

在私人物業展示選舉廣告或進行競選活動的批准書
**PERMISSION FOR DISPLAY OF ELECTION ADVERTISEMENTS
OR CONDUCT OF ELECTIONEERING ACTIVITIES AT PRIVATE PREMISES**

**2016 年立法會換屆選舉
2016 LEGISLATIVE COUNCIL GENERAL ELECTION**

(*地方選區 / 功能界別的名稱)
(Name of *Geographical/Functional Constituency)

選舉日期 : 2016 年 9 月 4 日
Date of Election: 4 September 2016

第一部分 (由有關業主 / 佔用人 / 大廈管理組織負責人填寫。在填寫此批准書前，請參閱說明。)
Part I (To be completed by the owner/occupier/responsible person of the building management. Please read the notes before completing this permission.)

**給予同意的條件
CONDITIONS OF AGREEMENT**

(1) *我同意 / 我獲 _____ 授權批准
*I agree/I have been authorised by [組織名稱 Name of organisation] to give permission to

以下候選人：
the following candidate(s):

#候選人姓名 (正楷) : #Name(s) of Candidate(s) (in BLOCK LETTERS)	姓 Surname	名 Other Name
	(1)	
	(2)	
	(3)	
	(4)	
	(5)	
	(6)	
	(7)	
	(8)	
	(9)	

於 _____ 至 _____
from [日期 Date] to [日期 Date]

在 _____
at the common parts of [大廈名稱 Name of the Building]

的公用地方*展示選舉廣告^(a)／舉行下述的競選活動^(b)：

to *display election advertisements^(a)/conduct the following electioneering activities^(b):

備註：(a) 根據《公眾衛生及市政條例》（第 132 章）第 104A 條，任何人除非取得私人土地的擁有人或佔用人或政府土地的主管當局的書面准許，否則不得在該土地展示或張貼招貼或海報。

Remarks: Under section 104A of the Public Health and Municipal Services Ordinance (Cap. 132), a person is prohibited from displaying or affixing a bill or poster on any private land or Government land unless a written permission is obtained from the owner or occupier thereof or the Authority.

(b) 為確保競選活動在公眾或私人地方順利進行，候選人應預先諮詢有關政府部門／機構或管理機構，以便如需要的話，先取得批准在其管轄範圍內的地方進行競選活動。

To ensure the smooth conduct of electioneering activities in public or private places, candidate(s) should consult the relevant authorities or management in advance and obtain prior permission from them for the conduct of electioneering activities in the places within their jurisdiction, if required.

(2) 候選人在*展示選舉廣告／進行競選活動時，必須遵守下列條款及條件：

In *displaying the election advertisements/conducting the electioneering activities, the candidate(s) must observe and abide by the following terms and conditions:

其他條件

Other Conditions

(3) 除此批准書內所列的選舉廣告及／或競選活動外，候選人不可在大廈內展示其他選舉廣告或進行其他競選活動。

No election advertisements and/or electioneering activities of the candidate(s) are allowed in the building other than those detailed in this permission.

(4) 此批准書涵蓋的所有選舉廣告及／或候選人的所有競選活動，須遵照現行有關法例及《立法會選舉活動指引》展示及／或舉行。

The display of all the election advertisements and/or the conduct of all electioneering activities of the candidate(s) covered by this permission must be in compliance with the relevant laws and Guidelines on Election-related Activities in respect of the Legislative Council Election in force.

(5) 在適當情況下（例如公眾秩序及安全會受影響），*業主／佔用人／大廈管理組織可以無須預早通知而撤銷上述批准，並不需要對候選人由於該項撤銷而招致的任何損失或法律責任負責。

The *owner/occupier/building management may, without prior notice, revoke the above permission whenever appropriate (e.g. where public order or safety is at stake) and shall not be responsible for any loss or liability that may be incurred by the candidate(s) as a result of such revocation.

(6) *業主／佔用人／大廈管理組織可要求候選人對由於候選人及其代理人在有關物業內展示選舉廣告或舉行競選活動而引致任何人士或財物受到損失、損壞或損傷，作出補償。

The *owner/occupier/building management may require the candidate(s) to indemnify him/her/it against any loss, damage or injury caused to any person or property as a result of the display of election advertisements or the conduct of electioneering activities by the candidate(s) or his/her/their agent in the premises.

*業主／佔用人／大廈管理組織*姓名／名稱： _____
Name of *Owner/Occupier/Building Management _____ [即有關業主立案法團、管理公司名稱等]
[i.e. Name of the relevant Owners Corporation, Management Company etc.]

有關大廈名稱及地址： _____
Name and Address of the _____
Building Concerned _____

負責人姓名及職銜（正楷）： _____
Name and Position of Responsible Person (in BLOCK LETTERS)

聯絡電話： _____
Contact Telephone Number

負責人簽署： _____
Signature of Responsible Person

日期： _____ 機構蓋章： _____
Date Organisation Chop

-
- * 請刪去不適用者。
 - * Please delete whichever is inapplicable.

- # 如屬地方選區或區議會（第二）功能界別候選人名單，在此部分必須填寫有關名單上所有候選人的姓名。
- # For a geographical constituency or District Council (second) functional constituency list of candidates, this part must show the name(s) of all candidate(s) of the relevant list.

第二部分 (由有關候選人／選舉代理人填寫)
Part II (To be completed by the candidate(s)/election agent)

確認
CONFIRMATION

*我／我們為上述選舉的*候選人／候選人的選舉代理人，現聲明*我／我們／上述候選人同意遵守及履行此批准書上述各段所開列在所述物業的公用地方展示選舉廣告及／或進行競選活動的條款及條件。

*I/We, *the candidate(s)/an election agent of the candidate(s) for the above election, hereby declare that *I/we/the above-named candidate(s) agree(s) to observe and abide by the terms and conditions for display of election advertisements and/or conduct of electioneering activities at the common parts of the named premises as set out in the above paragraphs.

*我／我們／上述候選人並同意所述私人物業的*業主／佔用人／大廈管理組織有全權修改此批准書內所列的條款及條件，以符合公平及平等對待候選人的原則。

*I/We/the above-named candidate(s) further agree(s) that the *owner/occupier/building management of the named private premises shall have full liberty in amending the terms and conditions detailed in this permission so as to conform with the principle of fair and equal treatment to all candidates.

*#候選人／選舉代理人姓名（正楷） #Name of *Candidate(s)/Election Agent (in BLOCK LETTERS)	#簽署 #Signature	日期 Date
(1)		
(2)		
(3)		
(4)		
(5)		
(6)		
(7)		
(8)		
(9)		

聯絡人姓名： _____
Name of Contact Person [供查詢有關此批准書內註明的選舉廣告或競選活動]
[For enquiries in relation to the election advertisements or electioneering activities specified in this permission]

聯絡人電話號碼： _____
Telephone Number of the Contact Person

- * 請刪去不適用者。
- * Please delete whichever is inapplicable.

如屬地方選區或區議會（第二）功能界別候選人名單，此部分必須由該名單上所有候選人填寫及簽署。
For a geographical constituency or District Council (second) functional constituency list of candidates, this part must be completed and signed by all candidates on the list.

說明

Notes

1. 根據《立法會選舉活動指引》第八章及《選舉管理委員會（選舉程序）（立法會）規例》（第541D章）第105條，候選人須在發布選舉廣告後的一個工作天內，把與選舉廣告有關的資料／文件，包括准許或同意書的電子文件，上載至中央平台或候選人平台或向選舉主任繳存印本式文本，以供公眾查閱。
In accordance with Chapter 8 of the “Guidelines on Election-related Activities in respect of the Legislative Council Election” and section 105 of the Electoral Affairs Commission (Electoral Procedure) (Legislative Council) Regulation (Cap. 541D), the candidate should, **within 1 working day** after publication of an election advertisement, post an electronic copy of the relevant information/document, including permission or consent, onto the Central Platform or Candidate’s Platform or deposit a hard copy with the Returning Officer for public inspection.
2. 候選人在上載此批准書至中央平台或候選人平台前，請確定已將批准書內所有電話號碼遮蓋。
Candidates should ensure all telephone numbers in the permission have been covered before posting this permission onto the Central Platform or Candidate’s Platform.
3. 此批准書應一式三份填寫，其中一份應上載至中央平台或候選人平台或呈交予有關的選舉主任存案，候選人及業主／佔用人／大廈管理組織亦應各自保存一份。
This permission should be completed in triplicate. One copy of the permission should be posted onto the Central Platform or Candidate’s Platform or deposited with the relevant Returning Officer. The candidate(s) and the owner/occupier/building management should each retain a copy.
4. 在不違反公平及平等對待的原則下，業主／佔用人／大廈管理組織有權對此批准書內各項目、條款及條作出修改、增加或刪減。
The owner/occupier/building management is at full liberty to amend, add or delete any items, terms and conditions in this permission, provided that they do not breach the fair and equal treatment principle.
5. 在填寫此批准書時如有任何問題，請在辦公時間內致電選舉事務處的查詢熱線2891 1001。
If there is any difficulty in completing this permission, please call the Enquiry Hotline of the Registration and Electoral Office at 2891 1001 during office hours.
6. 請注意下列有關在此批准書提供個人資料的說明－
Please note the following with regard to the personal data supplied in connection with this permission –
 - (a) **資料用途**
就此批准書提供的個人及其他有關的資料，會供選舉管理委員會、選舉事務處、有關的選舉主任及有關的政府部門用於與選舉有關的用途。
Purpose of Collection
The personal data and other related information supplied in connection with this permission will be used by the Electoral Affairs Commission, the Registration and Electoral Office, the relevant Returning Officer and other related government departments for election-related purposes.
 - (b) **資料轉介**
此批准書的資料會提供予公眾查閱。在展示前，批准書內所有電話號碼將會被遮蓋。就此批准書提供的個人及其他有關的資料亦可能會提供予其他獲授權的部門或人士，包括但不限於法院，用於與選舉有關的用途。
Transfer of Information
The information provided in this permission will be made available for public inspection. All telephone numbers in the permission will be covered before display. The personal data and other related information supplied in connection with this permission may also be provided to other authorised departments or persons including but not limited to the law courts for election-related purposes.
 - (c) **索閱個人資料**
任何人有權根據《個人資料（私隱）條例》（第 486 章）的條文要求索閱及改正他／她所提供的個人資料。
Access to Personal Data
A person has the right to request access to and correction of the personal data he/she supplied in accordance with the provisions of the Personal Data (Privacy) Ordinance (Cap. 486).

(d) **個人資料保障原則**

請注意，候選人在收集第三者的個人資料以填寫有關批准書時，須遵守《個人資料（私隱）條例》（第 486 章）附表 1 的保障資料原則，特別是第 4 原則，即採取所有切實可行的步驟，以確保資料受到保障而不受未獲准許的或意外的查閱和處理。

Personal Data Protection Principles

Candidates are reminded to observe the Data Protection Principles in Schedule 1 to the Personal Data (Privacy) Ordinance (Cap. 486) in collecting personal data of a third person in completing the relevant permission, in particular Principle 4 concerning the requirement to take all practicable steps to ensure that personal data are protected against unauthorised or accidental access and processing.

(e) **查詢**

關於透過此批准書收集的個人資料的查詢（包括索閱及改正個人資料），應向總選舉事務主任提出（地址：香港灣仔港灣道 25 號海港中心 10 樓）。

Enquiry

Enquiries concerning the personal data collected by means of this permission (including requests for access to and corrections of personal data) should be addressed to the Chief Electoral Officer at 10th Floor, Harbour Centre, 25 Harbour Road, Wan Chai, Hong Kong.

選舉管理委員會
2016 年 4 月
Electoral Affairs Commission
April 2016