

**Notice for Collection of Electors' Information**  
**2019 Yuen Long District Council By-election**

After submission of the nomination form, each candidate may request the following two items of electors' information:-

- (1) a set of "Candidate Mailing Label System" DVD and its User Guide; and/or
- (2) a set of mailing labels of registered electors for the relevant constituency on either a "household" or an "individual" basis (**excluding electors who have provided their e-mail addresses (except those in the custody of the Correctional Services Department), and those who have requested no election mail**) (size of each label is 102mm (L) x 36mm (W)).

To avoid wastage of resources, the candidate should carefully consider his/her publicity plan before requesting the above item(s). Upon confirmation of the item(s) requested, the candidate or the election agent is required to return the completed reply slip of "Notice for Collection of Electors' Information" together with the "Undertaking on the Use of Electors' Information" (see attachment) to the Returning Officer.

Upon receipt of the duly completed reply slip and undertaking, the requested item(s) will be available for collection in 5 working days at the Returning Officer's office.

**Environmentally-friendly Promotion**

To protect the environment and reduce the consumption of paper and other resources, candidates are encouraged to send the election promotional materials to electors in the following ways as far as possible:

- Please carefully consider the publicity plan and the quantity of promotional mail before requesting the mailing labels;
- Please use mailing labels printed on a 'household' basis (i.e. each label will contain the names of electors (up to five) in the same household. This can save about one third of the mailing labels and the number of letters);
- Please use the information in the "Candidate Mailing Label System" DVD to send electronic election mails to electors who have provided their e-mail addresses in lieu of hard copy;
- To respect the wish of the electors who provided their e-mail addresses to support environmental protection and the wish of the electors who requested no election mail, candidates should consider carefully if it is absolutely necessary to send hard copy of election mails to these electors; and
- To prevent the e-mail containing the election mail from being mis-detected as spam e-mail and blocked by the system, candidates are advised to understand the relevant policies and preventive measures adopted by the relevant e-mail service providers before arranging the sending of election mails to their electors through e-mail in bulk. If necessary, candidates may consider applying to the e-mail service providers for raising the daily sending limit of their e-mail accounts.

Registration and Electoral Office

May 2019

## Reply Slip

To: Chief Electoral Officer

(Fax No: 2554 7065)

Via Returning Officer

### Notice for Collection of Electors' Information 2019 Yuen Long District Council By-election

I would like to obtain (Please ✓ in the appropriate box(es)):

A set of "Candidate Mailing Label System" DVD and its User Guide

Mailing Labels - Registered electors in the relevant constituency on a "household" basis

Mailing Labels - Registered electors in the relevant constituency on an "individual" basis

} **Only one option is allowed**

**(All mailing labels exclude electors who have provided their e-mail addresses (except those in the custody of the Correctional Services Department), and those who have requested no election mail)**

Please notify me by telephone when the above item(s) is/are available for collection.

Signature of Candidate/Election Agent\* : \_\_\_\_\_

Name of the Candidate/Election Agent\* (BLOCK LETTERS) : \_\_\_\_\_

Name of the Candidate (BLOCK LETTERS) : \_\_\_\_\_

Name of Constituency : \_\_\_\_\_

Contact Telephone Number : \_\_\_\_\_

E-mail Address# : \_\_\_\_\_

Date : \_\_\_\_\_

\* Please delete as appropriate.

# The "Candidate Mailing Label System" disc is protected by a password. The Registration and Electoral Office will separately send the user code and the first-time password to you by e-mail.

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### For Returning Officer's use only

The electors' information is available for collection on \_\_\_\_\_ (Date).

The Candidate/Election Agent\* has been informed on \_\_\_\_\_ (Date).

Name of officer  
(BLOCK LETTERS) : \_\_\_\_\_

Signature  
of officer : \_\_\_\_\_

Post : \_\_\_\_\_

Date : \_\_\_\_\_