

2026 ELECTION COMMITTEE SUBSECTOR ORDINARY ELECTIONS

GUIDE ON COMPLETION OF INPUT FORM FOR INTRODUCTION TO CANDIDATES

The Registration and Electoral Office (“REO”) will prepare a full colour **Introduction to Candidates** booklet (“the Introduction to Candidates”) for each Election Committee Subsector in the 2026 Election Committee Subsector Ordinary Elections. The Introduction to Candidates will contain the candidate’s name and candidate number on the ballot paper, the candidate’s personal colour photograph, age, occupation, political affiliation, email address/website, together with the electoral message prepared and provided by the candidate. The Introduction to Candidates will be sent to each voter and authorized representative of the relevant Subsector (collectively known as “voters”) for reference and uploaded to the dedicated website of the election (<https://www.elections.gov.hk>)¹. The printed poster version of the Introduction to Candidates will be posted up at the polling stations on the polling day for easy reference of voters. In addition, the REO will produce a text version of the Introduction to Candidates so that voters with visual impairment can listen to the contents of the Introduction to Candidates using assistive software in their computers or smartphones. Candidates should understand the needs of voters with visual impairment and ensure that voters (including those with visual impairment) have reasonable access to electoral messages during election campaigns. The REO strongly encourages candidates to utilize the text version of the Introduction to Candidates to convey their electoral messages to voters with visual impairment.

2. If a candidate chooses to use the Introduction to Candidates for electioneering publicity, he/she must complete the Input Form for Introduction to Candidates (“Input Form”). The Input Form is available in an electronic version (“e-Input Form”) and a printed version (“paper Input Form”). If a candidate completes the e-Input Form, the personal information and electoral message entered in plain text will be used for producing both the printed and text versions of the Introduction to Candidates. If a candidate completes the paper Input Form, the electoral message provided can only be used for producing the printed version. Therefore, to produce the text version, the candidate must input his/her electoral message in plain text in the e-Input Form. To simplify the data input, candidates are advised to complete the e-Input Form where possible.



Please visit <https://www.reo-form.gov.hk> on computers or scan the QR code on the left to download the e-Input Form. The paper Input Form can be obtained from the District Offices, Returning Officers’ Offices, or REO’s offices on 8/F, Treasury Building, 3 Tonkin Street West, Cheung Sha Wan, Kowloon or Units 2301-03, 23/F, Millennium City 6, 392 Kwun Tong Road, Kwun Tong, Kowloon.

3. The candidate’s personal photograph, personal information (including name, age, occupation, political affiliation, email address/website) as well as electoral message provided in Part I of the e-Input Form will be used to produce the printed version of the Introduction to Candidates. The personal information and any electoral message entered in **plain text** in the “Electoral Message” box (if applicable) in Part I will also be used to produce the text version of the Introduction to Candidates. If the candidate inputs his/her electoral message via image upload in Part I, he/she must input the electoral message in plain text in Part II to produce the text version of the Introduction to Candidates.

4. If a candidate does not submit either the e-Input Form or the paper Input Form, the printed version of the Introduction to Candidates will show only the candidate’s name and candidate number. The words “Relevant information has not been provided by the candidate” will be printed in all other designated parts. When voters with visual impairment listen to the text version of the Introduction to Candidates, they will hear only the candidate’s name and candidate number. In the sections on personal particulars and electoral message, they will also hear “Relevant information has not been provided by the candidate”. If the candidate submits only the paper Input Form and does not enter his/her electoral message in plain text in either Part I or Part II of the e-Input Form, voters with visual impairment will hear only the candidate’s name, candidate number, and any personal information provided by the candidate, and followed by “The candidate has not provided the electoral message in text”.

¹ The contents of the Introduction to Candidates will be removed from the dedicated website upon the completion of relevant follow-up work after the conclusion of the election.

How to Complete the Input Form

5. Please carefully fill in the Input Form in accordance with the instructions below.

General requirements

- (a) A candidate must fill in his/her name in Chinese and English (unless not applicable), and may provide other personal information (such as photograph, age², occupation, political affiliation, email address/website and electoral message). If a candidate mentions the name of any organization when stating his/her political affiliation, or if his/her electoral message includes the emblem or particulars of a supporting political party or organization, the candidate should obtain prior written consent from that party or organization before submitting the Input Form. To avoid confusion, information provided by the candidate (such as occupation and political affiliation) that is inconsistent with the information stated in the nomination form may not be included in the Introduction to Candidates.
- (b) There are no restrictions on the contents, the language, number of words, illustration and colour to be used inside the blue-lined area of the Input Form below the caption "Electoral Message". Any logo or illustration to be included in the "Electoral Message" should preferably be in line work or simple presentation for better printing effect. If the Input Form contains any content in a language other than Chinese and English, the candidate must enclose the translation of such content in Chinese or English and ensure that it contains information relating only to his/her candidature at this election. The relevant translation is for reference only and will not be included in the Introduction to Candidates.
- (c) The colour photograph must show the candidate's full face and not exceed 40mm x 50mm (1 5/8 x 2 inches). The background must be plain, white, light blue or light pink, without fluorescent or gradient colours. The REO reserves the right to adjust the image. The photograph should be taken within the last 6 months. For better printing effect, candidates submitting paper photographs are advised to use photofinishing paper and avoid inkjet or laser printing. In addition to affixing one photograph on the Input Form, candidates who submit the paper Input Form must submit 2 additional identical copies of the colour photograph, with the enclosed label affixed on the back of each, showing the candidate's name in Chinese and English (unless not applicable) and the name of the candidate's contesting Subsector. Candidate submitting the e-Input Form does not need to provide additional paper photographs.

Requirements for completing paper Input Form

- (d) The paper Input Form will be directly reproduced for printing. If a candidate chooses to submit paper form, he/she must use the paper Input Form provided by the REO to fill in the information. **Any photocopied/modified Input Form, and any graphics or text beyond the blue-lined area, will NOT be accepted.**
- (e) The text of personal particulars on the paper Input Form **MUST** be in **black**, and typed, printed by computer or hand-written in clear font with a **FINE** ball pen. If completed in a colour other than black, the relevant text will be converted to black, resulting in poorer printing effect. In addition, candidates may use cut-and-paste to place the content within the designated area. The pasted part must not exceed beyond the designated area, and the personal particulars area cannot be entirely covered by cut-and-paste. Information must be pasted item by item, and the original blue lines cannot be covered.

Requirements for completing e-Input Form

- (f) Please first download the relevant e-form, save it to your computer or mobile device, and then open the saved form using Adobe Acrobat Reader before you start to fill it out. In Part I of the e-Input Form under "Electoral Message", candidates must first choose either Text Input or Image Upload. If a candidate needs to fill in the "Electoral Message" in Part II, please type the electoral message using a computer. **Handwritten text and graphics will not be accepted.** Please note that the content of the text version in Part II should be similar to that of the illustration of the electoral message in Part I.
- (g) For ease of typesetting and due to the size limitation of each input field, the font of relevant input fields has been preset as Times New Roman and font size 10. The text is also subject to limits on the number of characters (including spaces) and words (see the relevant input fields in the form).

² The age should be completed in Arabic numerals.

- (h) Digital photographs and image files in Part I of the e-Input Form must meet the following format requirements–

<u>Items</u>	<u>Format requirements</u>
File type	JPEG
Photograph file size	5MB or below
Image file size for “Electoral Message”	5MB or below (if applicable)
Dimensions	<u>Colour photograph of the candidate</u> Photograph captured by scanner (600 dpi) : 40mm (W) x 50mm (H) Image captured by digital camera : at least 1200 pixels (W) x 1600 pixels (H) (Remarks : The pixel requirement has been slightly raised to allow for adjustment (e.g. face scaling) when necessary.) <u>Image file of “Electoral Message”</u> Image captured by scanner (600 dpi) : 89mm (W) x 50mm (H) Image captured by digital camera : at least 2110 pixels (W) x 1190 pixels (H)

Do not use low resolution image files or increase their resolution using software, as this may affect printing quality. Whether the uploaded photographs and/or image files meet the printing quality requirements is yet to be determined. If necessary, the REO will request the candidate to re-submit photograph and/or image file to ensure the quality of the printed Introduction to Candidates.

Submission of the Input Form

6. Candidates must submit the Input Form in the following manner no later than 3 days after the end of the nomination period (i.e. at or before 5:00 p.m. on 23 October 2026). Late submission will not be accepted.

e-Input Form

7. Candidates or their election agents may submit the duly completed e-Input Form by email (e-intro_to_can@reo.gov.hk), via the e-Form Upload Platform or through Central e-Form Services before the above deadline. To avoid network congestion, candidates should allow sufficient time and avoid submitting close to the deadline. Electronic submission channels will be automatically closed after the deadline.

Paper Input Form

8. Candidates may, before the deadline, submit the duly completed paper Input Form (original copy) in person, through their election agents, or by hand, together with 2 photographs of the candidate identical to the one affixed to the Input Form (each affixed with a label on the back as required in paragraph 5(c), showing the candidate’s name in Chinese and English (unless not applicable) and the name of the contesting Subsector) to the Returning Officer for the relevant Subsector or the Chief Electoral Officer (Address: Technical Services Team of the REO, 8/F, Millennium City 6, 392 Kwun Tong Road, Kwun Tong, Kowloon).

9. To produce the text version, candidate who has submitted the paper Input Form needs to separately complete the e-Input Form (see paragraph 2 above) by filling the candidate’s name and entering the electoral message in plain text in Part II, and submit the duly completed e-Input Form by email (e-intro_to_can@reo.gov.hk) or via the e-Form Upload Platform before 5:00 pm on 4 November 2026.

Other Issues to Note

10. The candidate should ensure the completeness and accuracy of the information provided. The Returning Officer and the REO will not accept any request for correction or addition to the Input Form after the deadline. The content, nature and presentation of the candidate’s message in the Introduction to Candidates are entirely the candidate’s own idea and creation. The REO will not alter or edit the message unless it is considered obscene, immoral, indecent, offensive, defamatory, unlawful (including any act constituting an offence endangering national security), or contains information unrelated to the candidate’s candidature.

11. In accordance with section 26(1) of the Elections (Corrupt and Illegal Conduct) Ordinance (Cap. 554), a person engages in illegal conduct at an election if the person publishes a materially false or misleading statement of fact about a particular candidate or particular candidates for the purpose of promoting or prejudicing the election of the candidate or candidates.

12. Candidates should note that some voters may only be familiar with either the Chinese or English and they are equally entitled to the information in the Introduction to Candidates. The REO encourages candidates to provide both Chinese and English versions of their personal particulars and the electoral message to disseminate the relevant information more effectively.

13. For enquiries about completion of the Input Form, please call the REO at 2891 1001.

Personal Information Collection Statement

14. Please note the following with regard to the personal data supplied in connection with the Input Form –

(a) **Purpose of Collection**

The personal data and other relevant information provided in this Input Form will be used by the Electoral Affairs Commission, the Registration and Electoral Office, the Returning Officer for the relevant Subsector, and other related government departments and organizations for election-related purposes.

(b) **Transfer of Information**

All information (including the personal data and other information) provided in this Input Form may be provided to other authorized departments, organizations or persons, including but not limited to the law courts for election-related purposes.

(c) **Access to Personal Data**

Any person has the rights to request access to and correction of the personal data he/she provided in this Input Form in accordance with the provisions of the Personal Data (Privacy) Ordinance (Cap. 486).

(d) **Enquiry**

Enquiries concerning the personal data collected by means of this Input Form (including request for access and correction of personal data) should be addressed to the Chief Electoral Officer (Address: 8th Floor, Treasury Building, 3 Tonkin Street West, Cheung Sha Wan, Kowloon).