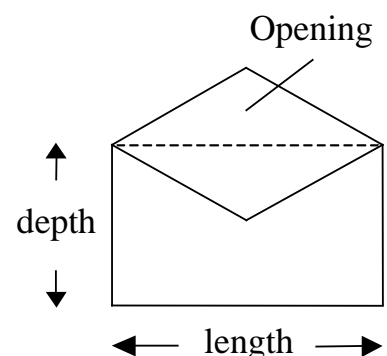


2016 Legislative Council New Territories East Geographical Constituency By-election Summary on Free Postage for Election Mail

1. Conditions/ Make-up/ Addressing for Free Postage

- (i) A list of candidate who is validly nominated is permitted to post **one letter** to each elector of the constituency free of postage.
- (ii) Specifically, the letter must:
 - (a) be posted in Hong Kong;
 - (b) contain materials relating only to the candidature of the candidate on the list, or in the case of joint election mail, contain information on certain other candidate(s), at this by-election;
 - (c) not exceed 50 grams in weight; and
 - (d) be not larger than 175 mm x 245 mm and not smaller than 90 mm x 140 mm in size.
- (iii) The letter may take the form of envelope, lettergramme, card or folder. Items in roll form or enclosed in plastic wrappers **are not acceptable**. Cards and folders must be made of ordinary cardboard or paper not less than 0.25 mm thick, and must be rectangular in shape.
- (iv) When a wrapper is used, it must extend over the full length of the item which it encloses. Envelopes must not be fastened with staple or with paper fasteners with sharp edges or points, but they may be closed by means of an adhesive flap or tape.
- (v) Envelopes, folders or lettergrammes having an opening large enough to entrap smaller letters are prohibited. **Unsealed mail item** contained in envelopes with ordinary tuck-in flaps may be used up to the following size limits [s 6.3 of the Post Office Guide]:
 - (a) Not over 90 mm in depth – opening not over 150 mm in length
 - (b) Not over 100 mm in depth – opening not over 140 mm in length
 - (c) Over 100 mm in depth – opening not over 115 mm in length

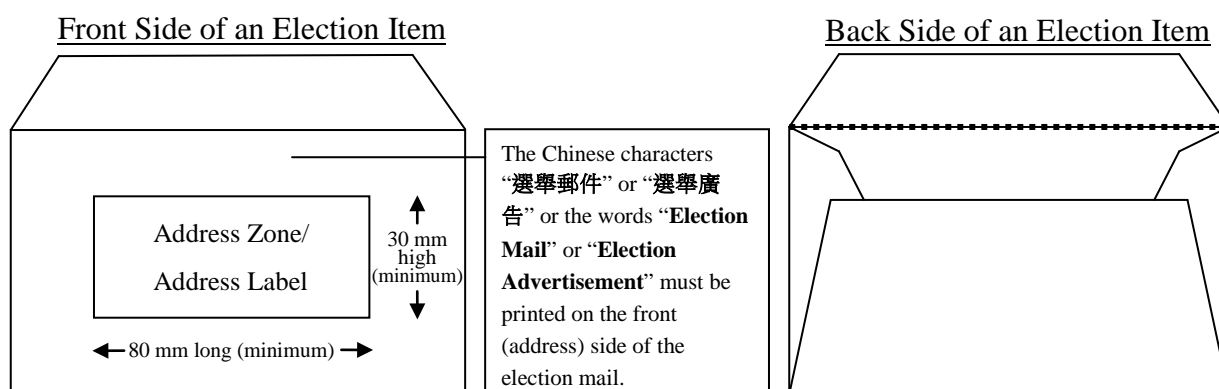
If a larger envelope is necessary, senders should adopt a pattern having a special kind of flap which can be so adjusted as not to leave a large opening or the packet can be fastened with string which can be easily untied. If metal paper fasteners are used, they must be covered with tape or other protective material to obviate risk of injury to the hands of the Post Office staff. Paper clips or staples must not be used.



- (vi) Folders, for example, of A4 size, with openings should be closed by means of adhesive flap or tape to avoid entrapping smaller letters. All open edges must not be longer than 90mm in width. Otherwise, adhesive tapes should be applied to the midpoints of the open edges to reduce the width. For details, please refer to the illustration in Appendix I.

- (vii) The requirements for the front (address) side of the envelope or the address side of the folder (unenvveloped mail) are as follows:
- Printed with the Chinese characters “選舉郵件” or “選舉廣告” or words “Election Mail” or “Election Advertisement” ;
 - An address zone of at least 80 mm long and 30 mm high preferably at the right-hand half or at the centre of the front (address) side for the address of an elector, should be reserved exclusively for the address;
 - If an adhesive label is used, it should not be less than 80 mm long and 30 mm high. The address label should only contain the name and address of elector(s) and be affixed to the address zone. The whole address zone and address label should be free of advertisement and should appear on the front side of the item;
 - The address zone and address label should be in white background colour while the characters of the postal address should be in black; and
 - Please note that only one address of elector(s) should be shown on the postage-free election mail.

The layout of the election item is as follows:



- (viii) The full postal address should be typed or legibly written on the front of the envelope in four rows as follows:

Address in English	Address in Chinese
Name of addressee	收件人姓名
Floor and flat number and name of building	地區名稱
Street number, name of street	街道名稱、門牌編號
Name of district	樓宇名稱、座數及層數

- (ix) Election mail must bear printing details in Chinese or English, which include the name and address of the printer together with the date of printing and the number of copies printed. It applies to all materials reproduced by any method of multiplying copies (e.g. printing machines, duplicators or photocopiers). Some suggested formats are listed as follows:

- | | | |
|---|----|---|
| <p>(a) Printed by ABC Printing Works
XX XZY Street, HK
on <u>(date)</u> in <u>(number)</u> copies</p> | or | <p>(b) Printed by own office machine
XX XZY Street, HK
on <u>(date)</u> in <u>(number)</u> copies</p> |
|---|----|---|

- (x) Before the publication of the notice of nomination in the Gazette, a candidate wishing to exercise his/her right to free postage may be required to furnish the Postmaster General with a security (full postage of the items posted) for the payment of postage in the event that his/her name is not subsequently shown in the notice of nomination. In the case of joint election mail, a candidate whose letter contains information on any other candidate(s) is liable for payment of postage for all the letters if the name of any of the other candidate(s) is not subsequently shown in the notice of nomination. In this situation, the security payment made by the candidate will not be refunded and the relevant joint election mail will not be regarded as the candidate's letter sent free of postage. The remaining candidate(s) who is/are validly nominated is/are still entitled to exercise his/her/their right to free postage.

2. Posting Arrangements

- (i) Candidates are advised to make their postage-free election mail **on or before 19 February 2016 (Friday)**. **Please note that since the Post Office needs to handle a large volume of mail within this short period of time, mail posted after the above deadline is very unlikely to be delivered to the addressees before the polling day.**
- (ii) **Candidates should submit application to the Post Office for written approval of specimen(s) of their election mail for free postage. Before deciding on the contents of the election mail, candidates should study the requirements governing free postage for election mail carefully. If in doubt, candidates should seek advice from the Post Office relating to postal requirements and the REO on other aspects before printing. Candidates should submit the specimen(s) of their election mail to the Post Office for approval as early as possible so as to allow sufficient time for revising the specimen(s), if necessary.**
- (iii) At least **two clear working days' notice (excluding Saturday)** must be given to the Manager (Retail Business) of the relevant place stated in the "List of Post Offices/Delivery Offices for Election Mail" (Appendix II) before the postings are made. Candidates should present three unsealed specimens of their election mail, together with a "Notice of Posting of Election Mail" [REO/C/17(GC)/2016LC(By-E) (SDF)] **in duplicate**, for inspection. **For example, if the candidate wishes to make his/her free postage on 19 February 2016 (Friday), the specimens should be submitted on or before 16 February 2016 (Tuesday).**
- (iv) The postings should be made up in bundles of 50 or 100 each for easy counting. All letters should face the same direction and be sequenced in accordance with the order of the address labels/address lists (e.g. by names of buildings or block numbers) provided by Registration and Electoral Office. To facilitate handling of huge volume of mail within a tight time schedule, candidates are required to segregate election mail by District Council Constituency Areas as specified in Appendix III when presenting their mailing items.
- (v) Candidates may indicate any one of the post offices/delivery offices designated to their constituencies as stated in the "List of Post Offices/Delivery Offices for Election Mail" (Appendix II). With each posting made at the designated post office/delivery office, the candidate or his/her election agent must present a signed "Declaration for Posting of Election Mail" [REO/C/18(GC)/2016LC(By-E) (SF)] **in duplicate**. If a candidate makes posting in more than one batch, the same declaration form should be presented on each occasion.
- (vi) **Please note that under s 101A(3)(a) & (b) of the Electoral Affairs Commission (Electoral Procedure) (Legislative Council) Regulation (Cap. 541D), a list of candidate(s) sending postage-free letters to electors in bulk is liable for payment of postage for all letters in that bulk if any letter in the bulk does not meet the requirements stated in para. 1(ii) above or if the declaration mentioned in para. 2(v) is false in any particular.**

3. For general enquiries concerning the posting of election mails, please contact:

Senior Manager (Retail Business/Kowloon & New Territories)
5/F., Central Mail Centre, 1 Wang Chin Street, Kowloon Bay, Kowloon
Tel : 2908 0387
Fax: 2868 1442

Methods of Folding of Election Mail 郵寄選舉郵件應採用的摺疊方法⁽¹⁾

Figure 1 : Folder of A4 (296mm) size
圖示一：對摺的A4（296毫米）尺寸紙張

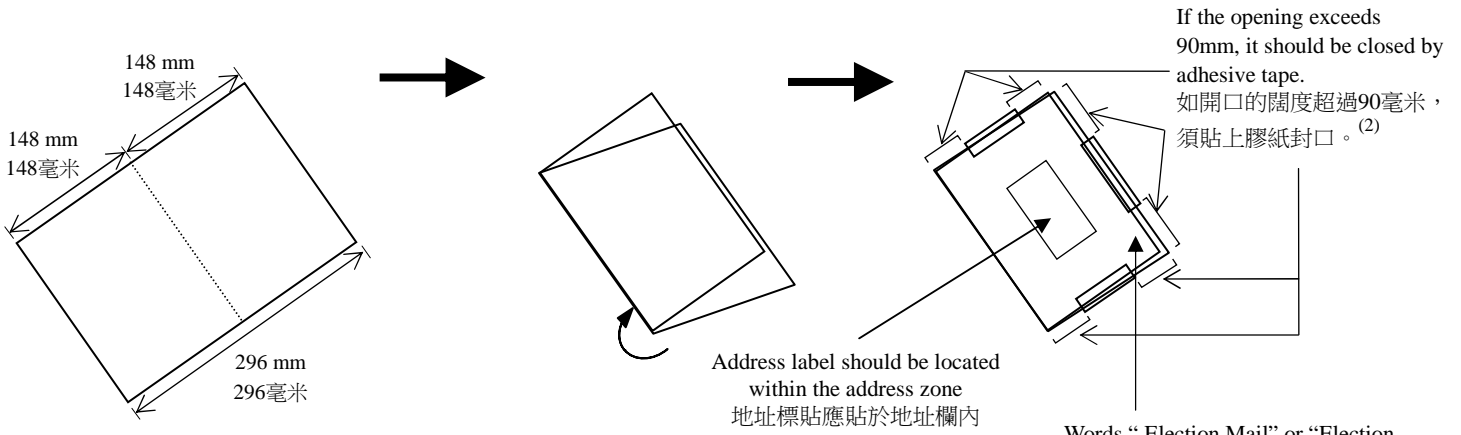


Figure 2 : Folder of A4 (296mm) size with 2 folds
圖示二：兩摺的A4（296毫米）尺寸紙張

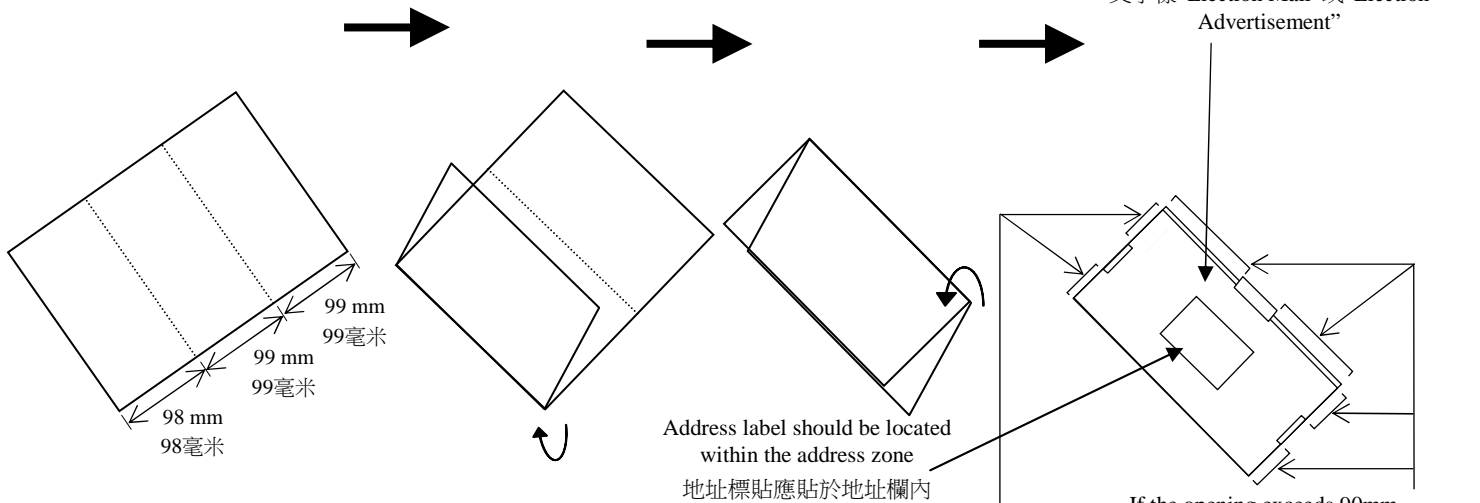
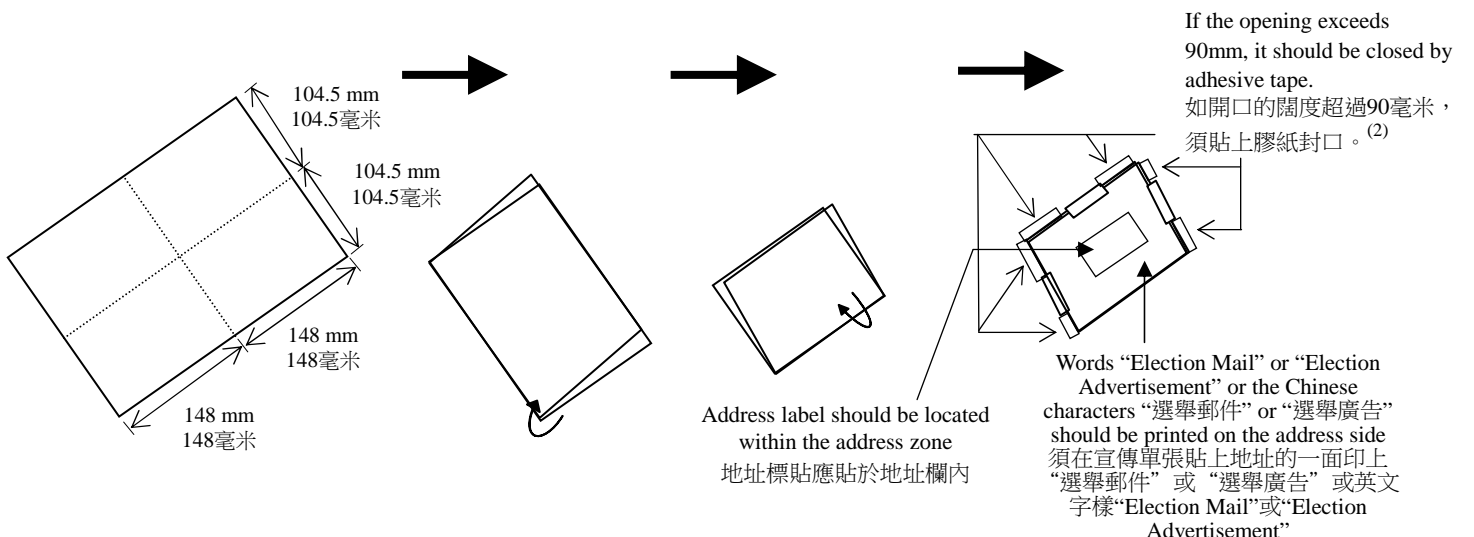


Figure 3 : Folder of A4 (296mm) size with 2 folds
圖示三：兩摺的A4（296毫米）尺寸紙張



Methods of Folding of Election Mail 郵寄選舉郵件應採用的摺疊方法⁽¹⁾

Figure 4A&4B : Folder of A4 (296mm) size sealed with address label
圖示四A及四B：以地址標貼封口的A4（296毫米）尺寸紙張

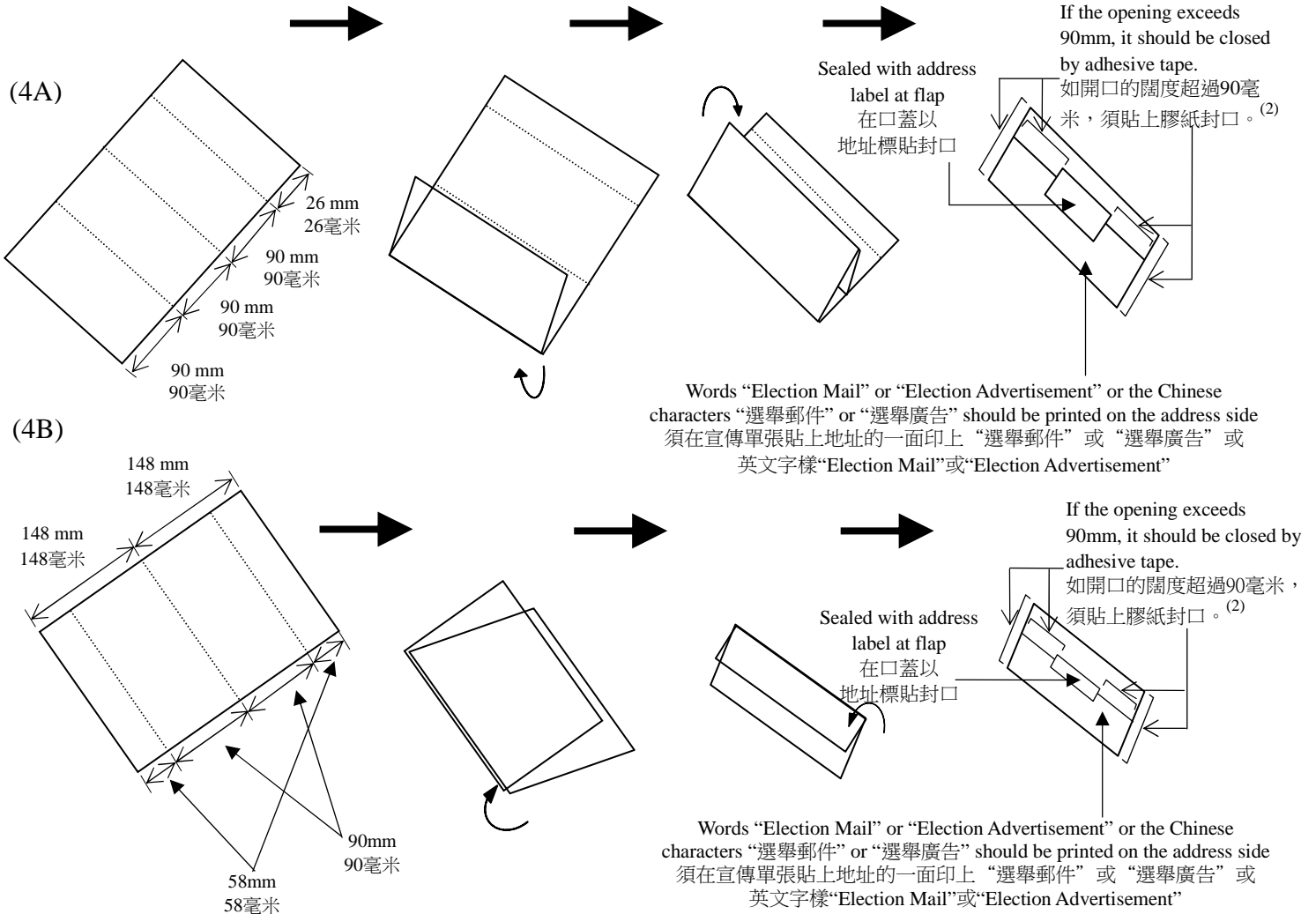
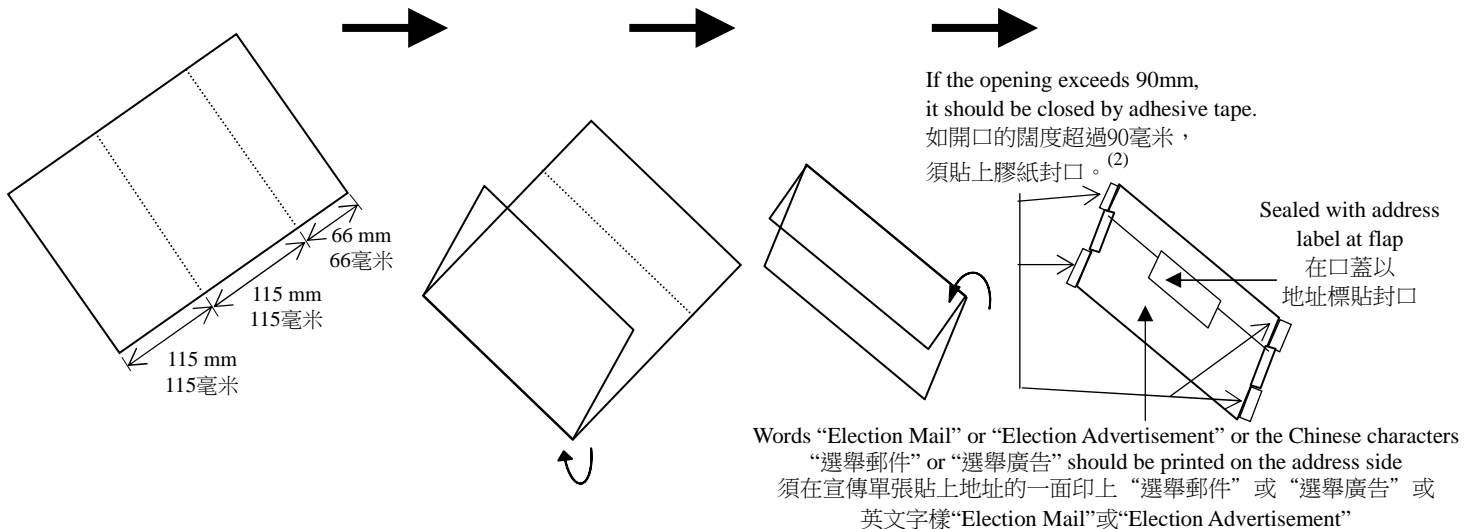


Figure 5 : Folder of A4 (296mm) size sealed with address label
圖示五：以地址標貼封口的A4（296毫米）尺寸紙張



- (1) 無論以任何方法摺疊，所有超過90毫米的開口，必須以膠紙封口。
For any methods of folding, all openings exceeding 90 mm should be closed by adhesive tape.
- (2) 無論郵件的開口是否已經封口，所有開口部份不得超過90毫米，否則須以膠紙封口。
Regardless of whether the opening is closed or not, all openings shall not exceed 90 mm. Otherwise, they must be sealed with adhesive tape.

2016 年立法會新界東地方選區補選
2016 Legislative Council New Territories East Geographical Constituency By-election
投寄選舉郵件郵政局/派遞局一覽表
List of Post Offices/Delivery Offices for Election Mail

候選人請到以下地點提交選舉郵件樣本：

Candidates should submit their election mail specimens at the following place:

經理 (門市業務/新界東) Manager (Retail Business /New Territories East)	地址 Address	辦公時間 Office Hours	電話 Telephone	傳真 Fax
	荃灣西樓角路 38 號荃灣政府合署 10 樓 10/F, Tsuen Wan Government Offices, 38 Sai Lau Kok Road, Tsuen Wan	9am – 5pm	2417 6465 2417 6489	2417 6488

在提交選舉郵件樣本時，候選人可表明打算在下列那一個郵政署所指定的辦事處投寄。有關的經理在批准樣本後，向候選人回覆，並作出安排。

When handing in the specimens, candidates may indicate any **one** of the following posting offices designated by the Post Office where they intend to make their postings. In this connection, the Manager concerned will arrange and confirm the requests after approving the specimens.

地區編號 District Code	地區 District	郵政局/派遞局 Post Office/Delivery Office	地址 Address	電話 Telephone
N	北區 North	石湖墟派遞局 Shek Wu Hui Delivery Office	上水彩園路 9 號深港中心 101-103 室 1/F, Unit 1-3, Hi-tech Centre, 9 Choi Yuen Road, Sheung Shui	3124 0760 3124 0796
		粉嶺郵政局 Fanling Post Office	粉嶺壁峰路 3 號北區政府合署地下 G/F, North District Government Offices Building, 3 Pik Fung Road, Fanling	2675 1689
		錦田郵政局 Kam Tin Post Office	錦田大馬路錦田政府合署地下 G/F, Kam Tin Government Offices Building, Kam Tin Main Road	2476 2858
		新田郵政局 San Tin Post Office	青山公路新田段 1A 號 1A Castle Peak Road, San Tin Section	2471 1107
		沙頭角郵政局 Sha Tau Kok Post Office	沙頭角順隆街 1 號沙頭角鄉村大樓 Sha Tau Kok Rural Building, 1 Shun Lung Street, Sha Tau Kok	2674 0670

地區編號 District Code	地區 District	郵政局/派遞局 Post Office/Delivery Office	地址 Address	電話 Telephone
P	大埔 Tai Po	大埔郵政局 Tai Po Post Office	大埔汀角路 1 號大埔政府合署地下 G/F, Tai Po Government Offices Building, 1 Ting Kok Road, Tai Po	2650 8702
Q	西貢 Sai Kung	西貢郵政局 Sai Kung Post Office	西貢親民街 34 號西貢政府合署地下 G/F, Sai Kung Government Offices Building, 34 Chan Man Street, Sai Kung	2792 2243
		將軍澳郵政局 Tseung Kwan O Post Office	將軍澳厚德邨厚德商場地下 G30-32 號舖位 Shop G30-G32, G/F, Hau Tak Shopping Centre, Hau Tak Estate, Tseung Kwan O	2704 9379
R	沙田 Sha Tin	沙田中央郵政局 Sha Tin Central Post Office	沙田上禾輦路 1 號沙田政府合署 1 樓 1/F, Shatin Government Offices, 1 Sheung Wo Che Road, Sha Tin	2697 9813
		馬鞍山郵政局 Ma On Shan Post Office	沙田馬鞍山鞍祿街 18 號 新港城第四期地下 2 號舖位 Unit 2, G/F, Sunshine City, Phase 4, 18 On Luk Street, Ma On Shan, Sha Tin	2630 5026

2016 年立法會新界東地方選區補選 - 區議會選區代號名單
2016 Legislative Council New Territories East Geographical Constituency
By-election – List of District Council Constituency Area Codes

地區編號及名稱 District Code & Name	區議會選區代號 District Council Constituency Area Code	區議會選區名稱	Name of District Council Constituency Area
[N] 北區 North District	N01	聯和墟	LUEN WO HUI
	N02	粉嶺市	FANLING TOWN
	N03	祥華	CHEUNG WAH
	N04	華都	WAH DO
	N05	華明	WAH MING
	N06	欣盛	YAN SHING
	N07	盛福	SHING FUK
	N08	粉嶺南	FANLING SOUTH
	N09	清河	CHING HO
	N10	御太	YU TAI
	N11	上水鄉郊	SHEUNG SHUI RURAL
	N12	彩園	CHOI YUEN
	N13	石湖墟	SHEK WU HUI
	N14	天平西	TIN PING WEST
	N15	鳳翠	FUNG TSUI
	N16	沙打	SHA TA
	N17	天平東	TIN PING EAST
	N18	皇后山	QUEEN'S HILL
[P] 大埔 Tai Po	P01	大埔墟	TAI PO HUI
	P02	大埔中	TAI PO CENTRAL
	P03	頌汀	CHUNG TING
	P04	大元	TAI YUEN
	P05	富亨	FU HENG
	P06	怡富	YEE FU
	P07	富明新	FU MING SUN
	P08	廣福及寶湖	KWONG FUK & PLOVER COVE
	P09	宏福	WANG FUK
	P10	大埔滘	TAI PO KAU
	P11	運頭塘	WAN TAU TONG
	P12	新富	SAN FU
	P13	林村谷	LAM TSUEN VALLEY
	P14	寶雅	PO NGA
	P15	太和	TAI WO
	P16	舊墟及太湖	OLD MARKET & SERENITY
	P17	康樂園	HONG LOK YUEN
	P18	船灣	SHUEN WAN
	P19	西貢北	SAI KUNG NORTH

地區編號及名稱 District Code & Name	區議會選區代號 District Council Constituency Area Code	區議會選區名稱	Name of District Council Constituency Area
[Q] 西貢 Sai Kung	Q01	西貢市中心	SAI KUNG CENTRAL
	Q02	白沙灣	PAK SHA WAN
	Q03	西貢離島	SAI KUNG ISLANDS
	Q04	坑口東	HANG HAU EAST
	Q05	坑口西	HANG HAU WEST
	Q06	寶怡	PO YEE
	Q07	維景	WAI KING
	Q08	都善	DO SHIN
	Q09	健明	KIN MING
	Q10	彩健	CHOI KIN
	Q11	澳唐	O TONG
	Q12	富君	FU KWAN
	Q13	軍寶	KWAN PO
	Q14	南安	NAM ON
	Q15	康景	HONG KING
	Q16	翠林	TSUI LAM
	Q17	寶林	PO LAM
	Q18	欣英	YAN YING
	Q19	運亨	WAN HANG
	Q20	景林	KING LAM
	Q21	厚德	HAU TAK
	Q22	富藍	FU NAM
	Q23	德明	TAK MING
	Q24	尚德	SHEUNG TAK
	Q25	廣明	KWONG MING
	Q26	環保北	WAN PO NORTH
	Q27	環保南	WAN PO SOUTH
[R] 沙田 Sha Tin	R01	沙田市中心	SHA TIN TOWN CENTRE
	R02	瀝源	LEK YUEN
	R03	禾輦邨	WO CHE ESTATE
	R04	第一城	CITY ONE
	R05	愉城	YUE SHING
	R06	王屋	WONG UK
	R07	沙角	SHA KOK
	R08	博康	POK HONG
	R09	乙明	JAT MIN
	R10	秦豐	CHUN FUNG
	R11	新田圍	SUN TIN WAI
	R12	翠田	CHUI TIN
	R13	顯嘉	HIN KA
	R14	下城門	LOWER SHING MUN
	R15	雲城	WAN SHING

地區編號及名稱 District Code & Name	區議會選區代號 District Council Constituency Area Code	區議會選區名稱	Name of District Council Constituency Area
[R] 沙田 Sha Tin	R16	徑口	KENG HAU
	R17	田心	TIN SUM
	R18	翠嘉	CHUI KA
	R19	大圍	TAI WAI
	R20	松田	CHUNG TIN
	R21	穗禾	SUI WO
	R22	火炭	FO TAN
	R23	駿馬	CHUN MA
	R24	頌安	CHUNG ON
	R25	錦濤	KAM TO
	R26	馬鞍山市中心	MA ON SHAN TOWN CENTRE
	R27	利安	LEE ON
	R28	富龍	FU LUNG
	R29	烏溪沙	WU KAI SHA
	R30	錦英	KAM YING
	R31	耀安	YIU ON
	R32	恒安	HENG ON
	R33	鞍泰	ON TAI
	R34	大水坑	TAI SHUI HANG
	R35	愉欣	YU YAN
R36	碧湖	BIK WOO	
R37	廣康	KWONG HONG	
R38	廣源	KWONG YUEN	