

2021 Election Committee Subsector Ordinary Elections **Summary on Free Postage for Election Mail**

Date of Election: 19 September 2021

1. Conditions for Free Postage for Election Mail

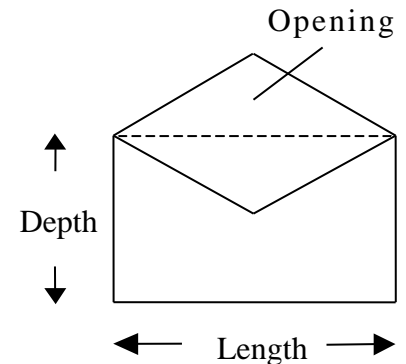
- (i) A candidate is permitted to post **one** election mail to each registered voter in the subsector for which he/she is validly nominated free of postage.
- (ii) The election mail must:
 - (a) be posted to an address in Hong Kong;
 - (b) contain materials relating only to the candidature of the candidate, and in the case of joint election mail, also contain materials relating only to the candidature of the other candidate(s) of the same subsector as set out in the “Notice of Posting of Election Mail”, at the above election;
 - (c) not exceed 50 grams in weight;
 - (d) be not larger than 165 mm x 245 mm and not smaller than 90 mm x 140 mm in size;
 - (e) not exceed 5 mm in thickness; and
 - (f) not contain any obscene, immoral, indecent, offensive or libelous writing, picture or other thing.
- (iii) **A candidate must publish election advertisements in accordance with all applicable laws and the “Guidelines on Election-related Activities in respect of the Election Committee Subsector Elections”. Hence, election mail sent by a candidate through free postage should not contain any unlawful content.**
- (iv) If the name, logo or pictorial representation of a person or an organization (as the case may be) is included in the election mail/joint election mail, and the publication is in such a way as to imply or to be likely to cause voters to believe that the relevant candidate(s) has/have the support of that person or organization, the candidate(s) should ensure that **prior written consent** has been obtained from that person or organization.
- (v) The Electoral Affairs Commission and the Government of the Hong Kong Special Administrative Region (including Hongkong Post and the Registration and Electoral Office) shall not be responsible to the candidate(s) and any third party for the election mail, including but not limited to any liabilities arising from any errors in, omissions from, false or misleading statements in the contents of the election mail. The candidate(s) posting the election mail shall be responsible for the election mail and its contents, and shall indemnify and keep indemnified the Electoral Affairs Commission and the Government against all liabilities, costs, expenses, legal actions, legal proceedings, claims, demands, losses and damages arising out of or in connection with the election mail and its contents.

2. Make-up/Addressing for Free Postage for Election Mail

- (i) The letter may take the form of envelope, lettergramme, card or folder. Items in roll form or enclosed in plastic wrappers **will not be accepted**. Cards and folders must be made of ordinary cardboard or paper not less than 0.25 mm thick, and must be rectangular in shape.
- (ii) When a wrapper is used, it must extend over the full length of the item which it encloses. Envelopes must not be fastened with staples or with paper fasteners with sharp edges or points, but they may be closed by means of an adhesive flap or tape.

- (iii) Envelopes, folders and lettergrammes having an opening large enough to entrap smaller letters are prohibited. **Unsealed mail** items contained in envelopes with ordinary tuck-in flaps may be used up to the following size limits (section 6.3 of the Post Office Guide):
- If envelope not over 90 mm in depth – envelope opening not over 150 mm in length;
 - If envelope not over 100 mm in depth – envelope opening not over 140 mm in length;
 - If envelope over 100 mm in depth – envelope opening not over 115 mm in length.

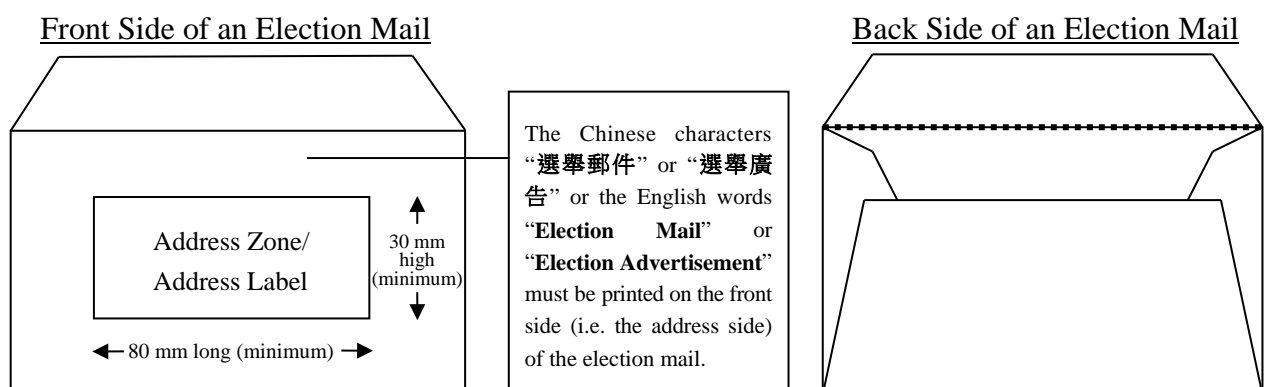
If it is necessary for a larger envelope to be used, sender should adopt a pattern having a special kind of flap which can be so adjusted as not to leave a large opening or the packet can be fastened with string which can be easily untied. If metal paper fasteners are used, they must be covered with tape or other protective material to obviate risk of injury to the hands of Hongkong Post staff. Paper clips or staples must not be used.



- (iv) Folders (for example, A4 size paper folded in half) with openings must be closed by means of adhesive flap or tape to avoid entrapping smaller letters. All open edges must not be longer than 90 mm in width. Otherwise, adhesive tapes should be applied to the midpoints of the open edges to reduce the width. For details, please refer to the illustration in Appendix I.
- (v) The front side (i.e. the address side) of the envelope or the folder (unenvveloped mail) must follow the requirements below:

- Printed with the Chinese characters “選舉郵件” or “選舉廣告” or the English words “Election Mail” or “Election Advertisement”;
- An address zone of at least 80 mm long and 30 mm high preferably at the right-hand half or at the centre of the front side (i.e. the address side) for the address of a voter, should be reserved exclusively for the address;
- If a candidate uses an adhesive address label, it should not be less than 80 mm long and 30 mm high. Except for the name and address of voter, the whole address zone and address label must not contain any promotional advertisement. The entire address label must be affixed to the address zone at the front side of the mail;
- The address zone and address label should be in white background colour while the characters should be in black. Each English alphabet should not be less than 2.5 mm in height and 2 mm in width. Each Chinese character should not be less than 3 mm in height and 3 mm in width. The font size and type style should be the same for all the address lines. There should be a uniform line spacing of not less than 1.5 mm and the lines should not be overlapped; and
- Please note that only one address of voter should be shown on each postage-free election mail. Election mail bearing an address outside Hong Kong will not be accepted for free postage of election mail.**

The layout of the election mail is as follows:



- (vi) The full postal address should be legibly written or printed on the front of the envelope in four rows as follows:

Address in English	Address in Chinese
Name of addressee	收件人姓名
Floor and flat number and name of building	地區名稱
Street number, name of street	街道名稱、門牌編號
Name of district	樓宇名稱、座數及層數

- (vii) Election mail must bear printing details in Chinese or English, which include the name and address of the printer together with the date of printing and the number of copies printed (“printing details”). This requirement applies to all materials reproduced by any method of multiplying copies (e.g. printing machines, duplicators or photocopiers). Suggested formats are listed as follows:

- | | | |
|--|----|--|
| (a) Printed by ABC Printing Works
XX XZY Street, HK
on <u>(date)</u> in <u>(number)</u> copies | or | (b) Printed by own office machine
XX XZY Street, HK
on <u>(date)</u> in <u>(number)</u> copies |
|--|----|--|

- (viii) Before the publication of the notice of valid nominations in the Gazette, a candidate wishing to exercise his/her right to free postage of election mail will be required to furnish the Postmaster General with a security (i.e. full postage of all the election mail posted) for the payment of postage in the event that his/her name is not subsequently shown in the above-mentioned notice of valid nominations. **In the case of joint election mail, a candidate whose letter contains information on any other candidate(s) of the same subsector is liable for payment of postage for all the letters if the name(s) of any of the other candidate(s) is/are not subsequently shown in the notice of valid nominations. In this situation, the security payment made by the candidate will not be refunded and the relevant joint election mail will not be regarded as the letter sent free of postage of the candidate. The remaining candidate(s) who is/are validly nominated is/are still entitled to exercise his/her/their right to free postage of election mail.**

3. Posting Arrangements

- (i) Candidates are advised to post their postage-free election mail **on or before 9 September 2021 (Thursday)**. Please note that since Hongkong Post needs to handle a large volume of election mail within a short period of time, election mail posted after the above deadline will unlikely reach the voters before the polling day.
- (ii) Candidates should apply to Hongkong Post for written approval of specimen(s) of their election mail for free postage. Before deciding on the contents of the election mail, candidates should study the requirements governing free postage for election mail carefully. If in doubt, candidates should seek advice from Hongkong Post relating to postal requirements and the Registration and Electoral Office on other aspects before printing. Candidates should submit the specimen(s) of their election mail to Hongkong Post to seek written approval as early as possible before mass production of their election mail so as to allow sufficient time for revising the specimen(s), if necessary.
- (iii) Before posting the election mail, candidates should submit three unsealed specimens of their election mail, together with a “Notice of Posting of Election Mail” [REO/C/17/2021ECSSE(SDF)] **in duplicate**, to the designated Manager (Retail Business) as set out in the “List of Acceptance Offices for Election Mail” (Appendix II) to seek written approval of their specimens. **At least two clear working days (excluding Saturday, Sunday and public holiday)** must be allowed for Hongkong Post to process each set of specimens, and postings should only be made after receipt of official approval from Hongkong Post. **(For example, if the candidate wishes to post his/her mail on 9 September 2021 (Thursday), the specimens should be submitted on or before 6 September 2021 (Monday).)** Nevertheless, as a large number of specimens of election mail may have to be processed by Hongkong Post at the same time, there is no guarantee that the specimens of election mail will necessarily be approved in two working days immediately after their submission.

- (iv) To save time, candidates may consider submitting their specimens of election mail before being assigned with candidate number or confirming the printing details of the election mail. Once the specimens concerned have been approved in writing by Hongkong Post, candidates may insert the candidate number or printing details into the election mail without altering the approved design and content of the election mail.
 - (v) If the specimens of an election mail submitted by a candidate contain any content in a language other than Chinese and English, the candidate must enclose the Chinese or English translation of such content with the “Notice of Posting of Election Mail” in order to ensure its compliance with the requirements in para. 1(ii) to (iv) above.
 - (vi) The election mail should be made up in bundles of 50 or 100 each for easy counting. All election mail must be stacked on the same side and arranged in accordance with the same order as the address labels/address lists (e.g. by building name or block number) provided by the Registration and Electoral Office.
 - (vii) When handing in the specimens of election mail, candidates must select one of the acceptance offices to post their postage-free election mail (please refer to the “List of Acceptance Offices for Election Mail” (Appendix II)). With each posting made at the designated acceptance office, the candidate or his/her election agent must present a signed “Declaration for Posting of Election Mail” [REO/C/18/2021ECSSE (SF)] **in duplicate**. If a candidate or his/her election agent posts the election mail in more than one batch, the same “Declaration for Posting of Election Mail” should be presented at the same acceptance office on each posting.
 - (viii) When posting the election mail, candidates should provide the manager(s) of the designated acceptance offices with a copy of the election mail for record purpose.
 - (ix) **Please note that under section 99 of the Electoral Affairs Commission (Electoral Procedure) (Election Committee) Regulation (Cap. 541I), a candidate sending postage-free mail to voters in bulk is liable for payment of postage for all the letters in that bulk if any letter in that bulk does not meet the requirements stated in para. 1(ii)(a)-(e) above or if the declaration mentioned in para. 3(vii) above is false in any particular.**
4. For general enquiries concerning the posting of election mail, please contact officers concerned as listed in Appendix II.

Methods of Folding of Election Mail 郵寄選舉郵件應採用的摺疊方法⁽¹⁾

Figure 1 : Folder of A4 (296mm) size
圖示一：對摺的A4（296毫米）尺寸紙張

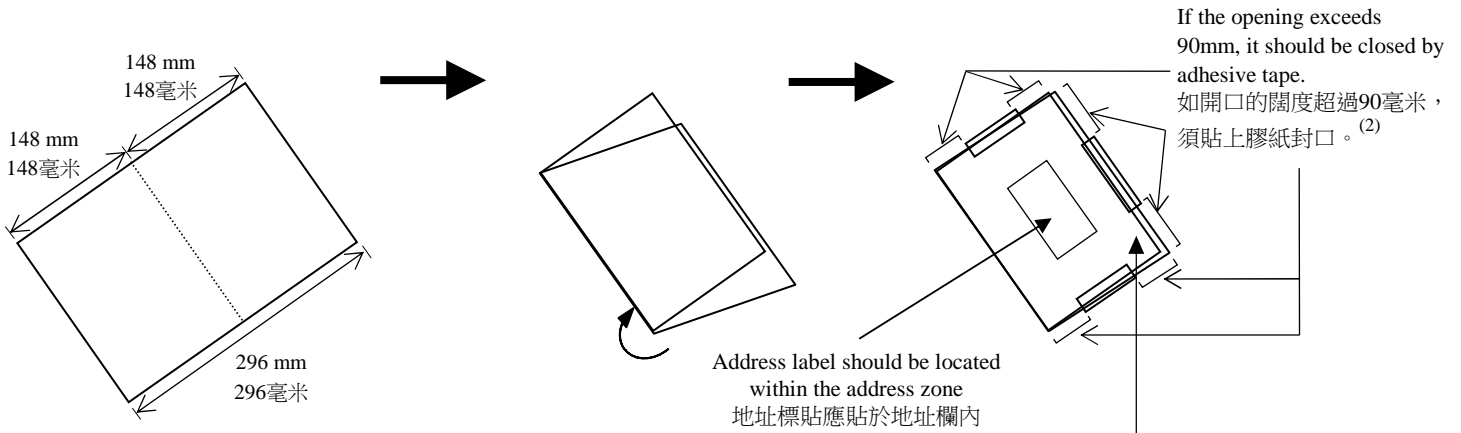


Figure 2 : Folder of A4 (296mm) size with 2 folds
圖示二：兩摺的A4（296毫米）尺寸紙張

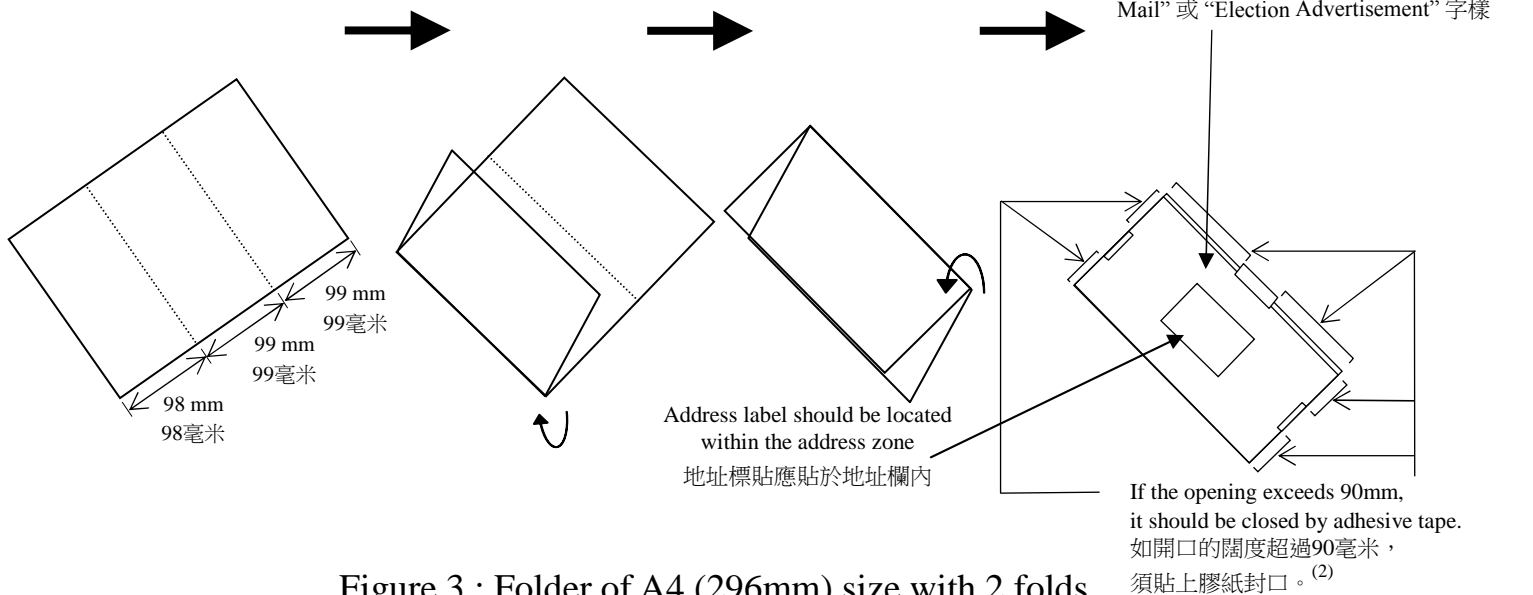
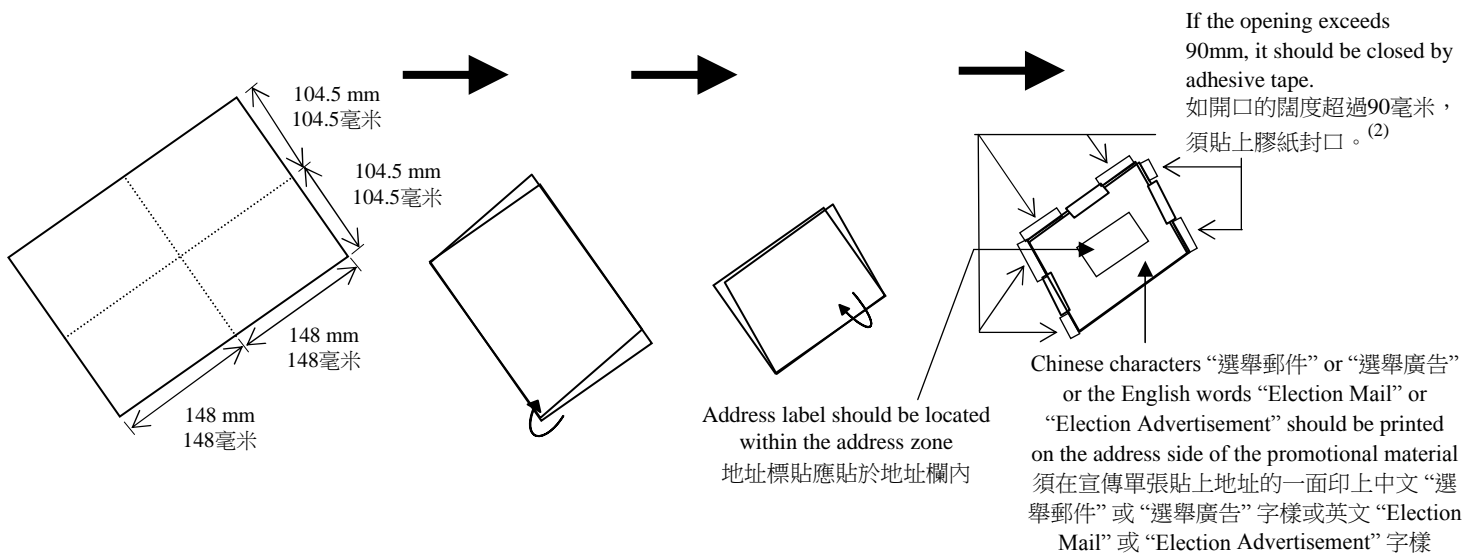


Figure 3 : Folder of A4 (296mm) size with 2 folds
圖示三：兩摺的A4（296毫米）尺寸紙張



Methods of Folding of Election Mail 郵寄選舉郵件應採用的摺疊方法⁽¹⁾

Figure 4A&4B : Folder of A4 (296mm) size sealed with address label
圖示四A及四B：以地址標貼封口的A4（296毫米）尺寸紙張

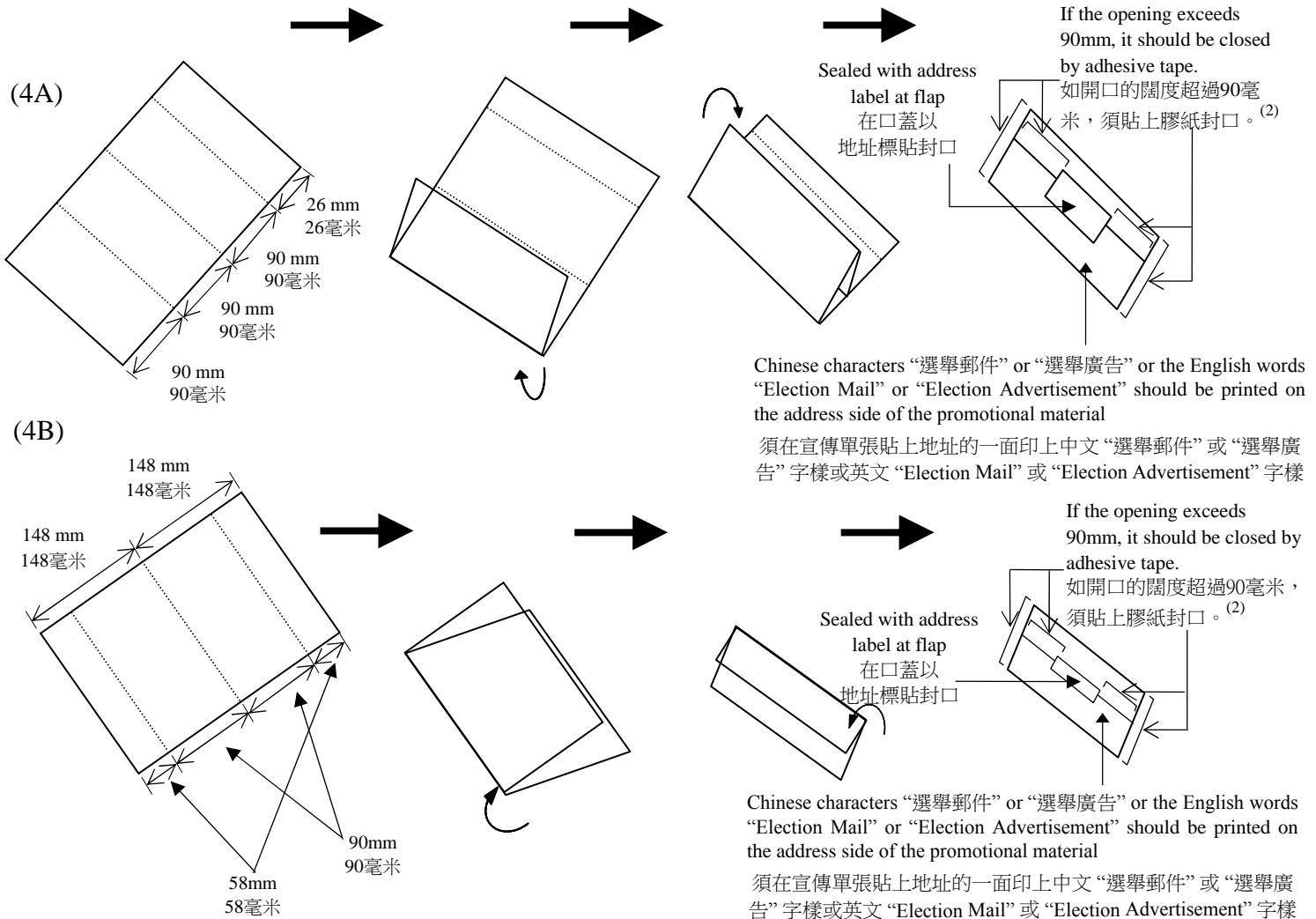
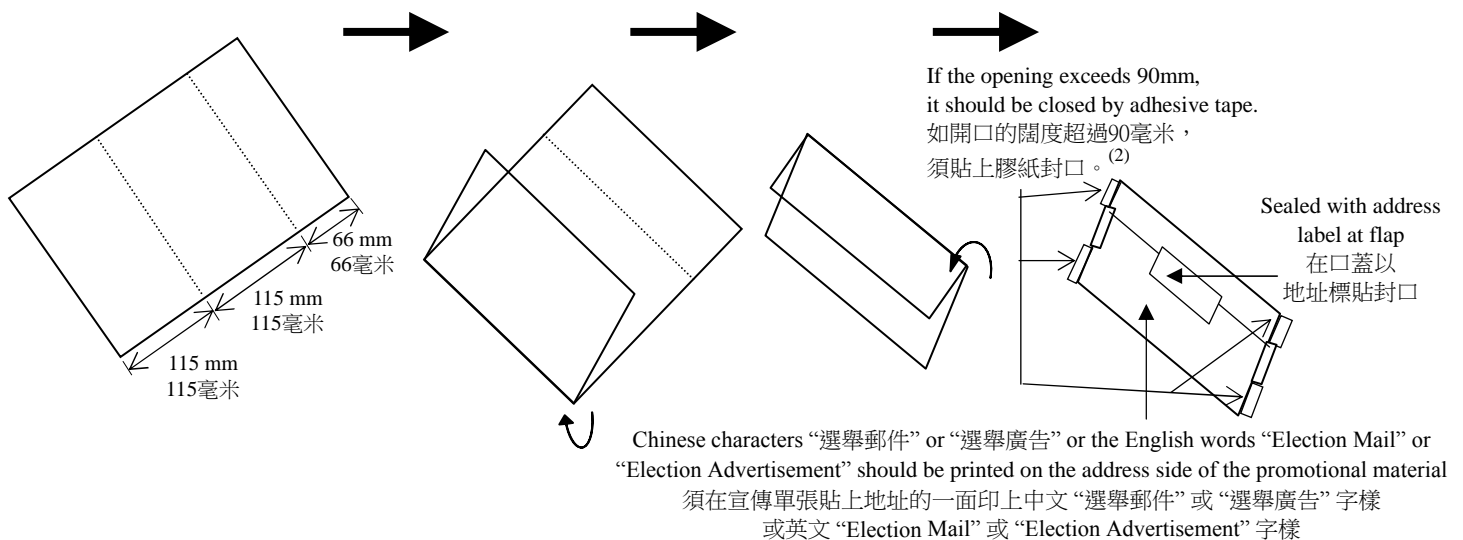


Figure 5 : Folder of A4 (296mm) size sealed with address label
圖示五：以地址標貼封口的A4（296毫米）尺寸紙張



(1) 無論以任何方法摺疊，所有超過90毫米的開口，必須以膠紙封口。

For any methods of folding, all openings exceeding 90 mm should be closed by adhesive tape.

(2) 無論郵件的開口是否已經封口，所有開口部份不得超過90毫米，否則須以膠紙封口。

Regardless of whether the opening is closed or not, all openings shall not exceed 90 mm. Otherwise, they must be sealed with adhesive tape.

2021 年選舉委員會界別分組一般選舉
2021 Election Committee Subsector Ordinary Elections

選舉郵件投寄局一覽表

List of Acceptance Offices for Election Mail

1. 候選人應於辦公時間（星期六、星期日及公眾假期除外）到以下一間香港郵政辦事處提交選舉郵件樣本：

Candidates should submit their specimens of election mail at **one** of the following Hongkong Post offices during office hours (excluding Saturday, Sunday and public holiday):

負責人 Responsible Officer	地址 Address	辦公時間 Office Hours	電話 Telephone	傳真 Fax
經理（門市業務/港島西） Manager (Retail Business /Hong Kong West)	香港中環康樂廣場 2 號郵政總局 General Post Office, 2 Connaught Place, Central, Hong Kong	9am – 5pm	2921 2303	2501 5930
經理（門市業務/九龍東） Manager (Retail Business /Kowloon East)	九龍九龍灣宏展街 1 號中央郵件中心 地下 G/F, Central Mail Centre, 1 Wang Chin Street, Kowloon Bay, Kowloon	9am – 5pm	2908 0363	2868 1442
經理（門市業務/新界西） Manager (Retail Business/New Territories West)	新界荃灣西樓角路 38 號荃灣政府合署 10 樓 10/F, Tsuen Wan Government Offices, 38 Sai Lau Kok Road, Tsuen Wan, New Territories	9am – 5pm	2417 6489	2417 6488
經理（門市業務/新界東） Manager (Retail Business/New Territories East)	新界沙田上禾輦路 1 號沙田政府合署 1 樓 1/F, Sha Tin Government Offices, 1 Sheung Wo Che Road, Sha Tin, New Territories	9am – 5pm	2417 6459	2417 6488

2. 在遞交選舉郵件樣本時，候選人須選定在下列一間香港郵政的投寄局投寄免費選舉郵件：
- When handing in the specimens of election mail, candidates must select **one** of the following acceptance offices of Hongkong Post where they intend to post their election mail free of postage:
- 投寄時間：由提名期開始（即 2021 年 8 月 6 日開始）的辦公時間（星期日及公眾假期除外）
Posting period: During office hours starting from Nomination Period (i.e. Starting from 6 August 2021) (excluding Sunday and public holiday)
 - 請於香港郵政網頁（www.hongkongpost.hk）查閱各郵政局的辦公時間。
Please refer to Hongkong Post website (www.hongkongpost.hk) for the office hours of post offices.

投寄局 Acceptance Office	地址 Address	電話 Telephone
郵件處理中心 Mail Processing Centre		
中央郵件中心大量郵件投寄櫃位 Bulk Mail Acceptance Counter of Central Mail Centre	九龍九龍灣宏展街 1 號中央郵件中心地下 大量郵件投寄櫃位 Bulk Mail Acceptance Counter, G/F, Central Mail Centre, 1 Wang Chin Street, Kowloon Bay, Kowloon	2908 0025
香港區 Hong Kong		
香港仔郵政局 Aberdeen Post Office	香港香港仔大道 171 號金豐大廈地下 G/F, Kam Fung Building, 171 Aberdeen Main Road, Aberdeen, Hong Kong	2555 9307
東區派遞局 Eastern Delivery Office	香港西灣河太安街 29 號東區法院大樓 1 樓 1/F, Eastern Law Courts Building, 29 Tai On Street, Sai Wan Ho, Hong Kong	2886 6577 2886 6587
郵政總局 General Post Office	香港中環康樂廣場 2 號 2 Connaught Place, Central, Hong Kong	2921 2332 2921 2337
華富郵政局 Wah Fu Post Office	香港薄扶林華富(一)邨華珍樓地下 423 至 424 室 423-424 Wah Chun House, Wah Fu (1) Estate, Pok Fu Lam, Hong Kong	2551 2014
灣仔郵政局 Wan Chai Post Office	香港灣仔皇后大道東 197 至 213 號胡忠大廈 2 樓 2/F, Wu Chung House, 197-213 Queen's Road East, Wan Chai, Hong Kong	2574 5478 2147 0649

投寄局 Acceptance Office	地址 Address	電話 Telephone
九龍區 Kowloon		
長沙灣派遞局 Cheung Sha Wan Delivery Office	九龍長沙灣青山道 688-690 號嘉名工廠大廈地下 B 室 Flat B, G/F, Ka Ming Court, 688-690 Castle Peak Road, Cheung Sha Wan, Kowloon	2741 3911
九龍中央郵政局 Kowloon Central Post Office	九龍油麻地彌敦道 405 號九龍政府合署地下 G/F, Kowloon Government Offices, 405 Nathan Road, Yau Ma Tei, Kowloon	2928 6247
九龍城派遞局 Kowloon City Delivery Office	九龍九龍城土瓜灣道 82 號至 84 號環凱廣場地下及 1 樓 G/F & 1/F, Brill Plaza, 82-84 Tokwawan Road, Kowloon City, Kowloon	2954 9983 2364 5045
東九龍郵政局 Kowloon East Post Office	九龍觀塘鯉魚門道 12 號東九龍政府合署地下 G/F, Kowloon East Government Offices, 12 Lei Yue Mun Road, Kwun Tong, Kowloon	2340 1539
尖沙咀郵政局 Tsim Sha Tsui Post Office	九龍尖沙咀中間道 10 號國際電信大廈地下及 1 樓 G/F & 1/F, Hermes House, 10 Middle Road, Tsim Sha Tsui, Kowloon	2722 5927
新界區 New Territories		
馬鞍山郵政局 Ma On Shan Post Office	新界馬鞍山鞍祿街 18 號新港城地下 G2 號舖 Shop G2, Level G, MOSTown, 18 On Luk Street, Ma On Shan, New Territories	2630 5026
西貢郵政局 Sai Kung Post Office	新界西貢親民街 34 號西貢政府合署地下 G/F, Sai Kung Government Offices, 34 Chan Man Street, Sai Kung, New Territories	2792 2243
沙田中央郵政局 Sha Tin Central Post Office	新界沙田上禾輦路 1 號沙田政府合署 1 樓 1/F, Sha Tin Government Offices, 1 Sheung Wo Che Road, Sha Tin, New Territories	2697 9813
北區派遞局 North District Delivery Office	新界粉嶺安樂村樂業路 25 號安匯中心地下 1 至 16 號單位 Unit 1-16, G/F, On Wui Centre, 25 Lok Yip Road, On Lok Chuen, Fanling, New Territories	3124 0760 3124 0796
大埔郵政局 Tai Po Post Office	新界大埔汀角路 1 號大埔政府合署地下 G/F, Tai Po Government Offices, 1 Ting Kok Road, Tai Po, New Territories	2650 8702
荃灣郵政局 Tsuen Wan Post Office	新界荃灣西樓角路 38 號荃灣政府合署 1 樓 1/F, Tsuen Wan Government Offices, 38 Sai Lau Kok Road, Tsuen Wan, New Territories	2417 6455

投寄局 Acceptance Office	地址 Address	電話 Telephone
將軍澳郵政局 Tseung Kwan O Post Office	新界將軍澳明德邨明德商場地下 14C 號鋪 Shop 14C, G/F, Ming Tak Shopping Centre, Ming Tak Estate, Tseung Kwan O, New Territories	2704 9379
屯門中央派遞局 Tuen Mun Central Delivery Office	新界屯門兆麟街 19 號兆麟政府綜合大樓 4 樓及 4 樓閣 4/F and 4M/F, Tuen Mun Siu Lun Government Complex, 19 Siu Lun Street, Tuen Mun, New Territories	2452 4752
元朗派遞局 Yuen Long Delivery Office	新界元朗青山公路元朗段 269 號元朗民政事務處大廈地下 G/F, Yuen Long District Offices Building, 269 Castle Peak Road (Yuen Long), Yuen Long, New Territories	2478 0504 2443 3406