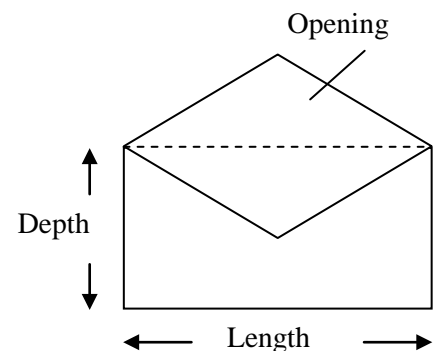


## 2015 District Council Ordinary Election Summary on Free Postage for Election Mail

### 1. Conditions/ Make-up/Addressing for Free Postage

- (i) A candidate who is validly nominated is permitted to post **one letter** to each elector of the constituency free of postage.
- (ii) Specifically, the letter must:
  - (a) be posted in Hong Kong;
  - (b) contain materials relating only to the candidate's candidature at the election concerned;
  - (c) not exceed 50 grams in weight; and
  - (d) be not larger than 175 mm x 245 mm and not smaller than 90 mm x 140 mm in size.
- (iii) The letter may take the form of envelope, lettergramme, card or folder. Items in roll form or enclosed in plastic wrappers **are not acceptable**. Cards and folders must be made of ordinary cardboard or paper not less than 0.25 mm thick, and must be rectangular in shape.
- (iv) 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.
- (v) Envelopes, folders and lettergrammes having an opening large enough to entrap smaller letters are prohibited. **Unsealed mail item** contained in envelopes with ordinary tuck-in flaps may be used up to the following size limits [s 6.3 of the Post Office Guide]:
  - (a) Not over 90 mm in depth – opening not over 150 mm in length
  - (b) Not over 100 mm in depth – opening not over 140 mm in length
  - (c) Over 100 mm in depth – opening not over 115 mm in length

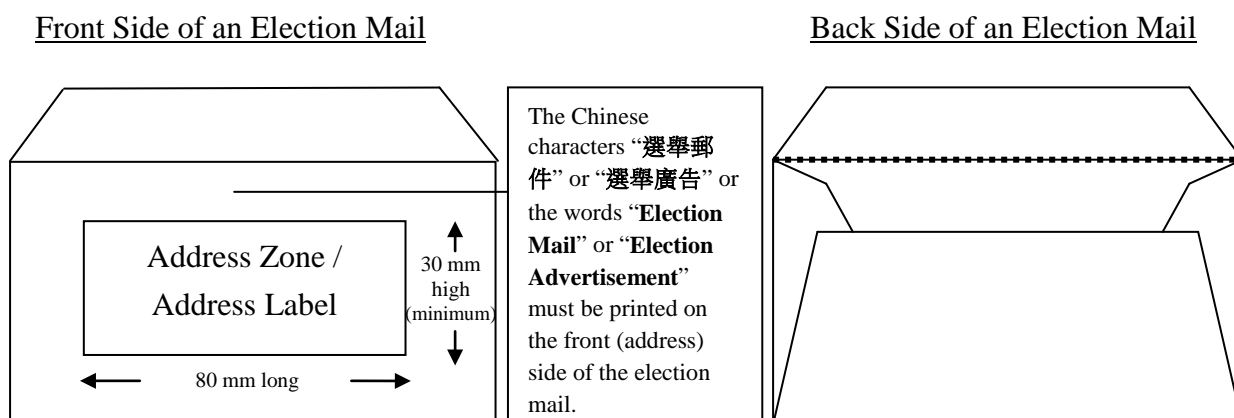


If a larger envelope is necessary, senders should adopt a pattern having a special kind of flap which can be so adjusted as not to leave a large opening or the packet can be fastened with string which can be easily untied. If metal paper fasteners are used, they must be covered with tape or other protective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

- (vi) Folders, for example, of A4 size, with openings should be closed by means of an 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.

- (vii) The requirements for the front (address) side of the envelope or the address side of the folder (unenvloped mail) are as follows:
- Printed with the Chinese characters “選舉郵件” or “選舉廣告” or 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 (address) side for the address of an elector, should be reserved exclusively for the address;
  - If an adhesive label is used, it should not be less than 80 mm long and 30 mm high. The address label should only contain the name and address of elector(s) and be affixed to the address zone. The whole address zone and address label should be free of advertisement and should appear on the front side of the item;
  - The address zone and address label should be in white background colour while the characters of the postal address should be in black; and
  - Please note that only one address of elector(s) should be shown on the postage-free election mail.**

The layout of the election mail is as follows:



- (viii) The full postal address should be typed or legibly written 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

- (ix) Election mail should 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. It applies to all materials reproduced by any method of multiplying copies (e.g., printing machines, duplicators or photocopiers). Some suggested formats are listed as follows:
- Printed by ABC Printing Works  
XX XZY Street, HK  
on (date) in (number) copies
  - Printed by own office machine  
XX XZY Street, HK  
on (date) in (number) copies
- or
- (x) Before the publication of the notice of nomination in the Gazette, a candidate wishing to exercise his/her right to free postage may be required to furnish the Postmaster General with a security (full postage of the items posted) for the payment of postage in the event that his/her name is not subsequently shown in the notice of nomination.

## 2. Posting Arrangements

- (i) Candidates are advised to make their postage-free election mail postings **on or before 9 November 2015 (Monday)**. Please note that since the Post Office needs to handle a large volume of mail within this short period of time, mail posted after the above deadline is very unlikely to be delivered to the addressees before the polling day.
- (ii) Candidates should submit application to the Post Office 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 the Post Office relating to postal requirements and the REO on other aspects before printing. Candidates should submit the specimen(s) of their election mail to the Post Office for approval as early as possible so as to allow sufficient time for revising the specimen(s), if necessary.
- (iii) At least **one clear working day's notice (excluding Saturday)** must be given to the Manager (Retail Business) of the relevant place stated in the "List of Post Offices/Delivery Offices for Election Mail" (Appendix II) before the postings are made. Candidates should present three unsealed specimens of their election mail, together with a "Notice of Posting of Election Mail" [REO/C/17/2015DCE (SDF)] **in duplicate** for inspection. **For example, if the candidate wishes to make his/her free postage on 9 November 2015 (Monday), the specimens should be submitted on or before 5 November 2015 (Thursday).**
- (iv) The postings should be made up in bundles of 50 or 100 for easy counting. All letters should face the same direction.
- (v) Candidates should make their postage-free election mail postings at the respective post offices/delivery offices designated to their constituencies as stated in the "List of Post Offices/Delivery Offices for Election Mail" (Appendix II). With each posting made at the designated post office/delivery office, the candidate or his/her representative must present a signed "Declaration for Posting of Election Mail" [REO/C/18/2015DCE (SF)] **in duplicate**. If a candidate makes posting in more than one batch, the same declaration form should be presented on each occasion.
- (vi) **Please note that under s 102 of the Electoral Affairs Commission (Electoral Procedure) (District Councils) Regulation (Cap.541F), a candidate sending postage-free letters to electors in bulk is liable for payment of postage for all letters in that bulk if any letter in the bulk does not meet the requirements stated in para. 1(ii) above or if the declaration mentioned in para. 2(v) above is false in any particular.**

3. For general enquiries concerning the posting of election mail, please contact:

<b>Manager</b>	<b>Telephone No./ Fax No.</b>
<u>Hong Kong Island (including Islands):</u> Manager (Retail Business / Hong Kong West)	Tel : 2921 2417 Fax : 2501 5930
<u>Kowloon :</u> Manager (Retail Business / Kowloon East)	Tel : 2908 0372 Fax : 2868 1442
<u>New Territories :</u> Manager (Retail Business / New Territories West)	Tel : 2908 0384 Fax : 2908 0358

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

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

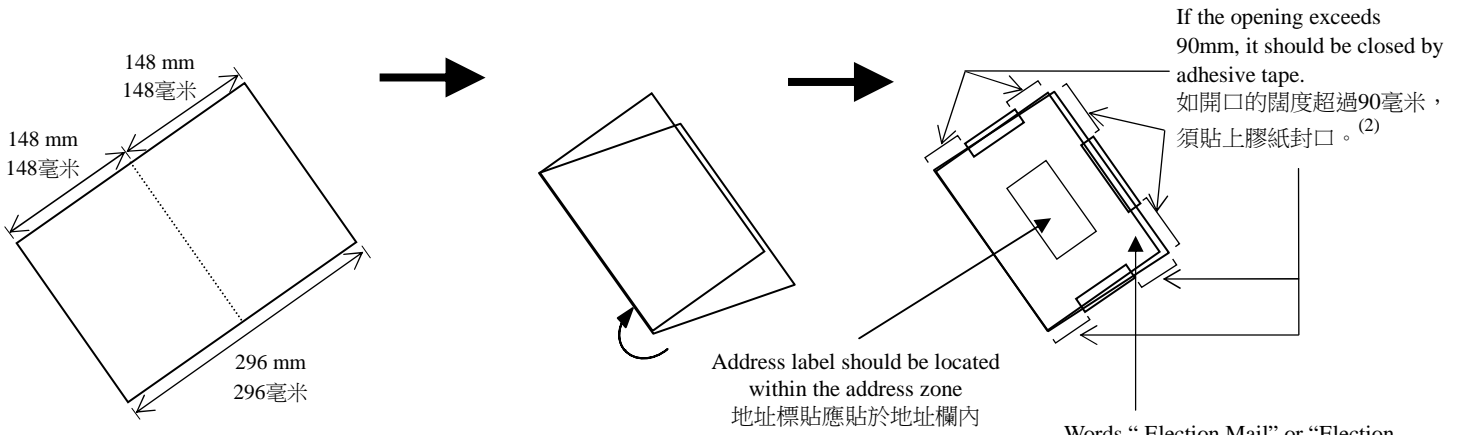


Figure 2 : Folder of A4 (296mm) size with 2 folds  
圖示二：兩摺的A4（296毫米）尺寸紙張

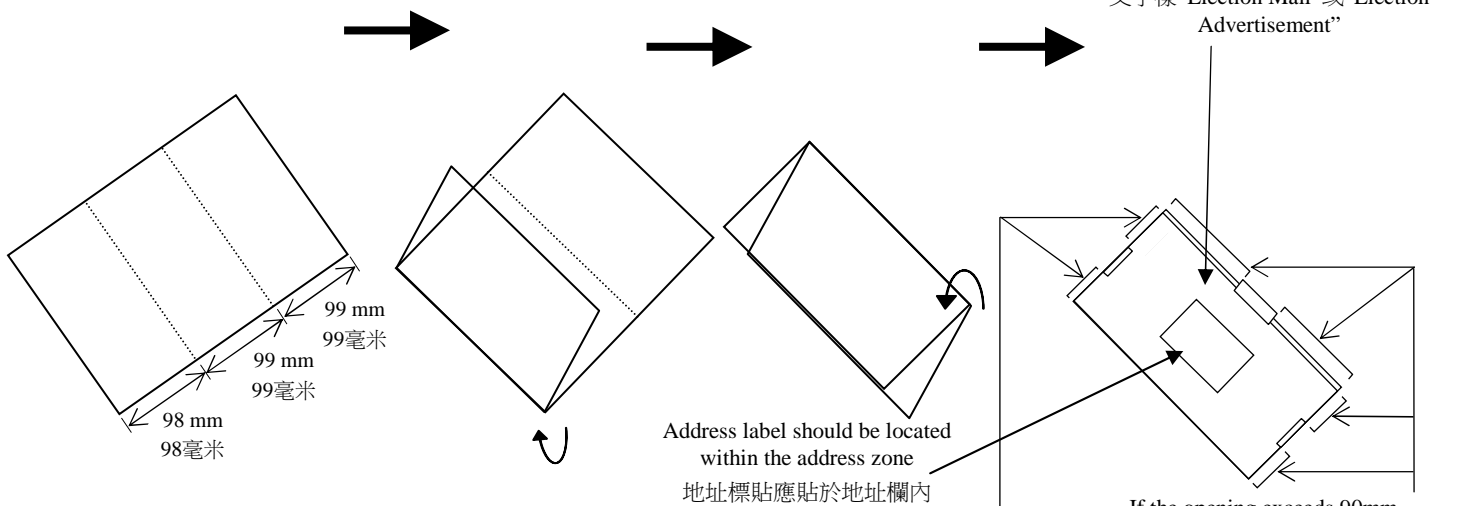
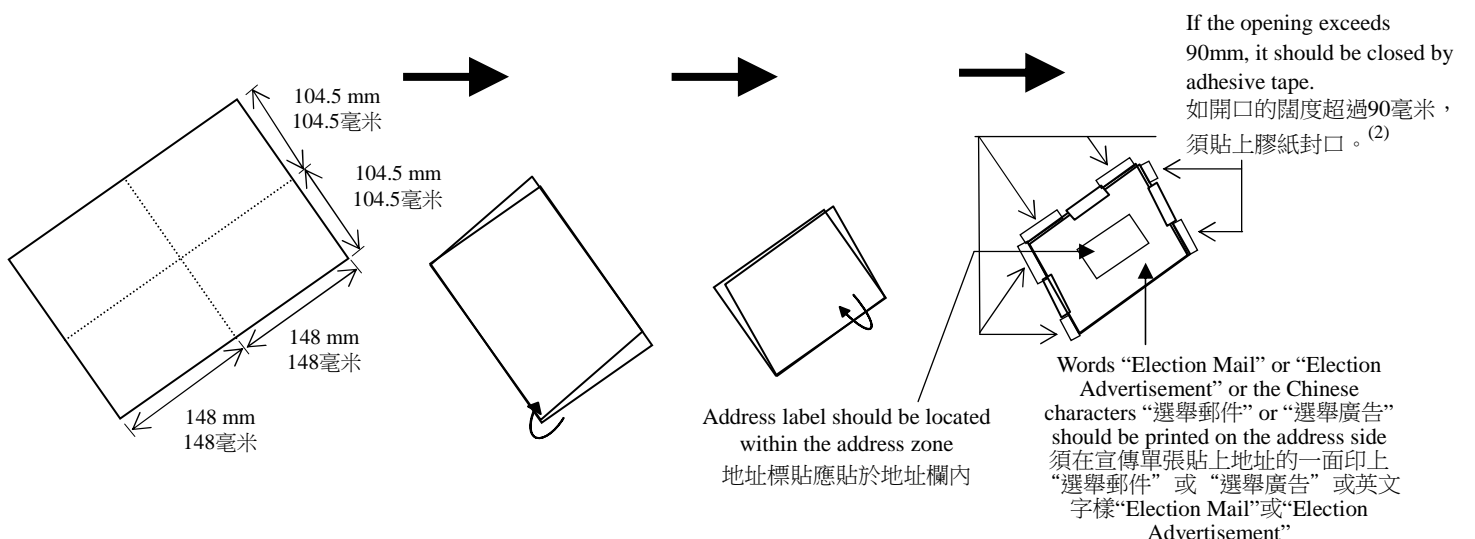


Figure 3 : Folder of A4 (296mm) size with 2 folds  
圖示三：兩摺的A4（296毫米）尺寸紙張



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

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

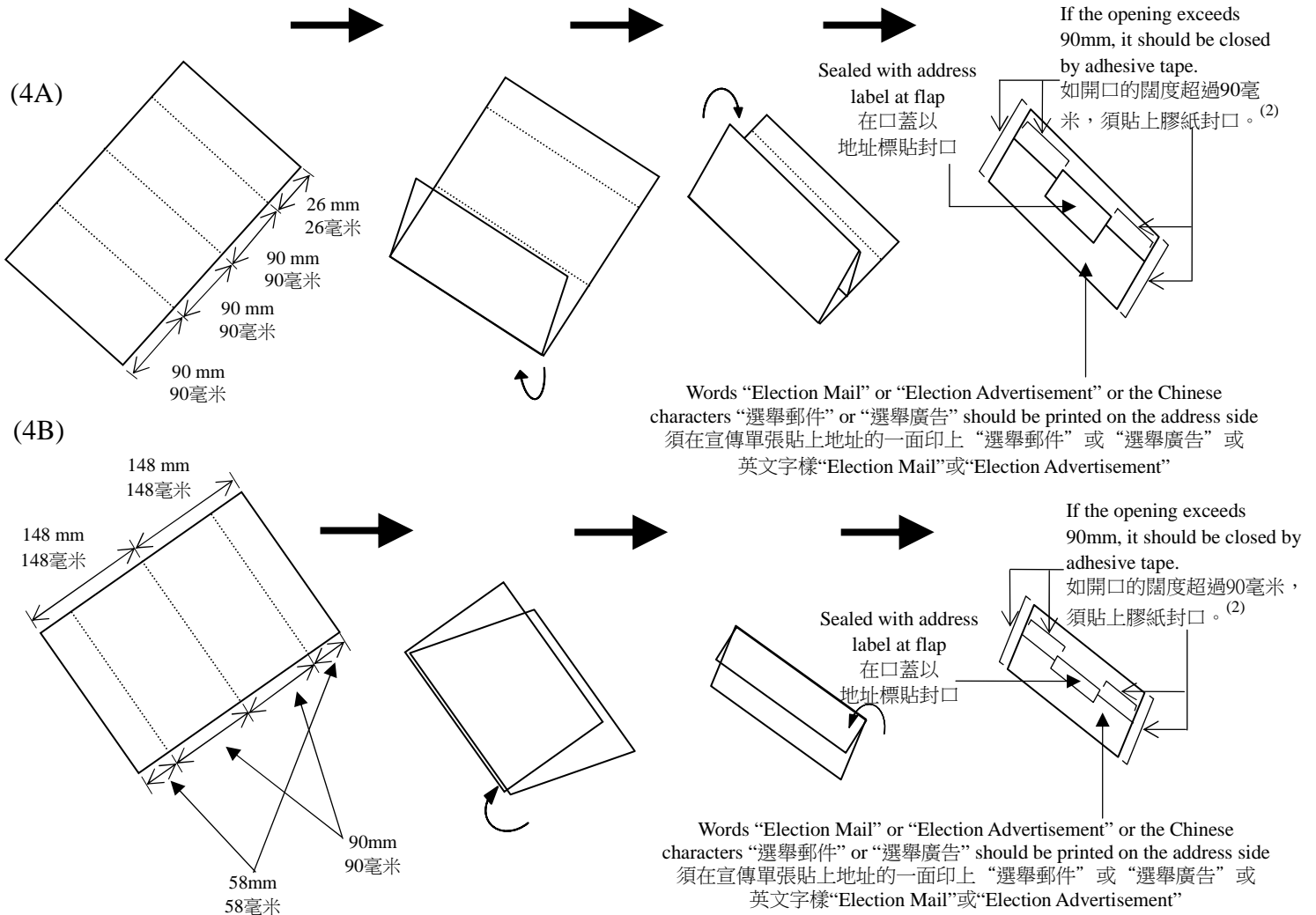
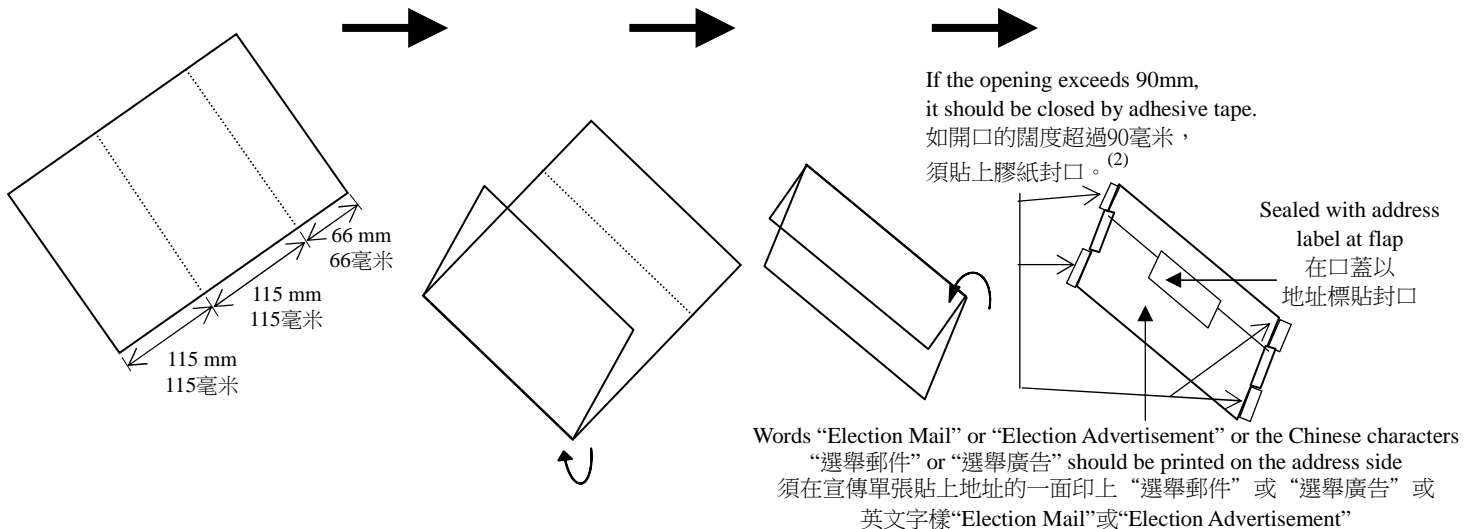


Figure 5 : Folder of A4 (296mm) size sealed with address label  
圖示五：以地址標貼封口的A4（296毫米）尺寸紙張



- (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.

2015 年區議會一般選舉  
2015 District Council Ordinary Election  
投寄選舉郵件郵政局/派遞局一覽表  
List of Post Offices/Delivery Offices for Election Mail

(I) 港島區及離島區候選人請到以下地點提交選舉郵件樣本:

Candidates in Hong Kong Island and Islands District should submit their election mail specimens at the following place:

經理(門市業務/港島西) Manager (Retail Business/ Hong Kong West)	地址 Address	辦公時間 Office Hours	電話 Telephone	傳真 Fax
	中環康樂廣場2號郵政總局1樓閣5室	9am – 5pm	2921 2417	2501 5930
	1/M 05, General Post Office, 2 Connaught Place, Central			

港島區及離島區候選人請到其選區所屬的指定郵政局/派遞局投寄免費選舉郵件:

Candidates in Hong Kong Island and Islands District should make their postage-free election mail postings at the respective post offices/delivery offices designated to their constituencies:

地區 District	選區代號 DCCA Code*	郵政局/派遞局 Post Office/Delivery Office	地址 地址	Address	電話 Telephone
中西區 Central & Western	A01-A04	郵政總局	中環康樂廣場2號	2 Connaught Place, Central	2921 2332
	A09-A13	General Post Office			2921 2337
	A05-A08 A14-15	西營盤郵政局 Sai Ying Pun Post Office	西環薄扶林道27號	27 Pokfulam Road, Western	2546 2396
灣仔 Wan Chai	B01-B13	灣仔郵政局 Wan Chai Post Office	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	2892 5031
	C01-C35	東區派遞局 Eastern Delivery Office	西灣河太安街29號 東區法院1樓	1/F, Eastern Law Courts Building, 29 Tai On Street, Sai Wan Ho	2886 6577 2886 6587
南區 Southern	D01-D07 D11 D13-D16	香港仔郵政局 Aberdeen Post Office	香港仔大道171號 金豐大廈地下	G/F, Kam Fung Building, 171 Aberdeen Main Road, Aberdeen	2555 9307
	D08-D10 D12	華富郵政局 Wah Fu Post Office	華富(一)邨華珍樓地下 423至424室	423-424 Wah Chun House, Wah Fu (1) Estate	2574 5478
	D17	東區派遞局 Eastern Delivery Office	西灣河太安街29號 東區法院1樓	1/F, Eastern Law Courts Building, 29 Tai On Street, Sai Wan Ho	2886 6577 2886 6587

\* 有關選區代號，請參閱投寄選舉郵件聲明書 [REO/C/18/2015DCE (SF)] 右上角方格。

For DCCA code, please refer to the grid on the right hand corner of the Declaration for Posting of Election Mail [REO/C/18/2015DCE (SF)].

地區 District	選區代號 DCCA Code*	郵政局/派遞局 Post Office/Delivery Office	地址	Address	電話 Telephone
離島 Islands	T01-T10	郵政總局 General Post Office	中環康樂廣場 2 號	2 Connaught Place, Central	2921 2332 2921 2337

(II) 九龍區候選人請到以下地點提交選舉郵件樣本：

Candidates in Kowloon should submit their election mail specimens at the following place:

經理(門市業務/九龍東) Manager (Retail Business/ Kowloon East)	地址 Address	辦公時間 Office Hours	電話 Telephone	傳真 Fax
	九龍灣宏展街1號中央郵件中心地下 大量郵件投寄櫃位(宏展街入口) Bulk Mail Acceptance Counter, G/F, Central Mail Centre, 1 Wang Chin Street, Kowloon Bay, Kowloon (Please use entrance at Wang Chin Street)	9am – 5pm	2908 0372	2868 1442

九龍區候選人請到其選區所屬的指定郵政局/派遞局投寄免費選舉郵件：

Candidates in Kowloon should make their postage-free election mail postings at the respective post offices/delivery offices designated to their constituencies:

地區 District	選區代號 DCCA Code*	郵政局/派遞局 Post Office/Delivery Office	地址	Address	電話 Telephone
油尖旺 Yau Tsim Mong	E01, E17-E19	尖沙咀郵政局 Tsim Sha Tsui Post Office	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	2722 5927
深水埗 Sham Shui Po	E02-E16 F01-F18 F20-F23 F19	九龍中央郵政局 Kowloon Central Post Office 長沙灣派遞局 Cheung Sha Wan Delivery Office	油麻地彌敦道 405 號 九龍政府合署地下 長沙灣青山道 688 號 嘉名工廠大廈地下	G/F, Kowloon Government Offices, 405 Nathan Road, Yau Ma Tei G/F, Ka Ming Court, 688 Castle Peak Road, Cheung Sha Wan	2928 6246 2928 6247 2741 3911
九龍城 Kowloon City	G01-G04 G10-G20	九龍中央郵政局 Kowloon Central Post Office 九龍城派遞局 Kowloon City Delivery Office	油麻地彌敦道 405 號 九龍政府合署地下 土瓜灣道 82 號至 84 號 興華中心地下及 1 樓	G/F, Kowloon Government Offices, 405 Nathan Road, Yau Ma Tei G/F & 1/F, Hing Wah Centre, 82-84 Tokwawan Road, Kowloon	2928 6246 2928 6247 2954 9983 2364 5045

\* 有關選區代號，請參閱投寄選舉郵件聲明書 [REO/C/18/2015DCE (SF)] 右上角方格。

For DCCA code, please refer to the grid on the right hand corner of the Declaration for Posting of Election Mail [REO/C/18/2015DCE (SF)].

地區 District	選區代號 DCCA Code*	郵政局/派遞局 Post Office/Delivery Office	地址	Address	電話 Telephone
黃大仙 Wong Tai Sin	G05-G09 G21-G24	九龍中央郵政局 Kowloon Central Post Office	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	2928 6246 2928 6247
觀塘 Kwun Tong	H01-H25 J01-J37	九龍城派遞局 Kowloon City Delivery Office 東九龍郵政局 Kowloon East Post Office	土瓜灣道 82 號至 84 號 興華中心地下及 1 樓 觀塘鯉魚門道 12 號 東九龍政府合署地下	G/F & 1/F, Hing Wah Centre, 82-84 Tokwawan Road, Kowloon G/F, Kowloon East Government Offices, 12 Lei Yue Mun Road, Kwun Tong	2954 9983 2364 5045 2340 1539

(III) 新界區候選人請到以下地點提交選舉郵件樣本:

Candidates in the New Territories should submit their election mail specimens at the following places:

(a) 荃灣、屯門、元朗及葵青

Tsuen Wan, Tuen Mun, Yuen Long and Kwai Tsing

經理(門市業務/新界西) Manager (Retail Business/ New Territories West)	地址 Address	辦公時間 Office Hours	電話 Telephone	傳真 Fax
	荃灣西樓角道38號荃灣政府合署10樓 10/F, Tsuen Wan Government Offices, 38 Sai Lau Kok Road, Tsuen Wan	9am – 5pm	2908 0384	2908 0358

(b) 北區、大埔、西貢及沙田

North, Tai Po, Sai Kung and Shatin

經理(門市業務/新界東) Manager (Retail Business/ New Territories East)	地址 Address	辦公時間 Office Hours	電話 Telephone	傳真 Fax
	沙田上禾輦路一號沙田政府合署一樓 1/F, Shatin Government Offices, 1 Sheung Wo Che Road, Shatin	9am – 5pm	2908 0381	2908 0358

新界區候選人請到其選區所屬的指定郵政局/派遞局投寄免費選舉郵件:

Candidates in the New Territories should make their postage-free election mail postings at the respective post offices/delivery offices designated to their constituencies:

\* 有關選區代號，請參閱投寄選舉郵件聲明書 [REO/C/18/2015DCE (SF)] 右上角方格。

For DCCA code, please refer to the grid on the right hand corner of the Declaration for Posting of Election Mail [REO/C/18/2015DCE (SF)].



地區 District	選區代號 DCCA Code*	郵政局/派遞局 Post Office/Delivery Office	地址	Address	電話 Telephone
荃灣 Tsuen Wan	K01-K18	荃灣郵政局 Tsuen Wan Post Office	荃灣西樓角道 38 號 荃灣政府合署 1 樓	1/F, Tsuen Wan Government Offices, 38 Sai Lau Kok Road, Tsuen Wan	2417 6455
屯門 Tuen Mun	L01-L29	屯門中央派遞局 Tuen Mun Central Delivery Office	屯門青山公路新墟段 133 號 玫瑰園花園 1 樓	1/F, Rosedale Gardens, 133 Castle Peak Road, San Hui, Tuen Mun	2452 4752
元朗 Yuen Long	M01-M35	元朗派遞局 Yuen Long Delivery Office	元朗青山道 269 號 元朗民政事務處大廈	G/F, District Offices Building, 269 Castle Peak Road, Yuen Long	2478 0504 2443 3406
北區 North	N01-N18	石湖墟派遞局 Shek Wu Hui Delivery Office	上水彩園路 9 號 深港中心 1 樓	1/F, Hi-tech Centre, 9 Choi Yuen Road, Sheung Shui	3124 0760 3124 0796
大埔 Tai Po	P01-P18	大埔郵政局 Tai Po Post Office	大埔汀角路 1 號 大埔政府合署地下	G/F, Tai Po Government Offices Building, 1 Ting Kok Road, Tai Po	2650 8702
	P19	馬鞍山郵政局 Ma On Shan Post Office	馬鞍山鞍祿街 18 號 新港城第四期地下 2 號舖位	Unit 2, G/F, Sunshine City, Phase 4, 18 On Luk Street, Ma On Shan	2630 5026
西貢 Sai Kung	Q01-Q03	西貢郵政局 Sai Kung Post Office	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	2792 2243
	Q04-Q27	將軍澳郵政局 Tseung Kwan O Post Office	將軍澳厚德邨 厚德商場地下 G30-G32 號	Shop G30-32, G/F, Hau Tak Shopping Centre, Hau Tak Estate, Tseung Kwan O	2704 9379
沙田 Sha Tin	R01-R22 R33-R38	沙田中央郵政局 Sha Tin Central Post Office	沙田上禾輦路 1 號 沙田政府合署 1 樓	1/F, Shatin Government Offices, 1 Sheung Wo Che Road, Sha Tin	2697 9813
	R23-R32	馬鞍山郵政局 Ma On Shan Post Office	馬鞍山鞍祿街 18 號 新港城第四期地下 2 號舖位	Unit 2, G/F, Sunshine City, Phase 4, 18 On Luk Street, Ma On Shan	2630 5026
葵青 Kwai Tsing	S01-S29	荃灣郵政局 Tsuen Wan Post Office	荃灣西樓角道 38 號 荃灣政府合署 1 樓	1/F, Tsuen Wan Government Offices, 38 Sai Lau Kok Road, Tsuen Wan	2417 6455

\* 有關選區代號，請參閱投寄選舉郵件聲明書 [REO/C/18/2015DCE (SF)] 右上角方格。

For DCCA code, please refer to the grid on the right hand corner of the Declaration for Posting of Election Mail [REO/C/18/2015DCE (SF)].