

**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 Hard Copies 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由總選舉事務主任所維持的公開平台（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《區議會選舉活動指引》第七章及參考以下常見例子。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」（「資料摘要」）（REO/C/10/DC(SF)(2017)）及「修正選舉廣告資料摘要通知書」（「修正通知書」）（REO/C/11/DC(SF)(2017)）。

Under the current electoral law, to comply with the public inspection requirement, candidates may deposit hard copies of their Election Advertisements (“EAs”) and the relevant information/documents with Returning Officers (“ROs”), or post the electronic copies onto an open 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 1 working day after the publication of the EAs). If the candidate chooses to submit hard copies of the EAs to the relevant RO for public inspection, he/she should read Chapter 7 of the “Guidelines on Election-related Activities in respect of the District Council Election” and make reference to the following common examples. Candidates may download the latest version of the “Information Sheet in relation to Election Advertisements” (“Information Sheet”) (REO/C/10/DC(SF)(2017)) and “Notification of Corrected Information in relation to Election Advertisements” (“Notification of Correction”) (REO/C/11/DC(SF)(2017)) at the website of the Registration and Electoral Office (<http://www.reo.gov.hk>).

## 事例 (一) Case 1

候選人於 11 月 21 日共印刷 3,000 張傳單，並在 11 月 22 日及 11 月 23 日於街頭分別派發 1,000 及 2,000 張傳單。

候選人須於 11 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「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文本，供公眾查閱。有關「資料摘要」應以下列例 1.1 方式填寫。

A candidate printed 3,000 copies of handbills in total on 21 November, and distributed 1,000 and 2,000 copies of the handbills on the streets on 22 November and 23 November respectively.

The candidate should provide the EA particulars by submitting the “Information Sheet” and 2 hard copies of the EA to the RO for public inspection by 23 November (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 **Example 1.1** below.

### 例 Example 1.1

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	尺寸/面積 Size/Dimension	印刷的 文本數目 Number of copies printed	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.	21-11-201X	A4	3,000	3,000	22-11-201X, 23-11-201X	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)	

## 事例 (二) Case 2

候選人於 11 月 21 日共印刷 3,000 張海報，並於 11 月 22 日在 20 座大廈每座張貼一張海報。

候選人須於 11 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預先發出的書面准許／授權文本。有關「資料摘要」應以下列例 2.1 的方式填寫。

A candidate printed 3,000 copies of posters in total on 21 November, and displayed a poster each at 20 buildings on 22 November.

The candidate should submit the “Information Sheet” together with 2 hard copies of the EA sample and copies of the prior written permission/authorisation issued by the relevant buildings to the RO by 23 November. The “Information Sheet” should be filled in as shown in **Example 2.1** below.

### 例 Example 2.1

表一： 海報  
Table I: Posters

項目編號 Item No.	印刷日期 Date of printing	尺寸／面積 Size/Dimension	印刷的 文本數目 Number of copies printed	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.	21-11-201X	A3	3,000	20	22-11-201X	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)	

### 事例 (三) Case 3

候選人於 11 月 22 日自製一份電子版的海報，並發布於他／她某一位支持者的網頁（例如：Facebook）。

候選人須於 11 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全彩色相片／打印本／影印本，供公眾查閱。有關「資料摘要」應以下列例 3.1 的方式填寫。

A candidate created an electronic copy of a poster and published it on a website of his/her supporter (e.g. Facebook) on 22 November.

The candidate should submit the “Information Sheet” together with 2 identical full colour photographs/printouts/photocopies of the EA to the RO for public inspection by 23 November. The “Information Sheet” should be filled in as shown in **Example 3.1** below.

#### 例 Example 3.1

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、影片、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 compact discs, videos, 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	尺寸／面積 Size/Dimension	製作數量 Quantity produced	發布數量 Quantity 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 ( <i>electronic poster</i> )	22-11-201X	10MB	1	1	22-11-201X	Facebook	--	陳大文， 香港灣仔駱克道 888 號灣仔 大廈 1 樓 A 室 ( <i>Chan Tai Man, Flat A, 1/F, Wan Chai Building, 888 Lockhart Road, Wan Chai, Hong Kong</i> )	

#### 事例（四）Case 4

候選人於 11 月 21 日共印刷 3,000 張傳單，並於 11 月 22 日在街頭派發有關傳單。候選人已於 11 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兩個工作天內向選舉主任繳存「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 1 頁第 1 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需要修改的項目。有關「修正通知書」應以下列例 4.1 方式填寫。

A candidate printed 3,000 copies of handbills in total on 21 November and distributed them on 22 November. The candidate submitted the “Information Sheet” together with the samples of the handbills to RO on 23 November for public inspection. However, the candidate later found that the number of handbills distributed should be 2,000 instead of 3,000.

In this case, the candidate has to correct such EA particulars by submitting the “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 paragraph 1 of page 1 of the “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 **Example 4.1** below.

#### 例 Example 4.1

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.	修正的資料及細節 Corrected Information and Particulars								
		類別及 製作／印刷日期 Type and date of production/printing	尺寸／面積 Size/Dimension	製作／印刷的 文本數目 Number of copies produced/printed	發布數量／發布的 文本數目 Quantity published/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				2,000					

### 事例 (五) Case 5

候選人於 11 月 21 日共印刷 3,000 張傳單，並於 11 月 22 日派發。候選人已於 11 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錯誤繳存另一張傳單的樣本。

在此情況下，候選人須最遲於投票日後兩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 1 頁第 1 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。有關「修正通知書」應以下列例 5.1 的方式填寫。

A candidate printed 3,000 copies of handbills in total on 21 November and they were distributed on 22 November. The candidate submitted the “Information Sheet” together with the EA samples to the RO for public inspection on 23 November. However, the candidate later found that he/she had wrongly deposited with the RO the samples of another handbill.

In this case, the candidate has to correct the EA particulars by submitting a “Notification of Correction” together with 2 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 paragraph 1 of page 1 of “Notification of Correction” for RO’s reference. The “Notification of Correction” should be filled in as shown in **Example 5.1** below.

### 例 Example 5.1

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.	修正的資料及細節 Corrected Information and Particulars								
		類別及 製作／印刷日期 Type and date of production/printing	尺寸／面積 Size/Dimension	製作／印刷 文本數目 Number of copies produced/printed	發布數量／ 發布的文本數目 Quantity published/ 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								
<b>III</b>	<b>1</b>	<b>更改選舉廣告 (Correction of EA samples)</b>								

## 事例 (六) Case 6

候選人於 11 月 21 日共印刷 3,000 張傳單，並於 11 月 22 日於街頭派發其中 1,000 張。候選人已於 11 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 11 月 22 日於街頭派發的傳單數目應修正為 500 張，而餘下的 500 張則於 11 月 24 日以郵寄方式分發。

在此情況下，

(1) 候選人須先向選舉主任遞交「修正通知書」以修改於 11 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。有關「修正通知書」應以例 6.1 的方式填寫。

A candidate printed 3,000 copies of handbills in total on 21 November and distributed 1,000 copies of the handbills on the streets on 22 November. The candidate submitted the “Information Sheet” and EA samples to RO on 23 November. However, the candidate later stated that the number of handbills distributed on the streets on 22 November should be 500 instead, and the remaining 500 were distributed on 24 November by post.

In this case,

(1) the candidate should first correct the particulars of EA distributed on 22 November by submitting the “Notification of Correction” to the RO to change the number of handbills distributed on the streets from 1,000 to 500. The “Notification of Correction” should be filled in as shown in Example 6.1 below.

### 例 Example 6.1

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.	修正的資料及細節 Corrected Information and Particulars								
		類別及 製作／印刷日期 Type and date of production/printing	尺寸／面積 Size/Dimension	製作／印刷的 文本數目 Number of copies produced/printed	發布數量／ 發布的文本數目 Quantity published/ 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					

(2) 另外 500 張於 11 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。候選人應就以郵寄方式分發的傳單於 11 月 25 日或之前向選舉主任遞交一份新的「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。有關「資料摘要」應以下列例 6.2 的方式填寫。

(2) Regarding the 500 handbills that were distributed by post on 24 November, 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 a new “Information Sheet” together with 2 copies of the relevant EA sample to the RO by 25 November. The “Information Sheet” should be filled in as shown in **Example 6.2** below.

### 例 Example 6.2

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	尺寸/面積 Size/Dimension	印刷的 文本數目 Number of copies printed	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.	21-11-201X	A4	3,000	500	24-11-201X	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)	



### 事例 (七) Case 7

(1) 候選人於 11 月 21 日製作 10 張沒有加上候選人編號的橫額，於 11 月 22 日在路邊鐵欄展示。候選人應在 11 月 23 日或之前向選舉主任遞交「資料摘要」，並繳存該選舉廣告一式兩份的全彩色相片。有關「資料摘要」應以下列例 7.1 的方式填寫。

(1) A candidate produced 10 banners on 21 November and displayed them on roadside railing on 22 November. The candidate should submit the "Information Sheet" to the RO together with 2 identical full colour photographs of the EA by 23 November. The "Information Sheet" should be filled in as shown in **Example 7.1** below.

### 例 Example 7.1

表五： 橫額  
Table V: Banners

項目編號 Item No.	製作日期 Date of production	尺寸/面積 Size/Dimension	製作數量 Quantity produced	發布數量 Quantity 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.	21-11-201X	1 m x 2.5 m	10	10	22-11-201X	於路邊鐵欄展示 (Displayed 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)	

(2) 候選人其後於 12 月 2 日在橫額貼上候選人編號標貼。雖然候選人編號標貼本身不會被視為一份選舉廣告，但候選人曾就原有的選舉廣告作出修改。因此候選人須最遲於投票日後兩個工作天內向選舉主任就貼上編號標貼的選舉廣告提交「修正通知書」及該選舉廣告一式兩份全彩色相片。有關「修正通知書」應以下列例 7.2 方式填寫。

(2) Subsequently, the candidate stuck candidate number stickers on the banners on 2 December. Though the candidate number sticker is not an EA itself, the original EA was amended. Therefore, the candidate should submit to the RO the “Notification of Correction” together with 2 identical full colour photographs of the EA with stickers on it, within 2 working days after the polling day, the latest. The “Notification of Correction” should be filled in as shown in **Example 7.2** below.

### 例 Example 7.2

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.	修正的資料及細節 Corrected Information and Particulars								
		類別及 製作／印刷日期 Type and date of production/printing	尺寸／面積 Size/Dimension	製作／印刷的 文本數目 Number of copies produced/printed	發布數量／ 發布的文本數目 Quantity published/ 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)								

### 事例（八）Case 8

候選人於 11 月 21 日製作 10 張只有其姓名及圖像的橫額，並於 11 月 22 日在街頭展示。候選人於 11 月 23 日已向選舉主任遞交「資料摘要」及繳存該選舉廣告一式兩份全彩色相片。候選人其後於 11 月 24 日於該橫額貼上新標語。

由於新舊橫額所顯示的內容不同，被貼上標語的橫額應被視為一個新的選舉廣告。因此候選人應於 11 月 25 日或之前向選舉主任遞交一份新的「資料摘要」，並繳存有關於新的選舉廣告一式兩份全彩色相片，而不是修正之前發布的選舉廣告詳情。有關「資料摘要」應以下列例 8.1 方式填寫。

A candidate produced 10 banners only with his/her name and image on 21 November, and displayed them on the street on 22 November. The candidate submitted the “Information Sheet” together with 2 identical full colour photographs of the EA to RO by 23 November. The candidate later stuck new slogans on those banners on 24 November.

As the content on the previous and new banners are different, the banners with new slogans 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 2 identical full colour photographs of the new EA to the RO by 25 November. The “Information Sheet” should be filled in as shown in **Example 8.1** below.

### 例 Example 8.1

表五： 橫額  
Table V: Banners

項目編號 Item No.	製作日期 Date of production	尺寸／面積 Size/Dimension	製作數量 Quantity produced	發布數量 Quantity 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.	21-11-201X	1 m x 2.5 m	10	10	24-11-201X	於路邊鐵欄展示 (Displayed 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)	