

CORRESPONDENCE ADDRESS

(Only if there is no postal service available for your principal residential address or if you are a prisoner) [Note 12]

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Please ensure that you have completed the items below / attached the information below before submitting this application form:

- Fill in the Hong Kong Identity Card Number clearly
- Fill in your only or principal residential address in the field of "MY PRINCIPAL RESIDENTIAL ADDRESS"
- Sign this application form
- Attach the address proof required (if applicable: please refer to **[Note 8]**)

Note : Please submit this application form to the HAD in the method set out in **[Note 5]**.

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郵費由持
牌人支付
POSTAGE
WILL BE
PAID BY
LICENSEE

WCH.E27

如在本港投寄
毋須貼上郵票
NO POSTAGE
STAMP
NECESSARY IF
POSTED IN
HONG KONG

香港灣仔
軒尼詩道一三〇號
修頓中心三十樓
民政事務總署
選舉登記主任收

BUSINESS REPLY SERVICE LICENCE NO.
商業回郵牌號: **7410**

Electoral Registration Officer
Home Affairs Department
30/F, Southorn Centre
130 Hennessy Road
Wan Chai, Hong Kong

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SEAL WITH GLUE. DO NOT USE STAPLES.

CUT ALONG THE SOLID LINE

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Kaifong Representative Election
Application for New Registration / Report on Change of Particulars by an Elector
Guidance Notes

(Please keep this Guidance Notes for reference)

- (1) This application form is for new registration as an elector of Kaifong Representative Election for a Market Town (Cheung Chau / Peng Chau) or a registered elector reporting change of particulars.
- (2) For inclusion in the final register of electors to be published in October every year, the statutory deadline for new registration application and report on change of particulars for the Kaifong Representative Election is **16 June of the same year**. In applying for new registration or report on change of principal residential address, the applicant should ensure that he / she has been a resident of the Market Town for the 3 years immediately before the date of this application for registration **[Note 6(b)]**.
- (3) Registered electors may check their latest registration particulars by accessing the “Rural Representative Election Voter Registration Information Enquiry System” through the Rural Representative Election Website (www.had.gov.hk/rre), or calling the Rural Representative Election Hotline (2152 1521). Electors have the responsibility to update their registration particulars with the Home Affairs Department (“HAD”) as soon as possible if the registration particulars (e.g. principal residential address) have been changed.
- (4) Application forms which are received by the Electoral Registration Officer (“ERO”) later than the deadline (i.e. 16 June of the current year) will be processed when the ERO compiles the register of electors for the following year.
- (5) Please submit the duly completed and signed application form to the HAD by one of the following methods:
 - (a) by post (Address: Home Affairs Department, 30/F, Southorn Centre, 130 Hennessy Road, Wan Chai, Hong Kong (or to any District Offices of the HAD))(If this application form and the address proof (if applicable) are to be returned by post and the supporting documents attached are too large to fit into this self-mailer, please mail this application form together with all the supporting documents in an envelope of adequate size and with sufficient postage); or
 - (b) by fax (Number: 2591 6392); or
 - (c) in person or by a representative to the HAD Headquarters or the Home Affairs Enquiry Centres of any District Offices under the HAD; or
 - (d) by email (Email address: rre@had.gov.hk)(**Any application form uploaded to the Cloud storage with the link provided in an email will not be accepted.**); or
 - (e) by uploading the electronic form to the e-Submission Platform (Website: www.had.gov.hk/rre).
- (6) Generally, you are eligible to be registered as an elector for a Market Town (Cheung Chau / Peng Chau) if:
 - (a) you are a resident of that Market Town; and
 - (b) you have been a resident of that Market Town for the 3 years immediately before the date of application for registration as an elector (“resident” in relation to a Market Town, means a person whose principal residential address is in the Market Town and “**principal residential address**” means the address of the dwelling place at which the person resides and which constitutes the person’s sole or main home). In the case of a prisoner, for the purpose of this residence requirement, a term of imprisonment does not normally break the period of residence provided the person has resided in that Market Town immediately before serving the sentence and has been maintaining his principal residential address in that Market Town throughout the period of imprisonment; and
 - (c) you have reached 18 years of age or will reach 18 years of age on or before 20 October next following your application for registration; and
 - (d) you are a permanent resident of the Hong Kong Special Administrative Region as defined by section 2 of the Hong Kong Special Administrative Region Passports Ordinance (Cap. 539); and
 - (e) you hold a valid identity document, e.g. a Hong Kong permanent identity card; and
 - (f) you are not disqualified from being registered as an elector **[Note 7]**.

For enquiries on Hong Kong permanent resident status, please call the Immigration Department’s hotline: 2824 6111 or write to the Immigration Department (Address: Immigration Tower, 7 Gloucester Road, Wan Chai, Hong Kong).

- (7) Generally, persons who are disqualified from registration as an elector include persons who:
 - (a) are found under the Mental Health Ordinance (Cap. 136) to be incapable, by reason of mental incapacity, of managing and administering their properties and affairs; or
 - (b) are members of the armed forces of the People’s Republic of China or any other country or territory.

(8) **Address Proof**

- (a) When making the following application, relevant documentary proof of principal residential address **must** be submitted together with this application form:
- (i) for application for new registration as an elector for the Kaifong Representative Election, documentary proof of the address confirming that the applicant has been a resident of that Market Town for the 3 years immediately before the date of this application for registration;
 - (ii) for application for change of principal residential address by a registered elector for the Kaifong Representative Election:
 1. if the new principal residential address is still within the boundary of the registered Market Town, documentary proof of address issued within the last 3 months or any other period as specified by the HAD; or
 2. if the applicant has moved to another Market Town, documentary proof of address confirming that he / she has been a resident of that Market Town for the 3 years immediately before the date of this application for registration.
- (b) The ERO will allocate you to the Market Town to which you belong to according to your principal residential address which constitutes your sole or main home.
- (c) Please notify the ERO immediately by completing this application form and attaching the relevant documentary proof of address required for any subsequent change of your principal residential address (regardless of whether the principal residential address is still in the Market Town as registered).
- (d) The HAD accepts the documents below which bear the issuing date and the name of issuing organisation as a valid proof of address:
- (i) One of the following documents bearing the applicant's name and principal residential address (name and address on the document should be identical to those on the applicant's Hong Kong Identity Card and this application form respectively) –
 1. bills or invoices issued by public bodies (e.g. utility bills for water / electricity / towngas services);
 2. correspondences from government departments or the Judiciary;
 3. statements or correspondences issued by banks, insurance companies or Mandatory Provident Fund Approved Trustees;
 4. bills of landline telephone / mobile phone / paid television / internet services;
 5. documents or bills issued by local post-secondary institutions confirming the applicant's principal residential address;
 6. valid and "stamped" by the Inland Revenue Department (for stamp duty) tenancy agreement (the tenancy period should cover the date of receipt of this application); or
 7. bills, correspondences or other documents issued by public organisations such as the Hospital Authority, the Hong Kong Examinations and Assessment Authority etc.; or
 - (ii) Address proof bearing the name and residential address of the person residing with the applicant, and a declaration signed by the applicant to confirm that such other person is living with the applicant at the same address and that the attached address proof is a complete original or true copy of the original. Sample of the relevant declaration can be downloaded from the Rural Representative Election Website (https://www.had.gov.hk/rre/images/forms/Self_Declaration_by_Electors_RRE.pdf); or
 - (iii) If the applicant is not able to produce any documents listed above as documentary proof of address, the HAD will also accept a statutory declaration provided by the applicant made before a Commissioner for Oaths / a practising solicitor / a Justice of the Peace by virtue of the Oaths and Declarations Ordinance (Cap. 11) to substantiate the claim of residing at the declared address. Free service for members of the public who need to make sworn declarations is available at the District Offices. Sample of the relevant statutory declaration can be downloaded from the Rural Representative Election Website (https://www.had.gov.hk/rre/images/forms/Statutory_Declaration_RRE.pdf).
- (e) The HAD accepts the original copy, photocopy or fax copy of the abovementioned documents as valid proof of address.
- (f) In compiling a provisional register for a Market Town, the ERO shall strike out the names and other relevant particulars of the persons whom the ERO is satisfied on reasonable grounds as being no longer eligible to have their names included in the final register for the Market Town. Such names and other relevant particulars of those persons will be entered on an omissions list.
- (g) **If a registered elector of the Kaifong Representative Election no longer resides in the Market Town for which he / she is registered, or his / her residential address in the Market Town is no longer his / her sole or main home, he / she is no longer eligible to remain registered as an elector. Even though his / her name is still on the Final Register, the person concerned will commit an offence if he / she votes at the election knowing that he / she is not entitled to do so. Voting right in an election is restricted to eligible electors having continued residence within the same registered Market Town. If the person concerned has moved to another Market Town, he / she has to meet the 3-year residence requirement and apply for change of principal residential address and should submit address proof to confirm that he / she has been a resident of that Market Town for the 3 years immediately before the date of this application for registration.**

- (9) Normally, communications issued to electors by the HAD are in both Chinese and English. This language preference is to facilitate candidates' communications with you during the election period in the language of your choice. If you do not complete this part, the HAD will assume that your preferred language is Chinese.
- (10) In assessing your eligibility for registration as an elector, the ERO will compare and cross check your personal data given in this application form with your personal data collected by other organisations for other purposes so as to verify if those data are true and accurate, if they are false or misleading, the ERO may take appropriate action against you (including referral of the case to other law enforcement agencies for follow up action) based upon those data. Upon signing this application form, you expressly consent and authorise the ERO to approach other government department(s) or public / private organisation(s) for proof of data collected and verifying the data, and you expressly agree that the relevant government departments (including but not limited to the Registration and Electoral Office, the Housing Department, the Correctional Services Department and the Immigration Department) or any other public / private organisation(s) (including but not limited to the Hong Kong Housing Society), can release your personal data to the ERO, so that the ERO can compare and cross check such data when processing this application and updating the voter registration and election-related records annually.
- (11) This application form must be signed by the applicant; otherwise, the ERO will not process your application.
- (12) (a) Please provide a correspondence address only if there is no postal service available for your principal residential address or if you are a prisoner. Please do not fill in this part if you do not meet either of the above two criteria.
- (b) If you are a prisoner, you may choose to provide the address of the correctional institution where you are imprisoned or other address as your correspondence address. If you choose to use the address of a correctional institution as your correspondence address, please provide the prisoner number for easy delivery of the election-related materials within / among the correctional institutions.
- (c) **Please note that your principal residential address and correspondence address (if provided) will be provided to candidates of the Market Town concerned for the purpose of sending election advertisements.**
- (13) In addition to sending registration notices to the applicants by post after completion of processing their applications for new registration / change(s) of registration particulars, the HAD will notify the applicants by short message service (if provided by the applicants) at the same time. Applicants for new registration may also access the "Rural Representative Election Voter Registration Information Enquiry System" through the Rural Representative Election Website (www.had.gov.hk/rre) to check their latest application status.
- (14) These notes are for general guidance only. Applicants should also refer to the Rural Representative Election Ordinance (Cap. 576), the Electoral Affairs Commission Ordinance (Cap. 541) and the Elections (Corrupt and Illegal Conduct) Ordinance (Cap. 554), and the subsidiary legislation made under these Ordinances.
- (15) For any enquiries on voter registration, please call 2152 1521 or write to the HAD (Address: 30/F, Southorn Centre, 130 Hennessy Road, Wan Chai, Hong Kong).

Personal Information Collection Statement

Purpose of Collection

The personal data and other related information and address proof (if applicable) provided by you by means of this form (REF-3) will be used by the HAD for voter registration and election-related purposes. The provision of personal data and other related information by means of this form is voluntary. However, if you do not provide adequate and accurate data, the HAD may not be able to process your application. If the ERO has approved your application, your name and principal residential address provided in this form will be compiled in a register and made available for inspection by specified persons.

If necessary, the ERO may require a public authority (including but not limited to the Registration and Electoral Office, the Correctional Services Department, the Immigration Department, the Housing Department and the Hong Kong Housing Society etc.) to furnish your personal data for data matching when preparing a register.

Any person who uses the personal data provided in this form without the express consent of the data subject for any purpose other than the purposes stated above may contravene the Personal Data (Privacy) Ordinance (Cap. 486).

Transfer of Information

Where necessary, the information provided by you may also be provided to other authorised departments / organisations / persons for the purposes of voter registration, election and all purposes related thereto in accordance with the relevant Ordinances and / or subsidiary legislation.

Access to Personal Data and Enquiry

You have a right to request access to, and to request the correction of, the personal data and other related information you supplied in accordance with the provisions of the Personal Data (Privacy) Ordinance (Cap. 486). Such personal data requests and enquiries should be made in writing to the ERO (Address: 30/F, Southorn Centre, 130 Hennessy Road, Wan Chai, Hong Kong).