

2018 Legislative Council Kowloon West Geographical Constituency By-election Summary on Free Postage for Election Mail

Date of By-election: 25 November 2018

1. Conditions for Free Postage for Election Mail

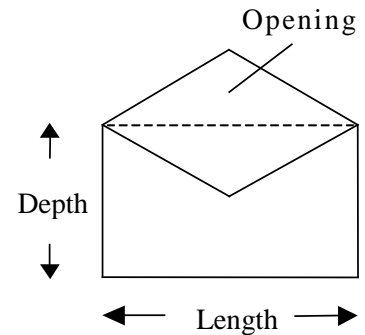
- (i) A list of candidate for a Geographical Constituency who is validly nominated is permitted to post **one** letter to each elector of the constituency for which the list is nominated free of postage.
- (ii) Specifically, the mail must:
 - (a) be posted in Hong Kong;
 - (b) contain materials relating only to the candidature of the candidate on the list, and in the case of joint election mail, also contain materials relating only to the candidature of the other list(s) of candidate set out in the “Notice of Posting of Election Mail”, 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 Legislative Council Election”. Hence, election mail 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(s) has/have the support of the person or organisation concerned, the candidate(s) 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(s) 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(s) 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 Mail

- (i) The letter may take the form of envelope, lettergramme, card or folder. Items in roll form or enclosed in plastic wrappers **will not be accepted**. 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.

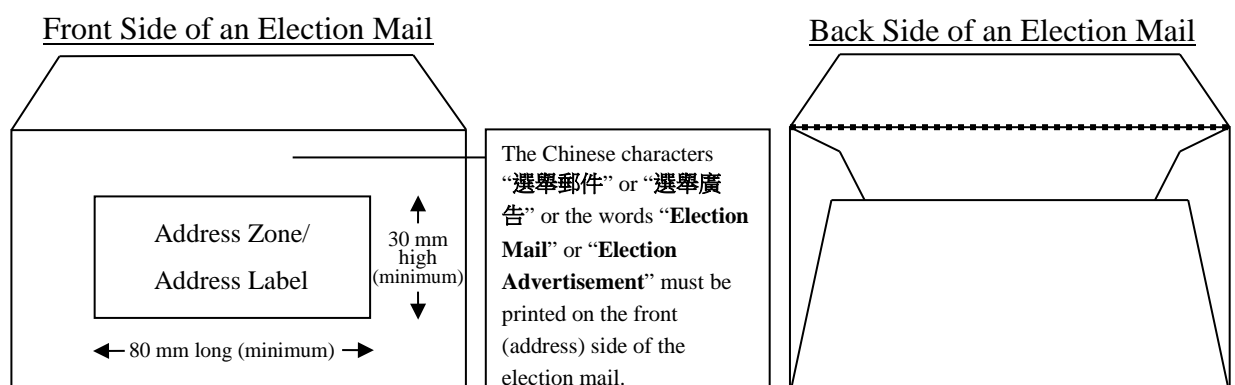
- (iii) Envelopes, folders or lettergrammes having an opening large enough to entrap smaller letters are prohibited. **Unsealed mail** item contained in envelopes with ordinary tuck-in flaps may be used up to the following size limits (section 6.3 of the Post Office Guide):
- Not over 90 mm in depth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



- (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 election mail should be made up in bundles of 50 or 100 each for easy counting. All election mail 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. To facilitate handling of huge volume of mail within a tight time schedule, candidates must sort the election mail according to the District Council Constituency Areas as specified in Appendix III when making postings.
- (vi) When handing in the specimens of election mail, candidates must select one of the posting offices (post offices/delivery offices) as set out in the “List of Post Offices/Delivery Offices for Election Mail” (Appendix II) where they intend to post their mail. With each mail post at the designated post office/delivery office, the candidate or his/her election agent must present a signed “Declaration for Posting of Election Mail” [REO/C/18(GC)/2018LC(By-E)(SF)] **in duplicate**.

If a candidate or election agent posts the mail in more than one batch, the same declaration form must be presented at the same post office/delivery office on each occasion.

- (vii) When posting the mail, candidates should provide the manager(s) of the designated post offices/delivery offices with a copy of the election mail for record purpose.
 - (viii) **Please note that under section 101A(3)(a) & (b) of the Electoral Affairs Commission (Electoral Procedure) (Legislative Council) Regulation (Cap. 541D), a list of candidate sending postage-free mail 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 officers concerned as listed in Appendix II.

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

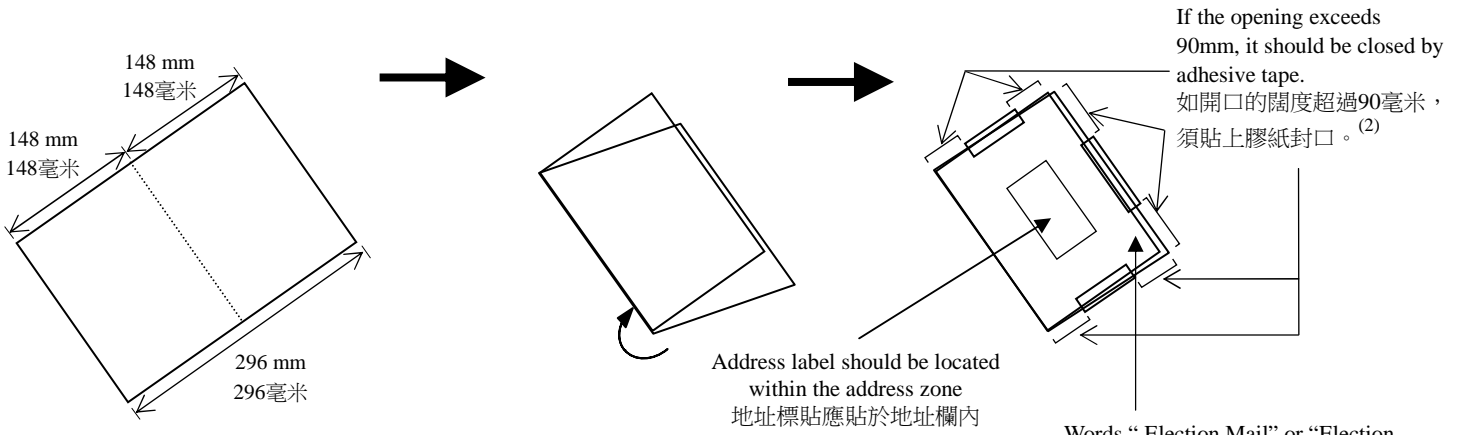


Figure 2 : Folder of A4 (296mm) size with 2 folds
圖示二：兩摺的A4（296毫米）尺寸紙張

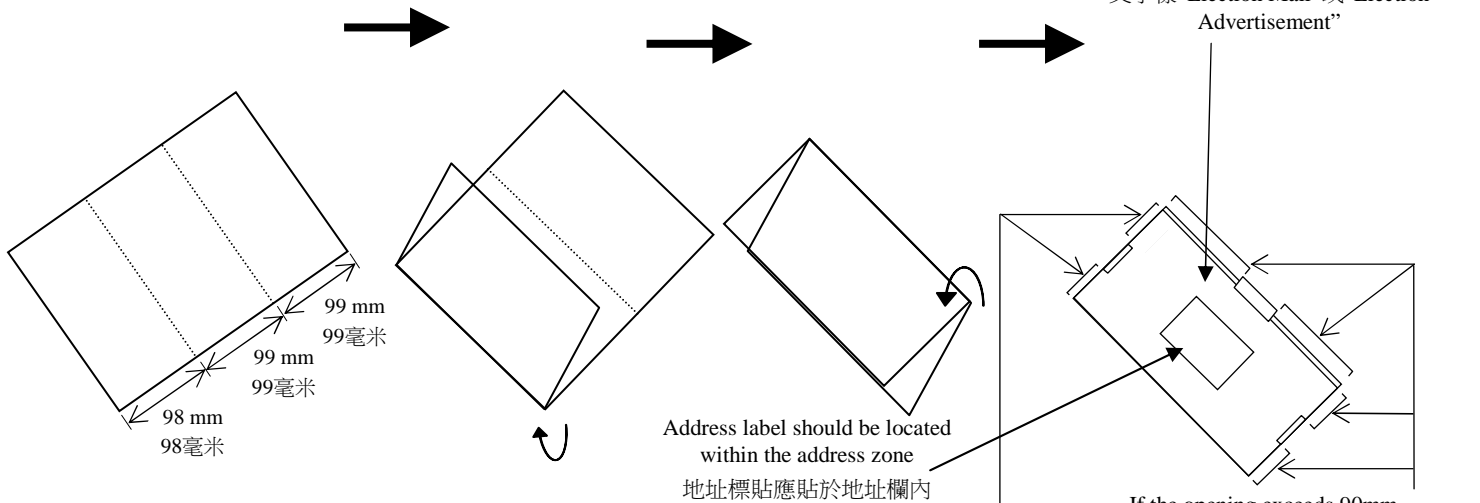
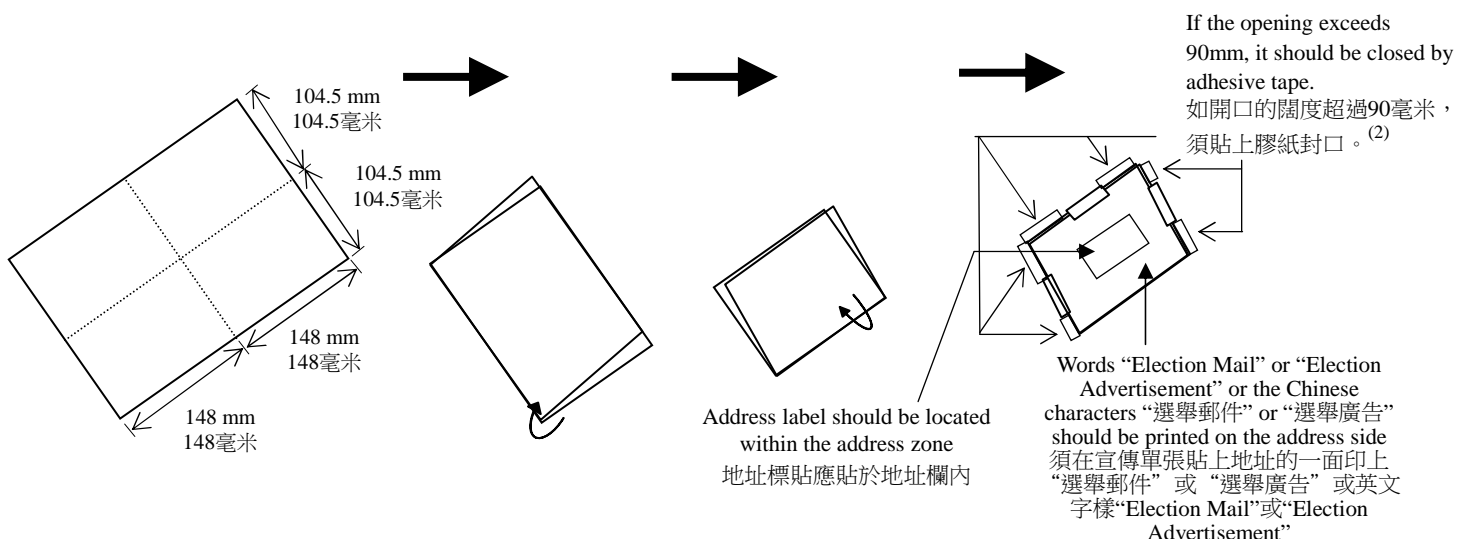


Figure 3 : Folder of A4 (296mm) size with 2 folds
圖示三：兩摺的A4（296毫米）尺寸紙張



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

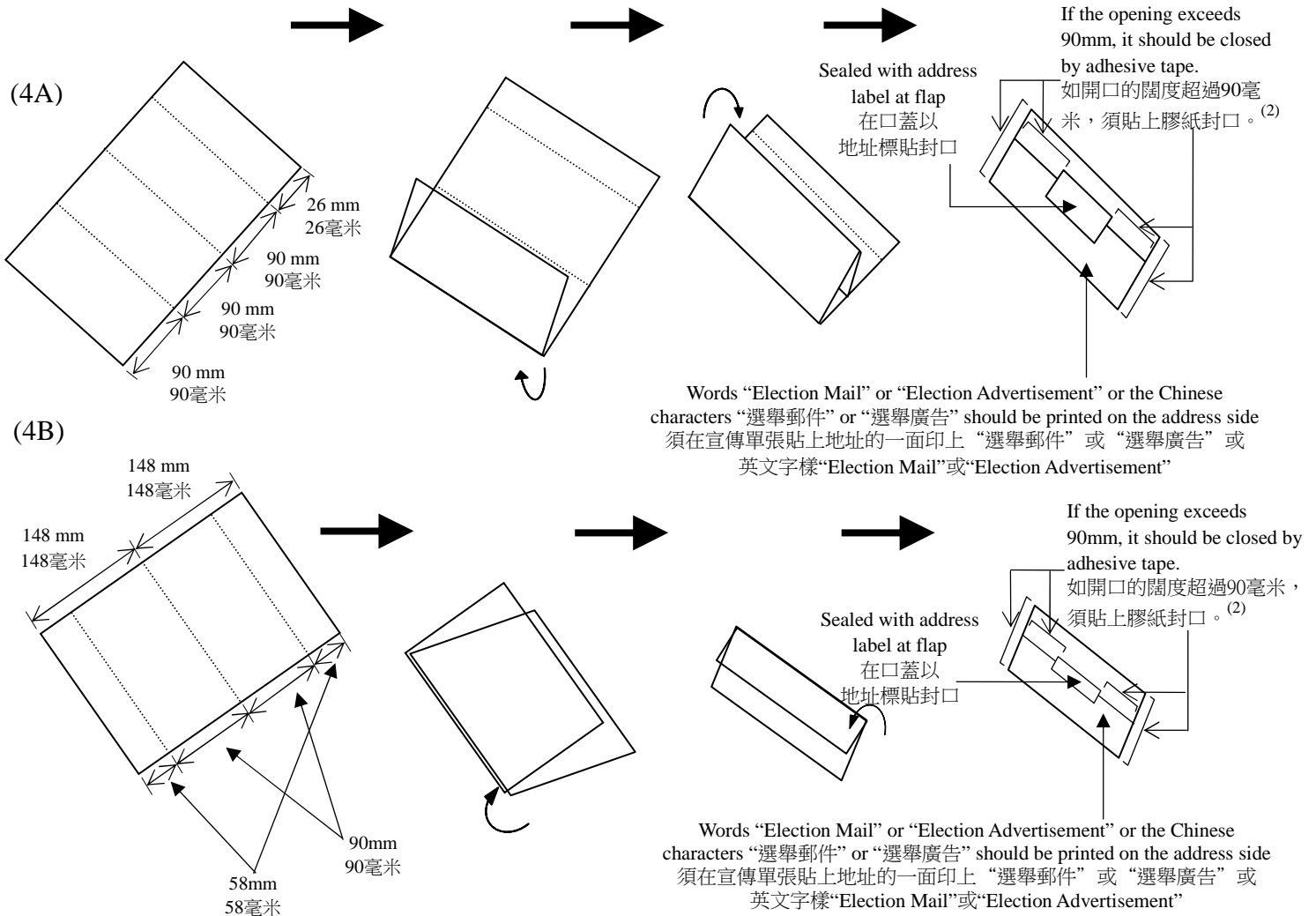
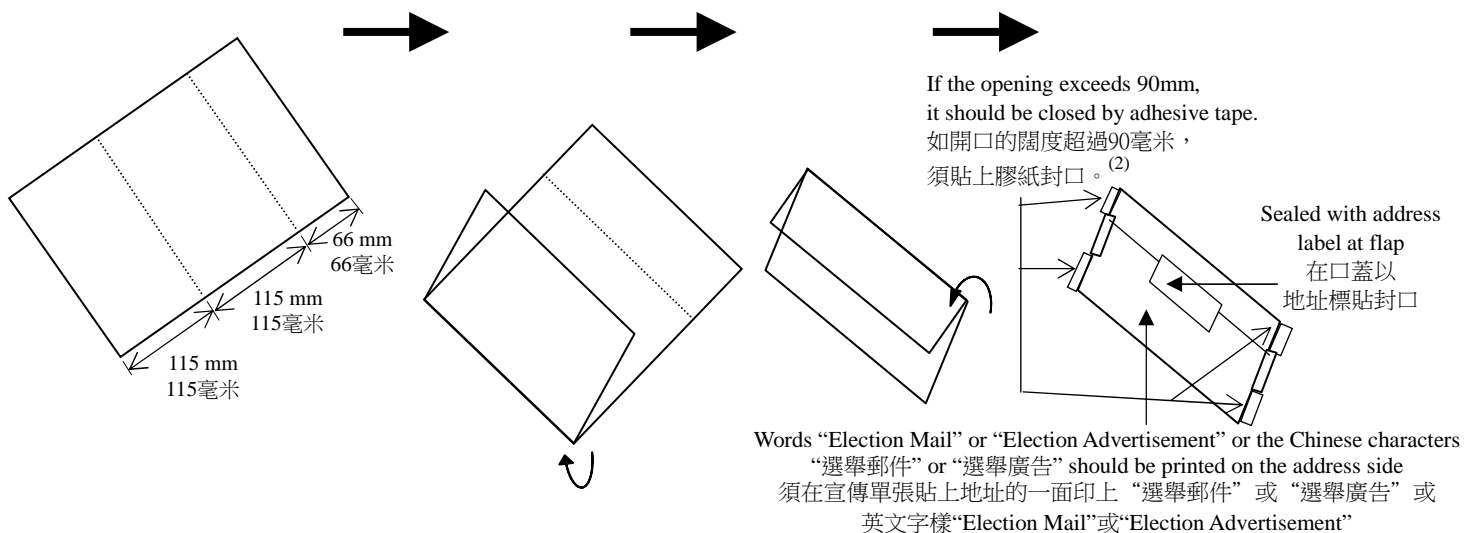


Figure 5 : Folder of A4 (296mm) size sealed with address label
圖示五：以地址標貼封口的A4（296毫米）尺寸紙張



(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.

2018 年立法會九龍西地方選區補選
2018 Legislative Council Kowloon West Geographical Constituency By-election
投寄選舉郵件郵政局/派遞局一覽表
List of Post Offices / Delivery Offices for Election Mail

1. 候選人應於辦公時間（星期六、星期日及公眾假期除外）到以下香港郵政辦事處提交選舉郵件樣本：
 Candidates should submit their specimens of election mail at the following Hongkong Post office during office hours (excluding Saturday, Sunday and public holiday):

負責人 Responsible Officer	地址 Address	辦公時間 Office Hours	電話 Telephone	傳真 Fax
經理（門市業務/九龍東） Manager (Retail Business /Kowloon East)	九龍灣宏展街 1 號中央郵件中心地下 G/F, Central Mail Centre, 1 Wang Chin Street, Kowloon Bay	9am – 5pm	2908 0372	2868 1442

2. 在遞交選舉郵件樣本時，候選人須選定在下列一間香港郵政的投寄局（郵政局/派遞局）投寄：
When handing in the specimens of election mail, candidates must select **one** of the following posting offices (Post Office/Delivery Office) of Hongkong Post where they intend to post their mail:

- 投寄時間：由提名期開始（即 2018 年 10 月 2 日開始）的辦公時間（星期日及公眾假期除外）
Posting period: During office hours starting from Nomination Period (i.e. Starting from 2 October 2018) (excluding Sunday and public holiday)
- 請於香港郵政網頁（www.hongkongpost.hk）查閱各郵政局的辦公時間。
Please refer to Hongkong Post website (www.hongkongpost.hk) for the office hours of post offices.

郵政局/派遞局 Post Office/Delivery Office	地址 Address	電話 Telephone
郵件處理中心 Mail Processing Centre		
中央郵件中心大量郵件投寄櫃位 Bulk Mail Acceptance Counter of Central Mail Centre	九龍灣宏展街 1 號中央郵件中心地下 大量郵件投寄櫃位 Bulk Mail Acceptance Counter, G/F, Central Mail Centre, 1 Wang Chin Street, Kowloon Bay	2908 0025
九龍區 Kowloon		
長沙灣派遞局 Cheung Sha Wan Delivery Office	長沙灣青山道 688 號嘉名工廠大廈地下 G/F, Ka Ming Court, 688 Castle Peak Road, Cheung Sha Wan	2741 3911
九龍中央郵政局 Kowloon Central Post Office	油麻地彌敦道 405 號九龍政府合署地下 G/F, Kowloon Government Offices, 405 Nathan Road, Yau Ma Tei	2928 6246 2928 6247
九龍城派遞局 Kowloon City Delivery Office	九龍城土瓜灣道 82 號至 84 號環凱廣場地下及 1 樓 G/F & 1/F, Brill Plaza, 82-84 Tokwawan Road, Kowloon City	2954 9983 2364 5045
尖沙咀郵政局 Tsim Sha Tsui Post Office	尖沙咀中間道 10 號國際電信大廈地下及 1 樓 G/F & 1/F, Hermes House, 10 Middle Road, Tsim Sha Tsui	2722 5927

2018 年立法會九龍西地方選區補選 — 區議會選區名單
2018 Legislative Council Kowloon West Geographical Constituency
By-election – List of District Council Constituency Areas

地區編號及名稱 District Code & Name	區議會選區代號 District Council Constituency Area Code	區議會選區名稱	Name of District Council Constituency Area
[E] 油尖旺 Yau Tsim Mong	E01	尖沙咀西	Tsim Sha Tsui West
	E02	佐敦南	Jordan South
	E03	佐敦西	Jordan West
	E04	油麻地南	Yau Ma Tei South
	E05	富榮	Charming
	E06	旺角西	Mong Kok West
	E07	富柏	Fu Pak
	E08	奧運	Olympic
	E09	櫻桃	Cherry
	E10	大角咀南	Tai Kok Tsui South
	E11	大角咀北	Tai Kok Tsui North
	E12	大南	Tai Nan
	E13	旺角北	Mong Kok North
	E14	旺角東	Mong Kok East
	E15	旺角南	Mong Kok South
	E16	油麻地北	Yau Ma Tei North
	E17	尖東及京士柏	East Tsim Sha Tsui & King's Park
	E18	尖沙咀中	Tsim Sha Tsui Central
	E19	佐敦北	Jordan North
[F] 深水埗 Sham Shui Po	F01	寶麗	Po Lai
	F02	長沙灣	Cheung Sha Wan
	F03	南昌北	Nam Cheong North
	F04	石硤尾	Shek Kip Mei
	F05	南昌東	Nam Cheong East
	F06	南昌南	Nam Cheong South
	F07	南昌中	Nam Cheong Central
	F08	南昌西	Nam Cheong West
	F09	富昌	Fu Cheong
	F10	麗閣	Lai Kok
	F11	幸福	Fortune
	F12	荔枝角南	Lai Chi Kok South
	F13	美孚南	Mei Foo South
	F14	美孚中	Mei Foo Central
	F15	美孚北	Mei Foo North
	F16	荔枝角中	Lai Chi Kok Central
	F17	荔枝角北	Lai Chi Kok North
	F18	元州及蘇屋	Un Chau & So Uk

地區編號及名稱 District Code & Name	區議會選區代號 District Council Constituency Area Code	區議會選區名稱	Name of District Council Constituency Area
[F] 深水埗 Sham Shui Po	F19	李鄭屋	Lei Cheng Uk
	F20	下白田	Ha Pak Tin
	F21	又一村	Yau Yat Tsuen
	F22	南山、大坑東及大坑西	Nam Shan, Tai Hang Tung & Tai Hang Sai
	F23	龍坪及上白田	Lung Ping & Sheung Pak Tin
[G] 九龍城 Kowloon City	G01	馬頭圍	Ma Tau Wai
	G02	馬坑涌	Ma Hang Chung
	G03	馬頭角	Ma Tau Kok
	G04	樂民	Lok Man
	G05	常樂	Sheung Lok
	G06	何文田	Ho Man Tin
	G07	嘉道理	Kadoorie
	G08	太子	Prince
	G09	九龍塘	Kowloon Tong
	G10	龍城	Lung Shing
	G11	宋皇臺	Sung Wong Toi
	G12	啟德北	Kai Tak North
	G13	啟德南	Kai Tak South
	G14	海心	Hoi Sham
	G15	土瓜灣北	To Kwa Wan North
	G16	土瓜灣南	To Kwa Wan South
	G17	鶴園海逸	Hok Yuen Laguna Verde
	G18	黃埔東	Whampoa East
	G19	黃埔西	Whampoa West
	G20	紅磡灣	Hung Hom Bay
	G21	紅磡	Hung Hom
	G22	家維	Ka Wai
	G23	愛民	Oi Man
	G24	愛俊	Oi Chun