

2019 Yau Tsim Mong District Council Tai Nan Constituency By-election Summary on Free Postage for Election Mail

1. Conditions for Free Postage for Election Mails

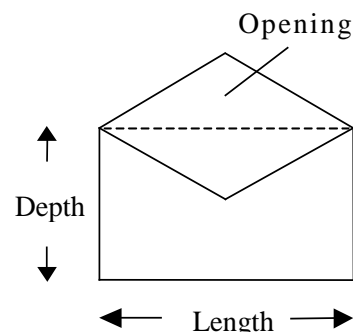
- (i) A candidate who is validly nominated is permitted to post **one** letter to each elector of the constituency free of postage.
- (ii) Specifically, the mail must:
 - (a) be posted in Hong Kong;
 - (b) contain materials relating only to the candidate's candidature at this by-election;
 - (c) not 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.

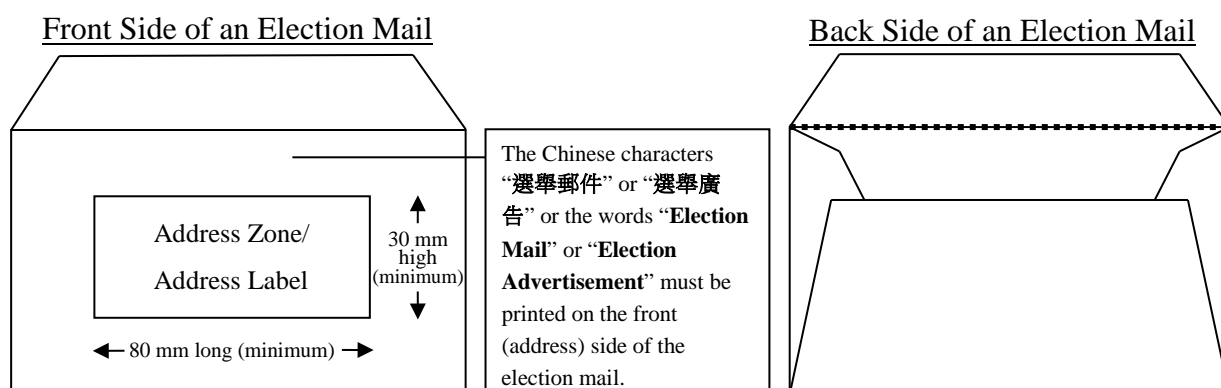
- (iii) Envelopes, folders or lettergrammes having an opening large enough to entrap smaller letters are prohibited. **Unsealed mail** item contained in envelopes with ordinary tuck-in flaps may be used up to the following size limits (section 6.3 of the Post Office Guide):
- Not over 90 mm in depth – 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 (unenvloped 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:



- (vi) 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(s)	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. 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:

- | | | |
|--|----|--|
| (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 nomination(s) in the Gazette, a candidate wishing to exercise his/her right to free postage will 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 above-mentioned notice of valid nomination(s).

3. Posting Arrangements

- (i) Candidates are advised to make their postage-free election mail postings **on or before 18 March 2019(Monday)**. **Please note that mail posted after the above deadline will likely fail to reach the addressees 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 for approval as early as possible before mass production of their election mails so as to allow sufficient time for revising the specimen(s), if necessary.**
- (iii) **At least two clear working days’ notice (excluding Saturday, Sunday and public holiday) must be given to the Manager (Retail Business/Kowloon East) as shown below before the postings are made. Candidates should submit three unsealed specimens of their election mail, together with a “Notice of Posting of Election Mail” [REO/C/17/2019DC(By-E)(SDF] in duplicate, for written approval. (For example, if the candidate wishes to make his/her posting on 18 March 2019 (Monday), the specimens should be submitted on or before 13 March 2019 (Wednesday).)** Specimens of election mails will be processed as soon as practicable, but there is no guarantee that the specimens of election mails will necessarily be approved in two working days immediately after their submission.

Responsible Officer	Address	Telephone/Fax.
Manager (Retail Business/Kowloon East)	G/F, Central Mail Centre, 1 Wang Chin Street, Kowloon Bay	Tel : 2908 0372 Fax: 2868 1442

- (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/18/2019DC(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
Kowloon Central Post Office	G/F, Kowloon Government Offices, 405 Nathan Road, Yau Ma Tei	2928 6246	Monday to Friday: 9:30am – 6pm Saturday: 9:30am – 1pm

- (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/Kowloon East)
G/F, Central Mail Centre, 1 Wang Chin Street, Kowloon Bay
Tel: 2908 0372
Fax: 2868 1442

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

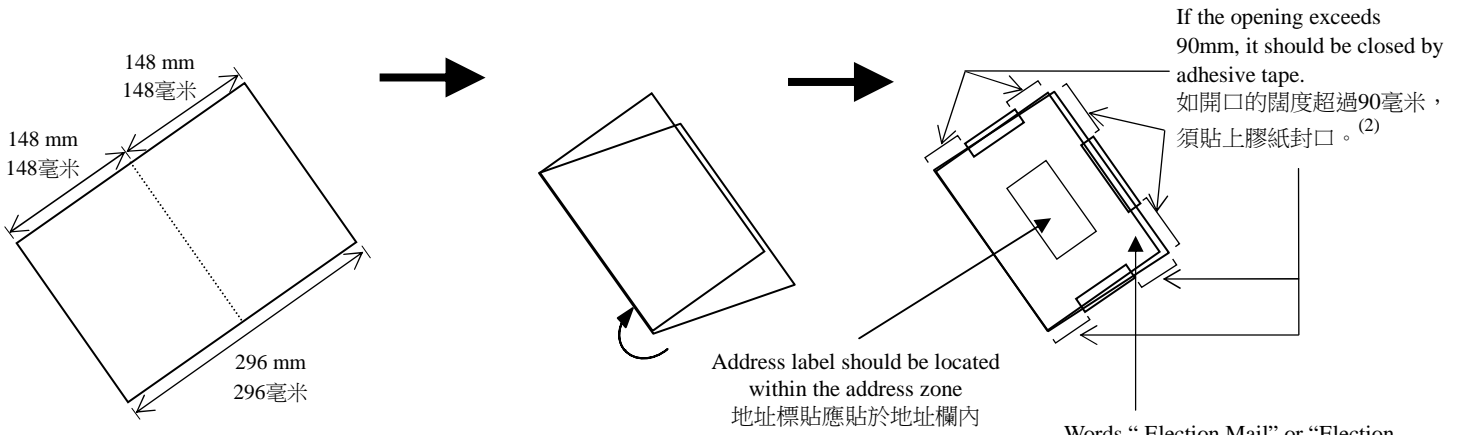


Figure 2 : Folder of A4 (296mm) size with 2 folds
圖示二：兩摺的A4（296毫米）尺寸紙張

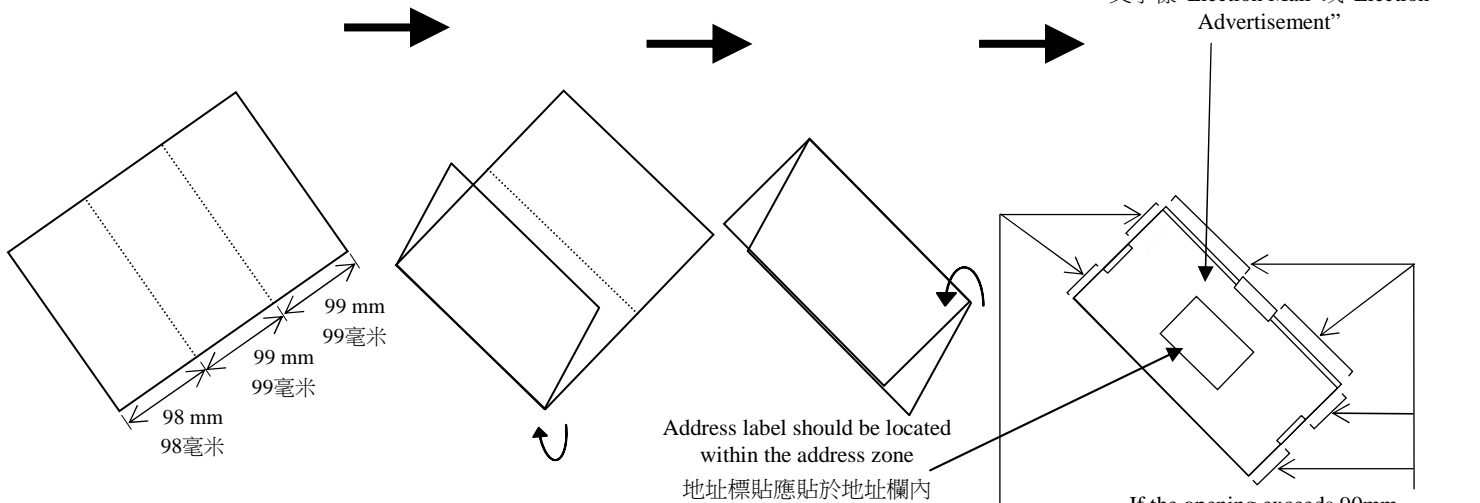
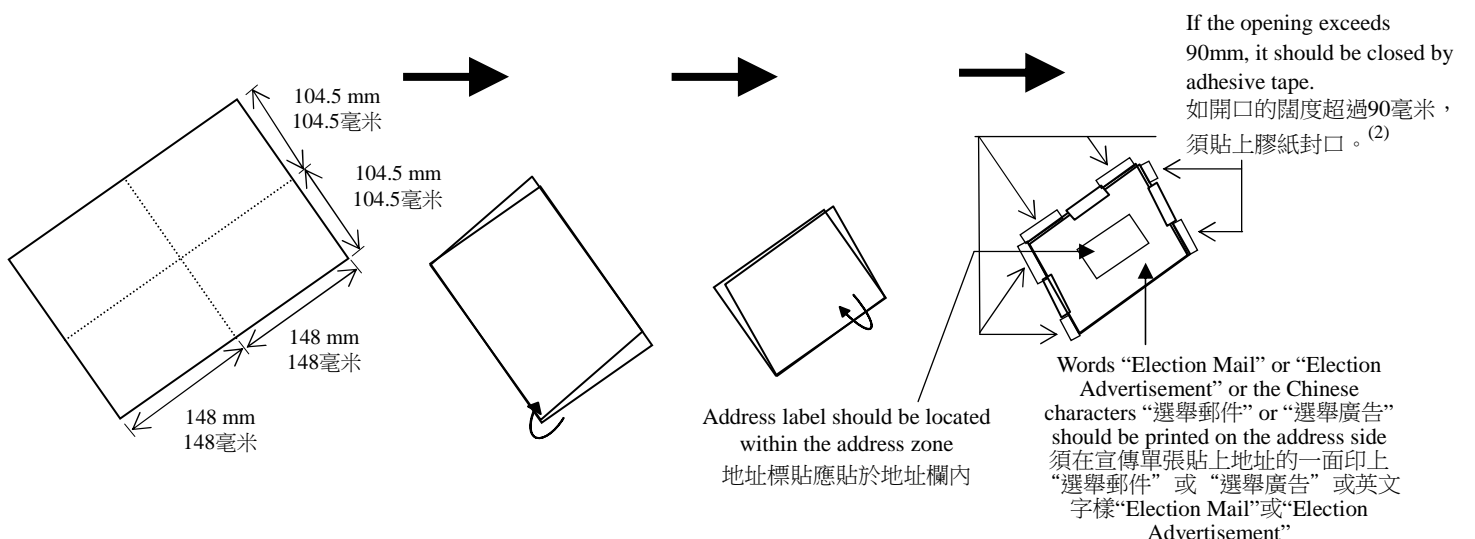


Figure 3 : Folder of A4 (296mm) size with 2 folds
圖示三：兩摺的A4（296毫米）尺寸紙張



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

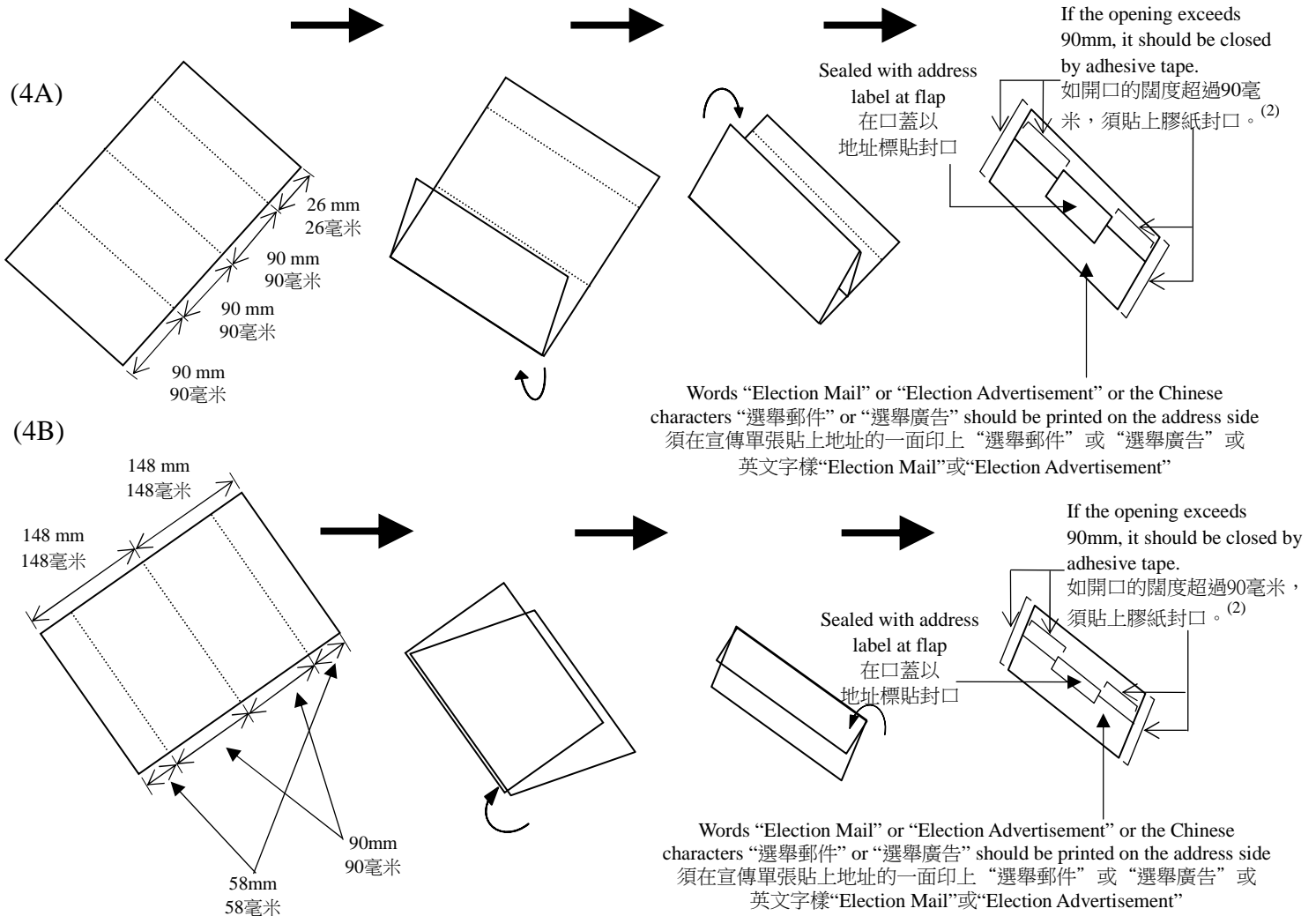
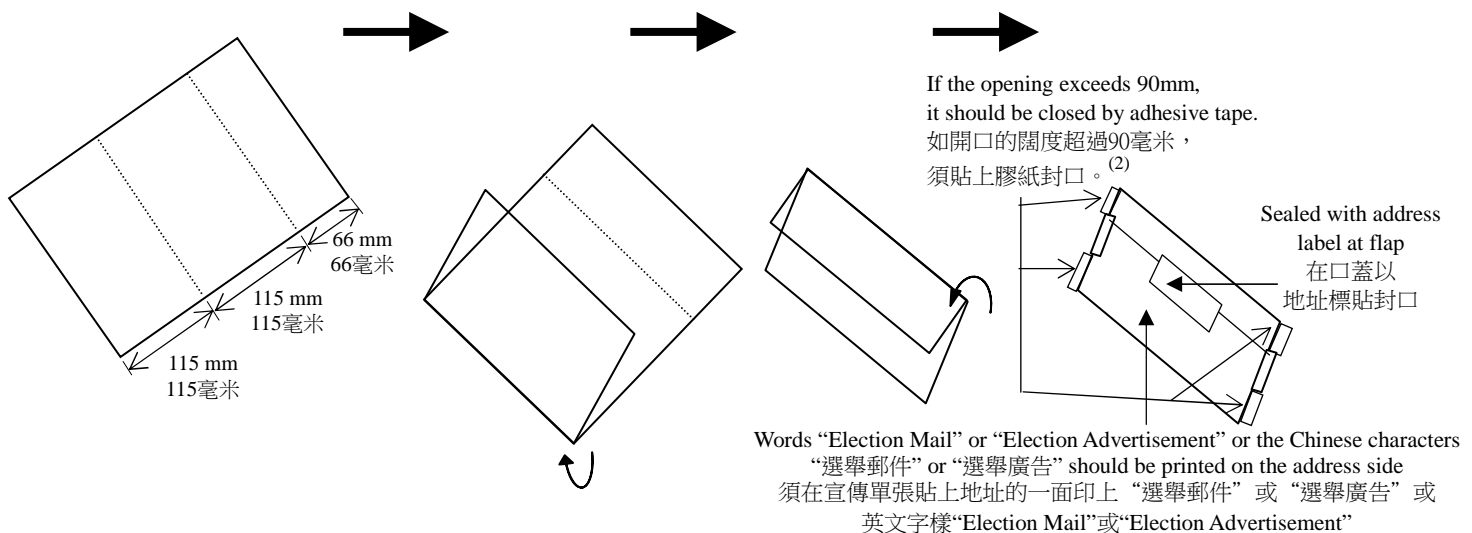


Figure 5 : Folder of A4 (296mm) size sealed with address label
圖示五：以地址標貼封口的A4（296毫米）尺寸紙張



(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.