

Notice for Collection of Electors' Information
2019 District Council Ordinary Election

Date of election: 24 November 2019

After submission of the nomination form, each candidate may collect the following two items of electors' information in respect of the constituency that he/she contests in:-

- (1) a set of "Candidate Mailing Label System" DVD and the relevant 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 receipt of 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 your 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)¹;
- Please use the information in the "Candidate Mailing Label System" DVD to send electronic election mail to electors who have provided their e-mail addresses in lieu of hard copy^{2,3}; and
- 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 mail to these electors.

Registration and Electoral Office

October 2019

¹ When there are more than one elector's name on the mailing label on "household" basis, if some of them has/have moved out but yet to report the change of address to the Registration and Electoral Office, the candidate's election mail cannot be delivered to the electors concerned.

² 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.

³ Candidates are encouraged to provide in the electronic election mail a means / option for electors not to receive further promotional e-mails. After sending out your e-mail, if you receive an elector's indication that he/she does not wish to receive further promotional e-mail, please respect his/her wish to avoid causing nuisance.

Reply Slip

To: Chief Electoral Officer
(Fax No: 2554 7065)
Via Returning Officer

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

- A set of "Candidate Mailing Label System" DVD and the relevant User Guide
- Mailing Labels - Registered electors for the relevant constituency on a "household" basis
- Mailing Labels - Registered electors for 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 receipt of 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" DVD is protected by a password. The Registration and Electoral Office will send the user code and the initial password to you by a separate e-mail.

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 : _____