

資助的申索
CLAIM FOR FINANCIAL ASSISTANCE

《選舉管理委員會（立法會選舉及區議會選舉資助）（申請及支付程序）規例》（第 541N 章）第 3 條
Section 3 of the Electoral Affairs Commission (Financial Assistance for Legislative Council Elections and District Council Elections)
(Application and Payment Procedure) Regulation (Cap. 541 N)

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

區議會 District Council	選區 Constituency
(區議會名稱) (Name of District Council)	(選區名稱) (Name of Constituency)

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

[附註：請用正楷填寫此表格及參閱《填寫資助的申索表格說明》（“說明”）。]
[Note: Please use BLOCK LETTERS in completing this form and read the “Notes on Completion of Claim for Financial Assistance” (“Note(s)”].]

（此表格須由候選人填寫及簽署。）
(This form must be completed and signed by the candidate.)

致：總選舉事務主任
To: Chief Electoral Officer

1. 我現就上述選舉提交資助的申索及明白須付予我的資助款額為以下款額中的最低者：
I hereby lodge a claim for financial assistance in connection with the above-mentioned election and understand that the amount payable as financial assistance is the lowest of the following amounts:

(a) （如屬有競逐的選舉）投予我的有效選票總數乘以指明的資助額所得的款額，或
（如屬無競逐的選舉）有關選區的登記選民數目的 50% 乘以指明的資助額所得的款額（見說明第 6 項）：

(If the election is contested) the amount obtained by multiplying the total number of valid votes cast for me by the specified rate or (if the election is uncontested) the amount obtained by multiplying 50% of the number of registered electors for the constituency concerned by the specified rate (see Note 6):

(如屬有競逐的選舉， 該候選人所獲有效選票總數或 如屬無競逐的選舉， 有關選區的 登記選民數目的 50%) (If the election is contested, total no. of valid votes cast for the candidate <u>or</u> , if the election is uncontested, 50% of the no. of registered electors for the constituency concerned)	× \$	15 元	= \$	元
		(指明的資助額) (Specified rate)		(款額) (Amount)

(b) 我或他人代我可以招致的選舉開支的最高限額的 50%：

50% of the maximum amount of election expenses that can be incurred by or on behalf of me:

$$\begin{array}{rcccl} \$ & 68,800 & \text{元} & \times & 50\% & = & \$ & 34,400 & \text{元} \\ & \text{(選舉開支的最高限額)} & & & & & & \text{(款額)} & \\ & \text{(Maximum amount of election expenses} & & & & & & \text{(Amount)} & \\ & \text{that can be incurred)} & & & & & & & \end{array}$$

(c) 我的申報選舉開支：
My declared election expenses: = \$ _____ 元

2. 請以劃線支票支付 _____ 元 (以上第 1(a)、(b) 及 (c) 段中的最低款額) 予我及將支票郵寄至我下列地址 (見說明第 7 項及第 10 項)：

Please make payment of \$ _____ (the lowest amount in paragraphs 1(a), (b) and (c) above) to me by crossed cheque and send it by post to my following address (see Notes 7 and 10):

候選人姓名 (正楷)： _____
Name of Candidate
(in BLOCK LETTERS)

地址： _____
Address

3. 現附上我的選舉申報書 (REO/C/1/2019DCE(SF))，以供核實 (見說明第 5 項)。
My election return (REO/C/1/2019DCE(SF)) is attached for your verification (see Note 5).

4. 就我在選舉申報書所夾附之每張發票及收據，我現確認如下 (見說明第 8 項) -
(a) 發票或收據如有所改動，均已由供應者/發票人在其上簽署確認；
(b) 每張作為申索資助依據的發票及收據的正本無誤；
(c) 每張作為申索資助依據的發票及收據的副本無誤及為真確副本，而且之前從未提交相同申索；以及
(d) 每張「劃一格式選舉捐贈收據」的副本無誤及為真確副本。

For each invoice and receipt accompanying my election return, I hereby confirm as follows (see Note 8) -
(a) alteration(s) in the invoice(s) or receipt(s), if any, were only made by the supplier(s)/issuer(s) with their endorsement therein;
(b) each original invoice and receipt in support of the claim is correct;
(c) each copy of invoice and receipt in support of the claim is correct and true copy, and that no duplicate claim has been submitted previously; and
(d) each copy of "Standard Receipt for Election Donations" is correct and true copy.

5. # 我在選舉申報書所申報的選舉開支沒有未支付之索款 (見說明第 9 項)；或
There are no outstanding claims included as election expenses in my election return (see Note 9); or

就我在選舉申報書所申報的選舉開支內包括的所有未支付之索款 ("索款") (見說明第 9 項)，合共 _____ 元，現於下表列出預定支付索款的時間表 ("付款時間表")。我承諾將依據付款時間表所擬定支付索款的日期，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，以證明上述索款已如期支付。我同意向香港特別行政區政府退還任何因我未能如期支付索款並提交發票及收據而多獲批發的資助款額。

填寫資助的申索表格說明 Notes on Completion of Claim for Financial Assistance

1. 請用中文或英文填寫此表格。
Please complete this form either in Chinese or English.
2. 只在以下情況，候選人才有資格獲得資助 –
 - (a) 候選人當選為民選議員；或
 - (b) 候選人沒有當選為民選議員，但 –
 - (i) 該候選人並非喪失資格的候選人；及
 - (ii) 該候選人獲得的有效票總數相等於或超逾投予有關選區的有效票總數的 5%。

A candidate is eligible for financial assistance only if-

 - (a) the candidate is elected as a Member; or
 - (b) the candidate is not elected as a Member but-
 - (i) the candidate is not a disqualified candidate; and
 - (ii) the total number of valid votes cast for the candidate is equal to or exceeds 5% of the total number of valid votes cast in the constituency concerned.
3. 此表格必須由候選人親自簽署。如候選人在作出申索前去世，此表格則須由該名已去世候選人的合法遺產代理人簽署，或如沒有合法遺產代理人或合法遺產代理人不願意行事，由該名已去世候選人的最近親簽署。
This form must be signed by the candidate. In case the candidate has died before the claim is made, this form must be signed by the legal personal representative of the deceased candidate, or by the next of kin of the deceased candidate if there is no legal personal representative or the legal personal representative is unwilling to act.
4. 任何合資格候選人如欲作出申索，必須填妥此指明表格 REO/C/21/2019DCE(SF)。此填妥的表格須在《選舉（舞弊及非法行為）條例》（第 554 章）第 37 條規定的限期屆滿之前或在原訟法庭根據《選舉（舞弊及非法行為）條例》（第 554 章）第 40 條就選舉申報書的提交容許的延長限期內，在通常辦公時間內，由候選人或其代理人親自於總選舉事務主任的辦事處（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）提交。“通常辦公時間”是指星期一至五上午 8 時 45 分至下午 6 時，公眾假期及午膳時間下午 12 時 30 分至 1 時 30 分除外。
Any eligible candidate wishing to lodge a claim must complete this specified form REO/C/21/2019DCE(SF). This completed form must be presented by the candidate or his/her agent in person at the office of the Chief Electoral Officer (Address: Registration and Electoral Office, Unit 2301-03, 23/F, Millennium City 6, 392 Kwun Tong Road, Kwun Tong, Kowloon) during ordinary business hours by the statutory deadline as required under section 37 of the Elections (Corrupt and Illegal Conduct) Ordinance (Cap. 554), or within such extended period as may be allowed by the Court of First Instance under section 40 of the Elections (Corrupt and Illegal Conduct) Ordinance (Cap. 554) for lodging an election return. “Ordinary business hours” means the hours between 8:45 a.m. and 6:00 p.m. from Monday to Friday, other than a general holiday and lunch break from 12:30 p.m. to 1:30 p.m.
5. 此表格須連同一份《選舉（舞弊及非法行為）條例》（第 554 章）第 2(1) 條所指的選舉申報書一併遞交。
This form must be accompanied by an election return referred to in section 2(1) of the Elections (Corrupt and Illegal Conduct) Ordinance (Cap. 554).
6. 如有關選舉是沒有競逐的，請在表格內的第 1(a) 段填寫在正式選民登記冊所載有關選區的登記選民人數的 50%。否則，請在第 1(a) 段內填寫投予有關候選人的有效選票總數。
If the election concerned is uncontested, please fill in 50% of the number of registered electors for the constituency concerned in the final register in paragraph 1(a) of the form. Otherwise, please fill in the total number of valid votes cast for the candidate concerned in paragraph 1(a).
7. 在此表格第 2 段所述的申索款額不能超逾在《區議會條例》（第 547 章）第 60D 條所註明的上限。
The amount claimed stated in paragraph 2 of this form must not exceed the applicable ceiling stipulated in section 60D of the District Councils Ordinance (Cap. 547).
8. 候選人須根據《選舉（舞弊及非法行為）條例》（第 554 章）第 37(2) 條規定，確保所提交的選舉申報書附有：(i) 就每項 500 元或以上的選舉開支，載有該項支出的詳情的發票及收據（選舉開支的發票及收據可包括在同一份文件內）及 (ii) 就每項 1,000 元以上，或每項包含貨品或服務而價值 1,000 元以上的選舉捐贈，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。作為申索資助的用途，候選人須確認選舉申報書內夾附的發票及收據真確及無誤。

Pursuant to section 37(2) of the Elections (Corrupt and Illegal Conduct) Ordinance (Cap. 554), the candidate must ensure that his/her election 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 (An invoice and a receipt for an election expense may be included in the same document); and (ii) in the case of each election donation of more than \$1,000 or, in the case of an election donation consisting of goods or a service, of more than \$1,000 in value, by a copy of the receipt issued to the donor giving particulars of the donor and the donation. For the purpose of making a claim for financial assistance, the candidate is required to confirm the invoices and receipts accompanying the election return are true and correct.

9. 選舉申報書申報的選舉開支內包括的未支付之索款是指所有已經招致但尚未支付的選舉開支，例如待付的貸款利息等。如候選人申報的選舉開支包括未支付的索款，在提交此資助的申索時，該候選人須同時於本表格內付上一份預定支付該等索款的時間表，並於支付索款的日期後的 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，以證明該等索款已如期支付。

Outstanding claims included as election expenses in the election return refer to all those election expenses that have been incurred but are yet to be settled, e.g. payable interests of loan, etc. In the case that a candidate's declared election expenses have included any outstanding claim(s), the candidate is required to provide a schedule for settlement of these outstanding claim(s) in this claim form at the time of making a claim for financial assistance and then submit to the Chief Electoral Officer invoice(s) and receipt(s) in the case of each election expense of \$500 or more in support of the settlement of the outstanding claim(s) within 30 days from the payment date.

10. 總選舉事務主任可要求候選人提供其認為合理並用於核實有關申索的進一步資料。該要求會以書面及掛號郵遞送交在此表格第 2 段述明的地址。如候選人未能於指明的限期內回覆，總選舉事務主任可無須事先通知而停止處理有關申索。

The Chief Electoral Officer may require the candidate to provide further information as he/she may reasonably require to verify the claim. A requirement for further information will be in writing and sent by registered post to the address stated in paragraph 2 of this form. If the candidate does not respond within the specified period, the Chief Electoral Officer may, without any prior notice, stop processing the claim.

11. 總選舉事務主任在核實有關申索後，會核證就該申索須付的資助款額，並通知庫務署署長該款額及該款額須付予何人。庫務署署長在接獲有關通知後，會在切實可行的範圍內盡快按照該通知付款。

After verifying the claim, the Chief Electoral Officer will certify the amount of financial assistance payable on the claim and notify the Director of Accounting Services of the amount and the person to whom it is to be paid. As soon as practicable after receiving the relevant notification, the Director of Accounting Services will make the payment in accordance with the notification.

12. 根據《區議會條例》(第 547 章)第 60I 條，如有人已提交與某選區的選舉有關的選舉呈請書，總選舉事務主任不得支付任何資助予該選區的任何候選人，直至該呈請書被裁定、放棄或終止。

According to section 60I of the District Councils Ordinance (Cap. 547), if an election petition is lodged relating to the election for a constituency, the Chief Electoral Officer must not make any payment of financial assistance to any candidate for that constituency until the determination, abandonment or termination of the petition.

13. 候選人在填寫此表格時如有任何問題，請在辦公時間內致電選舉事務處的查詢熱線 2891 1001。

If the candidate has any questions in completing this form, please call the Enquiry Hotline of the Registration and Electoral Office at 2891 1001 during office hours.

14. 請注意下列有關就此表格提供個人資料的說明 –

Please note the following with regard to the personal data supplied in connection with this form –

(a) **資料用途**

就此表格提供的個人及其他有關的資料，會供選舉管理委員會、選舉事務處及其他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 form will be used by the Electoral Affairs Commission, the Registration and Electoral Office and other related government departments for election-related purposes.

(b) **資料轉介**

就此表格提供的個人及其他有關的資料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 personal data and other related information supplied in connection with this form may 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 that he/she supplied in accordance with the provisions of the Personal Data (Privacy) Ordinance (Cap. 486).

(d) **查詢**

關於透過本表格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 form (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
2019 年 9 月
Electoral Affairs Commission
September 2019