

**Election Committee Subsector Elections
Action Checklist for Candidates**

<u>Time</u>	<u>Action</u>
Before and during Nomination Period	<p>1. Obtain the following from the Returning Officer (“RO”), any District Office (“DO”) of the Home Affairs Department or the Registration and Electoral Office (“REO”):</p> <p>(a) Nomination Form;</p> <p>(b) grid paper for the production of the “Introduction to Candidates” and the “Guide on Completion of Grid Paper”; and</p> <p>(c) the form of “Intention to Display Election Advertisements at Designated Spots”.</p>
During Nomination Period	<p>2. Except where the Chief Electoral Officer (“CEO”) authorises otherwise, hand in the following to the RO by the candidate in person <u>before the end of the Nomination Period</u>:</p> <p>(a) the duly completed Nomination Form; and</p> <p>(b) an election deposit of \$1,000 in cash or by cashier order or crossed cheque made payable to “The Government of the Hong Kong Special Administrative Region”.</p>

In order to avoid the risk of invalidation of the nomination due to dishonoured cheques, candidates should submit the election deposit in cash or cashier order as far as practicable.

3. Apply to Hongkong Post for written approval of the election mail specimens for free postage. Candidates should:
 - (a) carefully study the requirements governing free postage for election mail before deciding on the contents of their election mail and seek advice from Hongkong Post relating to the postal requirements and from the REO on other matters as appropriate if in doubt; and
 - (b) make every effort to submit their election mail specimens to Hongkong Post for written approval as early as possible to allow sufficient time for revising the contents of their election mail specimens when necessary.

4. Obtain from the RO a Candidate Folder containing various forms and reference materials for use by candidate.

5. Lodge with the RO a “Notice of Withdrawal of Candidature” if the candidate wishes to withdraw his/her candidature.

- Any time before, during or after handing in Nomination Form 6.
 - (a) Ensure that all printed election advertisements (“EAs”), except for the category exempted, contain the name and address of the printer, date of printing and the number of copies printed.
 - (b) Ensure that all prior written consent of support or permission/authorisation have been obtained before the publication of EAs and lodged with the RO (or CEO if RO has not yet been appointed), if applicable.

- (c) (i) Candidates who choose to post the electronic copy of the EAs and relevant information/documents onto the open platform maintained by the candidate(s) or a person authorised by the candidate(s) (“Candidate’s Platform”) for public inspection, should provide the CEO with the **electronic address** of the platform **at least 3 working days** (i.e. any day other than a general holiday or Saturday) **before the publication of the first EA.** The Candidate’s Platform, as well as the attachments uploaded, should be maintained and kept by the candidate(s) till the end of the period during which copies of the “Return and Declaration of Election Expenses and Election Donations” (hereafter referred to as “election return”) are available for public inspection under section 41 of the Elections (Corrupt and Illegal Conduct) Ordinance (Cap 554) (“ECICO”).
- (ii) Candidates who choose to post the electronic copy of the EAs and relevant information/documents onto the open platform maintained by the CEO or a person authorised by the CEO (“Central Platform”) for public inspection, should submit to the CEO the “Application for Creating an Account of the Central Platform and Undertaking in respect of the Terms and Conditions in Using the Central Platform for Candidates”.

The CEO will provide each candidate with a username and two sets of passwords **within 3 working days** upon receipt of the duly completed application and undertaking.

- (d) Make available a copy of each of the EAs and relevant information/documents, including publication information, permission/consent of support in relation to the EAs, for public inspection **within 1 working day** after publication of the EA by:
- (i) posting an electronic copy of each of his/her EAs and relevant information/documents onto the Central Platform in accordance with the procedures set out in **Appendix 5**;
 - (ii) posting an electronic copy of each of his/her EAs and relevant information/documents onto the Candidate's Platform and providing the CEO with the **electronic address** of the platform **at least 3 working days before the publication of the first EA** (for details, please see **Appendix 5**);
 - (iii) if it is technically impracticable to comply with (i) or (ii) above for EAs published through an open platform on the Internet (for example, when messages are exchanged on social network or communication websites on the Internet, such as Instagram, Twitter, Facebook or blogs in a real-time interactive manner), posting a hyperlink of each of the EAs that is published through the open platform (the hyperlink to the specific EA published should be provided, rather than the hyperlink to the entire election website or dedicated social media page) and the information/documents relevant to the EAs onto the Candidate's Platform or the Central Platform in accordance with the procedures set out in **Appendix 5**;

- (iv) providing 2 hardcopies of each of the EAs (or 2 identical full colour photographs/printouts/photocopies of each EA which cannot be practically or conveniently produced in actual form) and 1 hardcopy of information/documents in relation to the EA to the RO; or
- (v) providing 2 identical copies of a CD-ROM or DVD-ROM each containing the EAs and 1 hardcopy of information/documents in relation to the EA to the RO.

Candidates may make submission as required from time to time. Candidates should keep records of all relevant information/documents and the EAs uploaded onto the Central Platform or lodged with the RO.

- 7. (a) Record all election expenses incurred and all election donations received.
- (b) Keep all original invoices and receipts issued by the goods or service providers for each item of expenditure of \$500 or above.
- (c) Issue a receipt to the donor for any non-anonymous donation of more than \$1,000 and keep a copy of the receipt. (Candidates may use the “Standard Receipt for Election Donations” provided by the REO.)
- (d) Submit to the CEO an “Advance Return and Declaration of Election Donations” when an election donation is received (if required and as appropriate).

Any time before handing 8.
in Nomination Form till
the end of the election
period

Appointment of Election Expense Agent(s):

- (a) Lodge with the RO (or the CEO if the RO has not yet been appointed) “Authorisations to Incur Election Expenses”.
- (b) Each candidate may authorise 1 person or more as the election expense agents to incur election expenses on his/her behalf (at a prescribed amount specified by the candidate). A candidate **may** also authorise his/her election agent as an election expense agent. These agents can only incur election expenses upon authorisation by the candidate. It is important to note that the authorisation is not effective until it has been received by the RO or the CEO (if the RO has not yet been appointed).
- (c) An election expense agent must be a person who has attained the age of 18 years.

Any time after handing 9.
in Nomination Form

Appointment of Election Agent:

- (a) Lodge with the RO a “Notice of Appointment of Election Agent”.
- (b) Each candidate can only appoint 1 election agent. An election agent has the authority to handle all affairs a candidate is authorised to handle under the Electoral Affairs Commission (Electoral Procedure) (Election Committee) Regulation (Cap 541I) for the purposes of the election, **except**:
 - (i) to sign the nomination form or make any declaration required in relation to a candidate’s nomination;
 - (ii) to withdraw the candidate’s candidature;

- (iii) to incur election expenses (unless he/she has been so authorised by the candidate);
- (iv) to authorise a person as an election expense agent to incur election expenses; and
- (v) to be present at a dedicated polling station situated in a maximum security prison.

(c) An election agent must be a holder of the Hong Kong Identity Card and has attained the age of 18 years.

Any time after handing 10.
in Nomination Form, but
before the end of the
Nomination Period

- (a) If a candidate wishes to have his/her photograph and electoral message printed in the “Introduction to Candidates”, he/she should:
 - (i) lodge with the RO a duly completed grid paper affixed with a colour photograph of the candidate which must be in a specified size and taken within the last 6 months; and
 - (ii) provide 2 additional copies of the photograph identical to the one affixed to the grid paper with the candidate’s name label affixed on the back.

(If a candidate does not submit the grid paper, the “Introduction to Candidates” will only show his/her name and candidate number, with the sentence “Relevant information has not been provided by the candidate” printed in the space provided for the electoral message.)

- (b) Lodge with the RO the form “Intention to Display Election Advertisements at Designated Spots”.
- Any time after handing in Nomination Form, but not later than 3 weeks before the polling day
11. Make a request to the CEO for the provision of 1 set of mailing labels in respect of voters’ address and/or a USB flash drive containing information of voters in the subsector in the Candidate Mailing Label System (“CMLS”). (Candidates or their election agents are required to sign the “Undertaking on the Use of Voters’ Information” when making the request.)
- (Note: Relevant information will be provided to validly nominated candidates. To protect the environment and respect the preferences of the voters, the CEO will not provide mailing labels in respect of voters who have provided their email addresses for receiving election mail and who have indicated that they do not wish to receive any election mail.)
- Any time after handing in Nomination Form, but at least 7 days before polling day
12. Lodge with the CEO the “Notice of Appointment of Polling Agents for a Polling Station not Situated in a Penal Institution” by hand, by post, by electronic mail or by facsimile transmission.
13. Lodge with the RO the “Notice of Appointment of Counting Agents” by hand, by post, by electronic mail or by facsimile transmission.
14. Lodge with the CEO the “Notice of Appointment of Polling Agent for a Dedicated Polling Station Situated in a Penal Institution (other than a Maximum Security Prison) and Application for Consent to the Presence of Election Agent/Polling Agent in a Dedicated Polling Station Situated in a Penal Institution (other than a Maximum Security Prison)” to seek consent from the Commissioner of Correctional Services to the presence of an election agent or a polling agent at a dedicated polling station situated in a penal institution (other than a maximum security prison).

(Note: (a) No consent will be given to the presence of an election agent at a dedicated polling station situated in a penal institution (other than a maximum security prison) if a polling agent has been appointed for that polling station. Similarly, if consent has been given by the Commissioner of Correctional Services to the presence of an election agent at a dedicated polling station situated in a penal institution, no polling agent may be appointed for that polling station.

(b) No polling agent may be appointed nor may election agent be present at a dedicated polling station situated in a maximum security prison.)

After the end of the
Nomination Period

15. Receive from the RO the notification on the validity of the candidate's nomination (which will also be sent to every other validly nominated candidate of the same subsector, if any).
16. Attend the lots drawing session held by the RO to determine the candidate numbers and the designated spots allocated for the display of EAs, and collect from the RO the following:
 - (a) location maps and layout plans of the polling and counting station; and
 - (b) name badges for candidates and their agents.
17. Attend the briefing session for candidates.

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| | 18. | Receive from the RO a copy of the permission/authorisation for the display of EAs at designated spots allocated to the candidate (except for uncontested candidates who will not be allocated with designated spots). |
| Within 5 days after the end of the Nomination Period | 19. | Receive from the RO information about the election agents appointed by other candidates of the same subsector. |
| Around 28 days after the end of the Nomination Period | 20. | Before the deadline specified by the REO, send the completed e-form of the text version of “Introduction to Candidates” (available on website) by e-mail to e-intro_to_can@reo.gov.hk for uploading onto the dedicated election website.

(If a candidate fails to submit the electronic file by the said deadline, his/her “Introduction to Candidates” will only include his/her name and candidate number, with the sentence “Relevant information has not been provided by the candidate” printed in the appropriate space.) |
| Not later than 10 days before the polling day | 21. | Receive notification from the RO of the time and place for the counting of votes. |
| Not later than 7 days before the polling day | 22. | Receive from the RO information regarding the delineation of the no canvassing zones and no staying zones for the polling stations (including the dedicated polling stations). |
| During the week before the polling day | 23. | Lodge with the CEO the “Notice of Appointment of Polling Agent for a Dedicated Polling Station Situated in a Penal Institution (other than a Maximum Security Prison) and Application for Consent to the Presence of Election Agent/Polling Agent in a Dedicated Polling Station Situated in a Penal Institution (other than a Maximum Security Prison)” only when – |

- (a) during the week before the polling day, a voter/authorised representative imprisoned or held in custody who is entitled to vote for the relevant subsector at the aforesaid dedicated polling station situated in a penal institution is admitted or transferred to the penal institution; and
- (b) the application is lodged without undue delay after the admission or transfer.

At least 2 clear working days before posting postage-free election mail

24. Notify Hongkong Post of the date of free postage of election mail and the intention to post joint election mail (if applicable) by submitting the “Notice of Posting of Election Mail” (in duplicate), and submit 3 specimens of unsealed election mail to the designated manager(s) of Hongkong Post for inspection and approval.

Send postage-free election mail before the posting deadline as specified by Hongkong Post

25. Post the postage-free election mail and present to Hongkong Post the “Declaration for Posting of Election Mail” (in duplicate). Furnish a copy of the election mail to the designated manager(s) of Hongkong Post for record purpose. The election mail must comply with the requirements specified in this Guidelines on Election-related Activities and the “Summary on Sending of Postage-free Election Mail”.

(Note: Election mail sent after the posting deadline may fail to reach the voters before the polling day.)

Before entering the polling/counting station

26. Complete the “Declaration of Secrecy” (a declaration of secrecy should be made by all candidates, their election agents, polling agents and counting agents).

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| Any time before the polling day | 27. Lodge with the CEO or RO, as the case may be, the “Notice of Revocation of Appointment of Agent”, if any, by hand, by post, by electronic mail or by facsimile transmission. |
| On the polling day | 28. Attend and observe the poll and the count if so wishes, bringing along the “Declaration of Secrecy”. |
| | 29. If the “Notice of Appointment of Polling Agents for a Polling Station not Situated in a Penal Institution” and “Notice of Revocation of Appointment of Agent” are not submitted in manners specified in paras. 12 and 27 respectively, candidates or their election agents should lodge such notices with the relevant Presiding Officers (“PRO”) (except for the PROs at dedicated polling stations situated in penal institutions) in person. |
| | 30. If it is necessary to revoke the appointment of a polling agent for a dedicated polling station situated in a penal institution but the “Notice of Revocation of Appointment of Agent” is not lodged in manners specified in para. 27, the notice must be delivered to the CEO by hand, by electronic mail or by facsimile transmission. |
| | 31. If the “Notice of Appointment of Counting Agents” and the “Notice of Revocation of Appointment of Agent” are not lodged in manners specified in paras. 13 and 27 respectively, candidates or their election agents must deliver the notices to the relevant RO in person. |
| Within 3 working days after the polling day | 32. Post the corrected EA particulars onto the Candidate’s Platform or the Central Platform and place them next to the original version, together with the date of correction; or submit the “Notification of Corrected Information in relation to Election Advertisements” to the RO. |

- Within 10 days after the polling day 33. Remove all EAs on display on government land/property.
- Within 2 weeks after the polling day 34. Destroy the USB flash drives containing the CMLS, unused mailing labels (if any), and all voters' information copied (candidates are advised to use a data erasure software to erase the information completely), **and** return the reply slip on "Confirmation of Destruction of USB Flash Drives Containing the CMLS and the Relevant Voters' Information" to the REO.
- 7 days before the publication of the final register of the Election Committee 35. Submit the duly signed written Election Committee Oath to the Electoral Registration Officer.
- Before the statutory deadline for the submission of election returns as required under section 37 of the ECICO 36. (a) Lodge with the CEO an election return setting out all election expenses incurred by the candidate and the election expense agents on his/her behalf and all election donations received by or on behalf of the candidate.
- (The REO will issue letters to inform candidates of the deadline for lodging election returns)
- Candidates are required to submit an election return even if no election expenses have been incurred or no election donation has been received.***

- (b) As required under section 37 of the ECICO, candidate should ensure that the election return is accompanied by invoices and receipts for each election expense of \$500 or more, copies of standard receipts issued to donors for each election donation of more than \$1,000 in value, and copies of receipts issued by charitable institutions or trusts of a public character for the collection of any unspent election donations, anonymous donations of more than \$1,000 in value and election donations exceeding the limit of election expenses (see Chapter 16 of the Guidelines for details).

- (c) Candidates must make a declaration/supplementary declaration(s) verifying the contents of the election return before a Commissioner for Oaths (at DOs), or a Justice of the Peace or solicitor holding a practising certificate.

- (d) Any candidate who is unable/fails to lodge the election return before the deadline may apply to the Court of First Instance (“CFI”) for an order allowing him/her to lodge the election return within an extended period as specified by the CFI.

- (e) Any candidate who has submitted an election return and wishes to make amendments to the election return before the deadline may lodge with the CEO before the deadline a supplementary declaration stating the amendments and the relevant supporting documents (e.g. receipts) as appropriate.

- (f) Any candidate who wishes to correct any error or false statement in his/her election return (including any document accompanying his/her election return) after the deadline must apply to the CFI for an order allowing him/her to do so. Nevertheless, if the aggregate value of the error or false statement in the election return does not exceed the prescribed relief limit for Election Committee subsector elections as stipulated in section 37A of the ECICO, the candidate may, upon receipt of notification from the CEO of the error and/or false statement in the election return, rectify the error or false statement in the election return within a specified period in accordance with the simplified relief arrangement for minor errors or false statements in section 37A of the ECICO (see paras. 16.35 to 16.40 of the Guidelines).

- Until the end of the period for which copies of election returns are available for public inspection under section 41 of the ECICO
37. Maintain the Candidate's Platform for public inspection of the EAs and relevant information/documents. If the hyperlink of a website on which an EA is published has been uploaded onto the Central Platform, candidates should ensure that the hyperlink is valid and the relevant website continues to operate.

Note:

Most of the forms mentioned in this checklist can be downloaded from the REO website at <https://www.reo.gov.hk>.

(This “Action Checklist for Candidates” is for general reference only. Candidates are advised to refer to the “Action Checklist for Candidates” included in the Candidate Folder for the respective Election Committee subsector ordinary elections/by-election(s).)

[Amended in January 2010, October 2011, September 2016 and July 2021]