

Notice for Collection of Electors' Information
2023 District Council Ordinary Election

Date of election: 10 December 2023

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" USB flash drives and its User Guide; and/or
- (2) a set of mailing labels of electors for the relevant District Committees constituency or District Council geographical constituency (mailing labels of electors of a District Council geographical constituency are on either a "household" or an "individual" basis) **(excluding electors who have provided their email addresses (except those in the custody of the Correctional Services Department), and those who have requested not to receive election mail)** (size of each label is 102mm (L) × 36mm (W)).

To avoid wastage of resources, candidates should carefully consider their 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" by email (email address: cmls@reo.gov.hk), facsimile transmission (fax no.: 2554 7065) or by post (address: 8/F, Millennium City 6, 392 Kwun Tong Road, Kwun Tong, Kowloon) to the Registration and Electoral Office.

Upon receipt of the duly completed reply slip and undertaking, we will contact the candidate or his/her election agent by telephone within two working days to confirm receipt of the relevant documents. When the requested item(s) is/are available and the candidate has been decided as validly nominated, we will inform the candidate or his/her election agent by telephone to collect the item(s) at the Registration and Electoral Office at Unit 1502, 15/F, Millennium City 6, 392 Kwun Tong Road, Kwun Tong, Kowloon.

Environmentally-friendly Promotion

To protect the environment and reduce the consumption of paper and other resources, we encourage candidates 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 of District Council geographical constituency 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" to send electronic election mail to electors who have provided their email addresses in lieu of hard copy; and
- To respect the wish of the electors who have provided their email addresses to support environmental protection and the wish of the electors who have requested not to receive election mail, candidates should consider carefully if it is absolutely necessary to send hard copy of election mail to these electors.

**Points to note
when using
email to send
election mail
to electors**

- ❖ To prevent the email containing the election mail from being mis-detected as spam email and blocked by the email system, candidates are advised to understand the sending limit for mass email adopted by the relevant email service providers before arranging the sending of election mail to their electors through email in bulk. If necessary, candidates may consider first applying to the email service providers for raising the daily sending limit of their email accounts.
- ❖ We encourage candidates to provide in the electronic election mail a means or option for electors to stop receiving further promotional email. After sending out your email, if you receive an elector's indication that he/she does not wish to receive further promotional email, please respect his/her wish to avoid causing nuisance.

Registration and Electoral Office
October 2023

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 elector(s) concerned.

Reply Slip

**Please SUBMIT WITH
Undertaking on the Use
of Electors' Information**

To: Chief Electoral Officer

(Email address: cmls@reo.gov.hk) / (Fax No: 2554 7065)

(Address: 8/F, Millennium City 6, 392 Kwun Tong Road, Kwun Tong, Kowloon)

Notice for Collection of Electors' Information 2023 District Council Ordinary Election

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

- A set of "Candidate Mailing Label System" USB flash drives and its User Guide
- Mailing Labels - A set of electors for the relevant District Committees constituency
- Mailing Labels - A set of electors for the relevant District Council geographical constituency on a "household" basis
- Mailing Labels - A set of electors for the relevant District Council geographical constituency on an "individual" basis

} **Only one
option is
allowed**

(All mailing labels exclude electors who have provided their email addresses (except those in the custody of the Correctional Services Department), and those who have requested not to receive 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 (BLOCK LETTERS) : _____

Name of the Election Agent (BLOCK LETTERS)
(if applicable) : _____

Name of District Council : _____

Name of Constituency : _____

Contact Telephone Number of the Candidate/Election Agent* : _____

Email Address#: _____

Date: _____

* Please delete as appropriate.

The "Candidate Mailing Label System" USB flash drives are protected by a password. The Registration and Electoral Office will separately send the password to the candidate / election agent by email.

For the Registration and Electoral Office's use only

Reference no:

-

Date & Time of
Receipt

:

/ / 2023

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: _____

Personal Information Collection Statement

Please note the following with regard to the personal data supplied in connection with the Notice for Collection of Electors' Information ("Notice") –

(a) **Purpose of Collection**

The personal data and other relevant information provided in connection with this Notice will be used by the Electoral Affairs Commission, the Registration and Electoral Office, the Returning Officer for the relevant constituency, and other related government departments for election-related purposes.

(b) **Transfer of Information**

The personal data and other relevant information provided in connection with this Notice may be provided to other authorized departments or persons, including but not limited to the law courts for election-related purposes.

(c) **Access to Personal Data**

Any person has the rights to request access to and correction of the personal data he/she provided in this Notice in accordance with the provisions of the Personal Data (Privacy) Ordinance (Cap. 486).

(d) **Enquiry**

Enquiries concerning the personal data collected by means of this Notice (including request for access and correction of personal data) should be addressed to the Chief Electoral Officer (Address: 8th Floor, Treasury Building, 3 Tonkin Street West, Cheung Sha Wan, Kowloon).