

使用印本形式呈交選舉廣告作公眾查閱須知

Notes on Submission of Election Advertisements in Hardcopies for Public Inspection

為符合在現行的選舉條例下有關公眾查閱的要求，候選人須以選舉管理委員會指明的方式及時間內，即於發布選舉廣告後的一個工作天內，向選舉主任繳存有關選舉廣告的印本及有關的資料／文件，或上載選舉廣告的電子文本到一個由總選舉事務主任所維持的平台（即「中央平台」）或由候選人所維持的公開平台（即「候選人平台」），供公眾查閱。如候選人選擇以印本形式向有關選舉主任呈交選舉廣告作公眾查閱，請細閱《立法會選舉活動指引》第八章及可參考以下常見例子。候選人可於選舉事務處的網頁（<http://www.reo.gov.hk>）下載最新版本的「選舉廣告資料摘要」（REO/C/10/LC(SF)(2016)）及「修正選舉廣告資料摘要通知書」（REO/C/11/LC(SF)(2016)）。

Under the current electoral law, to comply with the public inspection requirement, candidates may deposit hardcopies of their Election Advertisements (“EAs”) and the relevant information/documents with Returning Officers (“ROs”), or post the electronic copies onto a central platform maintained by the Chief Electoral Officer (referred to as Central Platform) or an open platform maintained by the candidate (referred to as Candidate’s Platform) for public inspection in the manner and time specified by the Electoral Affairs Commission (i.e. within one working day after the publication of the EAs). If the candidate chooses to submit hardcopies of the EAs to the relevant RO for public inspection, he/she should read Chapter 8 of the “Guidelines on Election-related Activities in respect of the Legislative Council Election” and make reference to the following common examples. Candidate may download the latest version of the “Information Sheet in Relation to Election Advertisements” (REO/C/10/LC(SF)(2016)) and “Notification of Corrected Information in Relation to Election Advertisements” (REO/C/11/LC(SF)(2016)) at the website of Registration and Electoral Office (<http://www.reo.gov.hk>).

例子（一）Example 1

候選人於 6 月 21 日共印刷 3,000 張傳單並於不同日期派發。

假若候選人於 6 月 22 日及 6 月 23 日於街頭分別派發 1,000 及 2,000 張傳單，候選人須於 6 月 23 日或之前（即首次發布該選舉廣告日期後的一個工作天內）向選舉主任遞交「選舉廣告資料摘要」（REO/C/10/LC(SF)(2016)）（以下簡稱「資料摘要」）以提供選舉廣告詳情，並同時繳存兩份有關選舉廣告的樣本，以供公眾查閱。該「資料摘要」應以下列表一方式填寫。

A candidate printed 3,000 copies of handbills in total on 21 June and they were distributed on different dates.

If the candidate distributed 1,000 and 2,000 copies of the handbills on the streets on 22 June and 23 June respectively, he/she should provide the EA particulars by submitting the “Information Sheet in Relation to Election Advertisements” (REO/C/10/LC(SF)(2016)) (“Information Sheet”) and two hard copies of the EA sample to the RO for public inspection by 23 June (i.e. within 1 working day after the date on which the EA is first published). The “Information Sheet” should be filled in as shown in **Table 1** below.

表一 Table 1

表三：傳單（A3、A4 或 A5 尺寸的紙張亦應算作傳單。）

Table III: Handbills (One-page paper with the size of A3, A4 or A5 should also be regarded as handbills.)

項目編號 Item No.	印刷日期 Date of Printing	印刷的文本數目 Number of copies printed	尺寸／面積 Size/Dimension	發布的文本數目 Number of copies published	發布日期 Date of publication	發布的方式 Manner of publication	准許的文本數目 Number of copies of Permission	印刷人的姓名及地址 Name and address of the printer	選舉廣告及准許 樣本編號 (供政府部門填寫) Election Advertisement and Permission Sample Ref. No. (For Official Use)
1.	21-06-2016	3000	A4	3000	22-06-2016, 23-06-2016	於街頭派發 (Distributed on street)	--	AAA 印刷公司 (AAA Printing Company) 香港北角英皇道 999 號 (999 King's Road, North Point, Hong Kong)	

例子 (二) Example 2

候選人於 6 月 21 日共印刷 3,000 份海報。

假若候選人於 6 月 22 日於某區共 20 座大廈每座張貼一份海報，候選人須於 6 月 23 日或之前向選舉主任遞交「資料摘要」，並同時繳存兩份選舉廣告的樣本及有關大廈發出的准許／授權。「資料摘要」應以下列表二的方式填寫。

The candidate printed 3,000 copies of posters in total on 21 June.

If the candidate displayed a poster each at 20 buildings in a certain district on 22 June, he/she should submit the “Information Sheet” together with two hard copies of the EA sample and copies of permission/authorisation issued by the relevant buildings to the RO by 23 June. The “Information Sheet” should be filled in as shown in **Table 2** below.

表二 Table 2

表一： 海報
Table I: Posters

項目編號 Item No.	印刷日期 Date of Printing	印刷的 文本數目 Number of copies printed	尺寸／面積 Size/Dimension	發布的文本數目 Number of copies published	發布日期 Date of publication	發布的方式 Manner of publication	准許的文本數目 Number of copies of Permission	印刷人的姓名及地址 Name and address of the printer	選舉廣告及准許 樣本編號 (供政府部門填寫) Election Advertisement and Permission Sample Ref. No. (For Official Use)
1.	21-06-2016	3000	A3	20	22-06-2016	於大廈張貼 (Displayed in buildings)	20	AAA 印刷公司 (AAA Printing Company) 香港北角英皇道 999 號 (999 King's Road, North Point, Hong Kong)	

例子 (三) Example 3

候選人於 6 月 22 日自製及發布一份電子版的海報並上載至他／她某一位支持者的網頁（例如：facebook）。候選人須於 6 月 23 日或之前向選舉主任遞交「資料摘要」，並同時繳存該選舉廣告一式兩份的全彩色打印本或影印本，以供公眾查閱。有關「資料摘要」應以下列表三的方式填寫。

The candidate created and published an electronic copy of a poster on 22 June and uploaded it onto a website of a supporter (e.g. facebook). The candidate should submit the “Information Sheet” and together with two identical full colour printouts or photocopies of the EA to the RO for public inspection by 23 June. The “Information Sheet” should be filled in as shown in **Table 3** below.

表三 Table 3

表八： 其他（未能分類為以上任何一項的選舉廣告應在此欄中填寫，例如光碟、電子訊息（包括電子郵件）、資訊系統網絡、電子展示版、電腦網頁、互聯網廣告等。）
Table VIII: Others (The election advertisements which cannot be classified into any one of the above items should be stated in this part. Examples are video discs, electronic messages (including electronic mail), information system network, electronic display boards, webpage, internet advertisements, etc.)

項目編號 Item No.	類別 Type	製作日期 Date of Production	製作的 文本數目 Number of copies produced	尺寸／面積 Size/Dimension	發布的文本數目 Number of copies published	發布日期 Date of publication	發布的方式 Manner of publication	准許的文本數目 Number of copies of Permission	製作人的姓名及地址 Name and address of the producer	選舉廣告及准許 樣本編號 (供政府部門填寫) Election Advertisement and Permission Sample Ref. No. (For Official Use)
1.	電子海報 (electronic poster)	22-06-2016	1	10MB	1	22-06-2016	facebook	--	陳大文，香港灣仔駱克道 888 號 灣仔大廈 1 樓 A 室 (Chan Tai Man, Flat A, 1/F, Wan Chai Building, 888 Lockhart Road, Wan Chai, Hong Kong)	

例子 (四) Example 4

候選人於 6 月 21 日共印刷 3,000 張傳單並於不同日期派發。假若候選人首次於 6 月 22 日於街頭派發有關傳單，並已於 6 月 23 日向選舉主任遞交「資料摘要」及有關傳單的樣本供公眾查閱。惟候選人其後發現派發的傳單數量應為 2,000 張而非先前填寫的 3,000 張，在此情況下，候選人須最遲於投票日後 2 個工作天內向選舉主任遞交「修正選舉廣告資料摘要通知書」(REO/C/11/LC(SF)(2016)) (以下簡稱「修正通知書」) 以修改該選舉廣告的詳情。候選人須在「修正通知書」中的第一段列明上述「資料摘要」遞交的日期，以便選舉主任對照有關選舉廣告。候選人只須填寫須修改的項目，而無須重新填寫其他並不須要修改的項目。該「修正通知書」應以下列表四方式填寫。

The candidate printed 3,000 copies of handbills in total on 21 June and they were distributed on different dates. Assuming the candidate first distributed them on 22 June, and he/she had submitted the “Information Sheet” together with samples of the handbills to RO on 23 June for public inspection. However, the candidate later found that the number of handbills distributed on the streets should be 2,000 instead of 3,000. In that case, the candidate had to correct such EA particulars by submitting the “Notification of Corrected Information in Relation to Election Advertisements” (REO/C/11/LC(SF)(2016)) (“Notification of Correction”) to the RO not later than 2 working days after the polling day. The candidate should state the date of submission of the aforesaid “Information Sheet” in the first paragraph of “Notification of Correction” for RO’s reference. The candidate should only fill in the information to be corrected and does not need to fill in other items which no correction is required. The “Notification of Correction” should be filled in as shown in **Table 4** below.

表四 Table 4

2. 有關修正項目如下 –
The relevant corrected items are as follows –

#表編號 #Table No.	#項目 編號 #Item No.	正確的資料及細節 Correct Information and Particulars								選舉廣告及准許 樣本編號 (供政府部門填寫) Election Advertisement, and Permission Sample Ref. No. (For Official Use)
		類別及 製作/印刷日期 Type and Date of Production/Printing	製作/印刷的 文本數目 Number of copies produced/printed	尺寸/面積 Size/Dimension	發布的文本數目 Number of copies published	發布日期 Date of publication	發布的方式 Manner of publication	准許的文本數目 Number of copies of Permission (見說明第 2 項) (see Note 2)	製作人/印刷人的 姓名及地址 Name and address of the producer/printer	
III	5				2000					

例子 (五) Example 5

候選人於 6 月 21 日共印刷 3,000 張傳單於 6 月 22 日派發，並已於 6 月 23 日向選舉主任遞交「資料摘要」及選舉廣告的樣本供公眾查閱。惟候選人其後發現向選舉主任繳存的選舉廣告樣本為另一張傳單的樣本，在此情況下，候選人須最遲於投票日後 2 個工作天內向選舉主任遞交「修正通知書」以修改該選舉廣告詳情，並重新向選舉主任繳存兩份正確的選舉廣告樣本。候選人須在「修正通知書」中的第一段列明上述「資料摘要」遞交的日期，以便選舉主任對照有關選舉廣告。「修正通知書」應以下列**表五**的方式填寫。

The candidate printed 3,000 copies of handbills in total on 21 June and they were distributed on 22 June. The candidate had submitted the “Information Sheet” and the EA samples to the RO for public inspection on 23 June. However, the candidate later found that he/she had wrongly deposited with the RO the samples of another handbill as the EA samples. In that case, the candidate had to correct the particulars of the EA by submitting the “Notification of Correction” together with two correct EA samples to the RO not later than 2 working days after the polling day. The candidate should state the date of submission of the aforesaid “Information Sheet” in the first paragraph of “Notification of Correction” for RO’s reference. The “Notification of Correction” should be filled out by referring to **Table 5** below.

表五 Table 5

2. 有關修正項目如下 –
The relevant corrected items are as follows –

#表編號 #Table No.	#項目 編號 #Item No.	正確的資料及細節 Correct Information and Particulars								
		類別及 製作／印刷日期 Type and Date of Production/Printing	製作／印刷的 文本數目 Number of copies produced/printed	尺寸／面積 Size/Dimension	發布的文本數目 Number of copies published	發布日期 Date of publication	發布的方式 Manner of publication	准許的文本數目 Number of copies of Permission (見說明第 2 項) (see Note 2)	製作人／印刷人的 姓名及地址 Name and address of the producer/printer	選舉廣告及准許 樣本編號 (供政府部門填寫) Election Advertisement, and Permission Sample Ref. No. (For Official Use)
		其他更改 Other Corrections								
III	1	更正選舉廣告樣本 (Correction of EA sample)								

例子 (六) Example 6

候選人於 6 月 21 日共印刷 3,000 張傳單，並於 6 月 22 日於街頭派發其中 1,000 張。候選人已於 6 月 23 日向選舉主任遞交「資料摘要」及選舉廣告樣本。惟候選人其後表示 6 月 22 日於街頭派發的傳單數目應修正為 500 張，而餘下的 500 張於 6 月 24 日以郵寄方式分發。在此情況下，候選人須先向選舉主任遞交「修正通知書」以修改於 6 月 22 日派發的選舉廣告的詳情，將街頭派發的傳單數目由 1,000 改為 500（見表六）。而另外 500 張於 6 月 24 日以郵寄方式分發的傳單，由於發布的方式不同，應被視為發布新的選舉廣告。候選人應就該等以郵寄方式分發的傳單於 6 月 25 日或之前向選舉主任遞交一份「資料摘要」並繳存兩份有關選舉廣告的樣本，而不是進一步修正之前發布的選舉廣告的詳情。「資料摘要」應以下列表七的方式填寫。

The candidate printed 3,000 copies of handbills in total on 21 June and distributed 1,000 copies of the handbills on the streets on 22 June. He/She had submitted the “Information Sheet” and EA samples to RO on 23 June. However, the candidate later stated that the number of handbills distributed on the streets on 22 June should be 500 instead, and the remaining 500 were distributed on 24 June by post. In that case, the candidate should first correct the particulars of EA distributed on 22 June by submitting the “Notification of Correction” to the RO to change the number of handbills distributed on the streets from 1,000 to 500 (see **Table 6**). Regarding the 500 handbills that were distributed by post on 24 June, they should be regarded as publishing a new EA as the handbills were distributed in a different manner. Instead of further correcting the particulars of the submitted EAs, the candidate should, in respect of such handbills that were distributed by post, submit the “Information Sheet” together with two copies of the relevant EA samples to the RO by 25 June. The “Information Sheet” should be filled in as shown in **Table 7** below.

表六 Table 6

2. 有關修正項目如下 –

The relevant corrected items are as follows –

#表編號 #Table No.	#項目 編號 #Item No.	正確的資料及細節 Correct Information and Particulars								
		類別及 製作／印刷日期 Type and Date of Production/Printing	製作／印刷的 文本數目 Number of copies produced/printed	尺寸／面積 Size/Dimension	發布的文本數目 Number of copies published	發布日期 Date of publication	發布的方式 Manner of publication	准許的文本數目 Number of copies of Permission (見說明第 2 項) (see Note 2)	製作人／印刷人的 姓名及地址 Name and address of the producer/printer	選舉廣告及准許 樣本編號 (供政府部門填寫) Election Advertisement, and Permission Sample Ref. No. (For Official Use)
III	5				500					

表七 Table 7

表三： 傳單（A3、A4 或 A5 尺寸的紙張亦應算作傳單。）

Table III: Handbills (One-page paper with the size of A3, A4 or A5 should also be regarded as handbills.)

項目編號 Item No.	印刷日期 Date of Printing	印刷的 文本數目 Number of copies printed	尺寸／面積 Size/Dimension	發布的文本數目 Number of copies published	發布日期 Date of publication	發布的方式 Manner of publication	准許的文本數目 Number of copies of Permission	印刷人的姓名及地址 Name and address of the printer	選舉廣告及准許 樣本編號 (供政府部門填寫) Election Advertisement and Permission Sample Ref. No. (For Official Use)
1.	21-06-2016	3000	A4	500	24-06-2016	郵寄 (By post)	--	AAA 印刷公司 (AAA Printing Company) 香港北角英皇道 999 號 (999 King's Road, North Point, Hong Kong)	

例子 (七) Example 7

候選於 6 月 21 製作了 10 張橫額，於 6 月 22 日懸掛於路邊鐵欄時沒有加上候選人編號。候選人於 8 月 2 日於橫額貼上候選人編號標貼。在此情況下，候選人須於 6 月 23 日或之前向選舉主任遞交「資料摘要」（見表八）並繳存該選舉廣告一式兩份的全彩色相片。雖然候選人編號標貼本身不會被視為一份選舉廣告，但由於候選人曾就原有的選舉廣告作出修改，候選人須最遲於投票日後 2 個工作天內向選舉主任就該選舉廣告提交「修正通知書」及貼上編號標貼的選舉廣告一式兩份的全彩色相片。「修正通知書」應以下列表九方式填寫。

The candidate produced 10 banners on 21 June and hanged the banners without candidate number on roadside railing on 22 June. The candidate stuck a candidate number sticker on the banners on 2 August. In this case, the candidate must submit the “Information Sheet” (See Table 8) to the RO together with two identical full colour photographs of the EA by 23 June. Though the candidate number sticker is not an EA itself, the candidate should submit to the RO not later than 2 working days after the polling day the “Notification of Correction” together with two identical full colour photographs of the EA with sticker on it as the original EA had been amended. The “Notification of Correction” should be filled in as shown in Table 9 below.

表八 Table 8

表五： 橫額
Table V: Banners

項目編號 Item No.	製作日期 Date of Production	製作的文本數目 Number of copies produced	尺寸/面積 Size/Dimension	發布的文本數目 Number of copies published	發布日期 Date of publication	發布的方式 Manner of publication	准許的文本數目 Number of copies of Permission	製作人的姓名及地址 Name and address of the producer	選舉廣告及准許樣本編號 (供政府部門填寫) Election Advertisement and Permission Sample Ref. No. (For Official Use)
1.	21-06-2016	10	1 m x 2.5 m	10	22-06-2016	懸掛於路邊鐵欄 (hanged on roadside railing)	--	AAA 印刷公司 (AAA Printing Company) 香港北角英皇道 999 號 (999 King's Road, North Point, Hong Kong)	

表九 Table 9

2. 有關修正項目如下 –
The relevant corrected items are as follows –

#表編號 #Table No.	#項目 編號 #Item No.	正確的資料及細節 Correct Information and Particulars								
		類別及 製作／印刷日期 Type and Date of Production/Printing	製作／印刷的 文本數目 Number of copies produced/printed	尺寸／面積 Size/Dimension	發布的文本數目 Number of copies published	發布日期 Date of publication	發布的方式 Manner of publication	准許的文本數目 Number of copies of Permission (見說明第 2 項) (see Note 2)	製作人／印刷人的 姓名及地址 Name and address of the producer/printer	選舉廣告及准許 樣本編號 (供政府部門填寫) Election Advertisement, and Permission Sample Ref. No. (For Official Use)
		其他更改 Other Corrections								
V	1	於橫額貼上候選人編號標貼 (Sticking candidate number on banners)								

例子（八） Example 8

候選於 6 月 21 製作了 10 張只有候選人姓名及圖像的橫額，並於 6 月 22 日在街頭發布。候選人須於 6 月 23 日或之前向選舉主任遞交「資料摘要」，並同時繳存該選舉廣告一式兩份的全彩色相片。候選人於 8 月 2 日於該橫額貼上新標語（例如「要求加密巴士班次」、「成功爭取增加斑馬線」等）。由於橫額所顯示的內容不同，該貼上標語的橫額應被視為一個新的選舉廣告。候選人應於 8 月 3 日或之前向選舉主任遞交一份新的「資料摘要」，並繳存有關新的選舉廣告一式兩份的全彩色相片，而不是修正之前發布的選舉廣告詳情。「資料摘要」應以下列表十方式填寫。

The candidate produced 10 banners only with his/her name and image on it on 21 June and published the banner on 22 June. The candidate must submit the “Information Sheet” together with two identical full colour photographs of the EA concerned to RO by 23 June. The candidate later stuck new slogans on the banners on 2 August (e.g. “Request for increasing frequency of buses”, “Successfully fight for additional zebra crossings” etc.). As the messages on the banners are different, the banners with new slogan should be regarded as new EAs. The candidate, instead of correcting the particulars of the EAs submitted previously, should submit a new “Information Sheet” together with two identical full colour photographs of the new EA to the RO by 3 August. The “Information Sheet” should be filled in as shown in **Table 10** below.

表十 Table 10

表五： 橫額
Table V: Banners

項目編號 Item No.	製作日期 Date of Production	製作的 文本數目 Number of copies produced	尺寸／面積 Size/Dimension	發布的文本數目 Number of copies published	發布日期 Date of publication	發布的方式 Manner of publication	准許的文本數目 Number of copies of Permission	製作人的姓名及地址 Name and address of the producer	選舉廣告及准許 樣本編號 (供政府部門填寫) Election Advertisement and Permission Sample Ref. No. (For Official Use)
1.	21-06-2016	10	1 m x 2.5 m	10	02-08-2016	懸掛於路邊鐵欄 (hanged on roadside railing)	--	AAA 印刷公司 (AAA Printing Company) 香港北角英皇道 999 號 (999 King's Road, North Point, Hong Kong)	