

選舉開支及接受選舉捐贈

之申報書及聲明書 指南

Guide to

Return and Declaration of Election Expenses and Election Donations

此指南說明如何填寫選舉開支及接受選舉捐贈之申報書及聲明書並夾附已填妥的樣本，以供候選人參考。有關選舉開支及選舉捐贈的法例，請參閱《選舉(舞弊及非法行為)條例》(第 554 章)及《選舉管理委員會(選舉程序)(區議會)規例》(第 541F 章)。

This Guide explains how to complete the Return and Declaration of Election Expenses and Election Donations and includes a sample of a completed return and declaration for candidates' reference. For legislation concerning election expenses and election donations, please refer to the Elections (Corrupt and Illegal Conduct) Ordinance (Cap. 554) and the Electoral Affairs Commission (Electoral Procedure) (District Councils) Regulation (Cap. 541F).

選舉管理委員會
2019 年 9 月
Electoral Affairs Commission
September 2019

填寫選舉開支及接受選舉捐贈之申報書及聲明書說明

Notes on Completion of Return and Declaration of Election Expenses and Election Donations

1. 填寫選舉開支及接受選舉捐贈申報書及聲明書前，請閱讀選舉管理委員會發出的《區議會選舉活動指引》第十五章，以及參考廉政公署編製的《廉潔區議會選舉資料冊》中有關選舉開支及選舉捐贈的資料和此指南夾附的「已填妥的申報書及聲明書(樣本)」。

Before completing the Return and Declaration of Election Expenses and Election Donations, please read Chapter 15 of the “Guidelines on Election-related Activities in respect of the District Council Election” issued by the Electoral Affairs Commission. Please also make reference to the “Clean District Council Election Information Booklet” produced by the Independent Commission Against Corruption for the parts concerning election expenses and election donations, and the “Sample of a completed return and declaration” included in this Guide.

2. 根據《選舉(舞弊及非法行為)條例》(第 554 章) 第 37(1) 條的規定，此申報書及聲明書中必須列出候選人在選舉中的選舉開支及由候選人或他／她的代表收取的所有選舉捐贈。

According to section 37(1) of the Elections (Corrupt and Illegal Conduct) Ordinance (Cap. 554), this return and declaration must set out the candidate’s election expenses at the election and all election donations received by or on behalf of the candidate.

3. 請用中文或英文填寫此申報書及聲明書。如任何部分篇幅不敷應用，可採用同樣格式另紙填寫，然後夾附於此申報書及聲明書。

Please complete this return and declaration either in Chinese or in English. Please attach additional sheets in the same format to this return and declaration if the space provided in any section is insufficient.

4. 此申報書及聲明書內的金額及價值須以港元表示。填寫金額或價值時，如在分攤開支或轉換幣值的情況下經計算的金額有小數位，請將金額或價值以整數或四捨五入至不超過兩個小數位填寫。

All amounts and values in this return and declaration must be expressed in Hong Kong dollars. When filling in the amount or value, if the amount has decimal places after calculation due to apportionment of the expense or change of currency, please fill in the amount or value with an integer or round up/down to not more than 2 decimal places.

5. 就每項 \$500 或以上的選舉開支而言，候選人須提交載有該項支出詳情的發票及收據。選舉開支的發票及收據可分為不同文件提交，亦可包含於同一份文件內。候選人提交的發票及收據必須載有以下資料，包括—

- (a) 日期；
- (b) 開支項目的詳情(即貨品或服務的資料和金額)；
- (c) 提供貨品或服務的機構或人士(非候選人本人)的資料；及
- (d) 證明提供貨品或服務的機構或人士(非候選人本人)已全數收取有關款額的資料(例如收款人士的姓名及簽署，或收款機構的蓋章或代表簽署)。

In the case of each election expense of \$500 or more, candidate should submit an invoice and a receipt giving particulars of the expenditure. The invoice and receipt for an election expense may be submitted in separate documents, or may be contained in the same document. The candidate should submit invoices and receipts with the following particulars, including-

- (a) date;
- (b) details of the expense item (i.e. information and amount of the goods or services);
- (c) information of the organisation or person (other than the candidate himself/herself) providing the goods or services; and
- (d) information supporting that the organisation or person (other than the candidate himself/herself) providing the goods or services has received the relevant payment in full (e.g. name and signature of the recipient, or the stamp of the organisation or signature of its authorised person).

6. 發票及收據(包括選舉捐贈收據)上應順序註明編號，而編配予每一發票及收據的編號應填寫在“發票及收據”／“收據副本”一欄內的相應位置，以資對照。

All invoices and receipts (including receipts for election donations) should be marked in numerical sequence and, for cross-referencing purpose, the number assigned to each invoice and receipt should be correspondingly entered in the “Invoice and Receipt”/“Copy of Receipt” column.

7. 候選人應根據於中央平台或候選人平台或交給有關選區的選舉主任之「選舉廣告資料摘要」(表格編號：REO/C/10/DC(SF)(2019))及「修正選舉廣告資料摘要通知書」(表格編號：REO/C/11/DC(SF)(2019))(如適用)所列的選舉廣告數量及種類填寫此申報書。候選人須計算及申報每一項選舉廣告的開支。選舉廣告的開支應包括設計及畫稿之費用。如透過互聯網發布選舉廣告(例如電子郵件)，與該選舉廣告相關的費用，例如設計及發布服務費用及按比例適當分攤的相關互聯網服務費等，應被計算為選舉開支。

Candidate should complete this return based on the quantities and types of election advertisements as stated on the Central Platform or Candidate’s Platform or in the “Information Sheet in Relation to Election Advertisements” (Form no.: REO/C/10/DC(SF)(2019)) and “Notification of Corrected Information in Relation to Election Advertisements” (Form no.: REO/C/11/DC(SF)(2019)) (if applicable) submitted to the Returning Officer for the relevant constituency. Candidate should

calculate and declare the expenses for each and every item of election advertisement. Expenses for election advertisements should include design and artwork fees. If election advertisements are published through the Internet (e.g. electronic mail), fees that are related to the election advertisements, such as design and publication fees and service charges for Internet access appropriately apportioned, should be counted as election expenses.

8. 候選人應根據因選舉有關用途而招致的租金及辦公室開支金額申報選舉開支。候選人租用辦公室進行競選活動時，如有關租約指定須要租用該辦公室直至某一期限，而該期限是選舉結束後的一個日期，若有關租賃開支是在選舉期間招致的，只要該辦公室是一直用作選舉有關用途，候選人必須將整筆租賃開支計算為選舉開支，包括租約內橫跨選舉日之後的部分。假如候選人在選舉日後不再使用該辦公室作選舉有關用途，應將有關租約內涉及選舉日之後的租賃開支分開計算，並在選舉申報書內說明有關選舉日之後的租賃開支因與選舉無關而不計算在選舉開支內。此外，如辦公室並非只用於選舉有關用途(例如與其他人士分租或用作議員辦事處)，應就選舉有關用途和其他用途分攤租金及辦公室開支，並將計算方式詳列於選舉申報書。上述安排亦適用於代理人及選舉助理的薪金開支。

Candidate should declare the election expenses based on the amounts of rental and office expenses incurred for election-related purpose. When a candidate rents an office for electioneering purposes, if the lease has specified a rental period which lasts after the date of election, and if the relevant rental expense is incurred during the election period, the candidate should include the whole rental expense (including the expense for the rental period after the date of election) as an election expense, if the office concerned is solely used for election-related purpose. If the candidate does not use the office for election-related purpose after the date of election, he/she should apportion the rental expense for the period after the date of election, and state in the election return that the rental expense incurred for the period after the date of election is not for election-related purpose, thus it should not be counted as an election expense. Also, if the office is not solely used for election-related purpose (for example it is shared with other person or used as a councillor's office), the rental and office expenses should be apportioned between election-related purposes and any other purposes. The calculation should also be stated in detail in the election return. The above arrangement is also applicable to the salary expenses for agents and election assistants.

9. 選舉捐贈的形式包括金錢、貨品及服務。不論形式為何，所有已接受的選舉捐贈均須在此申報書及聲明書的相關部分填報。

Election donations may take the form of money, goods and service. Regardless of the form they take, all election donations received must be accounted for under the relevant sections in this return and declaration.

10. 凡免費獲得的服務(除義務服務外)或貨品，必須申報為選舉捐贈，並於申報書內相應申報其估計的價值為選舉開支。

Services (except for voluntary service) or goods obtained free of charge must be declared as election donations, and their estimated value must also be correspondingly declared as election expenses in the return.

11. 除非所有顧客一般均可享有折扣，否則貨品或服務的市價／正常價格與候選人支付的價格差額是一項選舉捐贈，候選人必須申報為選舉捐贈，並於申報書內相應申報為選舉開支。

Unless the discount is generally available to all customers, the difference between the market/regular price of goods or services and the price paid by the candidate is an election donation and must be declared as such and correspondingly declared as an election expense in the return.

12. 如某項選舉捐贈的金額或價值為\$1,000 以上(包括某些來自同一捐贈者而總價值為\$1,000 以上的選舉捐贈)，候選人須發給捐贈者載有該捐贈者的姓名或名稱及地址及該項捐贈的詳情的收據，並將收據副本與申報書一併提交。

If the amount or value of an election donation is more than \$1,000 (including election donations from the same donor and total value is more than \$1,000), candidate should issue a receipt to the donor specifying the name and address of the donor and giving particulars of the donation, and submit the return together with a copy of the receipt.

13. (a) 任何來自沒有表明姓名或名稱及地址的捐贈者，而金額或價值為 \$1,000 以上之選舉捐贈；或

(b) 任何沒有用於償付選舉開支或選舉有關用途之選舉捐贈或其一部分；或

(c) 任何超出候選人可招致的選舉開支訂明的最高限額的選舉捐贈

均須按照《選舉(舞弊及非法行為)條例》(第 554 章) 第 19 條處置，在呈交申報書及聲明書之前捐贈候選人所選擇的屬公共性質的慈善機構或慈善信託，並在申報書附上收款人發出的收據副本。否則，申報書及聲明書須附有書面解釋，列出沒有按照該條處置該項或該部分選舉捐贈的理由。

(a) Any election donation in the amount or value of more than \$1,000 from a donor whose name and address are not identified; or

(b) any election donation or part of it which has not been used to meet election expenses or for election-related purpose; or

(c) any election donation which is in excess of the maximum prescribed amount of election expenses that the candidate is allowed to incur

must, in accordance with section 19 of the Elections (Corrupt and Illegal Conduct) Ordinance (Cap. 554), be donated to charitable institutions or trusts of a public character chosen by the candidate before the return and declaration is lodged. The return must be accompanied by copy(ies) of the receipt(s) given by the recipient(s) thereof. Otherwise, the return and declaration must be accompanied by a written explanation setting out the reason why such election donation or part of it was not disposed of in accordance with that section.

14. 候選人必須在《選舉(舞弊及非法行為)條例》(第 554 章) 第 37(1F) 及 (1G) 條規定的限期屆滿之前，將填妥的申報書及聲明書提交總選舉事務主任 (地址：九龍觀塘觀塘道 392 號創紀之城 6 期 23 樓 2301-03 室選舉事務處)。
Candidate must submit the completed return and declaration to the Chief Electoral Officer (Address: Registration and Electoral Office, Unit 2301-03, 23/F, Millennium City 6, 392 Kwun Tong Road, Kwun Tong, Kowloon) by the statutory deadline as required under section 37(1F) and (1G) of the Elections (Corrupt and Illegal Conduct) Ordinance (Cap. 554).
15. 申報書及聲明書以及所有附件的副本將備存於選舉事務處，由該申報書及聲明書提交總選舉事務主任的時間起，直至根據《選舉(舞弊及非法行為)條例》(第 554 章) 第 41 條規定申報書及聲明書可供公眾查閱的期間結束為止，供公眾查閱或提供予索閱有關文件的人士。
Copies of the return and declaration and all attachments will be kept at the Registration and Electoral Office and made available for public inspection or may be furnished to any person upon request from the time when the return and declaration is lodged with the Chief Electoral Officer until the end of the period for which copies of election returns and declaration are available for inspection under section 41 of the Elections (Corrupt and Illegal Conduct) Ordinance (Cap. 554).
16. 選舉事務處將查核所有候選人提交的申報書及聲明書。倘若發現任何不當情況，將會向有關當局報告，以進行調查。候選人在申報書及聲明書上填報的資料亦可能供給有關當局進行調查。
The Registration and Electoral Office will check all returns and declarations submitted by the candidates. Any irregularities detected will be reported to the relevant authorities for investigation. The information provided by the candidates in their returns and declarations may also be provided to the relevant authorities for investigation.
17. 《選舉(舞弊及非法行為)條例》(第 554 章) 與選舉申報書相關的部分條文載列如下，以供參考—
Part of the provisions of the Elections (Corrupt and Illegal Conduct) Ordinance (Cap. 554) concerning election return are reproduced below for reference –

《選舉(舞弊及非法行為)條例》(第 554 章) 第 2 條

“選舉開支”(election expenses) 就某項選舉的候選人或候選人組合而言，指在選舉期間前、在選舉期間內或在選舉期間後，由該候選人或該候選人組合或由他人代該候選人或該候選人組合—

- (a) 為促使該候選人或該候選人組合當選；或
- (b) 為阻礙另一候選人或另一候選人組合當選，

而招致或將招致的開支，並包括包含貨品及服務而用於上述用途的選舉捐贈的價值。

“選舉捐贈”(election donation) 就某項選舉的一名或多於一名候選人而言，指以下任何捐贈—

- (a) 為償付或分擔償付該候選人或該等候選人的選舉開支，而給予該候選人或該等候選人或就該候選人或該等候選人而給予的任何金錢；或
- (b) 為促使該候選人或該等候選人當選或阻礙另一名候選人或另一些候選人當選，而給予該候選人或該等候選人或就該候選人或該等候選人而給予的任何貨品，包括由於提供義務服務而附帶給予的貨品；
- (c) 為促使該候選人或該等候選人當選或阻礙另一名候選人或另一些候選人當選，而向該候選人或該等候選人提供或就該候選人或該等候選人而提供的任何服務，但不包括義務服務。

“義務服務”(voluntary service) 指任何自然人為以下目的在其私人時間自願親自免費向某項選舉的一名或多於一名候選人提供或就某項選舉的一名或多於一名候選人而提供的任何服務—

- (a) 促使該候選人或該等候選人當選；或
- (b) 阻礙另一名候選人或另一些候選人當選。

Section 2 of the Elections (Corrupt and Illegal Conduct) Ordinance (Cap. 554)

“Election expenses”(選舉開支), in relation to a candidate or group of candidates at an election, means expenses incurred or to be incurred, before, during or after the election period, by or on behalf of the candidate or group for the purpose of –

- (a) promoting the election of the candidate or group; or
- (b) prejudicing the election of another candidate or group,

and includes the value of election donations consisting of goods and services used for that purpose.

“Election donation”(選舉捐贈), in relation to a candidate or candidates at an election, means any of the following donations –

- (a) any money given to or in respect of the candidate or candidates for the purpose of meeting, or contributing towards meeting, the election expenses of the candidate or candidates;
- (b) any goods given to or in respect of the candidate or candidates for the purpose of promoting the election of the candidate or candidates or of prejudicing the election of another candidate or other candidates, and includes any goods given incidental to the provision of voluntary service;
- (c) any service provided to or in respect of the candidate or candidates for the purpose of promoting the election of the candidate or candidates or of prejudicing the election of another candidate or other candidates, but does not include voluntary service.

“Voluntary service”(義務服務) means any service provided free of charge to or in respect of a candidate or candidates at an election by a natural person, voluntarily and personally, in the person’s own time for the purpose of –

- (a) promoting the election of the candidate or candidates ; or
- (b) prejudicing the election of another candidate or other candidates.

《選舉(舞弊及非法行為)條例》(第554章)第37條

- (1) 在選舉中的每名候選人必須向有關主管當局提交選舉申報書，列出一
- (a) 該候選人在該項選舉中的選舉開支；及
 - (b) 曾由該候選人或由他人代該候選人在與該項選舉有關連的情況下收取的所有選舉捐贈。
- (1F) 就為選出任何區議會的議員而舉行的選舉而言，候選人須確保申報書在以下情況出現當日後 30 日期間屆滿前提交－
- (a) 如該選舉是為 2 個或多於 2 個選區，而就 1 個或多於 1 個區議會舉行－該選舉就所有該等選區而言，均已告結束；或
 - (b) 如該選舉只為 1 個選區而舉行－該選舉就該選區而言，已告結束。
- (1G) 為施行第 (1F) 款，就某選區而言，選舉在任以下事件就該選區發生當日，即告結束－
- (a) 選舉結果於憲報公布；
 - (b) 宣布選舉程序終止；
 - (c) 宣布選舉未能完成。

Section 37 of the Elections (Corrupt and Illegal Conduct) Ordinance (Cap. 554)

- (1) Each candidate at an election must lodge with the appropriate authority an election return setting out –
- (a) the candidate's election expenses at the election; and
 - (b) all election donations received by or on behalf of the candidate in connection with the election.
- (1F) For an election to membership of any District Council, the candidate must ensure that the return is lodged before the expiry of the period of 30 days after –
- (a) if the election is held for 2 or more constituencies in relation to 1 or more District Councils – the date on which the election becomes settled in relation to all of the constituencies; or
 - (b) if the election is held for only 1 constituency – the date on which the election becomes settled in relation to the constituency.
- (1G) For the purposes of subsection (1F), an election is settled in relation to a constituency on the date on which any of the following events occurs in relation to the constituency –
- (a) the result of the election is notified in the Gazette;
 - (b) the proceedings for the election are declared to have been terminated;
 - (c) the election is declared to have failed.

《選舉(舞弊及非法行為)條例》(第554章)第37(2)(b)條

候選人必須確保申報書附有－

- (i) (就每項\$500 或以上的選舉開支而言)載有該項支出的詳情的發票及收據；及
- (ii) (就每項\$1000 以上或每項包含貨品或服務而價值\$1000 以上的選舉捐贈而言)發給捐贈者的載有關於該捐贈者及該項捐贈的詳情的收據的副本；及
- (iii) (如由候選人或由他人代候選人在與選舉有關連的情況下收取的某項選舉捐贈或某項選舉捐贈的一部分沒有用於該用途而已按照第 19 條處置)收取該等如此處置的捐贈或部分捐贈的人所發出的收據的副本；及
- (iv) (如由候選人或由他人代候選人在與選舉有關連的情況下收取的某項選舉捐贈或某項選舉捐贈的一部分沒有用於該用途，亦沒有按照第 19(3) 條處置)書面解釋，列出沒有按照該條處置該項捐贈或該部分捐贈的理由；及
- (v) 採用有關主管當局提供或指明的表格或格式所作的聲明書，證明申報書內容屬實。

Section 37(2)(b) of the Elections (Corrupt and Illegal Conduct) Ordinance (Cap. 554)

The candidate must ensure that the return is accompanied –

- (i) in the case of each election expense of \$500 or more, by an invoice and a receipt giving particulars of the expenditure; and
- (ii) in the case of each election donation of more than \$1000 or, in the case of an election donation consisting of goods or a service, of more than \$1000 in value, by a copy of the receipt issued to the donor giving particulars of the donor and the donation; and
- (iii) where an election donation or part of an election donation that was received by or on behalf of the candidate in connection with the election was not used for that purpose was disposed of in accordance with section 19, by a copy of the receipt given by the recipient of the donation or part; and
- (iv) where an election donation or part of an election donation that was received by or on behalf of the candidate in connection with the election was not used for that purpose was not disposed of in accordance with section 19(3), by an explanation setting out the reason why it was not disposed of in accordance with that section; and
- (v) by a declaration in a form provided or specified by the appropriate authority verifying the contents of the return.

《選舉(舞弊及非法行為)條例》(第554章)第40條

- (1) 候選人如不能夠或沒有在准許的限期屆滿之前按照第 37 條的規定提交選舉申報書，可向原訟法庭申請作出命令，容許該候選人在原訟法庭指明的較長限期內，向有關主管當局提交選舉申報書。
- (2) 原訟法庭在聆訊根據第 (1) 款提出的申請後，必須信納不能夠或沒有按照第 37 條的規定提交選舉申報書一事是可歸因於下述情況而非因申請人不真誠所致，方可作出所尋求的命令－
- (a) 申請人患病或不在香港；或
 - (b) 申請人的代理人或僱員去世、患病、不在香港或行為不當；或
 - (c) 申請人或其他人粗心大意或意外地計算錯誤；或
 - (d) 任何合理理由。

- (3) 候選人亦可向原訟法庭申請作出命令，使該候選人可更正在選舉申報書或附於該申報書的任何文件內的錯誤或虛假陳述。
- (4) 原訟法庭在聆訊根據第(3)款提出的申請後，必須信納該等錯誤或虛假陳述是因下述情況而非因申請人不真誠所致，方可作出所尋求的命令—
 - (a) 申請人的代理人或僱員的行為不當；或
 - (b) 申請人或其他人粗心大意或意外地計算錯誤；或
 - (c) 任何合理理由。

Section 40 of the Elections (Corrupt and Illegal Conduct) Ordinance (Cap. 554)

- (1) A candidate who is unable or has failed to lodge an election return as required by section 37 before the end of the permitted period can apply to the Court for an order allowing the candidate to lodge with the appropriate authority an election return within such further period as the Court specifies.
- (2) On the hearing of an application made under subsection (1), the Court may make the order sought, but only if it is satisfied that the inability or failure to lodge an election return as required by section 37 was attributable to –
 - (a) the applicant's illness or absence from Hong Kong; or
 - (b) the death, illness, absence from Hong Kong or misconduct of an agent or employee of the applicant; or
 - (c) inadvertence or an accidental miscalculation by the applicant or any other person; or
 - (d) any reasonable cause,and was not due to the applicant's bad faith.
- (3) A candidate can also apply to the Court for an order enabling the candidate to correct any error or false statement in an election return or in any document accompanying the return.
- (4) On the hearing of an application made under subsection (3), the Court may make the order sought, but only if it is satisfied that the error or false statement was due to –
 - (a) misconduct of an agent or employee of the applicant; or
 - (b) inadvertence or an accidental miscalculation by the applicant or any other person; or
 - (c) any reasonable cause,and was not due to the applicant's bad faith.

《選舉(舞弊及非法行為)條例》(第554章)第20條

如任何候選人在根據第 37 條提交的選舉申報書內，或在根據第 37A 條提交的選舉申報書的副本內，作出該候選人明知或理應知道屬虛假或具誤導性達關鍵程度的陳述，即屬在選舉中作出舞弊行為，該陳述屬一項根據第 37A 條達成的更正的標的亦然。

Section 20 of the Elections (Corrupt and Illegal Conduct) Ordinance (Cap. 554)

A candidate engages in corrupt conduct at an election if the candidate, in an election return lodged under section 37 or a copy of an election return lodged under section 37A, makes a statement that the candidate knows or ought to know is materially false or misleading whether or not the statement is the subject of a correction effected under section 37A.

《選舉(舞弊及非法行為)條例》(第554章)第38(1)條

候選人如沒有按照第 37 條的規定提交選舉申報書，即屬犯罪—

- (a) 如循簡易程序審訊，一經定罪，可處第 5 級罰款及監禁 1 年；或
- (b) 如循公訴程序審訊，一經定罪，可處罰款\$200,000 及監禁 3 年。

Section 38(1) of the Elections (Corrupt and Illegal Conduct) Ordinance (Cap. 554)

A candidate who fails to lodge an election return as required by section 37 commits an offence and is –

- (a) if tried summarily, liable on conviction to a fine at level 5 and to imprisonment for 1 year; or
- (b) if tried on indictment, liable on conviction to a fine of \$200,000 and to imprisonment for 3 years.

18. 候選人在填寫此申報書及聲明書時如有任何問題，請在辦公時間內致電選舉事務處的查詢熱線 2891 1001。如對《選舉(舞弊及非法行為)條例》有任何諮詢，可致電廉政公署的廉潔選舉查詢熱線 2920 7878。

If the candidate has any questions in completing this return and declaration, please call the Enquiry Hotline of the Registration and Electoral Office at 2891 1001 during office hours. For enquiries relating to the Elections (Corrupt and Illegal Conduct) Ordinance, please call the Clean Election Enquiry Hotline of the Independent Commission Against Corruption at 2920 7878.

選舉開支及接受選舉捐贈之申報書及聲明書
RETURN AND DECLARATION OF ELECTION EXPENSES AND ELECTION DONATIONS

《選舉(舞弊及非法行為)條例》(第 554 章)第 37 條
Section 37 of the Elections (Corrupt and Illegal Conduct) Ordinance (Cap. 554)

2019 年區議會一般選舉
2019 DISTRICT COUNCIL ORDINARY ELECTION

沙田 Sha Tin 區議會 District Council 錦英 Kam Ying 選區 Constituency
(區議會名稱) (選區名稱)
(Name of District Council) (Name of Constituency)

選舉日期：2019 年 11 月 24 日
Date of Election: 24 November 2019

填上區議會名稱及選區名稱。
Fill in the name of the District Council and the Constituency.

申報書
FORM OF RETURN

[附註：請用正楷填寫此申報書及聲明書，填寫前請參閱《填寫選舉開支及接受選舉捐贈之申報書及聲明書說明》(“說明”。)]

[Note: Please read the “Notes on Completion of Return and Declaration of Election Expenses and Election Donations” (“Note(s)”) before completing this return and declaration in BLOCK LETTERS.]

候選人姓名(正楷)

Name of Candidate 甲乙丙 / ABC

(in BLOCK LETTERS)

必須填上候選人在香港身分證上顯示的姓名。

Must fill in the full name as shown on the candidate's Hong Kong Identity Card.

一．我是參加此次選舉之上述候選人。

1. I am the candidate named above at the above election.

二．我現把由我及我的選舉開支代理人代我在上述選舉中招致的選舉開支，及由我、我的選舉代理人及其他人士代表或為我在與上述選舉相關的情況下接受的所有選舉捐贈，申報如下。

2. I hereby make the following return of election expenses incurred by me and by my election expense agent(s) on my behalf at the above election, and all election donations received by me, by my election agent and by any other persons on behalf of me in connection with the above election.

各項選舉開支
ELECTION EXPENSES

開支一覽表(詳情列於以下各有關部分)(見說明第 4 項)

Summary of expenses (with details set out under each of the relevant sections below) (see Note 4)

候選人個人開支(A 部)..... HK\$ 1,200 港元
Candidate's personal expenses (Section A)

選舉聚會之開支(B 部)..... HK\$ 2,000.3 港元
Expenses for election meetings (Section B)

代理人及選舉助理之開支(C 部)..... HK\$ 3,400 港元
Expenses for agents and election assistants (Section C)

選舉廣告之開支(D 部)..... HK\$ 11,700.4 港元
Expenses for election advertisements (Section D)

租金、辦公室及運輸之開支(E 部)..... HK\$ 10,415.48 港元
Rental, office and transportation expenses (Section E)

雜項開支(F 部)..... HK\$ 11,070 港元
Expenses for miscellaneous items (Section F)

未支付之索款(G 部)..... HK\$ 7,263.23 港元
Outstanding claims (Section G)

等於 A 至 G 部的總和。
Equal to the sum of Sections A to G.

總開支 HK\$ 47,049.41 港元

Total expenses

A 部 : 候選人個人開支(例如:製作候選人的個人相片或形象設計等開支。)

Section A : Candidate's personal expenses (For example, expenses on the production of personal photographs or image design, etc.)

	開支性質 Nature of Expenses	金額(港元) (見說明第 4 項) Amount (HK\$) (see Note 4)	發票及收據 Invoice and Receipt
1.	相片沖印 <i>Production of Photos</i>	600	A1 (見附件 1) (see Annex 1)
2.	形象設計 <i>Image Design</i>	600	A2 – A3
3.			
4.			
5.			
	總數 Total	1,200	

無需競逐而當選的候選人，在其所屬的選區的選舉結果公布後，參與競選活動以促使其他需競逐的候選人當選所牽涉的有關支出不會被計算為該無需競逐而當選的候選人的選舉開支。

Costs of electioneering activities participated by an uncontested candidate after declaration of the election result in respect of his/her constituency to promote the election of other contested candidates will not be counted as election expenses of the uncontested candidate.

如分攤開支後經計算的金額有小數位，請以整數或四捨五入至不超過兩個小數位填寫。

If the amount has decimal places after calculation due to apportionment of the expense, please fill in with an integer or round up/down to not more than 2 decimal places.

B 部 : 選舉聚會之開支(例如:舉辦選舉活動或政治團體舉行誓師大會之開支。)

Section B : Expenses for election meetings (For example, expenses for conducting electioneering functions or launching ceremony of the election campaign by political organisations.)

	活動日期 Date of Activity	活動名稱 Name of the Activity	金額(港元) (見說明第 4 項) Amount (HK\$) (see Note 4)	發票及收據 Invoice and Receipt
1.	X.X.201X	誓師大會 <i>Launching Ceremony</i>	1,000.3	B1
2.	X.X.201X	選舉講座 <i>Election Talks</i>	500	B2
3.	X.X.201X	租借場地 <i>Hiring of Venue</i>	500	(捐贈) (Donation)
4.				
		總數 Total	2,000.3	

如此項目是捐贈貨品/服務，只須在“發票及收據”一欄填上“捐贈”及捐贈收據編號(如適用)，同時須在“各項選舉捐贈”(即 H 或 I 部)中申報，金額則等同於捐贈貨品/服務的市價或合理市值估價。(就此項目的選舉捐贈申報要求，另見此樣本 H 部)

For an item that is donated goods/service, candidate only has to state “Donation” and donation receipt no. (if applicable) in the “Invoice and Receipt” column. Candidate should also declare the item in the part for reporting election donations (i.e. Section H or I) and the amount should be the market value or the fair estimated market value of the donated goods/service. (See also Section H of this sample for the requirements on declaration of this item of election donation.)

C 部 : 代理人及選舉助理之開支
 Section C : Expenses for agents and election assistants

代理人類別／獲委任人姓名 Types of Agents/Names of Appointees	金額(港元) (見說明第 4 項) Amount (HK\$) (see Note 4)	發票及收據 Invoice and Receipt
選舉代理人： 甲甲甲 Election Agent: AAA	600	C1 <div style="border: 1px solid red; padding: 2px; display: inline-block;">(見附件 2) (see Annex 2)</div>
選舉開支代理人： ZZZ Election Expense Agent(s): BBB	600	C2 <div style="border: 1px solid red; padding: 2px; display: inline-block;">(見附件 3) (see Annex 3)</div>
監察投票代理人： 丙丙丙 Polling Agent(s): CCC	500	C3
<div style="border: 1px solid red; padding: 5px;"> <p>如果候選人申報代理人及／或選舉助理的強制性公積金供款作為選舉開支，應該只申報僱主的供款款額。 When declaring the contribution(s) to the agent(s)' and/or election assistant(s)' Mandatory Provident Fund as election expense(s), candidate should only declare the portion contributed by the employer.</p> </div>		
監察點票代理人： 丁丁丁 Counting Agent(s): DDD	500	C4
選舉助理及拉票人： 戊戊戊 Election Assistant(s) and Canvasser(s): EEE	600	C5 <div style="border: 1px solid red; padding: 2px; display: inline-block;">(見附件 4) (see Annex 4)</div>
己己己 FFF	600	C5
總數 Total	3,400	

D 部 : 選舉廣告之開支(見說明第 7 項)

Section D : Expenses for election advertisements (see Note 7)

應根據於中央平台或候選人平台或交給有關選區的選舉主任之「選舉廣告資料摘要」(表格編號: REO/C/10/DC(SF)(2019))及「修正選舉廣告資料摘要通知書」(表格編號: REO/C/11/DC(SF)(2019))(如適用)所列的選舉廣告數量及種類,計算及填寫此部分之開支。不論開支的價值是否極少,候選人均須申報每一項選舉廣告的開支。即使某項選舉廣告的開支為零,候選人亦應申報該項目,以供選舉事務處查核。

The expenses entered in this section should be calculated based on the quantities and types of election advertisements as stated on the Central Platform or Candidate's Platform or in the "Information Sheet in Relation to Election Advertisements" (Form no.: REO/C/10/DC(SF)(2019)) and "Notification of Corrected Information in Relation to Election Advertisements" (Form no.: REO/C/11/DC(SF)(2019)) (if applicable) submitted to the Returning Officer for the relevant constituency. The candidate should declare the expenses for each and every item of election advertisement no matter how minimal the value of the expense is. Even if the expense for a particular election advertisement is zero, the candidate should also declare the item for checking by the Registration and Electoral Office.

1. 海報

Posters

	印刷日期 Date of Printing	尺寸/面積 Size/Dimension	顏色 (單色/多色) Colour (Single/Multi)	印刷的 文本數目 Number of Copies Printed	金額(港元) (見說明第 4 項) Amount (HK\$) (see Note 4)	發票及收據 Invoice and Receipt
1.	X.X.201X	20" x 30"	多色 Multi	1,000	500	D1 (見附件 5) (see Annex 5)
2.	X.X.201X	15" x 20"	單色 Single	4,000	600 (總額 1,200 元 由兩位候選人 攤分) (A total of \$1,200 shared between two candidates)	D2 (正本由 XXX 提交) (Original copy submitted by XXX)
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
13.						
14.						
15.						
16.						
第 1 項小計 Sub-total of 1					1,100	

請依發票或收據列明印製的文本數目,毋須註明每位候選人攤分的文本數目。
Please state the number of copies printed according to the invoice or receipt, no need to state the number of copies shared by each candidate.

若兩位候選人的聯合選舉廣告開支總金額為\$1,200,而該項選舉開支由兩位候選人平均攤分。每位候選人申報\$600。但毋須註明每位候選人攤分的印製文本的數目。
候選人應列明如何分攤選舉開支,由於收據及發票的正本由其中一位候選人提交,另一位候選人應遞交有關收據及發票的副本,並註明正本是由那一位候選人提交,以便核實。
If the total amount of the expense of a joint election advertisement of two candidates is \$1,200 and that election expense is to be evenly divided between two candidates, each candidate should declare \$600 in his/her return. However, there is no need to state the number of printed copies shared by each candidate.
Candidates should state clearly how the election expense is apportioned. Since the original invoice and receipt have been submitted by one of the candidates, the other candidate should also provide the copies of the relevant invoice and receipt and state the name of the candidate who has submitted the original documents so as to facilitate checking.

2. 小冊子
Pamphlets

	印刷日期 Date of Printing	尺寸／面積 Size/Dimension	顏色 (單色／多色) Colour (Single/Multi)	印刷的 文本數目 Number of Copies Printed	金額(港元) (見說明第 4 項) Amount (HK\$) (see Note 4)	發票及收據 Invoice and Receipt
1.	<i>X.X.201X</i>	<i>A4</i>	<i>多色 Multi</i>	<i>2,000</i>	<i>600</i>	<i>D3</i>
2.	<i>X.X.201X</i>	<i>A3</i>	<i>單色 Single</i>	<i>1,500</i>	<i>900</i>	<i>D4</i>
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19.						
20.						
第 2 項小計 Sub-total of 2					<i>1,500</i>	

3. 傳單 (A3、A4 或 A5 尺寸的紙張亦應算作傳單。)
Handbills (One-page paper with the size of A3, A4 or A5 is also regarded as handbill.)

	印刷日期 Date of Printing	尺寸／面積 Size/Dimension	顏色 (單色／多色) Colour (Single/Multi)	印刷的 文本數目 Number of Copies Printed	金額(港元) (見說明第 4 項) Amount (HK\$) (see Note 4)	發票及收據 Invoice and Receipt
1.	<i>X.X.201X</i>	<i>A4</i>	<i>多色 Multi</i>	<i>2,500</i>	<i>500</i>	<i>D5</i>
2.	<i>X.X.201X</i>	<i>A5</i>	<i>單色 Single</i>	<i>4,000</i>	<i>200</i>	<i>(捐贈) (Donation)</i>
3.	<i>X.X.201X</i>	<i>A5</i>	<i>單色 Single</i>	<i>3,000</i>	<i>0</i>	<i>自行製作 (文具開支已在 E 部申報) Self-produced (Stationery expense has been declared at Section E)</i>
4.						
5.						
6.						
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19.						
20.						
第 3 項小計 Sub-total of 3					<i>700</i>	

如此項目是捐贈貨品／服務，只須在“發票及收據”一欄填上“捐贈”及捐贈收據編號(如適用)，同時須在“各項選舉捐贈”(即 H 或 I 部)中申報，金額則等同於捐贈貨品／服務的市價或合理市值估價。(就此項目的選舉捐贈申報要求，另見此樣本 H 部。)

If this item is donated goods/service, candidate only has to state “Donation” and donation receipt no. (if applicable) in the “Invoice and Receipt” column. Candidate should also declare the item in the part for reporting election donations (i.e. Sections H or I) and the amount should be the market value or the fair estimated market value of the donated goods/service. (See also Section H of this sample for the requirements on declaration of this item of election donation.)

如候選人自行製作一批傳單，候選人須在 D3 部申報有關項目，並在“發票及收據”一欄填上“自行製作”，而有關製作開支(例如：紙張、油墨等)須在 E1 部-文具作出申報。

If candidate has self-produced some handbills, he/she should declare the item under Section D3 and state “Self-produced” in the “Invoice and Receipt” column. The related production expenses (e.g. paper, ink, etc.) should be declared under Section E1-Stationery.

4. 其他印刷物品 (請註明有關選舉廣告的類別，例如報紙廣告、圖文傳真、名片、信封、明信片等。)
 Other Printed Items (Please specify types of the election advertisements concerned, e.g. newspaper advertisements, facsimile, name cards, envelopes, postcards, etc.)

	類別 Type	印刷日期 Date of Printing	尺寸／面積 Size/ Dimension	顏色 (單色／多色) Colour (Single/Multi)	印刷的 文本數目 Number of Copies Printed	金額(港元) (見說明第 4 項) Amount (HK\$) (see Note 4)	發票及 收據 Invoice and Receipt
1.	信封 <i>Envelopes</i>	<i>X.X.201X</i>	<i>4.5" x 8.5"</i>	單色 <i>Single</i>	<i>5,000</i>	<i>500</i>	<i>D6</i>
2.	明信片 <i>Postcards</i>	<i>X.X.201X</i>	<i>4" x 6"</i>	多色 <i>Multi</i>	<i>500</i>	<i>500</i>	<i>D7</i>
3.							
4.							
5.							
6.							
7.							
8.							
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16.							
17.							
18.							
19.							
20.							
第 4 項小計 Sub-total of 4						<i>1,000</i>	

如候選人製作一批選舉廣告，但最終只發布了一部分，候選人須把整筆有關選舉廣告開支作出申報。
 Candidate should declare the entire election expenses related to election advertisements even only part of those election advertisements have been distributed.

5. 橫額

Banners

	製作日期 Date of Production	尺寸/面積 Size/Dimension	製作數量 Quantity Produced	金額(港元) (見說明第 4 項) Amount (HK\$) (see Note 4)	發票及收據 Invoice and Receipt
1.	<i>X.X.201X</i>	<i>3' x 12'</i>	<i>2</i>	<i>600</i> <i>(當中 \$200 為</i> <i>折扣, 屬於</i> <i>選舉捐贈)</i> <i>(\$200 of it is discount,</i> <i>which is election</i> <i>donation)</i>	<i>D8</i>
2.	<i>X.X.201X</i>	<i>3' x 10'</i>	<i>10</i>	<i>1000</i>	<i>D9</i>
3.					
4.					
5.					
6.	<p>實物抵付形式的選舉捐贈包括免費或以折扣價獲得的貨品及服務。如有關折扣並非所有顧客一般均可享有，貨品或服務的市價/正常價格與候選人支付的價格差額會是一項選舉捐贈。候選人必須在金額一欄申報市價/正常價格並註明折扣金額，另須把折扣申報為選舉捐贈。(就此項目的選舉捐贈申報要求，另見此樣本 H 部。)</p> <p>Election donations in kind include goods and services obtained free of charge or at a discount. If the discount is not generally available to all customers, the difference between the market/regular price of goods or services and the price paid by the candidate is an election donation. Candidate must declare the market/regular price and specify the amount of discount in the column of "Amount". Candidate must also declare the discount as an election donation. (See also Section H of this sample for the requirements on declaration of this item of election donation.)</p>				
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					
18.					
19.					
20.					
第 5 項小計 Sub-total of 5				<i>1,600</i>	

6. 小旗
Pennants

	製作日期 Date of Production	尺寸/面積 Size/Dimension	顏色 (單色/多色) Colour (Single/Multi)	製作數量 Quantity Produced	金額(港元) (見說明第4項) Amount (HK\$) (see Note 4)	發票及收據 Invoice and Receipt
1.	<i>X.X.201X</i>	<i>2' x 4'</i>	<i>多色 Multi</i>	<i>40</i>	<i>800.4</i>	<i>D10</i>
2.	<i>X.X.201X</i>	<i>A3</i>	<i>單色 Single</i>	<i>20</i>	<i>600</i>	<i>D11</i>
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
13.						
14.						
15.						
16.						
17.						
18.						
19.						
20.						
第6項小計 Sub-total of 6					<i>1,400.4</i>	

如在轉換幣值(例如把人民幣轉為港幣)後經計算的金額有小數位，請以整數或四捨五入至不超過兩個小數位填寫。
If the amount has decimal places after calculation due to change of currency (for example from Renminbi to Hong Kong dollar), please fill in with an integer or round up/down to not more than 2 decimal places.

7. 標語牌
Placards

	製作日期 Date of Production	尺寸／面積 Size/Dimension	製作數量 Quantity Produced	金額(港元) (見說明第 4 項) Amount (HK\$) (see Note 4)	發票及收據 Invoice and Receipt
1.	<i>X.X.201X</i>	<i>3' x 6'</i>	<i>30</i>	<i>600</i>	<i>D12-D13</i>
2.	<i>X.X.201X</i>	<i>3' x 6'</i>	<i>10</i>	<i>100</i>	<i>舊物重用 Re-use of old material (舊宣傳板估計值) (Estimated value of old publicity boards)</i>
3.	<i>X.X.201X</i>	<i>3' x 6'</i>	<i>10</i>	<i>500</i>	<i>D14 (重新修整第 2 列的 舊宣傳板費用) (Cost incurred for refurbishment of old publicity boards in row 2)</i>
4.					
5.					<p>舊宣傳板的估計價值和重新修整所招致的費用，均須計入選舉開支，並須清楚分開列明。 The estimated value of the old publicity boards and the cost incurred for their refurbishment should be counted towards the election expenses, and should be listed separately.</p>
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					
18.					
第 7 項小計 Sub-total of 7				<i>1200</i>	

8. 其他 (請註明類別)
Others (Please specify the type)

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／視頻、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。

The election advertisements which cannot be classified into any one of the above items should be stated in this part. Examples are compact discs, films/videos, electronic messages (including electronic mail), information system network, electronic display boards, webpage, internet advertisements, etc.

	類別 Type	製作日期 Date of Production	製作數量 Quantity Produced	金額(港元) (見說明第 4 項) Amount (HK\$) (see Note 4)	發票及收據 Invoice and Receipt
1.	光碟 Compact Discs	X.X.201X	200	600	D15
2.	網站製作 Website Construction	X.X.201X	1	1,500	D16
3.	短訊服務 Short Message Service (SMS)	X.X.201X	1000	500	D17
4.	社交網站發布的 選舉廣告 Election advertisement published at social media	X.X.201X	1	0	(上網費已在 E 部申報) (Internet service fee has been declared at Section E)
5.	電子郵件 Email	X.X.201X	1	0	(上網費已在 E 部申報) (Internet service fee has been declared at Section E)
6.	肩帶 Sash	X.X.201X	30	600	(捐贈), I2 (Donation), I2
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
第 8 項小計 Sub-total of 8				3,200	
第 1 項至第 8 項小計總和 The Sum of sub-totals 1 to 8				11,700.4	

請列明每項廣告的類別。
Please specify the type of each election advertisement.

如此項目是捐贈貨品／服務，只須在“發票及收據”一欄填上“捐贈”及捐贈收據編號(如適用)，同時須在“各項選舉捐贈”(即 H 或 I 部)中申報，金額則等同於捐贈貨品/服務的市價或合理市值估價。(就此項目的選舉捐贈申報要求，另見此樣本 I 部)
If this item is donated goods/service, candidate only has to state “Donation” and donation receipt no. (if applicable) in the “Invoice and Receipt” column. Candidate should also declare the item in the part for reporting election donations (i.e. Section H or I) and the amount should be the market value or the fair estimated market value of the donated goods/service. (See also Section I of this sample for the requirements on declaration of this item of election donation)

E 部 : 租金、辦公室及運輸之開支 (請列明服務/貨品之類別或性質及詳情)

Section E : Rental, office and transportation expenses (Please specify the type/nature and particulars of services/goods)

1. 租金及辦公室開支

Rental and office expenses

服務/貨品的詳情 Particulars of Services/Goods			金額(港元) (見說明第 4 項) Amount (HK\$) (see Note 4)	發票及收據 Invoice and Receipt
租金: 地址(見說明第 8 項) Rental: Address (see Note 8)	單位收費#(港元) (見說明第 4 項) Unit Charge# (HK\$) (see Note 4)	租用日期及期間 Rental Period & Duration		(見附件 6) (see Annex 6)
ZZ 區 YYY 道 XX 大廈 10 樓 10/F, XX Building, YYY Road, ZZ	1,000 (每月 per month)	(X.X.201X-X.X.201X)	2,000	E1
文具 Stationery				
各項文具項目開支詳情見附表 E2 See Appendix E2 for particulars of stationery expenses		(見附件 7) (see Annex 7)	1,975	E2(1)-E2(3)
郵費 Postage	請列明項目類別或性質及詳情。 Please state the type or the nature and particulars of each item.			
郵寄選舉廣告 Posting of Election Advertisements	\$2 x 340		680	E3
其他辦公室開支(請註明): Other office expenses (Please specify):				
1. 上網費 Internet Service Fee	697 (每月 per month)	使用量總和共 44 日 Total usage amounted to 44 days (X.X.201X- X.X.201X)	1,011.03	E4
<p>如此開支是用作多於一項用途，如家居用途，應就與選舉有關的用途和其他用途分攤這項開支。舉例如下：</p> <p>候選人的家居上網月費為\$697。在 9 月至 11 月期間利用該上網服務進行與選舉有關的用途(例如傳送電郵給選民及在網絡日誌上發布選舉廣告)，直至選舉日的估計使用時間的總和為 44 日： 9 月至 11 月的家居上網月費總額：\$697 × 3 個月 = \$2,091 用作選舉有關用途的開支部分：\$2,091 ÷ (30 + 31 + 30) 日 × 44 日 = \$1,011.03</p> <p>If this expense is incurred for more than one purpose, for instance domestic purpose, there is a need for apportionment of the expense between election-related purposes and any other purposes. An example as follows –</p> <p>The monthly domestic internet service fee of a candidate is \$697. Such internet service was used for election-related purposes (e.g. sent out emails to electors and published Election Advertisements at blog) between September and November, and the estimated total time of such usage up to the election day amounted to 44 days. Total domestic internet service fee between September and November: \$697 x 3 months = \$2,091 Portion of expenses incurred for election-related purposes: \$2,091 ÷ (30 + 31 + 30) days x 44 days = \$1,011.03</p>				
<p>如當月的月結繳款賬單未載有證明提供服務的機構已全數收取有關款額的資料，候選人須連同下一期賬單或繳款收據一併提供，以證明提供服務的機構已全數收取有關款額。</p> <p>If the monthly bill has no information showing that the organisation which provides the services has received the relevant payment in full, candidate should also submit the monthly bill of the next month or official receipt, to support that the organisation providing the services has received the relevant payment in full.</p>				
2. 電話費及傳真服務費 Telephone and fax service charge	816 (每月 per month)	使用量總和共 20 日 Total usage amounted to 20 days (X.X.201X- X.X.201X)	526.45	E5
# 單位收費應包括租金、電費、冷氣費及其他有關費用(見說明第 8 項)。 # Unit charge should include rent, electricity charges, air conditioning charges and other related expenses (see Note 8).				
第 1 項小計 Sub-total of 1			6,192.48	

2. 運輸開支
Transportation expenses

	單價收費(港元) (見說明第 4 項) Unit Charge (HK\$) (see Note 4)	數目/數量/期間 Number/Quantity/Duration	金額(港元) (見說明第 4 項) Amount (HK\$) (see Note 4)	發票及收據 Invoice and Receipt
租賃車輛 Hiring of Vehicles	550	2 (X.X.201X)	1,100	E6 – E7
汽油 Petrol	100	5	500	E8 – E9
<p>如獲得由第三者免費提供車輛服務，除了申報汽油的開支作為選舉開支外，使用該車輛的合理市場租賃估價同時是一項選舉捐贈，須要在 E2 部申報為選舉開支及“各項選舉捐贈”(即 H 或 I 部)中申報。 If vehicle service(s) is/are provided by a third party, apart from declaring the cost of petrol as election expense(s), candidate should also declare the fair estimated market value of hiring the vehicle(s) at Section E2 as election expense and at “Election Donations” (i.e. Sections H or I) since it is an item of election donation.</p>				
司機 Driver	1,000	1	1,000	E10
<p>雖然此項選舉開支的總額是\$500，但因每一程交通費是少於\$500，所以候選人無需提交發票及收據。 Although the total amount of this election expense item is \$500, candidate is not required to submit the invoice and receipt as each transportation cost is less than \$500.</p>				
交通費 Travelling Expense				
公共汽車 Bus	4 - 10.5	20 (X.X.201X - X.X.201X)	500	不適用 N/A
地鐵 MTR	4.5 - 11.9	15 (X.X.201X - X.X.201X)	103	不適用 N/A
的士 Taxi	520	1 (X.X.201X)	520	E11
<p>候選人須把交通費的詳情，例如交通工具類別、單位收費、數目/數量/期間，列明於選舉申報書內。如某項選舉開支是\$500 或以上，候選人須提交該項開支的發票及收據。增值電子儲值卡(例如八達通卡)的收據不可作為選舉開支項目的收據提交。 Candidate should declare the details of travelling expenses, for example type of transport, unit charge, number/quantity/duration in the election return. If the amount of an election expense item is of \$500 or above, candidate should submit the invoice and receipt for the item. The receipt for value top-up of electronic stored value cards (e.g. Octopus Card) is not accepted as the receipt for an election expense item.</p>				
<p>請列明交通工具的類別。 Please state the type of transport.</p>				
<p>其他運輸開支(請註明): Other transportation expense (Please specify):</p>				
泊車費 Parking fee	40	8 (X.X.201X - X.X.201X)	320	不適用 N/A
隧道費 Tunnel fee	30	6 (X.X.201X - X.X.201X)	180	不適用 N/A
<p>請列明開支項目的性質。 Please state the nature of election expenses.</p>				
			第 2 項小計 Sub-total of 2	4,223
等於第 1 項小計及第 2 項小計總和。 Equal to the sum of Sub-total of 1 and 2.			第 1 項至第 2 項小計總和 The Sum of Sub-totals 1 to 2	10,415.48

F 部 : 雜項開支
Section F : Expenses for miscellaneous items

詳情 Particulars		金額(港元) (見說明第 4 項) Amount (HK\$) (see Note 4)	發票及收據 Invoice and Receipt
供應予選舉助理之飲品及食物 Beverages and food for election assistants			
日期 Date	人數 No. of Persons	場合 Occasion	
<i>X.X.201X – X.X.201X</i>	<i>30</i>	<i>投票日前 Before Polling Day</i>	<i>F1 – F3</i>
<i>X.X.201X</i>	<i>10</i>	<i>投票日 On Polling Day</i>	<i>F4</i>
<i>X.X.201X</i>	<i>25</i>	<i>慶功宴(履行對選舉助理的承諾) Celebration Banquet (honour the promise made previously to the Election Assistant(s))</i>	<i>F5 – F7</i>
<p>如果候選人當選後設慶功宴，其目的純粹為慶祝他／她在選舉中當選，該宴會並非為促使他／她當選而舉辦，有關費用不需要計算為候選人的選舉開支。但是，如果設慶功宴的目的是為了履行候選人對協助他／她進行競選活動的人士曾許下的承諾，例如他／她曾答應他／她成功當選後，將設宴酬謝曾為他／她的競選活動而奔波的人士及助選成員，該宴會的舉行便與促使他／她當選有關，所涉及的費用亦因此屬選舉開支。候選人須註明開支是為履行承諾。</p> <p>If the celebration banquet is arranged after the election for the sole purpose of celebrating the candidate's successful election and the purpose of hosting the said banquet is not for promoting his/her election, the expenses incurred need not be counted towards his/her election expenses. If the celebration banquet is hosted to honour the candidate's promise made previously to the participants, e.g. they would be rewarded with a banquet for their electioneering assistance upon the candidate's successful election, the hosting of this celebration banquet is related to the purpose of promoting his/her election and the expenses of the banquet should be counted towards the candidate's election expenses. Candidate should specify that the expense is to honour the promise made previously.</p>			
其他(請註明日期及性質) Others (Please specify date and nature)			
<i>X.X.201X</i>	<i>選舉工程設計費 Election campaign design fee</i>	<i>4,450</i>	<i>F8</i>
<i>X.X.201X</i>	<i>保險費 Insurance expenses</i>	<i>1,000</i>	<i>F9</i>
<i>X.X.201X</i>	<i>手推車 Trolley</i>	<i>70</i>	<i>不適用 N/A</i>
<i>X.X.201X</i>	<i>拆除選舉廣告費用 Costs for removal of election advertisements</i>	<i>550</i>	<i>F10</i>
<p>由政府部門拆除選舉廣告所收取的費用，亦應計算為選舉開支。如有關費用為\$500 或以上，請提交相關的發票及收據。</p> <p>The removal costs for the election advertisements charged by the government departments should also be counted as election expenses. If such cost is of \$500 or above, please submit the relevant invoice and receipt.</p>			
		總數 Total	<i>11,070</i>

G 部 : 未支付之索款
 Section G : Outstanding claims

如已在 A 至 F 部申報的費用，毋須在此部分重覆申報。
 If the expenses have already been included in Sections A to F, no need to complete this section.

根據《選舉(舞弊及非法行為)條例》(第 554 章)第 37(2)(b)(i) 條的規定，候選人必須確保申報書附有(就每項 500 元或以上的選舉開支而言)載有該項支出的詳情的發票及收據。我承諾將依據下表列出預定支付索款的時間表，向有關供應者支付索款，並於付款日期後的 30 天內，向總選舉事務主任提交每項 500 元或以上的選舉開支的發票及付款收據，以證明下述索款已如期支付。如我未能於限期內提交有關的發票及付款收據，總選舉事務主任可能會將個案轉交執法機構跟進。

According to section 37(2)(b)(i) of the Elections (Corrupt and Illegal Conduct) Ordinance (Cap. 554), the candidate must ensure that the return is accompanied, in the case of each election expense of \$500 or more, by an invoice and a receipt giving particulars of the expenditure. I undertake to settle the following outstanding claim(s) with the supplier(s) according to the scheduled date(s) of payment of outstanding claim(s) as set out in the table below and submit to the Chief Electoral Officer within 30 days from the payment date the invoice and receipt for each item of election expense which is of \$500 or more in support of the settlement of the outstanding claim(s). If I do not submit the invoice and receipt concerned within the period, the Chief Electoral Officer may refer the case to the law enforcement agency for follow-up action.

預定支付索款的時間表 Schedule for Settlement of Outstanding Claim(s)			
貨品／服務的詳情 Particulars of Goods/Services	供應者 Supplier(s)	包括在我的選舉開支內的 索款的金額(港元) (見說明第 4 項) Amount of Outstanding Claim(s) included in my Election Expenses (HK\$) (see Note 4)	擬定支付索款的日期 Scheduled Date(s) of Payment of Outstanding Claim(s)
1. 拆板費 <i>Removal cost of placards</i>	XXX	4,000	X.X.201X
2. 電費 <i>Electricity Expense</i>	YYY	3,000	X.X.201X
3. 電話費及傳真服務費 <i>Telephone and fax service charge</i>	ZZZ	263.23	X.X.201X
總數 Total		7,263.23	

如賬單並未繳付，候選人應在 G 部申報該項選舉開支。如有關開支為 \$500 或以上，候選人須於付款日期後的 30 天內，向總選舉事務主任提交已全數繳付的發票及收據。
 If the bill has not been paid, candidate should declare such expense at Section G. If the related expense is of \$500 or above, candidate should submit the invoice and receipt to the Chief Electoral Officer within 30 days from the payment date for the settlement of the outstanding payment.

各項選舉捐贈(見說明第 9 至 13 項)
ELECTION DONATIONS (see Notes 9 to 13)

選舉捐贈一覽表(詳情列於以下各有關部分)(見說明第 4 項)

Summary of election donations (with details set out under each of the relevant sections below) (see Note 4)

1,000 元或以下之選舉捐贈(H 部).....HK\$ 5,900 港元
 Election donations of \$1,000 or less (Section H)

1,000 元以上之選舉捐贈(I 部).....HK\$ 2,800 港元
 Election donations of more than \$1,000 (Section I)

選舉捐贈總數 HK\$ 8,700 港元
 Total amount of election donations

減除：已處置之選舉捐贈(如有此情況)(J 部)(見說明第 13 項).....HK\$ 1,000 港元
 LESS: Election donations disposed of (if any) (Section J) (see Note 13)

用於選舉中之選舉捐贈總額 HK\$ 7,700 港元
 Total of election donations used for the election

H 部 : 1,000 元或以下之選舉捐贈
 Section H : Election donations of \$1,000 or less

日期/期間 Date/Period	選舉捐贈說明 Description of Election Donation	選舉捐贈金額或價值(港元) (見說明第 4 項) Amount or Value of Election Donation (HK\$) (see Note 4)
X.X.201X	租借場地 <i>Hiring of Venue</i>	500
X.X.201X	A5 傳單 4000 張 <i>4000 Pieces of A5 Handbills</i>	200
X.X.201X	街頭募捐 (每宗捐款不超過 \$1,000) <i>Supporters' Cash Donation (each not exceeding \$1,000)</i>	5,000
X.X.201X	橫額 <i>Banner</i>	200
<div style="border: 1px solid red; padding: 5px; width: fit-content; margin: 0 auto;"> 此等項目亦須在有關部分中申報 (見此樣本 B 部、D3 部及 D5 部)。 These items should also be declared in relevant sections (see Section B, Section D3 and Section D5 of this sample). </div>		
<div style="border: 1px solid red; padding: 5px; width: fit-content; margin: 0 auto;"> 如透過任何形式的籌款活動(例如街頭募捐)所得的捐款總額 超過\$1,000，但每宗捐款不超過\$1,000，候選人只須在 H 部 申報捐款總額及註明每宗捐款不超過\$1,000。 If the total sum of donations received through any form of fundraising activities (e.g. on-street fundraising) is over \$1,000 but each individual donation does not exceed \$1,000, candidate is only required to declare the total sum of donations at section H and state that each individual donation does not exceed \$1,000. </div>		
總數 Total		5,900

I 部 : 1,000 元以上之選舉捐贈

Section I : Election donations of more than \$1,000

請在下表填報每名(在一次或多次之選舉捐贈中)選舉捐贈總額在 1,000 元以上之捐贈者的姓名或名稱及地址，並附上就有關選舉捐贈發給捐贈者之「劃一格式選舉捐贈收據」(表格編號：REO/C/2/2019DCE(SDF))副本。所有收據副本上應順序註明編號，而編配予每一收據副本的編號應填寫在“收據副本”一欄內的相應位置，以資對照。

Please enter the name and address of each donor who has donated more than \$1,000 in total (in one or more election donations). Each entry must be accompanied with a copy of the “Standard Receipt for Election Donations” (Form no.: REO/C/2/2019DCE(SDF)) issued to the donor. All copies of receipts should be marked in numerical sequence and, for cross-referencing purpose, the number assigned to each copy of receipt should be correspondingly entered in the “Copy of Receipt” column.

捐贈者 Donor		選舉捐贈說明 Description of Election Donation	選舉捐贈金額或價值(港元) (見說明第 4 項) Amount or Value of Election Donation (HK\$) (see Note 4)	收據副本 Copy of Receipt
姓名或名稱 Name	地址 Address			
乙丙丁 BCD	DDD 區 EE 街 F 大廈 32 樓 32/F, F Building, EE Street, DDD	現金 Cash	1,450	I1
丁戊己 DEF	ZZZ 區 YYY 街 XXX 大廈 10 樓 10/F, XXX Building, YYY Street, ZZZ	現金 Cash	750	I2 <div style="border: 1px solid red; padding: 2px; display: inline-block;">(見附件 8) (see Annex 8)</div>
丁戊己 DEF	ZZZ 區 YYY 街 XXX 大廈 10 樓 10/F, XXX Building, YYY Street, ZZZ	30 條肩帶 30 pieces of sashes	600	I2
<div style="border: 1px solid red; padding: 5px; display: inline-block;"> “30 條肩帶”此一項目亦必須在有關部分中申報(見此樣本 D8 部)。 This item “30 pieces of sashes” should also be declared in the relevant section for expense (see Section D8 of this sample). </div>				
<div style="border: 1px solid red; padding: 5px; display: inline-block;"> 由於同一捐贈者的捐贈價值總和超過 \$1,000，因此須提交「劃一格式選舉捐贈收據」副本(見附件 8)。 Since the total value of the donations from the same donor is over \$1,000, a copy of the “Standard Receipt for Election Donations” should be submitted (see Annex 8). </div>				
			總數 Total	2,800

J 部 : 已處置之選舉捐贈(如有此情況)(見說明第 13 項)

Section J : Election donations disposed of (if any) (see Note 13)

每項填報資料均須附上收款人所發之收據副本，所有收據副本上須順序註明編號，而編配予每一收據副本的編號應填寫在“收據副本”一欄內的相應位置，以資對照。

Each entry must be accompanied with a copy of the receipt issued by the recipient. All copies of receipt should be marked in numerical sequence and, for cross-referencing purpose, the number assigned to each copy of receipt should be correspondingly entered in the “Copy of Receipt” column.

屬公共性質的慈善機構或慈善信託名稱 Name of Charitable Institution or Trust of a Public Character	金額或價值 (港元) (見說明第 4 項) Amount or Value (HK\$) (see Note 4)	收據副本 Copy of Receipt
<i>丙丁戊慈善機構</i> <i>CDE Charitable Institution</i>	<i>1,000</i>	<i>J1</i>
總數 Total	<i>1,000</i>	

聲 明 書
FORM OF DECLARATION

候選人姓名(正楷)

Name of Candidate 甲乙丙 / ABC
(in BLOCK LETTERS)

必須填上候選人在香港身分證上顯示的姓名。
Must fill in the full name as shown on the candidate's
Hong Kong Identity Card.

本人謹以至誠鄭重聲明如下－

I hereby solemnly and sincerely declare as follows –

1. 本人是參與是次選舉之上述候選人。

I am the candidate named at the above election.

2. 將提交總選舉事務主任之選舉開支及接受選舉捐贈之申報書及附件已經由本人審閱。據本人所知及所信，申報書已按法例之規定，準確詳列關於進行及管理上述選舉之－

(甲) 所有由本人招致及本人的選舉開支代理人代本人招致之選舉開支；以及

(乙) 所有由本人、本人的選舉代理人以及任何其他人士代表或為本人所接受之選舉捐贈。

I have examined the return of election expenses and election donations and the attachments to be submitted to the Chief Electoral Officer, and to the best of my knowledge and belief, it is an accurate account of –

(a) all election expenses incurred by me and by my election expense agent(s) on my behalf; and

(b) all election donations received by me, by my election agent and by any other persons on my behalf or on my account, in respect of the conduct and management of the above election as required by law.

3. 據本人所知及所信－

(甲) 除此申報書所列出的選舉開支外，本人並無招致其他選舉開支，而本人的選舉開支代理人並無代本人招致其他選舉開支；以及

(乙) 除此申報書所列出的選舉捐贈外，本人並無接受其他選舉捐贈，而本人的選舉代理人及任何其他人士並無代表或為本人接受其他選舉捐贈。

所有已處置之選舉捐贈亦已按此申報書所列出的方式處置。

To the best of my knowledge and belief –

(a) no election expenses other than those set out in the return were incurred by me and my election expense agent(s) on my behalf; and

(b) no election donations other than those set out in the return were received by me, by my election agent and any other persons on my behalf or on my account; and

all election donations disposed of have been disposed of in the manner as set out in this return.

4. 在申報書所夾附之每張發票及收據經本人確認無誤，如發票及收據以副本形式提交，已確認其為真確無誤的副本。

I confirm that each invoice and receipt accompanying the return is correct. If copies of invoice and receipt are submitted, I confirm that they are true and correct copies.

本人謹憑藉《宣誓及聲明條例》(第 11 章)表誠作出此項鄭重聲明，並確信其為真確無訛。

And I make this solemn declaration conscientiously believing the same to be true and by virtue of the Oaths and Declarations Ordinance (Cap. 11).

聲明人簽署

Signature of Declarant



必須由候選人簽署。
Must be signed by the candidate.

上述聲明是於 201X 年 X 月 X 日由上述聲明人在本人面前作出及簽署。

Declared and signed by the above declarant on the Xth day of X 201X before me.

必須寫上作出聲明的日期。
Must fill in the date when the
declaration is made.

*監誓員／太平紳士／持有執業證書的律師簽署

Signature of *Commissioner for Oaths/Justice of the Peace/
Solicitor with a practising certificate

*監誓員／太平紳士／持有執業證書的律師姓名

Name of *Commissioner for Oaths/Justice of the Peace/
Solicitor with a practising certificate

壹貳叁 / XYZ

必須由監誓員／太平紳士／持有執業證書的律師簽署。
Must be signed by the Commissioner for Oaths/Justice of the
Peace/Solicitor with practising certificate.

* 請刪去不適用者。

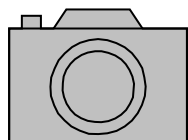
Please delete whichever is inapplicable.

應載有提供貨品或服務的機構或人士的資料。
There should be information of the organisation or person providing the goods or services.

應註明編號，而分配予每一收據的編號應填寫在“發票及收據”一欄內的相應位置，以資對照。

There should be a numerical sequence marked. For cross-referencing purposes, the number assigned to each invoice and receipt should be entered in the corresponding space in the “Invoice and Receipt” column.

A1



ABC 攝影沖印公司
ABC Photo Studio

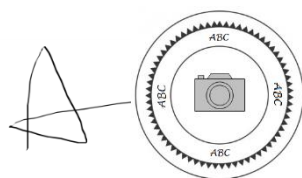
地址 Address: xxxxx
電話 Tel: 1234-5678
傳真 Fax: 1234-5678

編號 Serial Number: A01234
日期 Date: 201X-X-X

應載有日期。
There should be a date.

項目 Item(s)	數量 Quantity	金額 Amount
20 張 12 R 照片 (20 pieces of 12 R photos)	20	\$600
總額 Total Amount		\$600
已付金額 Amount Paid		\$600
餘額 Balance		\$0

應載有開支項目的詳情(即貨品或服務的資料和金額)。
There should be details of the expense item (i.e. information and amount of the goods or services).



授權簽署/公司蓋章
Authorised Signature/ Company Chop

應載有證明提供貨品或服務的機構或人士已全數收取有關款額的資料(例如收款人士的姓名及簽署，或收款機構的蓋章或代表簽署)。

There should be information supporting that the organisation or person providing the goods or services has received the relevant payment in full (e.g. name and signature of the recipient, or the stamp of the organisation or signature of its authorised person).

應註明編號，而分配予每一收據的編號應填寫在“發票及收據”一欄內的相應位置，以資對照。

There should be a numerical sequence marked. For cross-referencing purposes, the number assigned to each invoice and receipt should be entered in the corresponding space in the “Invoice and Receipt” column.

薪金/津貼收據
Receipt for Salary/Allowance

C1

現證明本人已收取 \$600，作為在 201X-X-X 至 201X-X-X 期間，擔任 選舉代理人 的 津貼。

This is to confirm that I have received \$600 being payment of allowance for election agent for the period from 201X-X-X to 201X-X-X.

應載有開支項目的詳情(即貨品或服務的資料和金額)。

There should be details of the expense item (i.e. information and amount of the goods or services).

簽名:

Signature:

姓名(正楷):

Name (in block letters):

日期:

Date:

甲甲甲

AAA

X.X.201X

應載有證明提供貨品或服務的機構或人士已全數收取有關款額的資料(例如收款人士的姓名及簽署)。就薪金/津貼收據而言，該證明必須由提供服務的人士本人簽署。

There should be information supporting that the organisation or person providing the goods or services has received the relevant payment in full (e.g. name and signature of the recipient). A Receipt for Salary/Allowance must be signed by the person who provided the service himself/herself.

應載有簽收的日期。

There should be a date of receipt.

應載有提供貨品或服務的機構或人士的資料。

There should be information of the organisation or person providing the goods or services.

應註明編號，而分配予每一收據的編號應填寫在“發票及收據”一欄內的相應位置，以資對照。

There should be a numerical sequence marked. For cross-referencing purposes, the number assigned to each invoice and receipt should be entered in the corresponding space in the “Invoice and Receipt” column.

應載有提供貨品或服務的機構或人士的資料。

There should be information of the organisation or person providing the goods or services.

甲乙丙立法會議員辦事處
ABC Legislative Councillor Office

C2

本人 乙乙乙 (姓名) 於 201X 年 mm 月 dd 日收訖 3000 元
作為在 201X 年 mm 月擔任甲乙丙立法會議員的助理之薪酬。

應載有開支項目的詳情(即貨品或服務的資料和金額)。

There should be details of the expense item (i.e. information and amount of the goods or services).

I BBB (name) received \$ 3000 on X.X.201X for the salary of
Assistant of ABC Legislative Councillor in X.201X.

20%用於與 2019 年區議會一般選舉有關的活動。

20% was used on activities related to
2019 District Council Ordinary Election.

此候選人是現任立法會議員，他/她的議員助理同時擔任選舉開支代理人。候選人須估計議員助理用於為其處理競選事宜的工作時間，以按比例計算議員助理的薪金為選舉開支。

This candidate is a serving Legislative Council Member, and his/her assistant acts as an election expense agent at the same time.

The candidate should estimate the working time spent by the assistant in handling electioneering matters and calculate the election expense by apportioning the assistant's salary.

應載有簽收的日期。

There should be a date of receipt.

簽名

Signature: B

日期

Date : X.X.201X

應載有證明提供貨品或服務的機構或人士已全數收取有關款額的資料(例如收款人士的姓名及簽署)。就薪金/津貼收據而言，該證明必須由收款者本人簽署。

There should be information supporting that the organisation or person providing the goods or services has received the relevant payment in full (e.g. name and signature of the recipient). A Receipt for Salary/Allowance must be signed by the recipient himself/herself.

應註明編號，而分配予每一收據的編號應填寫在“發票及收據”一欄內的相應位置，以資對照。

There should be a numerical sequence marked. For cross-referencing purposes, the number assigned to each invoice and receipt should be entered in the corresponding space in the “Invoice and Receipt” column.

薪金/津貼收據

Receipt for Salary/Allowance

C5

服務/工作日期 Date of service/work	X.X.201X
服務/工作性質 Nature of service/work	選舉助理及拉票人 Election Assistant and Canvasser

應載有提供貨品或服務的機構或人士的資料。

There should be information of the organisation or person providing the goods or services.

應載有開支項目的詳情(即貨品或服務的資料和金額)。

There should be details of the expense item (i.e. information and amount of the goods or services).

工作人員姓名及薪金/津貼簽收紀錄:

Name of staff and record of receipt of salary/allowance:

	姓名(正楷) Name (in block letters)	金額(\$) Amount (\$)	簽收日期 Date of receipt	簽署 Signature
1.	戊戊戊 EEE	600	201X-X-X	E
2.	己己己 FFF	600	201X-X-X	F
3.				
4.				

應載有簽收的日期。

There should be a date of receipt.

應載有證明提供貨品或服務的機構或人士已全數收取有關款額的資料(例如收款人士的姓名及簽署)。就薪金/津貼收據而言，該證明必須由收款者本人簽署。

There should be information supporting that the organisation or person providing the goods or services has received the relevant payment in full (e.g. name and signature of the recipient). A Receipt for Salary/Allowance must be signed by the recipient himself/herself.

候選人須遵守《個人資料(私隱)條例》的保障資料原則，採取所有切實可行的步驟，以確保收集的個人資料受到保障而不受未獲准許的或意外的查閱和處理。

Candidates are reminded to observe the Data Protection Principles in the Personal Data (Privacy) Ordinance and to take all practicable steps to ensure that personal data are protected against unauthorised or accidental access and processing.

應載有提供貨品或服務的機構或人士的資料。

There should be information of the organisation or person providing the goods or services.

應註明編號，而分配予每一收據的編號應填寫在“發票及收據”一欄內的相應位置，以資對照。

There should be a numerical sequence marked. For cross-referencing purposes, the number assigned to each invoice and receipt should be entered in the corresponding space in the “Invoice and Receipt” column.

壹貳打印公司
ONE TWO Printing Company

D1

地址 Address: xxxxx
電話 Tel: 1234-5678

編號 Serial Number: A000011
日期 Date: 201X-X-X

應載有日期。
There should be a date.

現沽單
CASH MEMO

貨號 No.	貨名 Description	數量 Quantity	單價 Unit Price	金額 Amount
1	海報 Posters	1000	0.5	500
	合計			500

應載有開支項目的詳情(即貨品或服務的資料和金額)。
There should be details of the expense item (i.e. information and amount of the goods or services).

已付款
PAID
AA
經手人: _____
ONE TWO Printing Company

作為收據的文件，應印有「收據/Receipt」或「現沽單/Cash Memo」字眼。如只印有「發票/Invoice」，必須有蓋上「已付款/Paid」的印鑑，或由公司負責人書寫確認已全數收取有關款額，並於單據上簽名或蓋印作實。
As a receipt, a document should be marked with the word “Receipt” or “Cash Memo”. If the document is only marked as “Invoice”, it should have the stamp of “Paid”, or written confirmation from the authorised person of the company that the relevant payment has been received in full with signature or stamp.

應註明編號，而分配予每一收據的編號應填寫在“發票及收據”一欄內的相應位置，以資對照。

There should be a numerical sequence marked. For cross-referencing purposes, the number assigned to each invoice and receipt should be entered in the corresponding space in the “Invoice and Receipt” column.

E1

租金收據 Receipt for Rental Service

應載有開支項目的詳情(即貨品或服務的資料和金額)。

There should be details of the expense item (i.e. information and amount of the goods or services).

本公司已收妥 甲乙丙 支付港幣 2000 元作為 201X 年 X 月及 X 月租用位於 ZZ 區 YYY 道 XX 大廈 10 樓 的辦事處之租金。

This Company has well received HKD 2000 from ABC as the rental charges for renting the office at 10/F, XX Building, YYY Road, ZZ during X and X 201X .

應載有證明提供貨品或服務的機構或人士已全數收取有關款額的資料(例如收款人士的姓名及簽署，或收款機構的蓋章或代表簽署)。

There should be information supporting that the organisation or person providing the goods or services has received the relevant payment in full (e.g. name and signature of the recipient, or the stamp of the organisation or signature of its authorised person).



庚庚庚有限公司
GGG Company Ltd.
201X.X.X

應載有提供貨品或服務的機構或人士的資料。提供貨品或服務的機構或人士應為第三者(即非候選人本人或候選人的個人辦事處)。

There should be information of the organisation or person providing the goods or services. The organisation or person providing the goods or services should be a third person (i.e. not the candidate himself/herself nor the personal office of the candidate).

應載有日期。

There should be a date.

E2

文具開支項目明細表
List of Stationery Expense Items

日期 Date	類別 Type	數量 Quantity	金額 (\$) Amount (\$)	發票及收據 Invoice and Receipt
20XX-X-X	原子筆 Blue-point pens	20	80	
20XX-X-X	A4 紙 A4 paper	2	90	
20XX-X-X	打印機墨水 Printer ink	5	500	E2(1)
20XX-X-X	膠紙 Adhesive tape	3	15	
20XX-X-X	信封 Envelop	500	750	E2(2)
20XX-X-X	A4 文件套 A4 files	20	40	
20XX-X-X	原子印 Chops	5	500	E2(3)
	總數 Total		1,975	

文具項目開支詳情，例如文具類別、數量及金額須列於明細表內，如某項選舉開支的金額是\$500或以上，候選人須提交該項開支的發票及收據。

The breakdown of stationery expenses should include the type of expenses, quantity and amount. If the amount of an expense item is \$500 or above, candidate should submit the invoice and receipt for such expense item.

劃一格式選舉捐贈收據
STANDARD RECEIPT FOR ELECTION DONATIONS

2019年區議會一般選舉
2019 DISTRICT COUNCIL ORDINARY ELECTION

沙田 *Sha Tin*

區議會

錦英 *Kam Ying*

選區

(區議會名稱)

District Council

(選區名稱)

Constituency

(Name of District Council)

(Name of Constituency)

選舉日期：2019年11月24日

Date of Election: 24 November 2019

收據編號 Receipt No. 12

〔附註：請用正楷填寫此收據，並須由候選人確認及簽署。〕

[Note: This receipt should be completed in BLOCK LETTERS and must be confirmed and signed by the candidate.]

候選人姓名 Name of Candidate 甲乙丙 / ABC茲收到 Received from 丁戊己 / DEF

(捐贈者姓名或名稱 Name of Donor#)

地址為 of ZZZ 區YYY街XXX大廈10樓 10/F, XXX Building, YYY Street, ZZZ

(捐贈者地址 Address of Donor#)

- | | | | | |
|-------------------------------------|------------|---|-----------------|----|
| <input checked="" type="checkbox"/> | 現金金額 | Cash in the sum of | HK\$ <u>750</u> | 港元 |
| <input checked="" type="checkbox"/> | 貨品價值 | Goods in the value of | HK\$ <u>600</u> | 港元 |
| <input type="checkbox"/> | 服務價值 | Services in the value of | HK \$ _____ | 港元 |
| <input type="checkbox"/> | 貨品／服務折扣價值 | Discount for goods/services in the value of | HK \$ _____ | 港元 |
| <input type="checkbox"/> | 獲免繳的貸款利息款額 | Interest not charged for loans obtained | HK \$ _____ | 港元 |

所獲捐贈貨品、服務、折扣或相關貸款的詳情：

Particulars of goods donated, services rendered, discounts received or relevant loans:

肩帶 30 條 \$60030 pieces of sashes \$600必須填上選舉捐贈的詳情，
即類別、數量及價值。Must state the particulars of the election
donation, i.e. type, quantity and value.由於同一捐贈者的捐贈價值總和
超過 \$1,000，因此須提交「劃一
格式選舉捐贈收據」副本。Since the total value of the donations
from the same donor is over \$1,000, a
copy of the "Standard Receipt for
Election Donations" should be
submitted.

所獲選舉捐贈是為支付候選人在上述區議會選舉的選舉開支。

Election donations received are to meet the candidate's election expenses for the above District Council Election.

如捐贈者為機構，請填上機構的名稱及地址。

If the donor is an organisation, please fill in the name and address of the organisation.

 請在適當的方格內加上“✓”號。

Please tick as appropriate.

我確認捐贈者已知悉以下安排：

I confirm that the donor has been informed of the following arrangements –

(1) 選舉捐贈之處置

DISPOSAL OF ELECTION DONATIONS

倘若選舉捐贈超出候選人可招致的選舉開支最高限額，或在選舉後全部或部分捐贈尚未動用，候選人須把超額或未動用的選舉捐贈，捐給候選人所選擇的屬公共性質的慈善機構或慈善信託。

If the election donation is in excess of the maximum amount of election expenses that the candidate is allowed to incur, or remains unused in whole or in part after the election, the candidate must donate the excessive or unused election donation to such charitable institution(s) or trust(s) of a public character as the candidate may choose.

候選人須通知捐贈者有關選舉捐贈之處置及公眾查閱的安排。

Candidate must inform the donor of the disposal of election donations and arrangement for public inspection.

(2) 公眾查閱的安排

ARRANGEMENT FOR PUBLIC INSPECTION

候選人會在其「接受選舉捐贈預先申報書及聲明書」(如適用)及「選舉開支及接受選舉捐贈之申報書及聲明書」內填報列載於此收據的捐贈者的姓名或名稱及地址。申報書及聲明書以及此收據副本將備存於選舉事務處，由有關文件提交總選舉事務主任的時間起，直至根據《選舉(舞弊及非法行為)條例》(第 554 章)第 41 條規定選舉申報書可供公眾查閱的期間結束為止，供公眾查閱或提供予索閱有關文件的人士。

The candidate will enter in his/her “Advance Return and Declaration of Election Donations” (if applicable) and “Return and Declaration of Election Expenses and Election Donations” the name and address of the donor provided in this receipt. Copies of the return and declaration and this receipt will be kept at the Registration and Electoral Office and made available for public inspection or may be furnished to any person upon request from the time when the election return is lodged with the Chief Electoral Officer until the end of the period for which copies of election returns are available for inspection under section 41 of the Elections (Corrupt and Illegal Conduct) Ordinance (Cap. 554).

候選人姓名(正楷)..... 甲乙丙 / ABC

Name of Candidate (in BLOCK LETTERS)

(姓 Surname)

(名 Other name)

候選人簽署

Signature of Candidate

日期

Date

X.X.201X

必須由候選人簽署。
Must be signed by the candidate.