

2018 Eastern District Council Kai Hiu Constituency By-election

Summary on Free Postage for Election Mail

1. Conditions for Free Postage for Election Mails

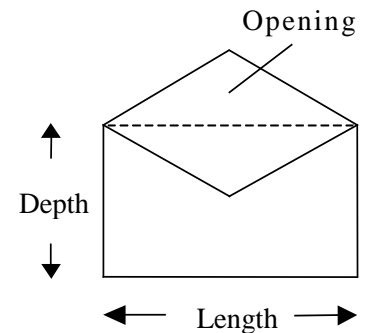
- (i) A candidate who is validly nominated is permitted to post **one** letter to each elector of the constituency free of postage.
- (ii) Specifically, the mail must:
 - (a) be posted in Hong Kong;
 - (b) contain materials relating only to the candidate's candidature at this by-election;
 - (c) not 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) **As a general requirement, a candidate should publish election advertisements in accordance with all applicable laws and the “Guidelines on Election-related Activities in respect of the District Council Election”. Hence, election mails 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 organisation, as the case may be, is included in the election mail, and the publication is in such a way as to imply or to be likely to cause electors to believe that the candidate has the support of the person or organisation concerned, the candidate should ensure that prior written consent has been obtained from the person or organisation concerned.
- (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 or 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 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, actions, 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 Mails

- (i) 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.
- (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.

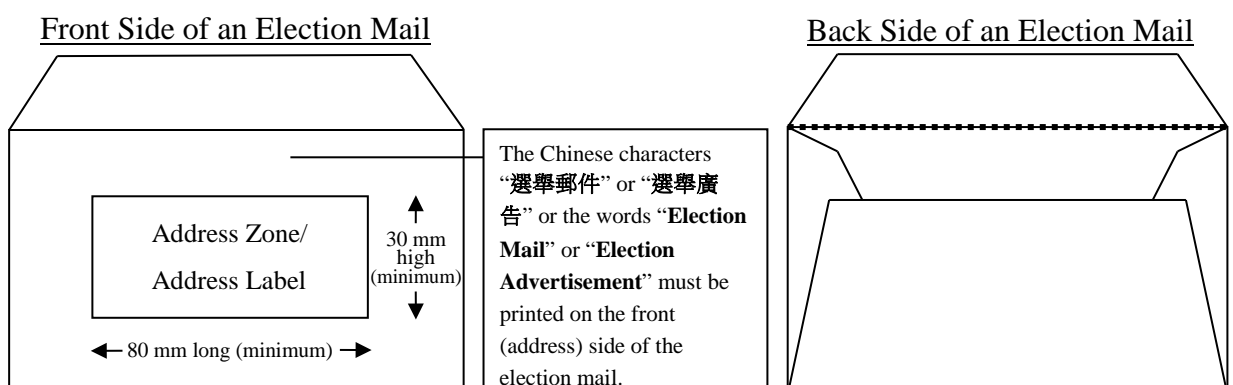
- (iii) Envelopes, folders or lettergrammes having an opening large enough to entrap smaller letters are prohibited. **Unsealed mail** item contained in envelopes with ordinary tuck-in flaps may be used up to the following size limits (section 6.3 of the Post Office Guide):
- Not over 90 mm in depth – opening not over 150 mm in length;
 - Not over 100 mm in depth – opening not over 140 mm in length;
 - Over 100 mm in depth – 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, of A4 size, 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.
- (v) The front (address) side of the envelope or the address side of the folder (unenvveloped mail) must be 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 elector(s), 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 mail;
 - The address zone and address label should be in white background colour while the characters of the postal address should be in black. Each English character 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 elector(s) should be shown on the postage-free election mail. No postage-free election mail bearing an address outside Hong Kong will be accepted.**

The layout of the election mail is as follows:



- (iv) 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 it complies with the requirements in para. 1(ii)(b) and (iii) above.
- (v) The postings should be made up in bundles of 50 or 100 each for easy counting. All election mails must be stacked on the same side and arranged in the same order as the address labels/address lists (e.g. by building name or block number) provided by the Registration and Electoral Office.
- (vi) Candidates should make their postage-free election mail postings at the designated post office as shown below. With each posting made at the designated post office, the candidate or his/her election agent must present a signed “Declaration for Posting of Election Mail” [REO/C/18/2018DC(By-E)(SF)] **in duplicate**. If a candidate makes posting in more than one batch, the same declaration form must be presented on each occasion.

Designated post office:

Name	Address	Telephone	Office Hours
General Post Office	2 Connaught Place, Central	2921 2332 2921 2337	Monday to Saturday: 8am – 6pm

- (vii) When making postings, the candidates should provide the manager(s) of the designated post office with a copy of the election mail for record purpose.
- (viii) **Please note that under section 102 of the Electoral Affairs Commission (Electoral Procedure) (District Councils) Regulation (Cap. 541F), a candidate sending postage-free mails to electors in bulk is liable for payment of postage for all the items in that bulk if any item in the bulk does not meet the requirements stated in para. 1(ii) above or if the declaration mentioned in para. 3(vi) is false in any particular.**

4. For general enquiries concerning the posting of election mails, please contact:

Manager (Retail Business/Hong Kong East)
 1/F, General Post Office, 2 Connaught Place, Central
 Tel: 2921 2307
 Fax: 2501 5930

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

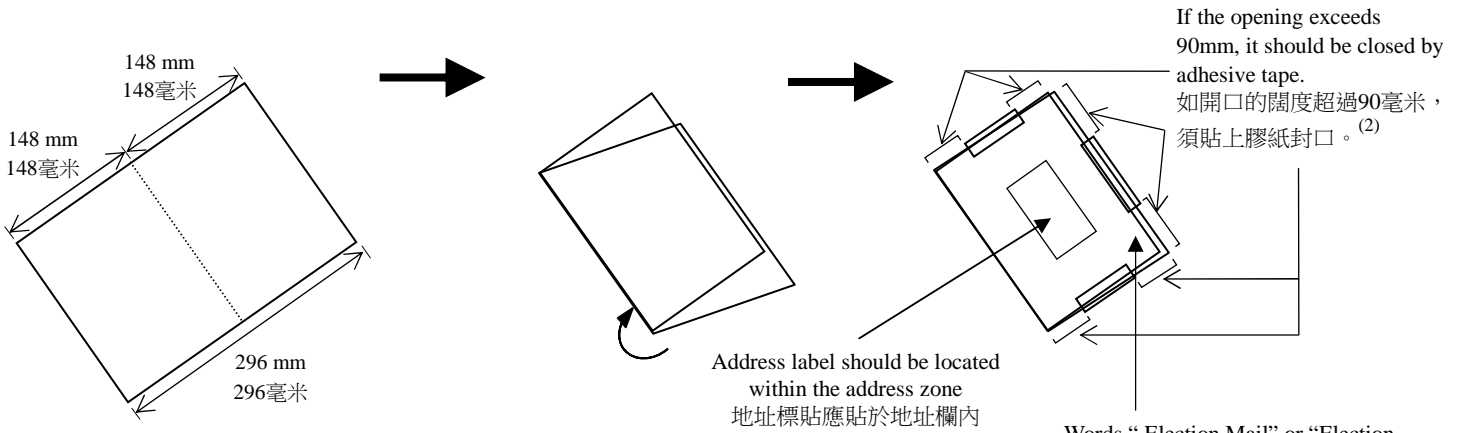


Figure 2 : Folder of A4 (296mm) size with 2 folds
圖示二：兩摺的A4（296毫米）尺寸紙張

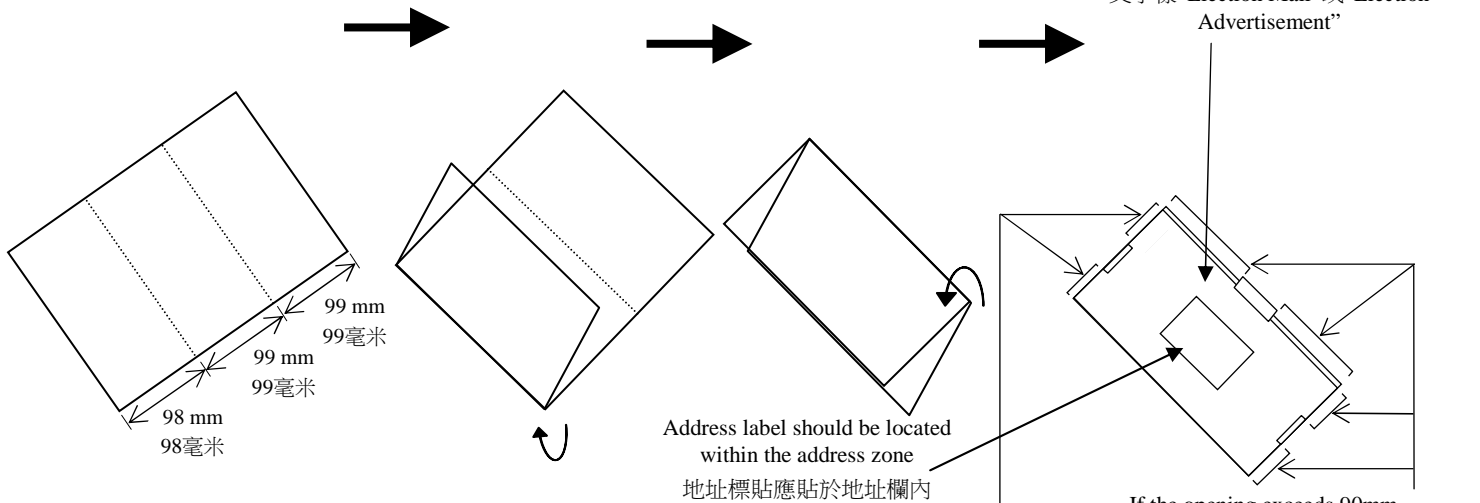
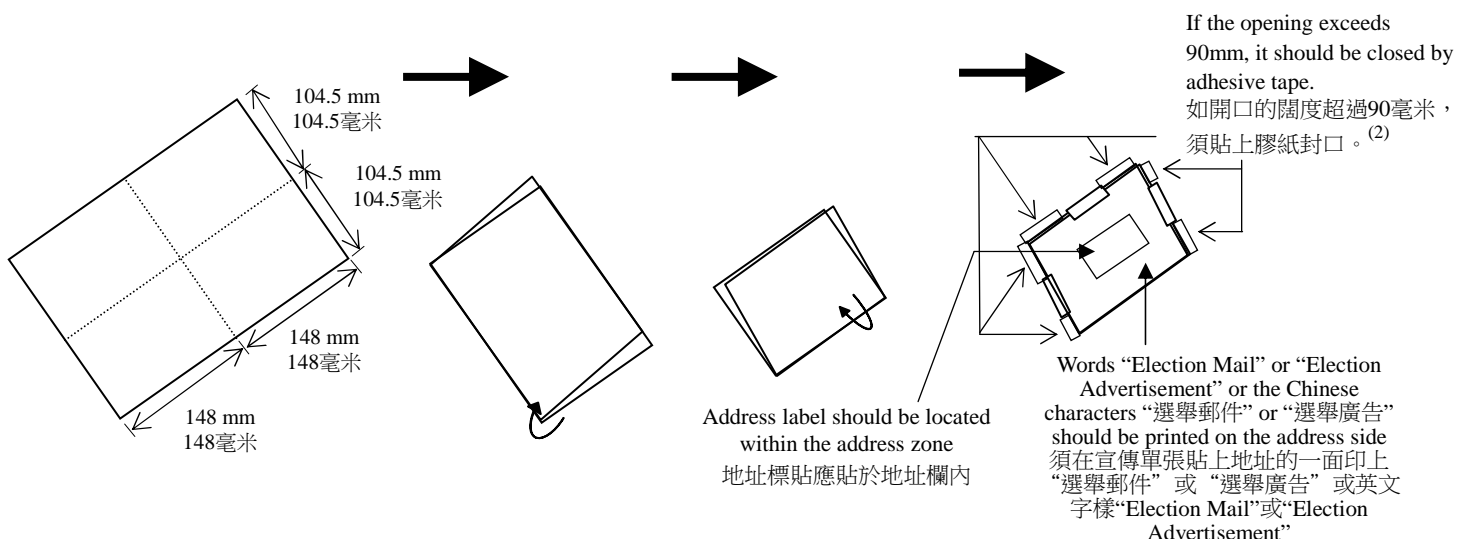


Figure 3 : Folder of A4 (296mm) size with 2 folds
圖示三：兩摺的A4（296毫米）尺寸紙張



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

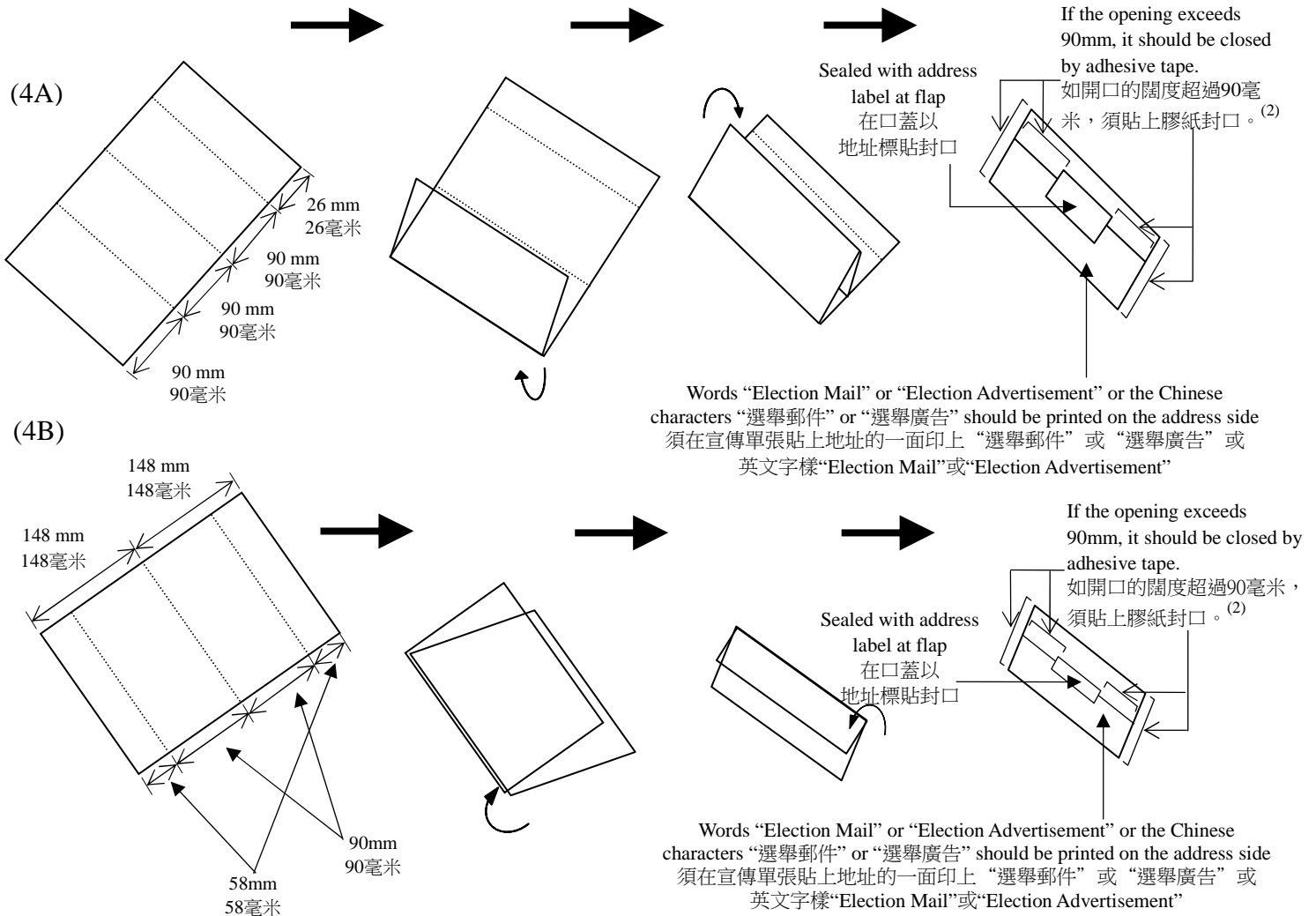
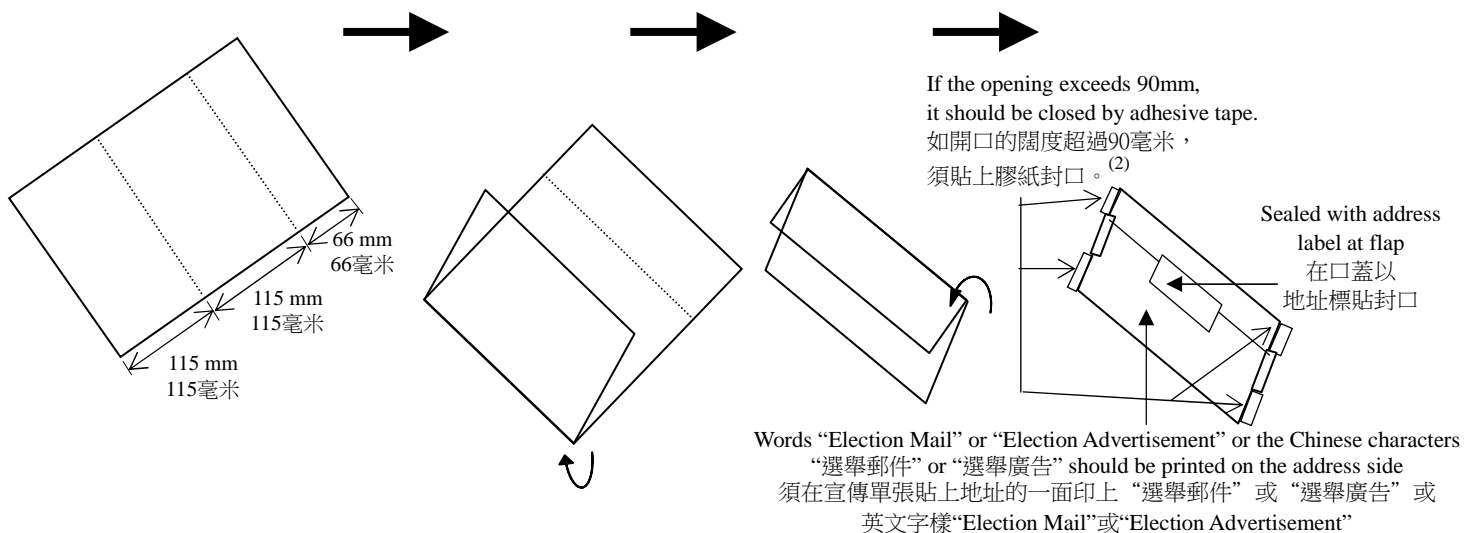


Figure 5 : Folder of A4 (296mm) size sealed with address label
圖示五：以地址標貼封口的A4（296毫米）尺寸紙張



(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.