大廈 1 樓 A 室 (Chan Tai Man, Flat A, 1/F, Wan Chai Building, 888 Lockhart Road, Wan Chai, Hong Kong)	

請列出所有發布日期
Please set out all dates of publication

事例(四) Case 4

候選人於 11 月 24 日共印刷 3,000 張傳單,並於 11 月 25 日在街頭派發有關傳單。候選人已於 11 月 26 日向選舉主任遞交「資料摘要」及有關傳單的樣本供公眾查閱。惟候選人其後發現派發的傳單數量應為 2,000 張,而非先前填寫的 3,000 張。

在此情況下,候選人須最遲於投票日後三個工作天內向選舉主任繳存「修正通知書」,以修改該選舉廣告的詳情。候選人須在「修正通知書」中的第1頁第1段列明上述「資料摘要」遞交的日期,以便選舉主任對照有關選舉廣告。候選人只須填寫須修改的項目,而無須重新填寫其他並不需要修改的項目。有關「修正通知書」應以**例4.1**的方式填寫。

A candidate printed 3,000 copies of handbills in total on 24 November and distributed them on 25 November. The candidate submitted the "Information Sheet" together with the samples of the handbills to RO on 26 November for public inspection. However, the candidate later found that the number of handbills distributed should be 2,000 instead of 3,000.

In this case, the candidate has to correct such EA particulars by submitting the "Notification of Correction" to the RO not later than 3 working days after the polling day. The candidate should state the date of submission of the aforesaid "Information Sheet" in paragraph 1 of page 1 of the "Notification of Correction" for RO's reference. The candidate should only fill in the information to be corrected and does not need to fill in other items which no correction is required. The "Notification of Correction" should be filled in as shown in **Example 4.1**.

例 Example 4.1

2. 有關修正項目如下 — The relevant corrected items are as follows —

					修正的資料	及細節 Corr	ected Information	n and Particulars		
#表編號 #Table No.	#項目 編號 #Item No.	類別及 製作/印刷日期 Type and date of production/printing (dd-mm-yyyy)	尺寸/面積 Size/Dimension	文本數目 Quantity	發布數量/發布的 文本數目 Quantity published/Number of copies published	發布日期 Date of publication (dd-mm-yyyy)	發布的方式 Manner of publication	准許的文本數目 Number of copies of Permission (見說明第2項) (see Note 2)	製作人/印刷人的 姓名或名稱及地址 Name and address of the producer/printer	選舉廣告及准許 樣本編號 (供政府部門填寫) Election Advertisement, and Permission Sample Ref. No. (For Official Use)
III	5				2,000					

事例(五) Case 5

候選人於 11 月 24 日共印刷 3,000 張傳單,並於 11 月 25 日派發。候選人已於 11 月 26 日向選舉主任遞交「資料摘要」及選舉廣告的樣本供公眾查閱。惟候選人其後發現向選舉主任錯誤繳存另一張傳單的樣本。

在此情況下,候選人須最遲於投票日後三個工作天內向選舉主任遞交「修正通知書」以修改該選舉廣告詳情,並重新向選舉主任繳存兩份正確的選舉廣告樣本。候選人須在「修正通知書」中的第1頁第1段列明上述「資料摘要」遞交的日期,以便選舉主任對照有關選舉廣告。有關「修正通知書」應以例5.1的方式填寫。

A candidate printed 3,000 copies of handbills in total on 24 November and distributed them on 25 November. The candidate submitted the "Information Sheet" together with the EA samples to the RO for public inspection on 26 November. However, the candidate later found that he/she had wrongly deposited with the RO the samples of another handbill.

In this case, the candidate has to correct the EA particulars by submitting a "Notification of Correction" together with 2 correct EA samples to the RO not later than 3 working days after the polling day. The candidate is required to state the date of submission of the aforesaid "Information Sheet" in paragraph 1 of page 1 of the "Notification of Correction" for RO's reference. The "Notification of Correction" should be filled in as shown in **Example 5.1**.

例 Example 5.1

#Table No. #Item No. 製作/印刷 Type and da production/pr	修正項目如下- elevant corrected items are as follows –											
#Table No. #Item No. Wo. Type and da production/pr		修正的資料及細節 Corrected Information and Particulars										
	編號 類別及 文本數i tem 製作/印刷日期 尺寸/面積 Quantit	日本	發布的方式 Manner of publication	准許的文本數目 Number of copies of Permission (見說明第 2 項) (see Note 2)	製作人/印刷人的 姓名或名稱及地址 Name and address of the producer/printer	選舉廣告及准許 樣本編號 (供政府部門填寫) Election Advertisement, and Permission Sample Ref. No. (For Official Use)						
III 1	其他更改 Other Corrections 更改選舉廣告樣本											

事例(六) Case 6

候選人於 11 月 24 日共印刷 3,000 張傳單,並於 11 月 25 日於街頭派發其中 1,000 張。候選人已於 11 月 26 日向選舉主任遞交「資料摘要」及選舉廣告樣本。惟候撰人其後表示 11 月 25 日於街頭派發的傳單數目應修正為 500 張,而餘下的 500 張則於 11 月 27 日以郵寄方式分發。

在此情况下,

(1) 候選人須先向選舉主任遞交「修正通知書」以修改於 11 月 25 日派發的選舉廣告的詳情,將街頭派發的傳單數目由 1,000 改為 500。有關「修正通知書」應以**例 6.1** 的方式填寫。

A candidate printed 3,000 copies of handbills in total on 24 November and distributed 1,000 copies of the handbills on the streets on 25 November. The candidate submitted the "Information Sheet" and EA samples to RO on 26 November. However, the candidate later stated that the number of handbills distributed on the streets on 25 November should be 500 instead, and the remaining 500 were distributed on 27 November by post.

In this case,

(1) the candidate is required to first correct the EA particulars distributed on 25 November by submitting the "Notification of Correction" to the RO to change the number of handbills distributed on the streets from 1,000 to 500. The "Notification of Correction" should be filled in as shown in **Example 6.1**.

例 Example 6.1

2. 有關修正項目如下一 The relevant corrected items are as follows –

		修正的資料及細節 Corrected Information and Particulars										
#表編號 #Table No.	지급되는	類別及 製作/印刷日期 Type and date of production/printing (dd-mm-yyyy)	尺寸/面積 Size/Dimension	製作數量/印刷 的 文本數目 Quantity produced/Number of copies printed	發布數量/ 發布的文本數目 Quantity published/ Number of copies published	發布日期 Date of publication (dd-mm-yyyy)	發布的方式 Manner of publication	准許的文本數目 Number of copies of Permission (見說明第 2 項) (see Note 2)	製作人/印刷人的 姓名或名稱及地址 Name and address of the producer/printer	選舉廣告及准許 樣本編號 (供政府部門填寫) Election Advertisement, and Permission Sample Ref. No. (For Official Use)		
III	5				500							

- (2) 另外 500 張於 11 月 27 日以郵寄方式分發的傳單,由於發布的方式不同,應被視為發布新的選舉廣告。候選人須就以郵寄方式分發的傳單於 11 月 28 日或之前向選舉主任遞交一份新的「資料摘要」,並繳存兩份有關選舉廣告的樣本,而不是進一步修正之前發布的選舉廣告的詳情。有關「資料摘要」應以**例 6.2** 的方式填寫。
- (2) Regarding the 500 handbills that were distributed by post on 27 November, they should be regarded as publishing a new EA as the handbills were distributed in a different manner. Instead of further correcting the particulars of the submitted EAs, the candidate is required, in respect of such handbills that were distributed by post, to submit a new "Information Sheet" together with 2 copies of the relevant EA sample to the RO by 28 November. The "Information Sheet" should be filled in as shown in **Example 6.2**.

例 Example 6.2

表三: 傳單(A3、A4或 A5尺寸的紙張亦應算作傳單。)

Table III: Handbills (Paper with the size of A3, A4 or A5 should also be regarded as handbills.)

項目 編號 Item No.	印刷日期 Date of printing (dd-mm-yyyy)	尺寸/面積 Size/Dimension	印刷的 文本數目 Number of copies printed	發布的文本數目 Number of copies published	發布日期 Date of Publication (dd-mm-yyyy)	發布的方式 Manner of publication	准許的文本數目 Number of copies of Permission	印刷人的姓名或名稱及地址 Name and address of the printer	選舉廣告及准許 樣本編號 (供政府部門填寫) Election Advertisement and Permission Sample Ref. No. (For Official Use)
1.	24-11-20XX	A4	3,000	500	27-11-20XX	郵寄(By post)	~~	AAA 印刷公司 (AAA Printing Company) 香港北角英皇道 999號 (999 King's Road, North Point, Hong Kong)	

事例(七) Case 7

- (1) 候選人於 11 月 24 日製作 10 張沒有加上候選人編號的橫額,於 11 月 25 日在路邊鐵欄展示。候選人須在 11 月 26 日或之前向選舉主任遞交「資料摘要」,並繳存該選舉廣告一式兩份的全彩色相片。有關「資料摘要」應以**例 7.1** 的方式填寫。
- (1) A candidate produced 10 banners without candidate number on 24 November and displayed them on roadside railing on 25 November. The candidate is required to submit the "Information Sheet" to the RO together with 2 identical full colour photographs of the EA by 26 November. The "Information Sheet" should be filled in as shown in **Example 7.1**.

例 Example 7.1

表五: 横額 Table V: Banners

項目 編號 Item No.	製作日期 Date of Production (dd-mm-yyyy)	尺寸/面積 Size/Dimension	製作數量 Quantity produced	發布數量 Quantity published	發布日期 Date of publication (dd-mm-yyyy)	發布的方式 Manner of publication	准許的文本數目 Number of copies of Permission	製作人的姓名或名稱及地址 Name and address of the producer	選舉廣告及准許 樣本編號 (供政府部門填寫) Election Advertisement and Permission Sample Ref. No. (For Official Use)
1.	24-11-20XX	1 m x 2.5 m	10	10	25-11-20XX	於路邊鐵欄展示 (Displayed on roadside railing)	~-	AAA 印刷公司 (AAA Printing Company) 香港北角英皇道 999 號 (999 King's Road, North Point, Hong Kong)	

- (2) 候選人其後於 11 月 30 日在橫額貼上候選人編號標貼。雖然候選人編號標貼本身不會被視為一份選舉廣告,但候選人曾就原有的選舉廣告作出修改。因此候選人須最遲於投票日後三個工作天內向選舉主任就貼上編號標貼的選舉廣告提交「修正通知書」及該選舉廣告一式兩份全彩色相片。有關「修正通知書」應以**例 7.2** 的方式填寫。
- (2) Subsequently, the candidate stuck candidate number stickers on the banners on 30 November. Though the candidate number sticker is not an EA itself, the original EA was amended. Therefore, the candidate is required to submit to the RO the "Notification of Correction" together with 2 identical full colour photographs of the EA with stickers on it, not later than 3 working days after the polling day. The "Notification of Correction" should be filled in as shown in **Example 7.2**.

例 Example 7.2

2. 有關修正項目如下 — The relevant corrected items are as follows —

			修正的資料及細節 Corrected Information and Particulars										
#表編號 #Table No.	#項目 編號 #Item No.	類別及 製作/印刷日期 Type and date of production/printing (dd-mm-yyyy)	尺寸/面積 Size/Dimension	製作數量/印刷 的 文本數目 Quantity produced/Number of copies printed	發布數量/ 發布的文本數目 Quantity published/	發布日期 Date of publication (dd-mm-yyyy)	發布的方式 Manner of publication	准許的文本數目 Number of copies of Permission (見說明第2項) (see Note 2)	製作人/印刷人的 姓名或名稱及地址 Name and address of the producer/printer	選舉廣告及准許 樣本編號 (供政府部門填寫) Election Advertisement, and Permission Sample Ref. No. (For Official Use)			
			其他更改 Other Corrections										
			六世文队 omer corrections										
ν	1		於橫額貼上候選人編號標貼 (Sticking candidate number on banners)										

事例(八) Case 8

候選人於 11 月 24 日製作 10 張只有其姓名及圖像的橫額,並於 11 月 25 日在街頭展示。候選人於 11 月 26 日已向選舉主任遞交「資料摘要」及繳存該選舉廣告一式兩份全彩色相片。候選人其後於 11 月 27 日於該橫額貼上新標語。

由於新舊橫額所顯示的內容不同,被貼上新標語的橫額應被視為一個新的選舉廣告。因此候選人須於11月28日或之前向選舉主任遞交一份新的「資料摘要」,並繳存有關新的選舉廣告一式兩份全彩色相片,而不是修正之前發布的選舉廣告詳情。有關「資料摘要」應以**例8.1**的方式填寫。

A candidate produced 10 banners only with his/her name and image on 24 November, and displayed them on the street on 25 November. The candidate submitted the "Information Sheet" together with 2 identical full colour photographs of the EA to RO by 26 November. The candidate later stuck new slogans on those banners on 27 November.

As the content on the previous and new banners are different, the banners with new slogans should be regarded as new EAs. The candidate is required, instead of correcting the EA particulars submitted previously, to submit a new "Information Sheet" together with 2 identical full colour photographs of the new EA to the RO by 28 November. The "Information Sheet" should be filled in as shown in **Example 8.1**.

例 Example 8.1

表五: 横額 Table V: Banners

項目 編號 Item No.	製作日期 Date of Production (dd-mm-yyyy)	尺寸/面積 Size/Dimension	製作數量 Quantity produced	發布數量 Quantity published	發布日期 Date of Publication (dd-mm-yyyy)	發布的方式 Manner of publication	准許的文本數目 Number of copies of Permission	製作人的姓名或名稱及地址 Name and address of the producer	選舉廣告及准許 樣本編號 (供政府部門填寫) Election Advertisement and Permission Sample Ref. No. (For Official Use)
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